

# MTSU

2014-2015 Undergraduate Catalog • Murfreesboro, Tennessee

## Part 1 of 3:

- **Introductory Pages**
- **College of Basic and Applied Sciences**

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# About MTSU

Middle Tennessee State University, a coeducational, tax-supported institution founded in 1911, is located in Murfreesboro less than a mile from the exact geographic center of the state. Murfreesboro, a historic city of over 100,000, is 32 miles southeast of Nashville via I-24 and is easily accessible from any direction. MTSU students and personnel can enjoy the advantages of a metropolitan atmosphere without the impersonalization associated with a big city.

The large and beautifully landscaped campus of approximately 500 acres has more than 200 permanent buildings totaling almost 5.0 million square feet. Visitors may take a virtual tour at [tour.mtsu.edu/](http://tour.mtsu.edu/).

The University is made up of eight undergraduate colleges—the College of Basic and Applied Sciences, the College of Behavioral and Health Sciences, the Jennings A. Jones College of Business, the College of Education, the College of Liberal Arts, the College of Mass Communication, the University College, the University Honors College—and a College of Graduate Studies. MTSU offers curricular breadth in a variety of programs ranging from traditional ones on which the school was founded to new, innovative ones designed for a rapidly changing society. Designated a regional university, MTSU provides services and continuing education to the central Tennessee area.

Some 80 percent of the school's more than 950 full-time faculty members hold terminal degrees. The student body numbers more than 23,000 and comes from 94 Tennessee counties, 47 states, and 77 foreign countries.

## Statement of Mission

Middle Tennessee State University is a comprehensive university that embraces its role as the destination of choice for Tennessee undergraduates while expanding its reach nationally and internationally through signature programs and select master's and doctoral programs. The University generates, preserves, and disseminates knowledge and innovation and uses scholarship to enhance teaching and public service. The University is committed to preparing students to thrive in their chosen professions and a changing global society.

A major public institution of higher learning, MTSU is a member of the State University and Community College System of Tennessee.

*Approved March 25, 2011, by the Tennessee Board of Regents*

## Purpose

To fulfill its mission, Middle Tennessee State University

- fosters a student-centered environment conducive to lifelong learning, personal development, and success;
- offers a broad array of high quality, affordable academic programs grounded in a common core of arts and sciences;
- enhances access and academic opportunity for a diverse student population, including distance learning and other special services and programs for first generation, non-traditional, high-achieving, and transfer students;
- challenges students through diverse teaching methods and media including educational technology, experiential learning, undergraduate and graduate research, and co-curricular and extra-curricular activities;
- recruits exceptional faculty and develops resources to support excellence in instruction, research, creative activity, and public and professional service;
- develops and sustains academic partnerships, entrepreneurial activities, outreach and public service that support instruction and research and that meet the needs of communities throughout the region; and
- serves as an emerging center for international study, understanding, and exchange.

Middle Tennessee State University educates students to

- think logically, critically, and creatively;
- make sound judgments with an awareness of ethical, moral, and aesthetic values;
- acquire a working knowledge of a discipline or a group of related disciplines;
- examine, analyze, and shape the contemporary world through scientific knowledge, creative undertakings, and an understanding of culture and history;
- communicate clearly and precisely and understand the proper role of free expression in our society; and
- demonstrate the effective and adaptive use of current and/or emerging technologies.

## Vision

Middle Tennessee State University will be a vibrant hub for educating accomplished students who are civically engaged and globally responsible citizens; a seedbed for research and entrepreneurship; and an engine of cultural and economic development.

## Community Standards

MTSU is committed to developing and nurturing a community devoted to learning, growth and service. Each person who joins or affiliates with the community does so freely and accepts and practices the following core values and expectations:

- **Honesty and Integrity.** The notions of personal and academic honesty and integrity are central to the existence of the MTSU community. All members of the community will strive to achieve and maintain the highest standards of academic achievement in the classroom and personal and social responsibility on- and off-campus.
- **Respect for Diversity.** The MTSU community is composed of individuals representing different races, ethnicities, sexual orientations, cultures, and ways of thinking. We respect individual differences and unique perspectives and acknowledge our commonalities.
- **Engagement in the Community.** All members of the community are encouraged to participate in educationally purposeful activities that support and enhance the MTSU experience. Active involvement and personal investment in the classroom and throughout the community are hallmarks of an engaged citizen.
- **Commitment to Non-violence.** MTSU is committed to the principles of nonviolence and peaceful conflict resolution. Community members will freely express their ideas and resolve differences using reason and persuasion.

# The History of the University

Middle Tennessee State University began as Middle Tennessee State Normal School, opening its doors on Monday, September 11, 1911.

In 1909, the Tennessee General Assembly passed legislation to improve the system of public education by establishing a General Education Fund and creating three normal schools, one in each of the three grand divisions of the state. These institutions were to establish teaching standards or "norms," hence the name. The Murfreesboro school began with four buildings on a dusty site that just a year earlier had been farmland.

Opening with a two-year program for training teachers, Middle Tennessee State Normal School evolved into a four-year teachers college in 1925 with the power of granting the Bachelor of Science degree. In 1943, the General Assembly designated the institution a state college. This new status marked a sharp departure from the founding purpose and opened the way for expanding curricular offerings and programs. In 1965, the institution advanced to university status.

Several significant milestones chart the progress from normal school to university and beyond. During the progressive movement from a two-year normal to a university, several significant milestones may be identified. Responding to the expressed needs of the institution's service area, the Graduate School was established in 1951. The Bachelor of Arts was added that same year. To effect better communications and improve administrative supervision, the schools concept was introduced in 1962.

As MTSU developed and grew, new degree programs included the Doctor of Arts in 1970 and the Specialist in Education in 1974. Library resources dramatically increased, and sophisticated computer services aided instruction and administration. A highly trained faculty enabled the University to continue growth in program offerings. In 1991, the University's six schools-five undergraduate and the graduate school-became colleges. In 1998, MTSU's Honors Program became the Honors College, the first in the state. In 2006, the Division of Continuing Studies and Public Service changed to the College of Continuing Education and Distance Learning. In 2002, approval was granted to redesignate three D.A. programs to Doctor of Philosophy programs, and subsequently five others have been approved. In the 2010 reorganization, Continuing Education and Distance Learning became the University College, and the College of Education and Behavioral Science became the College of Education and the College of Behavioral and Health Sciences. The Doctor of Education was approved in 2012.

Since 1911, MTSU has graduated more than 100,000 students. Despite the University's growth from a campus of 100 acres, 125 students, and a faculty of 18, to an academic city of over 500 acres, more than 23,000 students, and a faculty of more than 950, the institution is still essentially a "people's university" with a concern for the diverse needs of the area that it serves. In 1986, James McGill Buchanan ('40) became the first MTSU alumnus to be awarded the Nobel Prize. Buchanan received the Nobel Memorial Prize in Economic Sciences for his development of the theory of public choice, a way of studying the expenditure of public funds. In 2011 the University celebrated its Centennial year with the theme "A Tradition of Excellence." As the University looks forward to the next 100 years, the theme is exemplified as everyone in the University community-students, faculty, staff, alumni, and friends-strives to be the best.

# Accrediting Agencies and Memberships

Middle Tennessee State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees. Contact the SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Middle Tennessee State University.

AACSB International - The Association to Advance Collegiate Schools of Business	Council of Southern Graduate Schools
ABET, Inc., Computing Accreditation Commission of ABET ( <a href="http://www.abet.org">http://www.abet.org</a> )	Council on Social Work Education
ABET, Inc., Engineering Technology Accreditation Commission of ABET ( <a href="http://www.abet.org">http://www.abet.org</a> )	Fuld Institute for Technology in Nursing Education
Accreditation Commission for Education in Nursing (ACEN)	Learning Resources Network
Accreditation Council for Education in Nutrition and Dietetics (ACEND)	National Air Transportation Association
Accrediting Council on Education in Journalism and Mass Communication - ACEJMC	National Association for School Psychologists (NASP)
American Alliance for Health, Physical Education, Recreation and Dance	National Association for Sport and Physical Education
American Anthropological Association	National Association for the Education of the Young Child
American Association of Airport Executives	National Association of Schools of Art and Design
American Association of Colleges and Universities	National Association of Schools of Music
American Association of Collegiate Registrars and Admissions Officers	National Association of State Universities and Land-Grant Colleges
American Association of Colleges for Teacher Education	National Association of Student Personnel Administrators
American Association of Colleges of Nursing	National Athletic Trainers' Association
American Association of Family and Consumer Sciences	National Business Aviation Association
American Association for Leisure and Recreation	National Collegiate Athletic Association
American Association of State Colleges and Universities	National Collegiate Honors Council
American Chemical Society	National Commission for Health Education Credentialing
American College Testing Program	National Council for Accreditation of Teacher Education
American Council on Education	National Intercollegiate Flight Association
American Historical Association	National Recreation and Parks Association
American Political Science Association	ORAU - Oak Ridge Associated Universities, Partnerships for Innovation
	Physics Teacher Education Coalition
	Southern Association for College Student Affairs
	Southern Association of Collegiate Registrars and

American Sociological Association	Admissions Officers
Association for Continuing Higher Education	SREB Council on Collegiate Education for Nursing
Association of Departments of Foreign Languages	Southern Regional Honors Council
Association of Technology, Management, and Applied Engineering	Sun Belt Conference
Aviation Accreditation Board International	Teachers College Association of Extension and Field Services
Aviation Technician Education Council	Teacher Education Council of State Colleges and Universities
Certified Family Life Educator (CFLE)	Tennessee Alliance for Continuing Higher Education
CIM National Steering Committee	Tennessee Association of Colleges for Teacher Education
Coalition of Adult Learning Focused Institution (ALFI)	Tennessee Association of Collegiate Registrars and Admissions Officers
Commission on Accreditation of Allied Health Education Programs	Tennessee Association of Science Department Chairs
Commission on Accreditation of Athletic Training Education (CAATE)	Tennessee Association of Veterans Programs Administrators
Commission on Collegiate Nursing Education	Tennessee Conference of Graduate Schools
Council for Accreditation of Counseling to Related Educational Programs (CACREP)	Tennessee College Association
Council for Adult and Experiential Learning (CAEL)	Tennessee Collegiate Honors Council
Council for Interior Design Accreditation (CIDA)	The College Board
Council for the Advancement and Support of Education	United States Army, Cadet Command
Council of Graduate Schools	University Aviation Association

# **Academic Calendar**

## **Calendar Subject to Change**

**The calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.**

The academic calendar can be found at [www.mtsu.edu/calendar\\_academic.php](http://www.mtsu.edu/calendar_academic.php).

Online schedule/registration guide for registration, fee payment, drop/add, and other important dates can be found at [www.mtsu.edu/registration/registration-guide.php](http://www.mtsu.edu/registration/registration-guide.php).

Final exam schedule can be found at [www.mtsu.edu/registration/registration-guide.php](http://www.mtsu.edu/registration/registration-guide.php).

In the event of inclement weather, MTSU will disseminate closing plans. See [mtsunews.com/weather/](http://mtsunews.com/weather/) for more information.

# **Admissions and Registration**

## **Requirements for Admission**

**Admissions Office  
Student Services and Admission Center 120**

## **Application Filing Deadlines**

**Fall Admission - It is recommended that students apply as early as possible and no later than July 1 for Fall admission. This ensures adequate time for processing documents and to complete all admissions and placement processes.**

**Spring Admission - It is recommended that students apply as early as possible and no later than December 15 for Spring admission. This ensures adequate time for processing documents and to complete all admissions and placement processes.**

The priority deadline for Freshman Academic Scholarship applications is **December 1**.

The deadline for Transfer Academic Scholarship applications is **February 15**.

The deadline for most competitive scholarships is **February 15**.

## **High School Units**

**Admission will be granted to freshman applicants who hold a recognized high school diploma and/or meet any additional requirements as stated below. The diploma will reflect a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:**

<b>Subject Area</b>	<b>Required Units</b>
English	4
Algebra (Algebra I and Algebra II)	2
Geometry or higher	1
Additional unit of math	1
Natural Science	3
United States History	1

European History, World History, or World Geography	1
Single Foreign Language	2
Visual or Performing Arts	1

*Required by Tennessee Code Annotated 49-7-110. Students deficient in the completion of United States History are required to complete six semester hours of United States History or three semester hours of United States History and three semester hours of Tennessee History.*

## High School Graduate

**Public School**-applicants for degree admission as first-time freshmen must provide an official high school transcript showing credits earned and date of graduation.

**Nonpublic School**-graduates of nonpublic high schools (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation. The transcript of a home school applicant must be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801) or be accompanied by certification of registration with the superintendent of the local education agency which the student would otherwise attend. Applicants who cannot provide a satisfactory secondary school credential may substitute acceptable scores on either the HiSET or GED examination.

**NOTE:** *The cumulative high school grade point average is calculated based upon grades nine through twelve. However, if admission credentials are received by the Admissions Office prior to the applicant graduating from high school then the cumulative grade point average is based upon six semesters (grade nine through eleven).*

## Standardized Examinations

Only one valid set of ACT/SAT test scores will be used for admission purposes. Valid ACT/SAT scores are those earned within three years prior to the first day of the first term of enrollment. Students 21 years of age or older are not required to submit ACT/SAT scores, but those who elect to present valid scores may do so.

## Assessment Examinations

All valid ACT/SAT scores (less than three years old) of entering degree-seeking students less than 21 years old will be reviewed to determine if secondary university assessment is needed. Students with ACT subscores of 18 (SAT 450 verbal and math) or lower in reading and math or students with ACT subscores of 17 (SAT 440 verbal) or lower in English are required to complete secondary university assessment.

Applicants who will be 21 years of age or older at the time of admission are required to undergo assessment for each area 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.

Transfer students without previous college-level English composition, reading intensive coursework, or algebra-based mathematics coursework will be required to take the appropriate portion of the assessment test prior to registration. Transfer students whose high school transcript reflects a deficiency in either English or mathematics but whose transfer coursework includes credit in a college-level English composition or algebra-based mathematics course will be exempt from placement testing.

The assessment exam is administered on several dates during the Fall, Spring, and Summer semesters. A \$25 fee is charged for the assessment exam. On the basis of their test scores, students are placed in prescribed courses or

college-level non-prescribed courses. More information about secondary university assessment may be found at University Studies.

**NOTE 1:** Academic assessment placement scores older than three years are not valid.

**NOTE 2:** After acceptance as a student, there are certain performance tests students will be required to take during their academic careers. It is a requirement of admission that students agree to take any test deemed necessary by the institution. In those instances in which tests are administered by an external entity, students hereby agree that the results of such tests be released to the institution. The purpose of this requirement is to comply with the legislature's expressed intent that institutions regularly evaluate and improve instruction at all levels. If students are under 21 years of age and are required by institutional policy to complete academic assessment placement tests, their scores on these tests and course placement may be reported to their high schools for research purposes. Any test scores will be treated confidentially as required by law.

## Freshman Admission Standards

Each fall new applicants will be admitted until a maximum number is achieved. All applicants will be considered by evaluating their likelihood of success at Middle Tennessee State University. Students should be adequately prepared to succeed as evidenced by high school grades, ACT or SAT scores, pattern of high school courses taken, special talents, and school recommendations.

### Deadlines

Students are encouraged to submit an application as early as possible to receive first consideration. (See above for application dates.)

### Admission Criteria

Freshman admission decisions are based on the following elements:

1. high school grade point average
2. standardized test scores, either ACT or SAT (students 21 years of age or older are exempt)
3. completion of a distribution of college preparatory courses (see above - applicable for graduates 1989 and after)
4. a personal statement form to be reviewed by the Admissions Review Board may be required of some students and can be completed at the point of application

**NOTE:** For admission and assessment purposes, MTSU will use the SAT total score calculated from the Critical Reading and Mathematics scores. The writing portion of the SAT or ACT test will not be used.

## Freshman Applicants

Following are the admission standards for all freshman applicants. The categories described below are designed to clarify the process used to evaluate undergraduate applications. It is not necessary for the applicant to choose a category in which to apply. The categories are

**Honors Admission**-for high-ability students

**Guaranteed Admission**-for the majority of applicants

**Conditional Admission**-for applicants not meeting standard admission requirements who have special talents or circumstances which may be taken into consideration

**Honors admission** will be granted to applicants who complete a distribution of college preparatory courses with

- ACT composite score of 25 (SAT 1130) or higher and at least a 3.5 high school GPA.

Participation in the Honors College is not required of applicants admitted in this category.

**Guaranteed Admission**-Regular admission will be granted to freshman applicants who complete a distribution of college preparatory courses with one of the following:

- a minimum 3.0 GPA
- a minimum composite ACT of 22 (SAT 1020)
- a minimum 2.7 GPA and minimum ACT of 19 (SAT 900)

**Conditional Admission**-Any student not meeting guaranteed admission requirements will be considered for conditional admission. The review will include all academic credentials as well as other special interests and skills and other non-academic factors as explained on the Personal Statement Form which can be completed at the point of application. Students conditionally admitted should work closely with an academic advisor to develop a class schedule that promotes academic success and should maintain regular contact with the advisor throughout the semester. Additionally, students admitted in this category will be expected to

- maintain academic good standing as defined by University retention standards
- meet more specific requirements as required for certain populations of students.

GED or HiSET applicants will be considered for conditional admission. A minimum GED score of 450 or minimum HiSET score of 10 is required. The review will include GED or HiSET credentials as well as other special interests, skills, and non-academic factors as explained on the Personal Statement Form which can be completed at the point of application.

The Admissions Review Board may also request additional documentation specific to each individual's circumstances. It is expected that a very small number of people in this category will be admitted. In the absence of special talents or circumstances, applicants who do not meet the requirements for Guaranteed Admission will be denied. Decisions of the Admissions Review Board are final.

## To Apply

1. Complete undergraduate application for admission at [www.mtsu.edu/applynow](http://www.mtsu.edu/applynow).
2. Submit **\$25.00 nonrefundable application fee** online.
3. Submit official ACT report (not required if 21 years of age or older). Official ACT report can be requested by writing to American College Testing Program, Box 414, Iowa City, Iowa 52240. Please ask them to send it directly to MTSU, Code #3994. ACT scores on official high school transcripts are acceptable, as are SAT scores, Code #1466 ([www.collegeboard.com](http://www.collegeboard.com)).
4. Request high school to forward official transcript. If tentative acceptance is desired, request high school transcript through the sixth semester (end of junior year). A final transcript stating date of graduation must be forwarded immediately after graduation.
5. If eligible by GED or HiSET, have official copy of test scores sent directly from reporting institution. Official HiSET scores can be requested at 1-855-MyHiSET (1-855-694-4738). **Note: If GED or HiSET recipient is less than 21 years of age, ACT scores must be presented.**
6. ACT reading and mathematics and English sub-scores will be used to identify students who need additional testing to determine placement. Additional information will be mailed to applicants upon receipt of official ACT scores.

## Transfer

An undergraduate applicant who previously has registered at any college or university since high school graduation must apply as a transfer student. Admission will be granted to transfer applicants who have earned 24 or more semester hours and a 2.00 cumulative or higher grade point average from all postsecondary schools attended. In order to qualify for regular admission, the applicant must request that a transcript from each institution attended be sent directly to the Admissions Office. **Applicants who have earned fewer than 24 semester hours (35 quarter hours) from a college or university must meet both transfer and freshman admission standards.** Concealment

of previous college or university attendance may be cause for rejection, cancellation of admission, or dismissal of the student.

Applicants who have earned 24 or more semester hours and not been enrolled in any postsecondary institution in the 12 months preceding the term for which they are applying will be eligible for admission, but they will be admitted on academic probation if their cumulative grade point average is less than 2.00.

Transfer applicants graduating from high school in 1989 or thereafter are subject to the high school units (see above). Eligible transfer applicants who have not completed the one high school unit of United States History will be admitted, but they must remove the deficiency during the first 30 credit hours of enrollment at MTSU. Courses required to remove the deficiency can be used to satisfy general education requirements where appropriate. Transfer students whose transfer coursework includes credit in a college-level English composition, reading intensive course, and algebra-based mathematics course will be exempt from placement testing.

Transfer applicants who do not have a cumulative 2.00 grade point average may submit their credentials to the Admissions Review Board for review. In addition to college transcript(s), these applicants are required to complete a Personal Statement form which will be provided to the student from the Admissions Office if not completed at the point of application.

Transfer students who do not have a 2.00 cumulative GPA and those admitted by the Admissions Review Board will be admitted on probation and will be required to enroll in UNIV 2020 the first semester of enrollment. Refer to Academic Policies and Procedures for university retention policy. Decisions of the Admissions Review Board are final.

Transfer applicants without previous college-level English composition, a reading intensive course, or algebra-based mathematics coursework will be required to take the appropriate portion of the academic assessment placement test prior to registration. The test will assist in course placement and may result in requiring some students to enroll in prescribed courses as additions to their programs.

## Acceptance of Transfer Credit

Middle Tennessee State University accepts transfer credit from institutions of higher learning based upon the following considerations:

1. the educational quality of the institution from which the student transfers;
2. the comparability of the nature, content, and level of credit earned to that offered by MTSU; and
3. the appropriateness and applicability of the credit earned to the programs offered by MTSU in light of the student's educational goals.

When posting transfer courses to the MTSU record, all transfer courses are converted to MTSU's grading scale and repeat policy. The Admissions Office will send an email message when the file is complete. The office **does not** evaluate credit for students who have already received a bachelor's degree; however, the GPA hours and quality points are posted which calculates in the cumulative GPA.

Effective Summer 2015, students transferring new credits will have transfer grades posted with a leading 'T' and transfer grades will NOT be calculated in the overall or overall combined GPAs.

Students who have completed coursework at institutions for which MTSU has no recent history may be asked to provide information to determine the comparability of content and level of credit presented as transfer to that credit offered by MTSU. Petition is made by submitting the Application for Acceptance of Credit Form available in the Admissions Office and at [www.mtsu.edu/admissn/](http://www.mtsu.edu/admissn/). Credit will be granted upon recommendation from the academic advisor and chair of the academic department in which the course is taught, approval of the academic dean of the college in which the course is taught, and approval by the assistant manager of admissions.

Students who feel that they are competent in certain subject areas are encouraged to earn credit through a nationally recognized credit-by-examination program or through departmental credit-by-examination programs at MTSU.

Of the hours required for graduation, a minimum of 60 semester hours of senior college credit (credit awarded at four-year institutions) is required of all students who transfer from accredited colleges of less than four-year designation, with at least 42 of the 60 being upper-division courses. A grade of D in ENGL 1010 and ENGL 1020 is used to determine admission eligibility but does not meet degree requirements. Refer to English for more details. Additional information on this stipulation is given under the requirements for graduation see Academic Policies and Procedures .

**NOTE 1:** All universities and community colleges in the Tennessee Board of Regents (TBR) system share a common set of minimum requirements for baccalaureate degrees or associate degrees designed for transfer. Please see Academic Policies and Procedures for further information.

**NOTE 2:** MTSU honors the completion of prescribed course placement requirements from any TBR institution regardless of credit hours assigned to individual courses or interventions used to complete the prescribed course placement requirements. Successful completion of prescribed course placement requirements from non-TBR institutions is demonstrated through university assessment testing.

## To Apply

1. Complete undergraduate application for admission at [www.mtsu.edu/applynow](http://www.mtsu.edu/applynow).
2. Submit **\$25.00 nonrefundable application fee** online.
3. Request an official transcript be forwarded directly to MTSU from your high school and each college, business, or technical school attended.
4. If applicant has earned fewer than 24 semester hours, an ACT score is recommended but optional.
5. Transfer students without previous English composition, algebraic math, and intensive reading coursework will be required to take the appropriate portion of the placement test prior to registration. The placement test will assist in course placement and may result in requiring some students to enroll in prescribed courses as additions to their degree programs. Students who took the placement test at another Tennessee Board of Regents institution **should have scores sent to the Admissions Office if general education English, math, and reading intensive coursework were not successfully completed.**

## Reenrollee

1. Reenrollees who have not attended another institution since leaving MTSU need only complete an application for readmission. Applicants who have not been enrolled in any postsecondary institution in the 12 months preceding the term for which they are applying will be eligible for admission, but will be admitted on probation if their cumulative grade point average is less than retention standards.
2. Reenrollees who have attended another institution since leaving MTSU need to submit an application for readmission and a transcript from **all** institutions attended since leaving MTSU. Applicants in this category need a grade point average of 2.00 or higher on all courses attempted at all colleges. Registration cannot occur until all transcripts are received so that eligibility for readmission can be determined. Reenrollees are required to fulfill a United States History deficiency.
3. Reenrollees who wish to attend MTSU after being suspended should follow items 1 and 2 above as well as the following:
  - a. Students who receive their first suspension at the end of the Fall semester may not register at MTSU until the following summer.
  - b. Students receiving their first suspension at the end of the Spring semester will not be eligible to reenroll until the following Spring semester.
  - c. Students receiving their first suspension at the end of the Summer session will not be eligible to reenroll until the following Spring semester.
  - d. Students receiving two or more suspensions from any college(s), including MTSU, will be denied readmission for one calendar year.
  - e. Students who attended another institution during their suspension from MTSU will be readmitted if they have raised their cumulative grade point average (including MTSU work) to 2.00 or greater, or they have earned a minimum of 12 semester hours at the institution(s) attended since MTSU enrollment with a grade point average of 2.00 or greater.

## To Apply

1. Complete undergraduate application for readmission at [www.mtsu.edu/applynow](http://www.mtsu.edu/applynow).
2. Applicants who have attended other institutions since attending MTSU must have an official transcript forwarded from each institution.
3. Academic advising is recommended before registration.

## Programs for Academically Talented High School Students

### Early Admission

There are two ways one may qualify for early admission:

1. Those students who would like to begin college at the end of their junior year must qualify under the following conditions:
  - a. be at least 16 years of age;
  - b. have completed the junior year of high school with a minimum of 14 high school units;
  - c. have a 3.50 grade point average on all work taken during grades 9, 10, and 11;
  - d. have a minimum ACT composite score of 27 (SAT 1210);
  - e. be recommended for participation in the program by either the high school principal or guidance counselor.
2. Academically talented/gifted students enrolled in grades 9 through 12 in public or private schools in Tennessee may enroll in and receive regular college credit from Middle Tennessee State University under the following provisions:
  - a. The student has a grade point average of 3.20 on a 4.00 scale;
  - b. The student must present recommendation and permission from the high school principal;
  - c. Placement in college courses must be a part of the student's Individualized Educational Placement (IEP) as determined by the Multidisciplinary Team.

The University makes no inference that courses completed at MTSU would apply toward high school graduation requirements. This privilege of enrollment is granted only to students enrolled in Tennessee public or private high schools as specified in Chapter 395 of the Public Acts of 1983. Students may register for no more than nine (9) semester hours per semester when enrolled in this program.

### Dual Enrollment

Currently enrolled high school students who wish to attend MTSU must meet the following requirements:

1. be a junior or senior in high school;
2. have a minimum 3.0 high school GPA;
3. have a minimum ACT composite of 22 (SAT 1020);
4. have a minimum ACT subscore of 20 (SAT 470) for students enrolling in English or mathematics on respective subject areas.

## To Apply

1. Complete undergraduate application for admission at [www.mtsu.edu/applynow](http://www.mtsu.edu/applynow).
2. Submit **\$25.00 nonrefundable application fee** online.
3. Request high school to forward official transcript.
4. Submit an official ACT/SAT report.
5. Submit a letter of recommendation from high school principal or counselor and Individualized Educational Program (IEP) report, if necessary. Special Students

## Audit

Any person who is over 18 years of age and who wishes to take a course but receive no credit (audit) may do so by applying at the Admissions Office.

**NOTE:** *Regular registration fees will be charged for auditing courses.*

## 60-Year/Disabled (Audit) Student

Applicants 60 years old or older or permanently and totally disabled (T.C.A., Section 49-7-113) and domiciled in Tennessee are required to pay the \$25.00 nonrefundable application fee but are not required to pay registration fees if they audit courses. Proof of age (initially) or disability (annually) and a fee discount/waiver form (each semester) are required. Registration is on a space-available basis and course selection begins no earlier than four weeks prior to the start of term or part-of-term (see Registration Guide for date of registration). Regular registration fees will be charged for credit courses.

## To Apply

1. Complete undergraduate application for admission at [www.mtsu.edu/applynow](http://www.mtsu.edu/applynow).
2. Submit **\$25.00 nonrefundable application fee** online.

## Adult Special Student

This category is designed to serve the interests of an adult learner (age 21 or older) who does not wish to pursue a degree at the present, but who wishes to receive academic credit. To be admitted, an individual must hold a high school diploma or the equivalent and meet guaranteed admission standards (above). Applicants not meeting guaranteed standards can submit a personal statement form for conditional admission. The applicant who first is denied regular admission to MTSU will also be denied admission to this category for the same semester. Students in this category are not allowed to register for

1. a college-level mathematics or English course unless the appropriate portion of an academic assessment placement test is taken;
2. any college-level course which has a prescribed course prerequisite;
3. any college-level course which has prerequisite courses defined by MTSU academic departments; the current catalog indicates most departmental course prerequisites.

Adult special students may complete a maximum of 16 semester hours credit at MTSU. After receiving 16 hours, the applicant, to continue enrolling at MTSU, must apply for degree-seeking classification and meet standard admission requirements.

**NOTE:** *Federal financial aid is not available to students in this category.*

## To Apply

1. Complete undergraduate application for admission at [www.mtsu.edu/applynow](http://www.mtsu.edu/applynow).
2. Submit **\$25.00 nonrefundable application fee** online.
3. Submit official college transcript of last college attended (if college-level work not attempted, official verification of high school graduation or equivalent).
4. Students in this category are not allowed to register for mathematics or English courses or any college-level course with a prescribed/learning support prerequisite unless the appropriate portion of the placement test is taken. Students also cannot register for any college-level course that has a prerequisite defined by MTSU academic departments.

**NOTE:** A maximum of 16 semester hours credit may be taken under this classification. See above for additional instructions.

## 65-Year-Old/Disabled Credit Student

Persons 65 years of age or older or permanently and totally disabled persons (T.C.A., Section 49-7-113) who are domiciled in Tennessee may register for classes on a space-available basis for credit beginning no earlier than four weeks prior to the start of term or part-of-term (see Registration Guide for date of registration) paying a minimum registration fee. The cost is one-half the semester hour rate up to a maximum of \$70.00 plus any special course-related fees. An application fee is also required. The applicant must be a high school graduate or the equivalent, and the applicant must submit proof of age (initially) or disability (annually) and a fee discount/waiver form each semester.

### To Apply

1. Complete undergraduate application for admission at [www.mtsu.edu/applynow](http://www.mtsu.edu/applynow).
2. Submit **\$25.00 nonrefundable application fee** online.
3. Submit proof of age or disability and fee discount/waiver form each semester enrolled. (Proof of disability required each year.)
4. Submit proof of high school graduation.

## Transient (Visiting) Student

An individual who is currently enrolled and in good standing at another college or university and who wishes to attend MTSU for one semester only must apply and pay the nonrefundable application fee as well as submit an official college transcript from the institution currently being attended. Registration at MTSU includes prerequisite checking which may require validation of course completion. The submission of a college transcript provides proof of successful completion of prerequisite course(s) so any course completed prior to current college(s) may need a transcript to be provided as well for registration.

*NOTE: Federal financial aid is not available to students in this category.*

### To Apply

1. Complete undergraduate application for admission at [www.mtsu.edu/applynow](http://www.mtsu.edu/applynow).
2. Submit **\$25.00 nonrefundable application fee** online.
3. Submit an official transcript from the college currently being attended.

## International Students

Details regarding admission of international students can be found at International Admissions/Education.

## **Permanent Resident Students**

Permanent residents are admitted to MTSU according to the same admission requirements as U.S. citizens. Permanent residents will be asked to submit proof (green card) of status to determine residency for fee payment purposes.

## **Regents Online Degree Program Students**

Go to [www.ropd.org/](http://www.ropd.org/) for instructions. Complete the student profile and follow application instructions for New Freshman or Transfer (above).

## **Withholding Application Information**

Any student withholding application information or giving false information may be ineligible for admission and may be denied continuation of studies at the University.

## **Hepatitis B and Meningococcal Meningitis Acknowledgment**

The State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning hepatitis B and meningococcal meningitis to all students entering the institution for the first time. New students must acknowledge that they have read this information before they can register for classes. This information and acknowledgment statement are automatically displayed when new students register for classes on RaiderNet via PipelineMT. If the student is under age 18, a parent or legal guardian is required to sign the form that is linked to the page and return it to Health Services before registration will be allowed.

Additionally all students under age twenty-two (22) who are enrolling for the first time, regardless of the level (freshman or transfer) and who will be living on campus must show proof of immunization against meningitis on or after their sixteenth (16) birthday prior to moving into campus housing. For more information, access [www.mtsu.edu/healthservices/immunizations.php](http://www.mtsu.edu/healthservices/immunizations.php).

## **Measles Immunization**

Effective July 1, 1998, the State of Tennessee requires students entering colleges, universities, and technical institutes with enrollment of greater than 200 students to provide proof of two (2) doses of measles, mumps, and rubella (MMR) vaccine on or after the first birthday, or proof of immunity to measles if date of birth is 1957 or after. Students will not be allowed to register for full-time classes until an acceptable form is on file in the Student Health Services Office. More information can be obtained by contacting Student Health Services, 898-2988, or by visiting [www.mtsu.edu/healthservices/immunizations.php](http://www.mtsu.edu/healthservices/immunizations.php).

## **Varicella (Chickenpox) Immunization**

Effective July 1, 2011, the State of Tennessee requires new full-time enrollees in higher education institutions with enrollments larger than 200 students to provide proof of two (2) doses of Varicella vaccine on or after the first birthday, history of chickenpox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, or proof of immunity to Varicella if date of birth is 1980 or after. Students will not be allowed to register full-time for classes until an acceptable form is on file in the Student Health Services Office. More information can be obtained by contacting Student Health Services, 898-2988, or by visiting [www.mtsu.edu/healthservices/immunizations.php](http://www.mtsu.edu/healthservices/immunizations.php).

## **Residency Classification for Fee-paying and Admission Purposes**

The Admissions Office is charged with the determination of an undergraduate student's residency and verification of citizenship or lawful presence for fee-paying purposes and as the basis for some University admission requirements. The Graduate Office is charged with the determination of a graduate student's residency for fee-paying purposes. The Office of International Affairs determines residency for international students. Classification is determined by information submitted on the admission application and subsequent fee classification questionnaire. Notification in writing is made soon after the student applies for admission. All decisions are based on regulations established by the Tennessee Board of Regents, with the intent that all Tennessee public institutions of higher education apply uniform classification rules. Should a student be denied in-state classification, the student has the right of appeal. A written appeal should be submitted to the Student Appeals Committee through the Office of the Assistant Vice President for Student Affairs. A recommendation on the appeal will be reviewed and acted upon by the vice president for student affairs, whose decision shall be final.

Veterans shall not be required to pay out-of-state tuition or any out-of-state fees, if the veteran

1. has not been dishonorably discharged from a branch of the US armed forces or the national guard;
2. is eligible for Post-9/11 GI bill benefits or Montgomery GI Bill benefits; and
3. enrolls in a public institution of higher education, after satisfying all admission requirements, within twenty-four (24) months after the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.

To continue to qualify for in-state tuition and fees, the veteran shall

1. maintain continuous enrollment; and
2. within one (1) year of enrolling in the public institution of higher education
  - a. register to vote in Tennessee; or
  - b. demonstrate intent to be a resident of this state by obtaining at least two (2) of the following:
    - i. A Tennessee motor vehicle registration;
    - ii. A Tennessee driver license;
    - iii. Proof of established employment in the state; or
    - iv. Other documentation clearly evidencing domicile or residency in the state.

Students originally admitted to a TBR community college authorized to grant a border county waiver of out-of-state tuition are entitled to the same tuition waiver if the student transfers after successfully completing an associate's degree. This condition can be waived by the community college provided the general education requirements were completed and it is determined to be in the student's best interest.

## **Eligibility Verification for Entitlements Act (EVEA)**

The Tennessee Eligibility Verification for Entitlements Act (EVEA) became effective October 1, 2012. The EVEA requires state public institutions of higher education to verify that persons seeking a "state public benefit" are either a "United States citizen" or "lawfully present" in the United States.

The term "state benefit" includes in-state tuition, lottery scholarship, academic scholarship, common market, or any other form of tuition assistance or waiver funded with state-appropriated dollars. State benefit does not include tuition assistance funded privately, such as a scholarship from the institution's foundation or a privately endowed scholarship.

Applicants do not have to verify the citizenship or lawful presence if not graduated from high school and are applying as dual enrollment, joint enrollment, or academically talented/gifted.

For additional information concerning EVEA and a list of eligible documents access [www.mtsu.edu/evea](http://www.mtsu.edu/evea).

## **Specific Instructional Programs**

Certain instructional programs of the University are subject to special admission requirements which are in addition to the general admission requirements. Such programs include Nursing, programs in the College of Mass Communication and Jones College of Business, and Teacher Education. The special admission requirements for these are subject to change according to availability of institutional resources. Students wishing to enter one of these programs of study should check with the appropriate department to become familiar with any special requirements or deadlines.

**NOTE 1:** *Acceptance from Middle Tennessee State University does not guarantee admittance to the Nursing Program-nor does rejection from the Nursing Program nullify acceptance to the University. Applicants desiring acceptance to the Nursing Program must obtain an application from the School of Nursing, MTSU, Murfreesboro, TN 37132.*

**NOTE 2:** *The programs in the College of Mass Communication and Jones College of Business require admission to candidacy to earn a degree and as a prerequisite to enrollment in most upper-division courses. Visit these colleges' websites for more information.*

**NOTE 3:** *Anyone wishing to apply for financial assistance to attend MTSU should contact the MT One Stop, MTSU, Murfreesboro, TN 37132. More information on financial aid is presented elsewhere in this catalog.*

**NOTE 4:** *Persons wishing to reside on campus should submit a housing application to reserve a room as early as possible due to a high demand for available housing. Application for admission should precede application for housing. Detailed information on housing can be found elsewhere in this catalog.*

# **Advanced Standing**

## **Credit by Examination**

Students may earn college credit for acceptable scores on the College Level Examination Program (CLEP), the Foreign Language Tests, the Advanced Placement Examinations (AP) of the College Entrance Examination Board ([www.collegeboard.org](http://www.collegeboard.org)), the American College Testing Program (ACT) ([www.act.org](http://www.act.org)), the International Baccalaureate Program (IB) ([www.ibo.org](http://www.ibo.org)), and the DANTES Subject Standardized Test (DSST). Examinations are administered by Testing Services, 107 Keathley University Center. Additional information can be obtained by calling (615) 898-2863.

All credit-by-examination scores are submitted to the Admissions Office. The test results are evaluated and recorded on a student's transcript if credit is earned. Semester hours of credit toward graduation are earned on the basis of these tests, but no grades or quality points are given. These credits will not affect a student's academic GPA. A student may receive no more than 60 semester hours of credit by means of credit-by-examinations, credit for service-related experience, and flight training. Applicants must not have notation of the course on the official transcript for which credit is recommended. If a student has a "W" or "F" in a course or is currently enrolled and cannot drop without a grade, CLEP credit is not allowed. (This includes both MTSU and transfer records.)

### **College Level Examination Program (CLEP)**

Students may earn college credit for the following examinations administered by the College Level Examination Program:

#### **CLEP General Examination**

College Mathematics, total score of 45 or greater, three credits, in lieu of MATH 1010

#### **CLEP Subject Examinations**

The following examinations require a score of 50 or greater.

Financial Accounting, three credits, in lieu of ACTG 2110

General Biology, four credits, in lieu of BIOL 1030/BIOL 1031

Business Law, Introduction to, three credits, in lieu of BLAW 3430

General Chemistry, eight credits, in lieu of CHEM 1110/CHEM 1111, CHEM 1120/CHEM 1121

Macroeconomics, Principles of, three credits, in lieu of ECON 2410

Microeconomics, Principles of, three credits, in lieu of ECON 2420

Analysis and Interpretation of Literature--essay required, three credits, in lieu of ENGL 2030

**NOTE:** Essays written as part of the exam in English will be graded by full-time faculty of the English Department. To receive credit, students must write essays that demonstrate the positive qualities of superior writing defined in the English Department's Sophomore Writing Standards, in addition to scoring an acceptable score on the objective portion of the examination

American History I: Early Colonizations to 1877, three credits, in lieu of HIST 2010

American History II: 1865 to Present, three credits, in lieu of HIST 2020

Western Civilization I: Ancient Near East to 1648, three credits, in lieu of HIST 1010

Western Civilization II: 1648 to Present, three credits, in lieu of HIST 1020

Management, Principles of, three credits, in lieu of MGMT 3610

Marketing, Principles of, three credits, in lieu of MKT 3820

College Algebra, three credits, in lieu of MATH 1710

Pre-Calculus, four credits, in lieu of MATH 1730

Calculus, four credits, in lieu of MATH 1910

American Government, three credits, in lieu of PS 1005 (formerly PS 2010)

General Psychology, three credits, in lieu of PSY 1410

Sociology, Introductory, three credits, in lieu of SOC 1010

## **College Entrance Examination Board (CEEB)**

MTSU participates in the **Advanced Placement (AP) Program** of the College Entrance Examination Board and grants appropriate semester hours credit to qualified students presenting official record of a grade of 3 or above on the appropriate CEEB examination. Semester hours credit in the amount carried by the course or courses from which the student is exempted by CEEB advanced placement examination will be awarded.

Art History, three credits, in lieu of ART 1030

Biology, four credits, in lieu of BIOL 1030/BIOL 1031 (Science major may receive credit for BIOL 1110/BIOL 1111, BIOL 1120/BIOL 1121 upon recommendation of chair, Department of Biology.)

Calculus AB, four credits, in lieu of MATH 1910

Calculus BC, four credits, in lieu of MATH 1920

Chemistry, eight credits, in lieu of CHEM 1110/CHEM 1111, CHEM 1120/CHEM 1121

Comparative Government and Politics, three credits, in lieu of PS 1010

Computer Science A, four credits in lieu of CSCI 1170

Computer Science AB, four credits, in lieu of CSCI 2170\*

English Language and Composition, three credits in lieu of ENGL 1010

English Literature and Composition, three credits, in lieu of ENGL 1010

Environmental Science, three credits, in lieu of EST 2810

European History, three credits in lieu of HIST 1020

Foreign Languages and Cultures, six credits, in lieu of SPAN 1010 and SPAN 1020, FREN 1010 and FREN 1020, GERM 1010 and GERM 1020, LATN 1010 and LATN 1020

Human Geography, three credits, in lieu of GS 2010

Macroeconomics, three credits for ECON 2410

Microeconomics, three credits for ECON 2420

Music Theory, three credits, in lieu of MUTH 1000

Physics 1, four credits, in lieu of PHYS 2010/2011\*

Physics 2, four credits, in lieu of PHYS 2020/2021\*

Physics B, four credits, in lieu of PHYS 2010/PHYS 2011\*#

Physics C, four credits, in lieu of PHYS 2110/PHYS 2111\*

Psychology, three credits, in lieu of PSY 1410

Statistics, three credits, in lieu of MATH 1530

Studio Art: Drawing Portfolio, three credits in lieu of ART 1620

Studio Art: 2-D Design Portfolio, three credits in lieu of ART 1610

Studio Art: 3-D Design Portfolio, three credits in lieu of ART 1630

U.S. Government and Politics, three credits, in lieu of PS 1005

U.S. History, six credits, in lieu of HIST 2010, HIST 2020

World History, six credits in lieu of HIST 1110, HIST 1120

**\*NOTE:** *A grade of 4 or above is required to receive credits*

**#NOTE:** *Test has been discontinued by AP*

## **DANTES Subject Standardized Test (DSST)**

Students may earn college credit for acceptable scores on the DANTES Subject Standardized Test (DSST) if recommended by the American Council on Education (ACE). MTSU awards lower-division and upper-division credit based on the ACE recommendation. Students should submit an official DANTES transcript to the MTSU Undergraduate Admissions office for review. A student may receive no more than 60 semester hours of credit by means of DSST, credit-by-special exam, credit for service-related experience, and flight training.

**NOTE:** Due to accreditation requirements, the Jennings A. Jones College of Business will not allow DSST upper-division credit to count toward graduation.

## **Credit by Special Examination (Undergraduate)**

Any student enrolled in the University who receives departmental approval is eligible to receive credit by special examination for certain MTSU courses. Competence gained through study and/or experience may provide background for students who wish to attempt such examinations. Credit by special examination may be given for undergraduate courses listed in the catalog with the exception of

1. courses described as directed research or directed independent study;
2. any course from which student has been exempted by placement examination;
3. courses not approved by the department.

**NOTE:** A nonrefundable fee of \$20.00 will be charged for each semester hour of credit.

Students seeking credit by examination should, on forms provided by the Admissions Office, request approval from the chair of the department or director of the school in which the course is offered. The method for designing, administering, and evaluating the special examination will be determined by the department/school. The examination shall be comparable in scope and difficulty to a comprehensive final examination in that course. The form for approval to post credit by special examination must be received in the Admissions Office no later than two weeks prior to the first day of final exams for a specified semester. No student will be allowed to repeat a special examination in a given course within one year.

The student will receive credit, to be recorded as P (Pass) on the student's transcript, upon passing the examination with a minimum equivalent grade of C. Credit by special examination cannot be used in the determination of the 25 percent credit earned through instruction offered by MTSU.

## **Credit for Freshman English**

1. Entering freshmen whose standard score on the English section of the Enhanced ACT is 32 or better will be given six hours credit for ENGL 1010 and ENGL 1020.
2. Entering freshmen whose SAT verbal scores are 720 or better will be given six hours credit for ENGL 1010 and 1020.

*NOTE: If any such student elects to enroll in composition rather than receive credit, he/she must enroll in ENGL 1010 and ENGL 1020.*

## **International Baccalaureate Program**

Students may earn college credit for acceptable scores on examinations administered by the International Baccalaureate Organization.

**IB Score/MTSU Credit:**

Score of 5 or higher in Physics (higher or standard level exam)/PHYS 2010/PHYS 2011, four credits

Score of 6 or higher in Physics (higher or standard level exam)/PHYS 2010/PHYS 2011 and PHYS 2020/PHYS 2021, eight credits

Score of 5 or higher in Biology (higher level exam)/BIOL 1110/BIOL 1111 and BIOL 1120/BIOL 1121, eight credits

Score of 4 or higher in Mathematics (higher level exam)/MATH 1910, MATH 1920 plus three hours lower-division mathematics elective credit, eleven credits

Score of 6 or higher in History (higher level exam)/three hours lower-division history elective credit

Score of 5 or greater in Language A1 (higher level exam)/ENGL 1010, three credits

## **Service Credits**

Students who have served in the reserves, National Guard, or armed forces may receive credit as listed below:

1. Eight semester hours credit (6 hours military science-MS 1010, MS 1020, and MS 2010-and 2 hours PHED activity credit) is granted for a minimum of three years, eleven months, and twenty days of reserve or National Guard service in the Armed Forces of the United States. Veterans who have fewer than three years, eleven months, and twenty days will be awarded two semester hours credit for each year of reserve or National Guard duty.
2. Credit will be awarded for formal service schools based on recommendation from the Office of Educational Credit of the American Council on Education after consultation with an academic advisor. All documentation supporting service-related educational experiences should be filed with the Admissions Office.
3. We recommend submitting discharge papers (DD-214) or a recent pay stub if currently in service and any of the following, as appropriate: Community College of the Air Force transcript, Joint Services transcript, and/or course completion certificates.

## **Advanced Credit**

### **Aerospace Training and Experience**

University credit may be granted for specific aerospace maintenance technician courses for holders of FAA Airframe and/or Powerplant Certificates. See the Aerospace Department section for more information.

### **Registered Nurses**

R.N.s with an associate degree or diploma may receive advanced standing credit for nursing courses provided they graduated from a state-approved school of nursing and hold a current license as a registered professional nurse. See the School of Nursing section for more information.

## How to Correct High School Deficiency

Students admitted to MTSU with a United States History high school unit deficiency will be required to remove this deficiency by earning credit for the courses listed below. New freshman students must remove the deficiency within the first 64 hours of enrollment and transfer students within the first 30 hours of enrollment.

TBR Requirements	MTSU Courses Available	Exemption Examinations Available	Departments Offering Course/Exams	Procedures/Special Conditions
<b>History</b>	HIST 2010 or HIST 2020 or HIST 2030 Survey of United States History I, II, Tennessee History	Yes (CLEP)	History	Students deficient in American history will take two of these courses.

# **Registration Process**

## **Getting Started**

To be accepted to the University, all students, including reenrollees and part-time students, must meet admission requirements. The University reserves the right to stop accepting applications and to terminate registration at any point to ensure enrollment limitations according to guidelines set forth by the institution and/or Tennessee Board of Regents.

MTSU offers priority registration for current, reenrolling, or new undergraduates with a previous degree. Assigned registration times are accessible on RaiderNet and communicated via your MTMail account so check your email regularly.

- Students must resolve any registration holds before being eligible for registration. Students may access RaiderNet to view holds.
- Students must meet State of Tennessee immunization requirements. (see above)
- ACT/SAT sub-scores determine if students need additional testing to determine if placement in prescribed courses is needed. Students placed into prescribed courses offered by University Studies must enroll in and complete the designated courses in sequence. Failure to enroll in the designated courses will result in the student's immediate withdrawal from the University.

## **Advising**

It is strongly recommended that each student meet with an advisor to work out a schedule of classes, to review progress toward graduation, and for program updates or changes.

- Advising is required for new freshmen and new transfer students before registration.
- Currently enrolled undergraduate students with fewer than 30 hours earned are required to be advised by an advisor as determined by the college's advising plan before registration is permitted.
- Any student with a prescribed course requirement must be advised by a college advisor if major is declared or by the Undeclared Advising Center (UAC) if major is undecided until all requirements are completed.
- All undeclared students are required to see their UAC advisors.
- All pre-professional students must be advised by their pre-professional advisors.
- Upper-division students should have on file a degree plan (upper-division form). Students should follow their degree plan to stay on track for graduation. Students should complete an upper-division form two semesters before the term of graduation. This form should be filed with the graduation coordinator along with the Intent to Graduate form. (See Registrar's Office.)
- All full-time, degree-seeking students should be enrolled in the appropriate General Education English course and either six hours in General Education or three hours in General Education and three hours in their majors until they have satisfied the University's General Education requirements.

## **Registering Online for Courses**

Click on PipelineMT at [www.mtsu.edu](http://www.mtsu.edu); select the RaiderNet tab. Click on the Student tab to access Student Services. Then, select the Registration menu for the following:

- Assigned Registration Time
- View Holds
- Assigned Advisor
- Look Up Classes (class section search)
- Add/drop classes,
- Schedule (grid format) after you have registered

## **Fee Payment and Confirmation**

For fee payment procedures and payment deadlines see Bursar's website at [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition).

- A student is not officially enrolled until completion of all of the requirements of registration including the payment of fees or confirmation of attendance.
- To pay or confirm online: log in to PipelineMT, click on RaiderNet, then on the Student tab. Select Student Account; select Confirm Enrollment/Registration Payment/Account Detail for Term. Select the appropriate term. To confirm, select, "Yes, I will attend." If you do not get a confirmation number, you have a balance due and either need to pay or contact the MT One Stop if receiving loans, grants or scholarships which should cover your total bill. To pay, select Continue.
- Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadlines.
- Former students must settle all prior accounts in the Business Office and Walker Library before readmission.
- Students are required to have an ID card which is automatically validated each semester upon payment of fees.
- Students must register their automobiles for the current academic year.

## **Determination of Residence for Fee-paying Purposes**

The Admissions Office and International Affairs Office makes decisions concerning residence classifications for undergraduate students. Regulations concerning residency are printed on the back of the Application for Tennessee Residency Form that may be obtained from the Admissions Office, Student Services and Admission Center. Students who disagree with a residency decision may appeal to the Student Appeals Committee. Additional information can be found above.

## **Selective Service**

All male U.S.citizens and male noncitizens who take up residency in the United States of American before their 28th birthday must register with Selective Service prior to registering for classes at MTSU. This requirement does not apply to veterans and others exempt by federal law.

# **International Admissions/Education**

## **International Undergraduate Admissions**

The Office of International Admissions under the International Affairs Office serves international students. All inquiries and correspondence should be addressed to this office. Application packets, including forms and requirement instructions, can be obtained by telephoning or writing International Admissions or via [www.mtsu.edu/intered/InternationalAdmissions.php](http://www.mtsu.edu/intered/InternationalAdmissions.php). International student applicants may apply for the Fall, Spring, or Summer semesters.

The University provides immigration advisement through the International Admissions Office. The office is responsible for issuing I-20s and DS-2019 documents necessary for securing visas. It also serves as a liaison among faculty members, administrators, and international students in international matters.

## **Residency**

The International Affairs Office determines residency for international undergraduate students. All international students are considered out-of-state for tuition purposes until they apply for and receive in-state status. Those who believe they meet the in-state criteria may obtain an application and submit it to the Office of International Admissions. The completed form and supporting documentation should be submitted one month prior to the start of the term. Failure to file may result in payment of out-of-state tuition. Students will be informed of the residency decision by mail.

## **Immigration**

It is the student's responsibility to maintain his/her legal immigration status. All immigration documents should be kept in a safe place. According to U.S. Citizenship and Immigration Services (USCIS), F1 and J1 students must be enrolled full time (minimum 12 credit hours if undergraduate and 9 credit hours if graduate) during Fall and Spring semesters. Summer enrollment is optional. Also, USCIS requires that F1 and J1 applicants meet all admission requirements prior to enrollment.

## **Proof of English Proficiency**

An international student must submit a successful Test of English as a Foreign Language (TOEFL) score, International English Language Testing (IELT), or ELS score of certificate level test before he/she can register at MTSU.

For information on TOEFL, visit [www.ets.org/toefl](http://www.ets.org/toefl).

For information on IELTS testing, visit [www.ielts.org/contact\\_us.aspx](http://www.ielts.org/contact_us.aspx).

For information on iTEP testing, visit [www.itepexam.com](http://www.itepexam.com).

## **Financial Aid and Scholarships**

F1 or J1 applicants must provide verification of financial support prior to admission as required by the United States Citizenship and Immigration Services (USCIS). MTSU provides merit-based international student scholarships for qualified nonimmigrant visa holders. Applicants will be automatically considered for a scholarship upon admission and will be notified along with the admission decision.

## **Deadlines for Completed\* Files:**

**Fall semester:** July 1 of same year; Spring semester: November 1 of previous year; Summer semester: April 15 of same year.

**\*NOTE:** A completed file contains ALL acceptable materials required for admission.

## **Orientation Information**

All F1 and J1 students must attend a mandatory international student orientation before they can register for classes. Information regarding orientation is sent with the final acceptance packet. Students who are in status other than F1 or J1 with USCIS will be invited to CUSTOMS orientation in the summer if they are entering in the Fall term.

Health and Accident Insurance

## **Health and Accident Insurance**

All international students in F1 or J1 status must obtain health and accident insurance as a condition of admission and continued enrollment at MTSU. Minimum requirements for coverage set by the Tennessee Board of Regents are specified on the insurance form provided by the Office of International Admissions.

## **Requirements**

An international student applicant will be admitted on the basis of placement recommendation by the American Association of Collegiate Registrars and Admissions Officers. International applicants are subject to academic assessment placement testing criteria and assessment when applicable.

## **Application to MTSU:**

### **Nonimmigrants submit**

1. a complete undergraduate application for admission.
2. a **\$30.00 (US) nonrefundable application fee** (money order or check with routing numbers).
3. official transcripts of all high school or university work. If transcripts are in a language other than English, an official translation in English and an official untranslated transcript must be sent. Document evaluations of your official transcripts can be obtained by any of the NACES.org members including [www.wes.org](http://www.wes.org).
4. official English Proficiency Test score from one of the following: TOEFL paper-based score of 500; TOEFL iBT-based score of 61; TOEFL computer-based score of 173; IELT (International English Language Test) score of 5.5; iTEP score of 3.6; or ELS Language Center (completed program level 110 verified by official transcript from ELS institution). All test scores must be received directly in the Office of International Admissions from the testing agency. Student copies of score results are not accepted.
5. a financial statement.

Transfer students must submit the following additional materials.

1. a front and back photocopy of 1-94, if applicable.
2. a front and back photocopy of 1-20 or DS-2019, if applicable
3. a photocopy of the passport expiration page, if applicable.
4. a photocopy of the visa expiration page, if applicable.

Regular admission will be granted to applicants who have one of the following: a GPA of 3.00 if a new freshman; a minimum composite ACT of 22 or SAT composite of 1020; a minimum 2.7 GPA and minimum ACT of 19; or a GPA of 2.00 if transferring from an accredited institution.

**NOTE:** Applying online and sending all official documents except transcript(s) and test scores in one envelope will expedite processing of the application. The office will assign a student ID number for record-keeping purposes only. The student ID number should be on all correspondence sent to the office. All materials received become the property of MTSU and cannot be returned to the student or forwarded to a third party.

## **Special English Courses**

All admitted students will be subject to an English Placement exam administered by the Department of English. Results will determine whether a student enrolls in ENGL 1040 (for credit but not fulfilling degree requirements), ENGL 1010 for ESL (fulfilling degree requirements), or ENGL 1010. ENGL 1010 for ESL requires permission of department for registration.

## **International Education at MTSU**

MTSU students have the opportunity to broaden their personal and professional horizons through a variety of programs offered by the University. MTSU has a tradition of an internationalized academic curriculum and has created opportunities for students to gain international experience. These opportunities include major and minor academic programs, direct exchange programs, study abroad, and experiential and service learning projects.

### **B.S. in International Relations**

Established in 1967, this program is housed in the Department of Political Science and provides preparation for future careers in government and the private sector. Graduates of this program include university professors, career diplomats, government agency analysts, and analysts in the private sector. For further information, contact the Department of Political Science, (615) 898-2708, or see International Relations, B.S.

### **B.S. in Global Studies and Cultural Geography**

Originally established as an interdisciplinary minor under a 1994 DOE grant, Global Studies and Cultural Geography with a concentration in Global Studies is an interdisciplinary major that allows students to create their own major, consisting of a Global Studies core, existing internationalized course offerings, and experiential learning. Working with the Global Studies advisor, students may choose from over 100 courses in four colleges at MTSU. For more information, contact Douglas Heffington, (615) 898-5978, or see Global Studies and Cultural Geography, Global Studies Concentration, B.S.

### **Education Abroad (Study Abroad)**

The Office of Education Abroad is committed to providing exceptional education abroad programming by assisting students in fulfilling their academic goals to study abroad, supporting faculty leading education abroad programs, and welcoming all new incoming exchange students each year. The Education Abroad staff provides one-on-one advising sessions to any student interested in participating in one of the various affiliated programs located within 65 countries that complement their individual academic program. Education Abroad also facilitates student preparation through informational sessions and on campus pre-departure orientations.

For details, please call (615) 898-5179, visit Peck Hall 207, or email [educationabroad@mtsu.edu](mailto:educationabroad@mtsu.edu).

## **Experiential and Service Learning Projects**

Several departments at MTSU, in collaboration with the Education Abroad Office, offer unique opportunities for students to engage in international experiential or service-learning activities.

## **Regionally Specific Interdisciplinary Minors**

MTSU offers a variety of interdisciplinary minors designed to increase understanding and knowledge of a specific global region. They include

- African American Studies Minor
- Asian Studies Minor
- Early Modern European Studies Minor
- Latin American Studies Minor
- Middle East Studies Minor
- Portuguese Studies Minor
- Russian Studies Minor
- Twentieth-Century European Studies Minor

# **Academic Policies and Procedures**

## **Academic Advising**

**Each student is strongly encouraged to meet with his/her advisor prior to course selection to review progress toward graduation. All new freshmen and new transfer students are required to complete advising before initial registration will be permitted. All currently enrolled undergraduate students with fewer than 30 hours earned are required to be advised by their faculty/college/UAC advisors as determined by the college's advising plan before registration is permitted.**

Each student is assigned to the academic department or school which corresponds to his or her major area of study. The head of the department or school will assign a faculty advisor to the student. The faculty advisor will assist the student in determining and carrying out an academic program which will meet the student's educational aims and goals. Professional academic advisors are available in each college to assist students. Students required to enroll in prescribed courses will also be required to be advised.

Faculty advisors post a schedule of office hours, and each student should feel free to call on his or her advisor or any faculty member or professional advisor at any time assistance or discussion is appropriate. Some programs require an academic advisor's permission for selection of classes.

A student with an Academic Focus: Undeclared (General Education) major must seek advising in the Undeclared Advising Center (UAC) before course selection is permitted.

## **Academic and Classroom Misconduct**

1. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution. If an instructor wishes to remove a student from the classroom for a longer period of time or permanently, she/he must refer the student to the Office of Judicial Affairs and Mediation Services.
2. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, or to assign an F or FA in the course, as is proportional to the nature and extent of academic misconduct. Students have the option to appeal the grade assigned pursuant to the hearing procedures described in Part 6, Disciplinary Procedures ([www.mtsu.edu/stuaff/PDF/rights.pdf](http://www.mtsu.edu/stuaff/PDF/rights.pdf)). Such matters shall be heard by a sub-committee of the University Discipline Committee composed only of the faculty membership of that committee. When assigning a grade based on academic misconduct, the faculty member shall ensure that the student is made aware of his/her appeal rights.
3. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through the grade appeal process as found in MTSU Policy III:00:09. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
4. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the

continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, laptop computers, games, etc.).

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. Adopted by TBR 12/11/11. Effective 1/29/12.*

## **Academic Fresh Start**

Any person who has not been enrolled in a college or university for a period of at least four years and any time after readmission or admission as a degree-seeking student may request an Academic Fresh Start. The student's permanent record will remain a record of all work; however, courses taken and previously failed will be excluded from the GPA calculation. Courses with a D grade will also be excluded when a grade of C or better is required in the student's current major. This policy is independent of financial aid regulations.

## **Academic Progress**

Faculty report academic progress for certain populations of students as well as any students for which a faculty member has concerns. Additionally, mid-term grades are reported for every undergraduate course. An Academic Progress report will reflect feedback from a professor which could include an estimated grade and/or comments. An email notification is sent to the student if an Academic Progress report is posted. Details related to the report can be accessed in RaiderNet by selecting the Student tab, then the Student Records and Academic Progress links.

## **Academic Standing (Retention Standards and Grades)**

Students may view grades and academic standing online each semester by selecting the appropriate option on RaiderNet. No student may view grades on RaiderNet until all debts or obligations owed to MTSU have been satisfied. Students with holds may come to the MT One Stop in the Student Services and Admission Center with a photo ID to be informed of their grades.

It is the student's responsibility to be aware of grades and academic standing. Academic standing could be good standing, probation, or suspension, and it is calculated at the end of each term after grades are received, repeats are marked, and GPA is calculated.

Grade changes are processed daily and email notifications of the grade changes are sent to the student's and faculty's MTSU email address. Once the next semester begins, academic standing is not recalculated even if grade changes are received unless a university error was made. An email is sent to the student's MTSU email address if he or she is placed on probation or suspension, but a student should always check his/her academic standing on RaiderNet after each semester.

## **Probation**

If a student is placed on probation, the student must attain one of the following retention standards:

1. a 2.00 GPA for current term, OR
2. meet one of the following retention standards:  
00-29.99 GPA hours: 1.50 overall combined GPA  
30-49.99 GPA hours: 1.80 overall combined GPA  
50 or more GPA hours: 2.00 overall combined GPA

A student on academic probation who does not meet either the current term GPA or overall combined GPA in the above standards during the next term in which enrolled will be suspended. This includes students admitted on probation or who have been previously suspended from another school, i.e., reenrolled or transfer students. (See re-enrollment policy.) Students previously suspended are not eligible for probationary status.

## **Suspension**

If a student is suspended, any future registration is purged and the student cannot attend MTSU for the length of the suspension. A student can appeal a suspension. (See Appeal of Academic Suspension for more details.) Students should also be aware of the difference between a financial aid suspension due to unsatisfactory progress and an academic suspension based on grades and GPA. A financial aid suspension means the student can still attend MTSU; however, the student will not receive financial aid. An academic suspension means the student cannot attend MTSU for the length of the suspension even if eligible for financial aid. These are two different suspensions, and there are two different appeal processes that are independent of each other.

Any student who lacks prescribed courses and attends another Tennessee Board of Regents school while on suspension from MTSU must enroll for those prescribed/learning support courses while attending the other school, if available.

International students attending MTSU on student or exchange visas may not be readmitted after their second suspension even though the normal suspension period is over. According to the terms of their eligibility forms (I-20 or DS-2019), international students are expected to do satisfactory academic work and maintain a full course of study at MTSU. Failure to do this invalidates their student status, and Immigration Service will be notified. International students who are suspended may appeal to the Academic Appeals Committee for reinstatement if they feel that their poor academic performance was due to circumstances beyond their control.

## **Academic Year**

The regular academic year is divided into two terms, Fall and Spring. There is also the Summer term which is divided into parts of term: 1-Full Term, beginning in May, is approximately 13 weeks; S1-May, beginning in May, is approximately three weeks; S2-June and S3-July, beginning in June and July respectively, are approximately five weeks in length; S4-June/July, beginning in June, is approximately ten weeks; S5-May/June, beginning in May, is approximately eight weeks; R-RODP for the Regents Online Degree Program, beginning in June, is approximately ten weeks. Additional parts of term may be scheduled to accommodate the special needs of certain courses.

During a Fall or Spring term, there are two accelerated parts of term offered in a seven-week format during the full term. Accelerated parts of term are also offered during the Regents Online Degree Program (RODP) R term in an eight-week format.

## **Accounts**

No student will be issued a diploma, certificate of credit, or transcript of his/her record until all debts or obligations owed to the University have been satisfied.

## **Appeal of Academic Suspension**

MTSU is committed to helping students achieve their academic goals. However, some students fail to maintain an adequate grade point average and are academically suspended. Students are responsible for being aware of their academic standing. Email messages regarding academic suspension are sent to students' MTSU email addresses. Students should check their MTSU email and academic standing on RaiderNet after all grades are posted and the GPA is calculated.

Academic appeals for undergraduate students will be reviewed by an academic appeals committee and consideration will be given for readmission if the student presents adequate evidence of ability, maturity, and motivation. A college transcript and materials submitted by the student are reviewed by this committee to determine if they think students can do college-level work and if they are motivated to be successful in school. The academic appeals committee decides if the suspension stands or if the student can be readmitted. Conditions that this committee might impose, if a student is readmitted, could be limiting enrollment in 8 or 14 credit hours for the semester and/or requiring the student to see the college advisor. **This committee's decision is final and only applies to the semester for which the student appealed. There is no higher appeal.**

Readmission by the academic appeals committee does not imply reinstatement of financial aid, if applicable. Students should be aware of the difference between a financial aid suspension due to unsatisfactory progress and an academic suspension based on grades and GPA and that these are two different appeal processes that are independent of each other. The academic appeal form may be obtained at the MT One Stop or at [www.mtsu.edu/resources/students/academic.php](http://www.mtsu.edu/resources/students/academic.php).

Students appealing for Fall term can appeal at the Summer or Fall meeting (not both). Appealing for the Fall term at the May meeting allows students to receive the committee's decision in May rather than having to wait until August. Students should access [www.mtsu.edu/resources/students/academic.php](http://www.mtsu.edu/resources/students/academic.php); refer to the current MTSU registration guide; or contact personnel in the MT One Stop for the deadline date applicable to each semester.

Students who wish to appeal an academic suspension must complete the appeal form and submit any documentation by the published deadline. It is the student's responsibility to followup to determine receipt of an appeal by the Registrar's office.

## Cancellation of Scheduled Classes

The right is reserved to cancel any class when the number of students enrolled is deemed insufficient per minimums listed below.

1000 - 2000 = 15 students enrolled

3000 - 5000 = 10 students enrolled

6000 = 8 students enrolled

7000 = 6 students enrolled

Regents Online Degree Program (RODP) classes are cancelled at the discretion of the Tennessee Board of Regents (TBR).

## Change of Major

Many students make the decision to change their majors/programs during their undergraduate careers. While the procedure for doing so is relatively simple, a change in academic program or declaration of double majors or dual degrees should be carefully considered and thoroughly investigated. Students considering a change in major should consult their current advisors and faculty in their new areas of interest and explore possible major career fields in the Undeclared Advising Center, KUC 322.

A change of major is accomplished by meeting with an advisor. Any request for a change of major will be processed for the current term and an email confirmation sent. Once processed, students can see their new major, run an up-to-date degree evaluation, and keep departments better informed of their current majors. Any student receiving military veterans benefits who changes his or her major must notify the Veterans Affairs coordinator located in KUC 128.

## **Class Attendance**

A student is expected to attend each class for which he/she is registered except in cases of unavoidable circumstances and should not attend classes for which he/she is not officially registered.

Even though some faculty may not check attendance in a conventional manner, attendance in classroom courses or participation in distance learning courses is expected, and absence or nonparticipation is recorded and will have an effect on receipt or repayment of financial aid and/or scholarships. Students who are reported for nonattendance will be assigned a grade of FA to appear on their transcripts, and nonattendance will be reported to appropriate agencies.

Exceptions are made for University-sanctioned activities. Students shall not be penalized for such absences. Students anticipating participation in University functions which will take them out of classes should discuss these absences with their instructors at the earliest convenient time.

The fact that a student may be absent from a class does not in any way relieve that student of the responsibility for the work covered or assigned during the absence. It is the responsibility of faculty members to excuse or refuse to excuse absences of students who miss their classes. It is the responsibility of the student to obtain excuses for absences and to arrange with the faculty member in question to make up the work missed. Absences begin with the first date the student is enrolled in class.

If emergency circumstances prevent contacting the professor or department, the student may contact the MT One Stop for notification to the instructor(s) at (615) 494-8910. Only the instructor of the class concerned can excuse an absence.

MTSU does not usually close because of inclement weather, but students will be allowed to use their own discretion when snow and icy conditions exist; they will be given the opportunity to make up the missed classes should they decide not to attend. To determine if classes are cancelled, students should listen to area radio and television stations, call the news line at (615) 904-8215, or access the University home page at [www.mtsu.edu/](http://www.mtsu.edu/).

Any student who is absent from a state college or university during any school term or portion thereof in excess of thirty (30) days due to active military service shall be entitled to withdraw and receive a tuition credit in the form of credit hours for each credit hour paid by, or on behalf of, such student, or a refund for any payments made. Tuition credit shall be given only if the reserve or National Guard student did not receive a final grade in the course for which tuition credit is sought.

## **Classification of Students**

No student may be classified as a sophomore until after earning at least 30 semester hours.

No student may be classified as a junior until after earning at least 60 hours.

No student may be classified as a senior until after earning at least 90 hours.

## **Correspondence Credit**

Correspondence courses taken at MTSU carry regular degree credit. Students can obtain a current listing of MTSU correspondence courses by accessing the Look Up Courses link via PipelineMT or by calling the University College at MTSU at (615) 898-5332.

Correspondence courses taken at other schools are accepted under the regulations governing acceptance of transfer credit (see Admissions and Registration) and are subject to the following regulation: ENGL 1010 and ENGL 1020 and courses with a laboratory component must not be taken by correspondence except by the permission of the chair of the department and the dean of the college in which the course is offered.

## **Course Numbers**

Courses numbered 1000-1999 are on the first year or freshman level; 2000-2999 on the second year or sophomore level; 3000-3999 on the third year or junior level; 4000-4999 on the fourth year or senior level; 5000 and above on the graduate level. Course numbers defined as basic or developmental are not acceptable as degree credit work.

## **Course Substitution**

Course substitutions are needed when a course does not fulfill a degree requirement; however, it is determined in consultation with an advisor that the course would be an appropriate replacement. The course substitution form requires approval by the advisor, chair, and dean of the student's major or minor program depending on what requirement is being substituted. Corrections for transfer courses that are not appropriately equated may also be marked on the course substitution form.

## **Credit Hour Unit**

A credit hour unit is one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 15 weeks, or equivalent academic activities, to achieve the student learning outcomes for the credit hour. Laboratory and studio classes usually earn one credit for each two hours of attendance or equivalent for a semester unless otherwise indicated.

## **Dean's List**

Dean's List designations are made each semester and are based on full-time undergraduate degree credit enrollment. Students whose GPAs for the current semester are 3.50 or greater are placed on the Dean's List. Courses graded on a pass/fail basis will count as GPA hours in calculating full-time status for determination of Dean's List designation. The grade of P will not count as GPA hours for determination of grade point average.

## **Double (or Second) Major**

A student may elect to obtain a double or second major for graduation by meeting the following requirements:

1. Satisfy general requirements as prescribed by the University and the specific requirements set forth by each major and for the degree sought.
2. Two properly approved upper-division forms must be filed, one for each major.  
**NOTE:** *One upper-division form is acceptable provided both majors are clearly identified on the form.*
3. In the case of a major requiring two minors, the second major may count toward fulfillment of one minor provided it meets the requirements of the particular degree. In the case of a B.A. degree which requires only one minor, the second major may count as the required minor.
4. The degree sought must be compatible with both majors; that is, a student with a major appropriate for the B.S. degree may not choose a second major that is not offered under the B.S. degree. As an example, a student pursuing a B.S. degree with a major in Mathematics may not opt for a second major in History which is not offered under the B.S. degree.

## **Dropping or Adding Courses**

Tennessee Board of Regents policy prohibits students from dropping prescribed courses except under extenuating circumstances with the approval of the chair of University Studies.

**NOTE:** Student-athletes must obtain permission from the Student-Athlete Enhancement Center, and international students must obtain permission from the International Affairs Office before processing drop/add forms in the MT One Stop.

The procedures and deadlines to drop and add a class are listed online. A student who stops attending a class but does not officially drop the class will be assigned a grade of FA which will be recorded on the student's permanent record.

Students finding it necessary to withdraw from the University after having selected classes for a future term should use RaiderNet via PipelineMT to drop all classes or initiate the withdrawal process at the MT One Stop, (615) 494-8910.

Dates may vary from term to term concerning whether the withdrawal should be accomplished by RaiderNet via PipelineMT or through MT One Stop. Check the appropriate registration guide for specific dates.

## **Dual Degree**

A student may elect to obtain a dual degree for graduation by meeting the following requirements:

1. Satisfy general requirements as prescribed by the University and the specific requirements set forth by each major and for the degree sought.
2. Two (2) properly approved upper-division forms must be filed, one for each major.
3. In the case of a major requiring two minors, the second major may count toward fulfillment of one minor provided it meets the requirements of the particular degree. In the case of a B.A. degree which requires only one minor, the second major may count as the required minor.
4. The degrees sought must be different degree types (for example, B.A. and B.S.).

## **Email**

MTSU communicates with students via the MTMAIL account issued to students during admission to the university. It is the student's responsibility to read emails in their MTMAIL accounts regularly.

## **Enrollment Verification**

The following schedule of hours attempted will be used to determine the enrollment status requested by undergraduate students: Fall, Spring, and Summer semesters: full-time - 12 semester hours or more, three-quarter time - 7-11 hours, and one-half time - 6 hours or less. In Fall and Spring terms, enrollment certifications are official beginning the fifth day of the term. MTSU has authorized the National Student Clearinghouse (NSC) to provide enrollment and degree verifications. NSC may be contacted at

National Student Clearinghouse  
13454 Sunrise Valley Drive, Suite 300  
Herndon, VA 20171-3280  
Web: [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or [degreeverify.com](http://degreeverify.com)  
E-mail: [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)  
Phone: (703) 742-4200  
Fax: (703) 742-4239

Students may print their own enrollment verification by accessing RaiderNet via PipelineMT. Preliminary verification can also be accessed prior to the fifth day of class.

## **Evening Classes**

Many classes are scheduled on the campus in the evenings and on Saturdays. The MT One Stop functions to assist students who wish to take classes at such times.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students must be afforded notice of their rights under FERPA, and the types of personally identifiable information considered as directory information. **Students can request to view their education records by submitting a request to the Registrar's Office, SSAC 150.** The University policy may be accessed at [www.mtsu.edu/policies/student-affairs/III-00-01.php](http://www.mtsu.edu/policies/student-affairs/III-00-01.php).

## **Education Records at MTSU**

The policy governing education records at MTSU may be accessed at [www.mtsu.edu/policies/student-affairs/III-00-01.php](http://www.mtsu.edu/policies/student-affairs/III-00-01.php).

## **Grade Point Average**

The following quality point system is used in determining the grade point average (GPA):

For each credit hour of A:	4 quality points
For each credit hour of B+:	3.33 quality points
For each credit hour of B:	3 quality points
For each credit hour of B-:	2.67 quality points
For each credit hour of C+:	2.33 quality points
For each credit hour of C:	2 quality points
For each credit hour of C-:	1.67 quality points
For each credit hour of D+:	1.33 quality points
For each credit hour of D:	1 quality point
For each credit hour of D-:	0.67 quality points
For each credit hour of F or FA:	0 quality points

The academic standing of a student is expressed in terms of grade point average which is calculated by dividing the total number of quality points by the total number of GPA hours. Following is an example:

Course	Hours	Grade	Points
ENGL 1010	3	C (2.0)	6
BIOL 1030/BIOL 1031	4	B (3.0)	12
ART 1030	3	B (3.0)	9
SOC 1010	3	B (3.0)	9
MUS 1030	3	F (0.0)	0
	16		36

To get the quality points listed in the last column, the credit hours (column 2) are multiplied by the point value of the grade earned (column 3); then the 36 is divided by 16 for a GPA of 2.25.

The GPA is rounded and truncated after the thousands position, and no further rounding up or down of the GPA is done in determining eligibility for retention, graduation, honors, dean's list designation, or taking an overload.

The section on Repeated Courses explains the computation of the GPA for students who repeat courses. The grade of F counts as GPA hours with zero quality points earned; P grades carry hours earned but no quality points or GPA hours.

At the undergraduate level, there are two groups of GPAs on a transcript--Overall and Overall Combined. Students who have taken developmental studies classes (applies to undergraduate students only), will see these credits included in the Overall Combined line. The Overall Combined GPA is the combined undergraduate college and remedial/developmental GPA. This GPA is used to determine retention standards (good standing/probation/suspension). The Overall GPA is the undergraduate college level GPA which is used to determine graduation and graduation with honors.

## **Grades (Marking System)**

Following is a description of the criteria used in assigning letter grades:

A-work of distinctly superior quality and quantity accompanied by unusual evidence of achievement  
B-work of good quality and quantity accompanied by evidence of achievement beyond the essentials of a course  
C-work demonstrating fulfillment of the essentials of a course  
D-passing work, but below the standards of graduation quality  
F-failure, necessitating repetition of the course to obtain credit  
FA-failure (attendance-related unofficial withdrawal)  
N-no credit, nonpunitive (assigned only in certain courses)  
P-passing (assigned only in certain courses)  
I-incomplete (not used in calculating grade point average)  
W-assigned in courses which are dropped during a specified period of time within a term. Students should consult online for specific dates each term.  
NC-no credit (audit)

Plus/minus grading for undergraduate courses became effective Fall 2000. Grades which may be assigned are

A  
B+, B, B-  
C+, C, C-  
D+, D, D-  
F, FA

Plus/minus grades will be posted for students who transfer to MTSU Fall 2000 or after. Plus/minus grading for students enrolled at MTSU prior to Fall 2000 will not be retroactive to any term prior to Fall 2000. Reenrollment students who reenroll will not be eligible to have courses reevaluated if courses taken at a previous transfer institution prior to Fall 2000 were graded on a plus/minus system.

Effective Summer 2015, students transferring new credits will have transfer grades posted with a leading 'T' and transfer grades will not be calculated in the overall and overall combined GPAs. For example, an A would be posted as TA, B+ as TB+, W as TW.

The N grade is given only in those courses with prior approval to use N grading. The grade of N will be awarded only once per unique course to students who complete the first attempt of the course but fail to meet minimum (C level) standards. In subsequent attempts the student will be assigned a grade of F if minimum standards for the course are not met. Examples of courses which use the N grade are ENGL 1009, ENGL 1010, ENGL 1020, and READ 1000.

The P grade is given only in those courses with prior approval to use pass/fail grading. Courses may be taught on a pass/fail basis only after the approval of the Undergraduate Curriculum Committee. Catalog course descriptions include information indicating which courses are approved for pass/fail grading.

No more than fifteen semester hours in pass/fail coursework may be attempted by any student during any one semester. No more than one-half of the degree requirements may be obtained through credit-by-examination, credit for military service-related experience, flight training, and courses in which nontraditional grading such as pass/fail is used. More information can be found under the general requirements for the baccalaureate degrees elsewhere in this catalog.

The grade I indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which may occur toward the close of the term. Mere failure to make up work or turn in required work on time does not provide a basis for the grade of I unless the extenuating circumstances noted above are present for reasons acceptable to the instructor. When a student fails to appear for the final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student is ill or will otherwise present sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade F or FA should be reported.

The incomplete must be removed during the succeeding semester, excluding summer. Otherwise, the grade of F or FA is entered. **A student should not make up the incomplete by registering and paying again for the same course.** The I grade carries no value until converted to a final grade.

## Grades-Appeal of Course Grades

An "appeal" is a request by a student for a determination by a Grade Appeals Committee of an assigned grade where inequities or unethical or unprofessional actions are alleged.

### Level One

1. Student appeals concerning a course grade should be resolved by a conference between the student and the faculty member who assigned the grade.
2. In the event of an impasse between the student and the faculty member, a student with an appeal of a grade shall discuss it with the department chair within ten (10) business days of the conference with the involved faculty member. The department chair shall investigate the circumstances, record his/her findings, and send a copy to the student and the faculty member within ten (10) business days of the notification of impasse. Although the department chair does not have the power to change the grade, he/she will make a recommendation concerning the appeal. The recommendation and findings will become a part of the appeals record, and a copy will be provided to the student and the faculty member.

### Level Two

1. If the student is not satisfied, he/she may, within fifteen (15) business days following receipt of the department chair's recommendation, refer the appeal, plus all relevant data, including stated reasons why he/she believes the appeal has thus far not been satisfied, to the Office of the Vice Provost for Academic Affairs. **The appeal to the Provost's Office must occur within forty (40) business days of the graduation date for each term.** The vice provost for Academic Affairs shall select a Grade Appeals Committee to hear the appeal and transmit the appeal documents to the committee chair or to the dean of the college which houses the selected appeals committee. A given committee will not hear appeals originating in courses offered in its own college but will deal with appeals from other colleges.
2. Written notification of the meeting and of an opportunity to appear before the Grade Appeals Committee will be sent by the committee chair to the concerned faculty member and student. A simple majority of members present constitutes a quorum. The committee will receive documents and testimony regarding the circumstances, will record its findings, and shall render a decision. Notification of the committee's decision will be made to the student, faculty member, department chair, college dean, vice provost for Academic Affairs, and the registrar.
3. The decision of the committee hearing the appeal will be final.

**NOTE:** In cases where the department chair is the person against whom the complaint is lodged, the dean in whose college the department is located shall assume the duties of the chair in the investigation and decision-making.

#### Miscellaneous

1. A student or faculty member involved with a grade appeal may discuss his/her case informally with a member of the faculty or administration except with a member of a Grade Appeals Committee. A committee member who discusses committee deliberations with the faculty member or student concerned shall automatically disqualify himself/herself from any further proceedings of the case.
2. The number of days indicated at each level above shall be considered the maximum, but every effort should be made to expedite the process.
3. The failure of the student to proceed from one level of the appeal procedure to the next level within the prescribed time limits shall be deemed to be an acceptance of the recommendations and/or decision previously rendered. All further considerations and proceedings regarding that particular appeal shall cease at that point.
4. A grade appeal may be withdrawn at any level without prejudice. However, the stated time frames continue to be applicable if the student determines to begin the process again.
5. All appeal proceedings shall be kept as confidential as may be appropriate at each level.
6. A grade appeals committee shall have reasonable access to all official records for information necessary to the determination of a recommendation.
7. Appeals filed after the spring graduation date will be considered in the summer ONLY under 2 circumstances:
  - a. If it affects the student's ability to graduate in that term or in the summer.
  - b. If the vice provost determines that there are extenuating circumstances to warrant a special hearing.
  - c. Otherwise, such appeals will be held over until the beginning of the Fall semester. If an appeal is to be heard in the summer, an ad hoc committee of the chairs/available members from each grade appeals committee will hear the case. If a chair cannot attend the summer meeting, he/she will (if at all possible) endeavor to provide a replacement from his/her committee. The chair from the college in which the appeal originated shall be excused from the meeting. There will also be a student representative assigned with one alternate, each not from the college from which the appeal originates.

## Graduate Courses, Permission to Enroll in

Seniors at MTSU with 98 semester hours of credit may be allowed to take up to 12 semester hours of graduate coursework. Approval is required by the undergraduate advisor and by the dean of the College of Graduate Studies. Undergraduate students wanting to take graduate courses must complete the Application for MTSU Undergraduate Students to Take Graduate Work which is available through the College of Graduate Studies. With the exception of students enrolled in an approved Accelerated Bachelor's/Master's (ABM) program, graduate coursework may not be used to meet the requirements for an undergraduate degree.

**NOTE:** The Jennings A. Jones College of Business does not allow undergraduate students to take graduate courses unless they are enrolled in an approved Accelerated Bachelor's/Master's (ABM) program.

## Graduation

Graduation is conducted at the close of the Fall, Spring, and Summer terms. Murphy Center is the site of this important occasion. Students who plan to graduate should complete an Intent to Graduate form **during priority registration when two semesters are remaining for graduation**. This form is available online at [www.mtsu.edu/resources/students/graduation.php](http://www.mtsu.edu/resources/students/graduation.php).

All students must complete the general requirements as prescribed by the University and the specific requirements set forth for the degree sought. A minimum of 120 hours is required for most programs, with at least two semesters in which a minimum of 30 semester hours is earned in residence during the junior and senior year. The final semester must be in residence unless permission is granted by the dean of the college in which the student is pursuing a major.

A student must have a 2.00 GPA overall and a 2.00 average in the major and in 42 hours of upper-division credit to graduate. Some departments require a 2.00 GPA in the minor. No more than 25 percent of the credits for nonbusiness degrees may be in courses commonly found in a school or college of business nor can more than one business minor be completed. No student will be issued a diploma, certificate of credit, or transcript of his/her record until all debts or obligations owed to the University have been satisfied. All requirements for a degree must be met by the time of graduation. This includes incomplete grades and transfer credit from other colleges.

**Applicable Catalog**-Students may elect to meet the requirements of any one catalog published while they are in attendance at any Tennessee Board of Regents (TBR) school provided graduation is within seven years of the first academic term covered by the catalog elected.

## **Graduation with Honors-Undergraduates**

Recognition of honors at the graduation ceremony will be made for those students obtaining the required grade point average by the beginning of their final semester of enrollment.

Cum Laude: 3.500-3.749  
Magna Cum Laude: 3.750-3.899  
Summa Cum Laude: 3.900-4.000

Notation of graduation with honors is entered on the diploma and the transcript and is based on the overall grade point average on all degree credit courses at the end of the final semester. Grade point average is rounded and then truncated after the thousandth position.

## **Identification Card**

The MTSU BlueID card identifies MTSU students, faculty, and staff for access to campus services and privileges. The BlueID card may be used to check out books at the library; be admitted to the Campus Recreation Center, campus computer labs, and residence halls; cash checks; attend campus events and purchase extra tickets; receive student health services; and pay for food via student meal and budget plans.

The BlueID card may be used as a debit card. Students may deposit money into a RAIDER FUNDS account; then, use the BlueID card rather than cash or checks for purchases at the campus bookstore, to pay registration fees, buy a soft drink or snack, or to purchase meals at any of the food service locations on campus.

## **Lottery (Tennessee Education Lottery Scholarship) GPA**

Calculation of the GPA for receipt of the scholarship does not include credits earned prior to high school graduation and is subject to the Tennessee Education Lottery Scholarship course repeat policy.

## **Lower and Upper Division**

Courses numbered 1000 and 2000 are on the lower-division level. Courses numbered 3000 and 4000 are on the upper-division level.

## **Misrepresentation of Academic Credentials**

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing that such person

1. has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas from an accredited institution of higher education;
2. has successfully completed the required course work for and has been awarded one (1) or more degrees for diplomas from a particular institution of higher education; or
3. has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

## **Repeated Courses**

Students may repeat courses for the purpose of raising their grade point averages subject to the following:

1. No course should be attempted more than twice (i.e., repeated more than once) except upon the advice of the faculty advisor. The first time a course is taken is the first attempt; it is not a repeat until taken again. If a student repeats a course more than once, the hours will be added to the total GPA hours and therefore will be included in figuring the overall and overall combined grade point averages.  
For example

first attempt of ENGL 1010:

F = 0 GPA hours, 0 hours earned;

first repeat of ENGL 1010:

F = 3 GPA hours, 0 hours earned

second repeat of ENGL 1010:

C = 6 GPA hours, 3 hours earned.

An example of a successful repeat:

first attempt of ENGL 1010:

F = 0 GPA hours, 0 hours earned;

first repeat of ENGL 1010:

C = 3 GPA hours, 3 hours earned.

In other words, if a student **repeats** a course **once** and **improves** the grade, the effect on the overall and overall combined hours taken is the same as if the course were successfully completed on the first attempt. However, if a student takes a course multiple times, each repeat increases the cumulative GPA hours; taking the same three-semester-hour course five times, for example, is one attempt and four repeats and therefore is 12 GPA hours;

2. The last grade earned will stand even if the last grade received is an F or FA and the student has previously received a grade higher than an F or FA. The previous passing grade will not calculate in hours earned. All repeated courses remain on the student's transcript with repeat notation.
3. Veterans receiving educational assistance benefits may not repeat courses previously passed and receive veterans financial assistance for such unless a minimum grade is required in the program.
4. Students may not repeat a course in which they have previously earned the grade of A or B or P without approval from the department which houses the course.
5. Students may not repeat a course in which they have previously received the grade of I (incomplete). Students must make arrangements with the instructor who assigned the incomplete to finish the course during the succeeding semester, excluding summer.
6. **Students may use either ENGL 2020 or ENGL 2030 or HUM 2610 interchangeably for purposes of repeating a course.**
7. This repeat policy took effect in Fall 1981. All courses attempted since then are subject to this policy. Courses attempted prior to Fall 1981 are subject to the previous repeat policy.
8. Students who receive the Lottery Scholarship are subject to course repeat policies of the Tennessee Education Lottery Scholarship regulation rules. Contact the MT One Stop for specific rules.

## Schedule

The schedule of courses provided online each semester is for the convenience and guidance of students and faculty. The University reserves the right to change courses and schedules when the interest of all concerned may best be served.

## Semester Hour Load of Student

Students should determine their semester course loads after careful consideration of time commitment outside the classroom. Students who work a significant number of hours per week should consider attempting fewer hours each semester. One's own time commitments, work and study habits, and other considerations should be reviewed with the academic advisor prior to the selection of courses.

Fifteen or sixteen semester hours of credit is the "normal" Fall or Spring load for students who wish to graduate in four years. Eighteen semester hours (excluding courses for audit) is the maximum load for a student during any semester while enrolled only at MTSU or concurrently at another institution.

1. Students with a 3.50 average on all college work attempted may be permitted to take up to 21 semester hours in a semester.
2. Students with a 3.00 average may be permitted to take a maximum of 19 hours in a semester provided one hour is a physical education activity or CSCI 1000.
3. Graduating seniors may be permitted to take an overload with the limits above during the last semester in residence to graduate.

Following are the maximum number of semester hours in which an undergraduate student may enroll during parts of term within a Summer term:

1-Full Term-18 hours	S4-June/July-8 hours
S1-May-4 hour	S5-May/June-8 hours
S2-June-8 hours	R-RODP-18 hours
S3-July-8 hours	

All Parts of Term-combined total of 18 hours

Students who wish to enroll for credit hours in excess of these limitations must obtain permission at least two weeks prior to registering for classes from the academic advisor and the dean of the college in which that student is pursuing a major. Students who have not declared a major must obtain permission of the advisor in the Undeclared Advising

Center (UAC) and approval of the director of the UAC. Student athletes must obtain permission of the advisor in the Student Athletic Enhancement Center prior to obtaining approval of the academic advisor and dean of the college in which student is pursuing a major.

## **Transcript of Credits**

Official copies of a student's record are furnished free of charge upon request with written signature by the student. No student will be issued a diploma, certificate of credit, or transcript of record until all debts or obligations owed to MTSU have been satisfied. Unofficial copies may be viewed on RaiderNet provided all debts or obligations are satisfied. Students with holds may come to the MT One Stop in the SSAC and present a photo ID to be informed of their grades.

## **Withdrawals from the University**

The MT One Stop handles all issues relating to withdrawing from the University. Please visit [www.mtsu.edu/withdraw/](http://www.mtsu.edu/withdraw/) for up to date information regarding the withdrawal process. Students are highly encouraged to consult with an advisor and the MT One Stop before making any decisions about withdrawing. Please also consult the Registration Guide ([www.mtsu.edu/registration/registration-guide.php](http://www.mtsu.edu/registration/registration-guide.php)) for withdrawal and fee adjustment deadlines. Questions about withdrawing should be directed to the MT One Stop in SSAC, via phone at (615) 494-8910, or via email at withdraw@mtsu.edu.

### **General Withdrawal Guidelines:**

1. **Withdrawing Prior to Term** - Students finding it necessary to withdraw from all classes prior to the beginning of a term may withdraw via RaiderNet.
2. **Withdrawing During a Term**
  - a. During the first two weeks (14 calendar days) of a term, courses may be dropped via RaiderNet ([link to RaiderNet](#)) without assignment of a grade on the official transcript.
  - b. Beginning on 15th calendar day through 60% of a term, student can drop some or all courses via RaiderNet ([link to RaiderNet](#)) and a grade of "W" will be assigned.
  - c. After 60% of the term, a complete withdrawal from ALL classes can be accomplished via RaiderNet ([link to RaiderNet](#)), through the last day to withdraw in each term. Instructors assign the appropriate grade of "W" if the student is passing or "F/FA" if the student is failing.
  - d. After 60% of the term, individual courses cannot be dropped via RaiderNet. Individual courses may be dropped if appropriate signatures are obtained on a drop form and submitted to the MT One Stop.
  - e. The deadline to withdraw from the University (all classes) and receive a grade of "W" or "F," as determined by the instructor is generally one week prior to the last day of classes and will be noted in the Registration Guide for each term.

*NOTE: Fees, Financial Aid, Housing, etc. can be impacted anytime a student withdraws or drops a course. Consult the Registration Guide and those offices for more information.*

Summer differs; please check Registration Guide for specific dates.

If extreme extenuating circumstances necessitate a student's withdrawal from the University after 60% of the term, exceptions may be made. A grade of "W" may be recorded with written concurrence of the faculty member, but only if the extenuating circumstances are first verified by the MT One Stop. Students who fall under this category should schedule an appointment with the withdrawal coordinator in the MT One Stop and provide a written statement and all documentation to support their extenuating circumstances. The University Withdrawal Policy can be reviewed at [www.mtsu.edu/policies/student-affairs/III-00-06.php](http://www.mtsu.edu/policies/student-affairs/III-00-06.php).

# **Expenses/Tuition and Financial Aid**

## **Expenses**

The question of costs while attending the University is important to every student. It is difficult, however, to accurately estimate yearly expenditures; expenses vary according to the nature of the curriculum, the place of residence (whether in-state or out-of-state), and the student's own habits and needs. It is possible to live simply and to participate in the life of the student community on a modest budget. The best help the University can offer the student in budget planning is to provide available figures for expenses.

Health service and admission to athletic events are available to any currently enrolled student. The payment of the appropriate fees will permit any combination of graduate and undergraduate courses to be taken that may be required or approved. Charges for all coursework will be assessed by student level. The University reserves the right to correct errors in student fee assessments and charges which are discovered subsequent to initial billings and fee statements.

**All fees are for the academic year and are subject to change by action of the Tennessee Board of Regents. The new fee amounts will be published each year when approved by the Tennessee Board of Regents (usually around July 1).**

## **Registration Fees**

Information on fees and deadlines can be found on the Bursar's website: [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition).

### **Late Registration**

Students who complete registration (including the payment of fees) during the late registration period will be charged a \$100 late fee.

### **Matriculation Fee for Incompletes**

If a student receives a grade of Incomplete (I), he or she need not reregister or pay fees for the course every semester until the course is completed. Such students should work only with the course instructor to complete grade requirements.

### **Returned Checks**

Acknowledged bank errors excepted, a \$30 service charge will be assessed for each returned check (including web check payments). The University will decline to accept checks from any student who has checks returned by the bank more than once or if any check returned is not paid within ten (10) working days. A \$100 late registration fee may be assessed for any returned check given in payment of registration fees.

### **Automobiles**

All privately owned or operated vehicles for use on the campus must be registered annually with Parking and Transportation Services and must display an official registration permit. For more information or clarification, please refer to **Traffic and Parking Regulations**, available in the Parking and Transportation Services Office.

## **Auditing Charges**

An auditor is one who enrolls and participates in a course without expectation of receiving academic credit. The same registration procedure is followed and the same fees charged as for courses taken for credit. An audited course is not applicable to any degree or certification program.

Regular class attendance is expected. Other course requirements, which may be obtained in writing from the instructor, will vary depending upon the nature of the course. Students interested in auditing a course should discuss course requirements prior to enrolling. Failure to meet course requirements may result in removal from the course at the request of the instructor. A successful audit will be recorded on the transcript with the designation NC.

A change from audit to credit or credit to audit must be processed by the last day to add a class.

Persons 60 years of age or older or disabled persons suffering from a permanent total disability which totally incapacitates such persons from working at an occupation which results in an income (T.C.A., Section 49-7-113) who are domiciled in Tennessee may audit courses at any state-supported college or university without paying tuition charges. (Note: The student must pay an application fee and special course fees.) Registration under this program is on a space-available basis; therefore, students cannot priority register. Students who priority register or receive a closed class override prior to the first day of the semester or part of term will be required to select another class. Class selection should be processed no earlier than four weeks prior to the start of term or part-of-term (see Registration Guide for date of registration). Proof of age or disability must be provided.

## **65-Year-Old/Disabled Credit Student**

Persons 65 years of age or older or disabled persons suffering from a permanent total disability which totally incapacitates such persons from working at an occupation which results in an income (T.C.A., Section 49-7-113) who are domiciled in Tennessee may register for classes for credit by paying a service fee not to exceed \$70 per semester. (Note: This fee includes maintenance fees, student activity fees, technology access fees, and registration fees; it does not preclude an application, late fee, change-of-course fee, parking fee, special course fee, etc.) Registration under this program is on a space-available basis; therefore, students cannot priority register. Students who priority register or receive a closed class override prior to the first day of the semester or part of term will be required to select another class. Class selection should be processed no earlier than four weeks prior to the start of term or part-of-term (see Registration Guide for date of registration). No late fee is charged. An application fee is required. In addition, the applicant must be eligible for admission and submit proof of age or disability.

## **Additional Charges**

The University reserves the right to increase the charges listed herein or to add new ones whenever such increases or additions are found to be necessary.

## **Board**

All freshman men and women living in the residence halls during Fall and Spring semesters will be required to participate in a freshman meal plan. All other students may secure meals in the University cafeterias or grill either through optional meal plans available from the food service or a meal-to-meal cash basis.

## **Debts**

An important part of every student's educational experience is learning to manage money and to responsibly discharge financial obligations incurred. With this in mind, MTSU expects you to promptly pay all University bills and accounts when due.

Failure to meet financial obligations will result in your not being allowed to preregister, register, or receive transcripts, grade reports, or diplomas.

## **Installment Payment Plan**

Students who want to use the Installment Payment Plan must sign up for the payment plan and pay the down payment online via RaiderNet. If a student is eligible, there will be an option in the bill payment system to request a Installment Payment Plan. Students who wish to pay by mail must view the down payment amount online by selecting the option to view the payment plan installments. Students may also sign up for the plan and pay the down payment at the Business Office cashier windows.

Although all charges are due and payable in full at the beginning of each term, students in good financial standing at MTSU may defer payment of up to 50 percent of their registration, housing, and freshman meal plan fees for the Fall and Spring semesters. The deferment of fees is not available for Summer terms.

To be eligible for the Installment Payment Plan, each participant must make a minimum down payment of 50 percent of the registration fees, residence hall rent, and freshman meal plan costs. The balance due must be \$400 or more after all discounts, waivers, financial aid, and other credits are applied. A student who fails to make timely payments in a previous term will be denied the right to participate in the Deferred Payment Plan in future enrollment periods. Any student who makes payment with a check which is subsequently returned will be denied participation in the Installment Payment Plan in all future terms.

The amount deferred will be payable in two monthly installments. For the Fall term, installment payments are due on or before September 30 and October 31. For the Spring term, installment payments are due on or before February 28 and March 31. The University is not obligated to send reminder notices before the payment is due. Participants in this plan must apply all discounts, waivers, credits, and financial aid (including student loans) toward payment of registration fees before a deferment will be considered. Financial aid and other credits received after the initial payment will be applied to the remaining balance, and future amounts due will be recomputed. No refunds can be made until all fees are paid in full. Students will not be withdrawn for failure to pay the second or third payments. However, the balance must be paid in full before the student can preregister for future terms, even if preregistration is prior to the due date.

Each participant will be charged a \$50 nonrefundable service fee each term to defray administrative costs. This fee is payable along with the 50 percent down payment on or before the registration fee payment deadline. An additional late payment charge of \$25 will be assessed for each installment not paid on or before the due date and each 30-day period past the second installment up to a maximum of \$100. Withdrawals from classes will not alter the remaining balance due except to the extent that any refund may be applied. Students who make payments with checks that are returned will be charged a \$30 return check service fee as well as any applicable late fees.

If a payment is not received in the Business Office by the scheduled payment due date, the University will withhold all services from the student-including grades, transcripts, and future registration-until the fees have been paid in full including any assessed late fees.

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

Payment of the minimum amount due on the Installment Payment Plan finalizes registration. The class schedule will not be dropped. It is not necessary to also confirm on RaiderNet. The Installment Payment Plan service fee, late fee, and minimum amount are subject to change in future terms.

Additional fees for classes, dorms, or meal plans added after initial registration payment or confirmation must be paid by the late registration fee payment deadline. If students are eligible for the Installment Payment Plan, any unpaid fees after this date will be processed as a deferred payment. The \$50 Installment Payment Plan service charge and any applicable \$25 late payment fees will be charged.

Students who are not eligible for the payment plan will be subject to withdrawal from all classes or from the dorm for nonpayment or subject to service charges and late payment fees.

For more information and detailed instructions on how to sign up for the Installment Payment Plan, check online at [www.mtsu.edu/tuition/payment-plan.php](http://www.mtsu.edu/tuition/payment-plan.php). Questions regarding the Installment Payment Plan should be directed to the MT One Stop at (615) 898-2111.

## **Deferred Payment for Recipients of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits**

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

### **Veterans' Dependents' Post Secondary Education Assistance**

Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. Contact the Veteran's Affairs Office at (615) 898-2601 or (615) 898-5040 for more information.

## **Registration Confirmation**

If fees are paid in full by financial aid, Federal Direct or PLUS loans, TELS (Lottery) scholarship, pre-paid tuition programs, Vocational or Veteran's rehabilitation or other credits, students must complete the registration process by confirming that they will attend MTSU for the term. If balance is a credit or zero, they must Confirm Registration on RaiderNet by the fee payment deadline.

To confirm registration, students should

- log in to PipelineMT at [www.mtsu.edu](http://www.mtsu.edu);
- click on RaiderNet, then on the Student tab;
- select Student Account;
- select Confirm Enrollment/Registration Payment/Account Detail for Term;
- select the term. The account balance summary and account detail for the term will be displayed.
- click "Yes, I will attend during ..." and wait for a confirmation number.

Students will be given a confirmation number and should write down the confirmation number and date as proof of confirmation. If in doubt, students should try the process again and the system will tell them if registration has been confirmed. The confirmation number will not be repeated. If the student does not receive a confirmation number and is instead taken to the bill payment system, aid is either not on the account or a balance is still due.

**Please note:** Reviewing the class schedule does not confirm registration; students MUST select the Confirm Registration option, then select the option "Yes, I attend during . . ." When this option is selected, **the student will be given a confirmation number if the registration is confirmed**. When a **confirmation number** is assigned, the

system will hold classes. If registration is not confirmed before the fee payment deadline, the class schedule will be deleted from the computer. Financial aid refunds cannot be processed until confirmation is completed.

Check the online registration guide and [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition) for detailed instructions, dates, and deadlines for each term.

All students who preregister and decide not to attend MTSU should access RaiderNet prior to the final fee payment date for the term to drop all classes from their records. If they decide not to attend MTSU after confirming, they must withdraw from the University.

## Fee Adjustments

**NOTE:** *No refund of housing, registration, or other fees will be made to students who are dismissed or suspended.*

Tuition, program services fees, and out-of-state tuition will be adjusted as follows:

1. Courses cancelled by the University will receive a 100% reversal of tuition and fees.
2. Students who preregister and drop classes or withdraw from all classes prior to the first day of class will receive a 100% reversal of tuition and fees. See the current online registration guide for fee adjustments and schedule adjustment dates.
3. A full (100%) reversal of tuition and fees will be provided in case of a student's death.
4. Tuition, registration fees, materials and course fees, residence hall rent, and meal plans will be adjusted at the rates of 75 percent or 25 percent to students who officially withdraw from the University prior to the dates specified in the registration guide published each semester. The same fee adjustment schedule applies to students who drop below full-time to an hourly load. The calculation of tuition and fee adjustments for a complete withdrawal from the University is based on the percentage charge of all courses dropped for the term. There will only be an adjustment in fees if the new calculated charge is less than the original charge. Not all withdrawals will result in a refund or reduction in fees. The calculation of tuition and fee adjustments for dropped courses is based on the charge for currently enrolled hours plus a percentage charge of all courses dropped. There will only be a reduction in fees if the new calculated charge is less than the original charge. Not all dropped courses will result in a refund or reduction in fees.

Refunds due to fee adjustments will be processed beginning approximately two weeks after the end of each fee adjustment period. It takes several weeks to process all the refunds. The University will offset against proposed refunds any amount owed by the student to the University.

**Drop/Withdrawal from class.** Students who drop or withdraw from classes will have a balance due under the Installment Payment Plan. Fees are adjusted based on the drop or withdrawal date. The fee adjustment percentage is NOT applied to the amount of payment, but rather as a percentage adjustment of total fees. A refund would be issued to the student only if the newly adjusted amount of fees is less than the amount that has been paid by the student. Withdrawal from classes does not negate the student's responsibility to pay the balance of fees after the semester has begun.

Additional information on tuition and fee adjustments can be found on the Bursar's website:  
[www.mtsu.edu/withdraw/fee-adjustment.php](http://www.mtsu.edu/withdraw/fee-adjustment.php).

## Refunds of Housing Expenses

### Residence Halls

Applications for residence halls and on-campus apartments must be accompanied by the required prepayment as outlined in the license agreement. Prepayment is a security of good faith that denotes the applicant's serious intent to reside in on-campus housing. Prepayment fees for 2012-2013 are \$300, \$150 of which is applied toward Fall semester charges, and \$150 of which is applied toward Spring semester charges. This prepayment is refundable

prior to check-in according to the following schedule. All cancellations must be submitted in writing to the Housing and Residential Life Office. Prepayment amounts represent approximately 25 percent of the total semester fee and may vary from year to year. Students should contact Housing and Residential Life to verify specific changes.

### **Academic Year (Fall and Spring) Applications**

<b>Date of Cancellation</b>	<b>Refund Amount</b>
By May 1	\$150.00
By June 1	\$100.00
By July 1	\$ 50.00
After July 1, but prior to the first check-in day in August	\$ 00.00

### **Spring Semester Only Applications**

<b>Date of Cancellation</b>	<b>Refund Amount</b>
By October 15	\$ 50.00
After October 15, but prior to the first check-in day in January	\$ 00.00

### **Summer Housing**

Details regarding application, fees, and refunds for summer assignment to residence halls and on-campus apartments may be obtained by contacting the Housing and Residential Life Office at (615) 898-2971.

### **Housing Fees**

The refunds of residence hall fees after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall because of approved medical reasons confirmed in writing by a licensed physician.

Full refund will be made in the case of death. No refund will be made other than under the above conditions, except as specified in the Student Housing Agreement.

### **Direct Deposit of Financial Aid Credit Balance Refunds**

Students receiving financial aid who expect to receive a refund must first be sure they have met all financial aid eligibility requirements, confirmed registration, have no holds, and completed all necessary paperwork. Students may choose to receive their refunds via direct deposit to personal bank accounts or sign up for the SunTrust reloadable VISA paycard.

**All students must sign up for direct deposit online through RaiderNet.** Online sign-up via e-Refund must be completed at least seven (7) days prior to the first day of classes to have the refunds available in accounts on the first day of classes.

Detailed instructions are available online at [www.mtsu.edu/tuition/direct-deposit.php](http://www.mtsu.edu/tuition/direct-deposit.php). It is critical that all information be entered correctly to avoid delay of refunds.

Those who choose to receive the SunTrust reloadable Visa card must come by the Business Office, Student Services and Admission Center 290, to apply to receive a card. Cards will be mailed to the student's home address within two weeks and refunds will be loaded as they become available. SunTrust reloadable Visa cards may be used at ATMs or anywhere Visa cards are accepted. These cards will remain active and will be reloaded each time there is a financial aid credit balance refund. **Students should contact SunTrust for lost, stolen, or destroyed cards.**

## Financial Aid

The University offers financial aid assistance to eligible students through funding received from federal, state, institutional, foundation, and external sources. Generally, students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) each year to be considered for financial aid. The FAFSA School Code for MTSU is 003510. For current information about financial aid, visit the MT One Stop website at [www.mtsu.edu/one-stop](http://www.mtsu.edu/one-stop).

# **Undergraduate Degree Requirements**

Throughout the undergraduate catalog, the phrase "hours earned at MTSU" refers to courses taken at the Murfreesboro campus as well as all forms of distance learning courses including Regents Online Degree course credit earned through offerings by MTSU.

## **Baccalaureate Degrees, General Requirements for**

To graduate from MTSU with a bachelor's degree, a student must meet the following requirements.

1. Students must complete a minimum of 120 semester hours with a 2.00 grade point average. (Some programs may require more than 120 hours.)
2. A minimum of 25 percent of credit for each degree awarded by MTSU must be earned through offerings by the University. Typically, a minimum of 30 hours earned through MTSU is required; however, in degree programs of more than 120 semester hours a greater number of hours would be required.
3. At least 42 semester hours of junior and senior (3000-4000 level) courses must be completed with an average grade of C (2.00 GPA) or better. Courses numbered 1000 and 2000 which are substituted for 3000- or 4000-level courses may not be used in the calculation of the 42 upper-division hours. A minimum of 30 semester hours of junior and senior (3000-4000 level) courses must be completed through MTSU.
4. With approval of the dean of the college in which the student is pursuing the major, a candidate may complete six of the last 18 hours at another college or university or by CLEP.
5. No more than 60 semester hours completed by credit-by-examination, credit for service-related experience, and flight training may be counted for credit in a degree.
6. Students must complete at least nine semester hours at the upper-division level through MTSU in each major and at least three semester hours at the upper-division level through MTSU in each minor. Additionally, no course used to satisfy a requirement in a major or minor may be used in another major or minor.
7. The student who seeks a second concentration in a major must complete a minimum of nine (9) hours that do not duplicate hours in the first major/concentration.
8. A minimum of 60 semester hours of senior college credit will be required of all students who transfer from colleges of less than four-year designation.
9. A minimum 2.00 GPA will be required in a major pursued as a graduation requirement and a minimum 2.00 is required in some minors.
10. All candidates must meet the General Education requirements as outlined and satisfy a technology requirement as outlined below.

**NOTE:** *Information applicable to transfer students may be found below.*

11. No more than 25 percent of the credits for nonbusiness degrees may be in courses commonly found in a school of business. Additionally, a student can have only one business minor.
12. **During priority registration when two semesters are remaining for graduation, students must complete upper-division and Intent to Graduate forms and file them with their graduation coordinators.** Both forms may be obtained from the office of the head of the department/school in which the student expects to major. A minimum 2.00 GPA in the major field and on all work attempted is required for unconditional admittance to the upper division and to candidacy, unless otherwise stated by a program, for the bachelor's degree. Some programs require formal approval with additional requirements for admission to candidacy.
13. Any or all students may be required to take one or more tests designed to measure general education achievement and/or achievement in selected major areas as a prerequisite to graduation for the purpose of evaluation of academic programs. Unless otherwise provided by an individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required for all students, for students in selected programs, and for students selected on a sample basis.
14. In compliance with SACS accreditation standards, all students will have training in and use of technology.

**NOTE: In all instances, meeting the requirements for graduation is the responsibility of the student. In addition to the general requirements above, candidates for the various degrees must meet certain specific requirements.**

## Bachelor of Arts Degree

Candidates for the Bachelor of Arts (B.A.) degree must meet the following requirements:

1. The major must be completed in one of the approved disciplines or concentrations. It must be identified as an approved degree in the academic inventory (see Majors A-Z) and described in this catalog by the department concerned.
2. One minor is required, and it must be chosen from the list of disciplines and concentrations in (4) below or from Interdisciplinary Majors and Minors. Students wishing to be licensed to teach at the secondary level must meet the requirements for a Secondary Education Minor in addition to the basic requirements of one major and one minor.
3. To meet TBR policy requirements, students who receive the B.A. degree must demonstrate proficiency in a foreign language equivalent to two years of college-level coursework. To meet the requirement, students must successfully complete 2010 and 2020 or any courses numbered above the 2000 level in a single foreign language. Students are eligible to register for these courses after successfully completing four high school units of the same language, a score on a language placement test equivalent to proficiency of a year of college-level study of the same foreign language, or the successful completion of 1010 and 1020. Students who wish to use study abroad credits to fulfill the foreign language requirement must see the chair of the Foreign Language and Literatures Department for approval of the courses. For further information, see Procedures for Foreign Language Credit through Placement Testing/Study Abroad.
4. At least 90 of the minimum 120 hours required for graduation must be in courses with the following rubrics, but no more than 36 hours will be accepted from any one rubric:

AAS (African American Studies)	HUM (Humanities)
ACSI (Actuarial Science)	LEAD (Leadership Studies)
ANTH (Anthropology)	MATH (Mathematical Sciences)
ART (Art)	MES (Middle East Studies)
ASTR (Astronomy)	Any Music (including MUAP,
BIOL (Biology)	MUED, MUEN, MUHL,
CDIS (Communication Disorders)	MUPD, MUS, MUTH)
CHEM (Chemistry)	ORCO (Organizational Comm.)
COMM (Communication)	PGEO (Physical Geography)
DANC (Dance)	PHIL (Philosophy)
ECON (Economics)	PHYS (Physics)
ENGL (English)	PLEG (Paralegal Studies)
Any Foreign Language (including	PS (Political Science)
ARAB, CHIN, FL, FREN, GERM,	PSCI (Physical Science)
HEBR, ITAL, JAPN, KURD, LATN,	PSY (Psychology)

PORT, RUSS, SPAN)	RS (Religious Studies)
GEOG (Geography)	SOC (Sociology)
GEOL (Geology)	STAT (Statistics)
GERO (Gerontology)	THEA (Theatre)
GS (Global Studies)	WGST (Women's and Gender Studies)
HIST (History)	

## Bachelor of Business Administration

See Requirements for the Bachelor of Business Administration (B.B.A.) degree in the Jennings A. Jones College of Business

## Bachelor of Fine Arts

See Requirements for the Bachelor of Fine Arts (B.F.A.) degree in the Art Department.

## Bachelor of Music

See requirements for the Bachelor of Music (B.M.) degree in the School of Music.

## Bachelor of Science

Candidates for the Bachelor of Science (B.S.) degree must meet the following requirements:

1. Complete a major with a minimum of 24 semester hours.
2. Many degree programs require a minor or minors of 15 credit hours or more. Specific requirements in the various departments must be met as listed in the colleges section in this catalog.
3. The B.S. degree may be granted to a student who takes six semesters of college work before entering an advanced health-related or engineering professional school upon evidence of satisfactory completion of the first year's work and the unconditional admittance to the second year, if applicable, provided that
  - a. the minimum requirement for entrance to the professional school is 60 semester hours of college work;
  - b. the professional school is an integral part of a university accredited by the appropriate regional association or the professional school is accredited by the recognized national association in its field;
  - c. the last two semesters of pre-professional work are done at Middle Tennessee State University;
  - d. the candidate completes a minimum of 90 semester hours in required pre-professional courses;
  - e. the candidate completes, in the pre-professional work, at least 24 semester hours in upper-division courses, including at least 6 semester hours in his/her major field;
  - f. the candidate meets all general requirements of the degree curriculum.
4. Students seeking financial aid assistance for the final year of the Three-and-One Program should confer with the new institution regarding financial aid eligibility requirements. During the final year at another institution, the MTSU Financial Aid and Scholarships Office will **not** be awarding federal, state, or institutional financial aid.

## Bachelor of Science in Nursing

See requirements for the Bachelor of Science in Nursing (B.S.N.) in the School of Nursing.

## Bachelor of Social Work

See requirements for the Bachelor of Social Work (B.S.W.) degree in the Social Work Department.

## Computation of Grade Point Average for Checking Degree Requirements

**Major Average**-If a student has more courses in a major area than are actually required, only those courses specifically required for the major will be used to determine the required 2.00.

**Minor Average**-For those minors which require a 2.00 grade point average (GPA), only those courses specifically required for the minor will be used to determine the required 2.00.

**Upper-Division Average**-The 2.00 GPA is calculated for the "best" 42 upper-division hours.

**Excessive Repeats**-Attempts in excess of one are figured in the overall and overall combined GPAs.

**Overall Average**-The overall average includes all GPA hours from all institutions excluding developmental credits. This is the undergraduate college-level GPA which is used to determine graduation and graduation with honors. The first attempt of a repeated course is excluded. Even if a course does not count toward graduation requirements, it will be counted in the overall average GPA.

## Other GPA Computations

**Teacher Education**-Guidelines for computation of grade point averages for admission to the teacher education program, for eligibility to student teaching, and for subject area endorsement may be obtained in the administrative offices of the College of Education. Additional information can be found under Licensure of Teachers in the College of Education.

**Overall Combined Average**--Developmental courses are calculated into the overall combined GPA to determine retention; however, the developmental courses do not count toward degree requirements, and the grades are not used to determine the 2.00 GPA required for a degree.

Effective Summer 2015, students transferring new credits will have transfer grades posted with a leading 'T' and transfer grades will NOT be calculated in certain GPAs. Starting with Summer 2015 graduation, students who had transfer work posted (regardless of term completed) prior to May 11, 2015 (Summer term), will be calculated in the various GPAs. Students who apply/readmit Summer 2015 or after with new transfer credit will not be included in certain GPAs. Students with transfer credits previously posted and new credits posted Summer 2015 or after will have a combination of some transfer credits being included and some not being included.

The major, minor, upper-division, excessive repeats, and overall/overall combined GPAs will not include new transfer credits posted Summer 2015 and after. The hours earned will count toward the hour requirement; however, no grade will be included in the 2.0 grade point average calculation.

A new "internal" overall and overall combined GPA will be displayed including all institutional and transfer credits regardless of the timing of posting. This GPA will not display on transcripts, but a link in RaiderNet will display the "internal" GPAs. The "internal" GPAs will be used to determine admission to the University, admission to specific degree programs, and athletic eligibility.

The GPA used to determine Latin graduation honors (i.e., Cum Laude, Magna Cum Laude, Summa Cum Laude) is still under review.

## **Regents Online Degree Program (RODP)**

Middle Tennessee State University is a participating institution in the Regents Online Degree Program. This program brings college courses to students at home, in the library, in the office, or on the road. Courses completed in the program are entirely online. These courses comprise the same content and rigor as courses on campus. Student assistance such as advising, library services, student support, bookstore, and other student services are also offered online. Technical support for accessing course materials is available 24 hours, 7 days per week.

If a student is admitted to MTSU and enrolls in a RODP course, the course is counted as offered through MTSU regardless of the delivery institution and will appear on the student's transcript as MTSU credit.

**Note:** Authorization to take RODP courses is required for all non-RODP majors. Acceptance of RODP courses as fulfilling requirements of standard degree programs is at the discretion of the individual department.

Degrees offered by MTSU through RODP include

- Bachelor of Science with a major in Professional Studies (concentrations in Information Technology, Organizational Leadership, Health Administration, or International Organizational Leadership.)
- Bachelor of Science degree with a major in Liberal Studies

Students must earn a minimum of 120 hours; meet MTSU upper-division, residency, senior hour, General Education, and GPA requirements; and complete the courses outlined in the specific degree program. Course requirements for these degrees can be found at [www.rodp.org/](http://www.rodp.org/).

Advisement is available through the University College at (615) 898-5611.

## **Second Bachelor's Degree**

Candidates for a second bachelor's degree must meet the following requirements:

1. A bachelor's degree previously earned must have been awarded by an institution of higher learning. Considerations for institutions of higher learning may be found under Acceptance of Transfer Credit.
2. Complete a minimum of 30 semester hours at MTSU with a minimum of 15 hours at MTSU since the first bachelor's degree. Credit by assessment may not be used toward this minimum hour requirement.
3. All requirements for the major program in the new degree must be met, including a minimum of 9 upper-division hours taken through MTSU, and the entire major for the second bachelor's degree must be approved by the major department chair and by the dean whose college houses the program. Accounting majors must complete MATH 1630. Minor(s) required by the major must include 3 hours of upper-division work taken through MTSU in each minor.
4. The General Education requirements for a first degree from a U.S. institution will satisfy MTSU's General Education requirements for the second degree. For students whose first degree is from a non-U.S. institution, the General Education requirements will apply and course equivalencies with MTSU's General Education program will be determined by the dean of the college of the student's major of the second degree.
5. A minimum overall 2.00 GPA must be attained.
6. A minimum 2.00 GPA is required in the major pursued as a graduation requirement.
7. Students seeking a second bachelor's degree must complete an application for admission to upper division.
8. Pursuing a concentration under a major in which a student has already completed degree requirements will be considered as the pursuit of an add-on concentration, not a second bachelor's degree.

**NOTE:** The Admissions Office does not evaluate transcripts of students who have already received a bachelor's degree.

# Tennessee Board of Regents (TBR) Common Catalog Statement Regarding General Education

Effective Fall Semester 2004, all institutions in the State University and Community College System of Tennessee (the Tennessee Board of Regents System) will share a common lower-division (freshman and sophomore) general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. The courses composing the general education curriculum are contained within the following subject categories:

## Baccalaureate Degrees\*

Subject Area	Credit Hours
Communication	9 hours**
Humanities and/or Fine Arts (including at least 3 hours in literature)	9 hours
Social/Behavioral Sciences	6 hours
History	6 hours***
Natural Sciences	8 hours
Mathematics	3 hours
<b>Total</b>	<b>41 hours</b>

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

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

\*\*\*Students who plan to transfer to non-TBR institutions should check requirements and take the appropriate courses.

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

- If a student has earned an A.A. or A.S. degree using a 2004 Undergraduate Catalog (or later) from a TBR institution, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process; however, institutional/departmental requirements of the grade of C (2.00) will be honored and enforced.
- If an A.A. or A.S. is not obtained, **transfer of general education courses** will be based upon fulfillment of complete subject categories. (Example: if all eight hours in the category of Natural Sciences are complete, then this block of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Certain majors require specific courses to be taken in general education. Check the departmental catalog section(s) for major requirements that must be fulfilled under lower-division general education.

See General Education for Middle Tennessee State University requirements. A complete listing of the courses fulfilling general education requirements for all TBR institutions is available on the Web site ([www.tbr.edu/](http://www.tbr.edu/)) under Student Information, Current Students, Transferring Courses.

## Transfer Students

Regardless of the receipt of an associate's degree, transfer students will be required to meet the MTSU General Education requirements as stated in the MTSU catalog under which the student chooses to graduate.

# **General Education**

## **General Education**

The purpose of the Tennessee Board of Regents' general education core is to ensure that college students have the broad knowledge and skills to become lifelong learners in a global community that will continue to change.

## **General Education Requirements**

Listed below are the requirements in General Education which all candidates for baccalaureate degrees must meet regardless of the department or college in which they are pursuing a major. If mitigating circumstances require a substitution for any specific course listed, such a substitution must have the approval of the academic dean of the college in which the student is pursuing a major.

All full-time, degree-seeking students should be enrolled in the appropriate General Education English course and either 6 hours in General Education or 3 hours in General Education and 3 hours in their major until they have satisfied the University General Education requirements.

For additional information, go to [www.mtsu.edu/gen\\_ed/](http://www.mtsu.edu/gen_ed/).

Some students are not eligible to enroll in certain General Education courses until they fulfill prescribed course requirements; see University Studies for more information. Some students are eligible for advanced standing credit to meet certain General Education requirements; see the Advanced Standing section for more information. Some majors may recommend or require specific General Education courses. Please consult your college or faculty advisor for General Education planning.

### **Communication (9 hours)**

The goal of the Communication requirement is to enhance the effective use of the English language essential to students' success in school and in the world by way of learning to read and listen critically and to write and speak thoughtfully, clearly, coherently, and persuasively.

**Learning Outcomes:** Students will demonstrate the ability to analyze and evaluate oral and/or written expression by listening and reading critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view; distill a primary purpose into a single, compelling statement and order and develop major points in a reasonable and convincing manner based on that purpose; develop appropriate rhetorical patterns (i.e., narration, example, process, comparison/contrast, classification, cause/effect, definition, argumentation) and other special functions (i.e., analysis or research), while demonstrating writing and/or speaking skills from process to product; understand that the writing and/or speaking processes include procedures such as planning, organizing, composing, revising, and editing; make written and/or oral presentations employing correct diction, syntax, usage, grammar, and mechanics; manage and coordinate basic information gathered from multiple sources for the purposes of problem solving and decision making; recognize the use of evidence, analysis, and persuasive strategies, including basic distinctions among opinions, facts, and inferences.

### **Required Courses**

- ENGL 1010 - Expository Writing **3 credit hours**
- ENGL 1020 - Research and Argumentative Writing **3 credit hours**
- COMM 2200 - Fundamentals of Communication **3 credit hours**

**Note:**

A minimum grade of C- is required in ENGL 1010 and ENGL 1020 to apply toward degree requirements.

### **Humanities and/or Fine Arts (9 hours)**

The goal of the Humanities and/or Fine Arts requirement is to enhance the understanding of students who, as citizens and educated members of their communities, need to know and appreciate their own human cultural heritage and its development in a historical and global context. Also, through study of Humanities and/or Fine Arts, students will develop an understanding, which they otherwise would not have, of the present as informed by the past.

**Learning Outcomes:** Students will demonstrate the ability to analyze significant primary texts and works of art, ancient, pre-modern, and modern, as forms of cultural and creative expression; explain the ways in which humanistic and/or artistic expression throughout the ages expresses the culture and values of its time and place; explore global/cultural diversity; frame a comparative context through which they can critically assess the ideas, forces, and values that have created the modern world; recognize the ways in which both change and continuity have affected human history; and practice the critical and analytical methodologies of the Humanities and/or Fine Arts.

*Note: One course must be in literature; in order to ensure breadth of knowledge, the two other courses selected must have different rubric (course) prefixes. All three courses must have different rubric (course) prefixes.*

### **Literature Requirement (3 hours)**

The 3-hour literature requirement is to be met with one of the following:

*Note: The 2000-level English courses may not be taken simultaneously with the 1000-level composition courses.*

- ENGL 2020 - Themes in Literature and Culture **3 credit hours**
- ENGL 2030 - The Experience of Literature **3 credit hours**
- HUM 2610 - Foreign Literature in Translation **3 credit hours**

### **Remaining Humanities and/or Fine Arts Requirement (6 hours)**

Excluding the literature choice above, students should choose two of the following courses with different rubric (course) prefixes to meet the remaining 6-hour requirement in this area:

- ANTH 2210 - Introduction to World Prehistory **3 credit hours**
- ART 1030 - Art Appreciation **3 credit hours**
- ART 1920 - Survey of Western Art I **3 credit hours**
- DANC 1000 - Dance Appreciation **3 credit hours**
- ENGL 2020 - Themes in Literature and Culture **3 credit hours**
- ENGL 2030 - The Experience of Literature **3 credit hours**
- HIST 1010 - Survey Western Civilization I **3 credit hours**
- HIST 1020 - Survey Western Civilization II **3 credit hours**
- HIST 1110 - Survey World Civilization I **3 credit hours**
- HIST 1120 - Survey World Civilization II **3 credit hours**
- HUM 2610 - Foreign Literature in Translation **3 credit hours**
- MUS 1030 - Introduction to Music **3 credit hours**
- PHIL 1030 - Introduction to Philosophy **3 credit hours**
- THEA 1030 - Theatre Appreciation **3 credit hours**

## **Social/Behavioral Sciences (6 hours)**

The goal of the Social/Behavioral Sciences requirement is (a) to develop in the student an understanding of self and the world by examining the content and processes used by social and behavioral sciences to discover, describe, explain, and predict human behavior and social systems; (b) to enhance knowledge of social and cultural institutions and the values of this society and other societies and cultures in the world; and (c) to understand the interdependent nature of the individual, family, and society in shaping human behavior and determining quality of life.

**Learning Outcomes:** Students will demonstrate the ability to recognize, describe, and explain social institutions, structures, and processes and the complexities of a global culture and diverse society; think critically about how individuals are influenced by political, geographic, economic, cultural, and family institutions in their own and other diverse cultures and explain how one's own belief system may differ from others; explore the relationship between the individual and society as it affects the personal behavior, social development, and quality of life of the individual, the family, and the community; examine the impact of behavioral and social scientific research on major contemporary issues and their disciplines' effects on individuals and society; using the most appropriate principles, methods, and technologies, perceptively and objectively gather, analyze, and present social and behavioral science research data, draw logical conclusions, and apply those conclusions to one's life and society; take ethical stands based on appropriate research in the social and behavioral sciences; and analyze and communicate the values and processes that are used to formulate theories regarding the social context of individual human behavior in the social and behavioral sciences.

*Note: The two courses selected must have different rubric (course) prefixes.*

- AAS 2100 - Introduction to African American Studies **3 credit hours**
- ANTH 2010 - Cultural Anthropology **3 credit hours**
- ECON 2410 - Principles of Economics, Macroeconomics **3 credit hours**
- GEOG 2000 - Introduction to Regional Geography **3 credit hours**
- GS 2010 - Introduction to Cross-Cultural Experiences **3 credit hours**
- HLTH 1530 - Health and Wellness **3 credit hours** AND
- HLTH 1531 - Health and Wellness Lab **0 credit hours**
- EMC 1020 - American Media and Social Institutions **3 credit hours** OR
- JOUR 1020 - American Media and Social Institutions **3 credit hours** OR
- RIM 1020 - American Media and Social Institutions **3 credit hours**
- PS 1005 - American Government and Politics **3 credit hours** (*formerly PS 2010*)
- PS 1010 - Foundations of Government **3 credit hours**
- PSY 1410 - General Psychology **3 credit hours**
- RS 2030 - Religion and Society **3 credit hours**
- SOC 1010 - Introductory Sociology **3 credit hours**
- SOC 2010 - Social Problems **3 credit hours**
- WGST 2100 - Introduction to Women's Studies **3 credit hours** (*formerly WMST 2100*)

## **Natural Sciences (8 hours)**

Issues in today's world require scientific information and a scientific approach to informed decision making. Therefore, the goal of the Natural Sciences requirement is to guide students toward becoming scientifically literate. This scientific understanding gained in these courses enhances students' ability to define and solve problems, reason with an open mind, think critically and creatively, suspend judgment, and make decisions that may have local or global significance.

**Learning Outcomes:** Students will demonstrate the ability to conduct an experiment, collect and analyze data, and interpret results in a laboratory setting; analyze, evaluate, and test a scientific hypothesis; use basic scientific

language and processes and be able to distinguish between scientific and non-scientific explanations; identify unifying principles and repeatable patterns in nature and the values of natural diversity and apply them to problems or issues of a scientific nature; and analyze and discuss the impact of scientific discovery on human thought and behavior.

*NOTE: Two different nonsequential courses must be selected for natural science credit having different rubric (course) prefixes; at most only the first semester of any two-semester, discipline-specific sequence may count for General Education natural science credit.*

### **Lecture and Lab = 4 hours**

- ASTR 1030 - Exploring the Universe **3 credit hours** AND
- ASTR 1031 - Observing the Universe **1 credit hour**
- BIOL 1030 - Exploring Life **4 credit hours** AND
- BIOL 1031 - Exploring Life Lab **0 credit hours**
- BIOL 1110 - General Biology **4 credit hours** AND
- BIOL 1111 - General Biology Lab **0 credit hours**
- BIOL 2010 - Human Anatomy and Physiology I **4 credit hours** AND
- BIOL 2011 - Human Anatomy and Physiology I Lab **0 credit hours**
- BIOL 2020 - Human Anatomy and Physiology II **4 credit hours** AND
- BIOL 2021 - Human Anatomy and Physiology II Lab **0 credit hours**
- CHEM 1010 - Introductory General Chemistry I **4 credit hours** AND
- CHEM 1011 - Intro to General Chemistry I Lab **0 credit hours**
- CHEM 1030 - Chemistry for Consumers **4 credit hours** AND
- CHEM 1031 - Chemistry for Consumers Lab **0 credit hours**
- CHEM 1110 - General Chemistry I **4 credit hours** AND
- CHEM 1111 - General Chemistry I Lab **0 credit hours**
- GEOL 1030 - Introduction to Earth Science **3 credit hours** AND
- GEOL 1031 - Introduction to Earth Science Lab **1 credit hour**
- GEOL 1040 - Physical Geology **4 credit hours** AND
- GEOL 1041 - Physical Geology Lab **0 credit hours**
- PHYS 1110 - Discovering Physics **4 credit hours**
- PHYS 2010 - Non-Calculus-Based Physics I **0 credit hours** AND
- PHYS 2011 - Physics Problems Laboratory I **4 credit hours**
- PHYS 2110 - Calculus-Based Physics I **0 credit hours** AND
- PHYS 2111 - Calculus-Based Physics Laboratory I **4 credit hours**
- PSCI 1030 - Topics in Physical Science **4 credit hours** AND
- PSCI 1031 - Topics in Physical Science Lab **0 credit hours**
- PSCI 1130 - Contemporary Issues in Science **0 credit hours** AND
- PSCI 1131 - Activities for Contemporary Issues in Science **4 credit hours**

### **Mathematics (3 hours)**

The goal of the Mathematics requirement is to expand students' understanding of mathematics beyond the entry-level requirements for college and to extend their knowledge of mathematics through relevant mathematical modeling with applications, problem solving, critical thinking skills, and the use of appropriate technologies.

**Learning Outcomes:** Students will demonstrate the ability to build on (not replicate) the competencies gained through the study of two years of high school algebra and one year of high school geometry; use mathematics to

solve problems and determine if the solutions are reasonable; use mathematics to model real-world behaviors and apply mathematical concepts to the solution of real-life problems; make meaningful connections between mathematics and other disciplines; use technology for mathematical reasoning and problem solving; and apply mathematical and/or basic statistical reasoning to analyze data and graphs.

*NOTE: 4-semester-hour courses are calculated as 3 hours for General Education and 1 hour in the major area.*

- MATH 1010 - Mathematics for General Studies **3 credit hours**
- MATH 1530 - Applied Statistics **3 credit hours**
- MATH 1630 - College Mathematics for Managerial, Social, and Life Sciences **3 credit hours**
- MATH 1710 - College Algebra **3 credit hours**
- MATH 1720 - Plane Trigonometry **3 credit hours**
- MATH 1730 - Pre-Calculus **4 credit hours**
- MATH 1810 - Applied Calculus I **3 credit hours**
- MATH 1910 - Calculus I **4 credit hours**

## **History (6 hours)**

The goal of the History requirement is to develop in students an understanding of the present that is informed by an awareness of past heritages, including the complex and interdependent relationships between cultures and societies.

**Learning Outcomes:** Students will demonstrate the ability to analyze historical facts and interpretations; analyze and compare political, geographic, economic, social, cultural, religious, and intellectual institutions, structures, and processes across a range of historical periods and cultures; recognize and articulate the diversity of human experience across a range of historical periods and the complexities of a global culture and society; draw on historical perspective to evaluate contemporary problems/issues; and analyze the contributions of past cultures/societies to the contemporary world.

- HIST 2010 - Survey of United States History I **3 credit hours**
- HIST 2020 - Survey of United States History II **3 credit hours**
- HIST 2030 - Tennessee History **3 credit hours**

## **Tennessee Board of Regents (TBR) Philosophy**

The purpose of the Tennessee Board of Regents' general education core is to ensure that college students have the broad knowledge and skills to become lifelong learners in a global community that will continue to change. Because courses in general education should emphasize breadth, they should not be reduced in design to the skills, techniques, or procedures associated with a specific occupation or profession. As a fundamental element of the baccalaureate degree, essential for full completion of all majors and minors, the general education core is included in lower-division courses, but universities may add general education courses at the upper-division level as well.

General education provides critical thinking skills for analysis to continue to seek truths, to discover answers to questions, and to solve problems. Specifically, educated people practice and are literate in the various methods of communication. They recognize their place in the history, culture, and diverse heritages of Tennessee, the United States, and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of an engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the history and aesthetics of the fine arts. They understand and practice the scientific and mathematical view of the world.

Finally, Tennessee's general education core provides for its citizens the means to make a better living. It also, perhaps above all, enables its citizens to make a better life.

## **Mission Statement**

The General Education Program is at the core of Middle Tennessee State University's educational mission. It provides students with a broad knowledge and appreciation of the arts and sciences as well as the intellectual skills that provide a basis for effective communication, problem solving, and evaluation. The General Education experience gives students the opportunity to use various technologies to access and analyze information and to debate competing claims of evidence and systems of thought.

The program assists students in developing an objective view and understanding of the world, its institutions, and themselves by linking the cultural legacy of the past with the technological demands and global concerns of the contemporary world. Finally, it creates in students an awareness of the diverse nature of the world while encouraging them to become active lifelong learners and participants in society.

## **Program Goals and Accountability**

To increase accountability and maintain integrity of the General Education Program, each component course will undergo periodic evaluation to determine the degree to which the course contributes to the mission of the program. Continuous monitoring of the program will allow systematic change based upon student achievement that is relevant to the program mission. The program will foster in students the ability to think independently and critically; analyze and evaluate beliefs and attitudes, data and ideas, issues and values; gather information through various methods of inquiry; integrate and synthesize new ideas and information; communicate verbally, quantitatively, and artistically in a variety of contexts and media; weigh options and make decisions based on rational, ethical, moral, and aesthetic considerations; integrate acquired knowledge and personal experience with historical, cultural, and contemporary perspectives in a changing and diverse society; and recognize the significance of personal well-being and understand the roles, problems, and concerns of an engaged citizen.

Information about assessment of the General Education Learning Outcomes can be found at the MTSU General Education website: [www.mtsu.edu/gen\\_ed/](http://www.mtsu.edu/gen_ed/).

# **Libraries/Archives/Centers**

Numerous library and archive resources are located on the MTSU campus. Copying of materials housed in these facilities is permitted only in compliance with federal copyright statutes and in accordance with departmental rules and regulations.

## **Libraries**

### **Center for Educational Media**

The Center for Educational Media, located in the Learning Resources Center and the College of Education building consists of several related units and facilities, including Audio/Visual Services, a television studio, a satellite and webcasting center, and the Education Resource Channel @ Middle Tennessee, one of MTSU's two education access television stations.

**Audio/Visual Services** maintains an inventory of audio/visual equipment for faculty check-out, repairs campus audio/visual equipment, performs equipment set-ups for events, provides dubbing services, records off-air programming for classroom use, and supports satellite and webcasting services. Audio/Visual Services also offers professional video production services for MTSU faculty and administrators, including studio production, remote production, postproduction, satellite uplinks and downlinks, and webcasts.

**The Satellite and Webcasting Center** offers quality educational programming via satellite to K-12 schools in many rural Tennessee counties and via cable television to viewers in Rutherford and five other middle Tennessee counties. Programs are also webcast to viewers across the state. The satellite facilities can be scheduled by units across campus for local, statewide, or national broadcasts of special events and programs. Both digital and analog C-band transmission options are available.

**The Education Resource Channel @ Middle Tennessee** delivers classroom enrichment and professional development programs to K-12 schools and general educational programming to the public. The channel serves middle Tennessee via Comcast (Rutherford County), DTC Communications, and AT&T U-Verse. Programs include MTSU productions and licensed programs from non-profit organizations and commercial educational media vendors.

### **Albert Gore Research Center**

Named for Senator Albert Gore Sr. (B.S., MTSU '32), the Albert Gore Research Center houses the university archive and a variety of historical documents, photographs, oral history recordings, and museum objects available to students and the public for research. A unit of the College of Liberal Arts, the center strives to educate the MTSU community and the public about the histories of MTSU, of American democracy, of equine studies, and of life in middle Tennessee, and to lead the preservation of materials vital to those histories. The Margaret Lindsley Warden Library for Equine Studies is nationally significant for researchers in this field. The center is a member of the Association of Centers for the Study of Congress and a partner in the Library of Congress Veterans History Project. Visit [gorecenter.mtsu.edu](http://gorecenter.mtsu.edu) for more information or to donate materials.

### **James E. Walker Library**

The James E. Walker Library supports a quality education at MTSU. The centrally located facility offers print and online research collections that provide access to a wealth of resources for all disciplines. Library staff provides expert help to support course assignments, term papers, and student research. The library building offers a selection

of individual and group study areas, quiet zones, and comfortable seating. More than 350 desktop and laptop computers are available for accessing information resources and doing coursework.

Special features of the library include two instruction rooms for learning how to use library resources, a Digital Media Studio with specialized hardware and software, Special Collections, Media Library, Howard Music Library, Curriculum Collection, the University Writing Center, and an Adaptive Technologies Center to meet needs of students with disabilities. The Research Commons is full of technology and collaborative areas with moveable furniture where students can create their own learning spaces. Also now available are more group zones, large reservable group meeting places, and presentation practice rooms.

Walker Library is open extended hours for students' convenience. Librarians and staff are available to help with reference, research, and computer use. Students can request help in person, by phone, email, instant messaging, or text. Students use their MTSU ID cards to borrow books and other materials for extended periods while their PipelineMT accounts provide access to online information resources from any location.

More information can be found on the library's website at [library.mtsu.edu/](http://library.mtsu.edu/).

## **Women's and Gender Studies Library**

The Women's and Gender Studies Program, located in JUB 308, maintains a collection of books and other research materials related to women's and gender studies. Most volumes circulate. (See also Women's and Gender Studies Minor.)

# Centers

## Center for Health and Human Services

The Center for Health and Human Services is a federation of academic units that share the common goal of preparing the health and human services workforce in Tennessee. Coordinated by the chairholder of the Adams Chair of Excellence in Health Care Services, the center encourages quality interdisciplinary education, research, and service programs in health and human service areas. The center also collaborates with public agencies and private not-for-profit organizations to develop and implement programs designed to improve the health of the middle and greater Tennessee community. MTSU programs affiliated with this center include Aging Studies; School of Nursing; Departments of Psychology, Sociology and Anthropology, Social Work, Health and Human Performance, and Human Sciences; Communication Disorders; Pre-professional Health Sciences; and graduate studies in gerontology and health care management.

## Center for Historic Preservation

One of two Centers of Excellence at MTSU, the Center for Historic Preservation ([www.mtsuhistpres.org/](http://www.mtsuhistpres.org/)) was established in 1984. It is a research and public service institute committed to the preservation, protection, enhancement, and sensitive promotion of the historic environment. Through its varied projects, programs, and activities, the center responds directly to the needs and concerns of communities and organizations working to include heritage in their future economic development strategies. Providing leadership and assistance on a local, state, regional, and national basis, the center's work falls within four initiatives.

**Rural preservation** recognizes the unique heritage, resources, and problems of rural areas and small towns. The overall goal is to create a heritage infrastructure for successful, long-term project development in small towns that have outstanding resources but lack the expertise to use heritage resources for cultural and economic improvement. National Register nominations for individual buildings, historic districts, and cemeteries are an ongoing priority of this initiative. The Tennessee Century Farms Program, established in 1985 in partnership with the Tennessee Department of Agriculture, is centered on program expansion, new publications, agritourism potential, and regional conservation planning for farms that have been in the same family for at least 100 years. The Rural African American Church Project, established in 1997 in partnership with African American heritage groups and the National Trust for Historic Preservation, is a continuing project that documents the state's historic black churches.

**Heritage education** addresses the use of cultural heritage resources as across-the-disciplines teaching tools in the K-12 grades. The center works with school systems, community heritage organizations, and higher education teacher training programs to assist in developing and presenting materials that meet current curriculum standards. Most recently, the center entered into a partnership with the Library of Congress to direct Teaching with Primary Sources across Tennessee. Serving educators and students at all levels, the center partners with other MTSU departments and educational institutions and organizations throughout the state.

**The Tennessee Civil War National Heritage Area** ([www.tncivilwar.org/](http://www.tncivilwar.org/)) was created by Congress in 1996. The Heritage Area focuses on the preservation, interpretation, and heritage development of the multiple legacies of the Civil War and Reconstruction era in Tennessee. The center is the only university unit in the nation to serve as the administrative head of a National Heritage Area, which are partnership units of the National Park Service. The Heritage Area provides technical services to institutions, agencies, and property owners across the state and develops funding partnerships with groups, governments, and institutions which work with the center to establish joint projects and programs of long-lasting benefit to the state and nation. As part of the Heritage Area effort, the center plays an active role in the Alliance of National Heritage Areas and assists the alliance's Heritage Development Institutes, which are professional training workshops held across the nation.

**Heritage Diversity** focuses on incorporating the stories and traditions of all Tennesseans into the history and preservation of the state. Identifying, documenting, and assisting in the interpretation of historic African American

schools, cemeteries, farmsteads, and businesses and contributions to the arts are a part of this initiative. National Register documentation of Tennessee and southern sites associated with the civil rights movement are continuing projects. Women in architecture and preservation as well as women involved in farming across the state address important issues. The center works with the National Park Service to document and develop preservation alternatives for National Register-eligible properties along the Trail of Tears in Tennessee.

Graduate-level staff teach historic preservation courses each year for the Department of History and direct a number of theses and dissertations. The center hosts graduate assistants from the Ph.D. program in Public History as well as those studying at the M.A. level. Graduate and undergraduate students who work at the center assist staff on a variety of applied research and public service projects, gaining valuable interdisciplinary experiences to supplement their in-class training. The Downtown Heritage Center in Murfreesboro and the Glen Leven Farm in Nashville provide learning labs for students to address issues and programs in preservation and history.

Our largest history project, *The Tennessee Encyclopedia of History and Culture* Online Edition, is a partnership among the center, the Tennessee Historical Society, and the University of Tennessee Press. Revised in 2001, the encyclopedia Web site is a comprehensive reference for the state's history. "Southern Places," a digital humanities website developed by the MTSU Walker Library, highlights the center's fieldwork and documentary projects across the region.

## **Center for Popular Music**

The Center for Popular Music (CPM) is an archive and research center devoted to the study of popular and vernacular music in the United States and the world. It was established in 1985 as one of sixteen Centers of Excellence at universities in the Tennessee Board of Regents system. The center's mission is to promote research and scholarship in popular music and to foster an appreciation of America's diverse musical culture and its global reach. To carry out this mission, the CPM maintains a large research library and archive, presents public programs that interpret various aspects of American vernacular music, engages in original research projects, and disseminates the results of research through publications in various media.

The CPM's library and archive is one of the largest and best popular music research collections in the world. Materials in the center's archive and library fall into three broad categories. First are extensive holdings of the various types of media in which music has been fixed and sold as a commodity. These include print materials such as sheet music, song books, song broadsides and songsters, and sound recordings in formats ranging from cylinders to compact discs. The center's sound archive is one of the largest in the country and consists of more than 200,000 commercial sound recordings as well as many hours of unique unpublished recordings of music and interviews. The CPM's sheet music collection of approximately 110,000 items is the largest in the Southeast, and its library of gospel songbooks is one of the most extensive of any repository not associated with a religious organization. Second are various materials that are needed to study popular and vernacular music in all its musical, cultural, historical, technological, and commercial contexts, including such items as photographs, posters, playbills, concert programs, trade catalogs, music manuscripts, news clippings, and personal papers of musicians, songwriters, and business people. Third are books, periodicals, and other reference materials about popular music. The center has one of the largest and most comprehensive libraries of books and periodicals about popular music anywhere.

Materials in the center's collection do not circulate but are available to anyone doing research on popular music. Resources support undergraduate, graduate, and faculty research in a variety of disciplines and departments. In keeping with one of the aims of the Centers of Excellence program, the Center for Popular Music serves as a research resource for people far beyond the bounds of the University. Center staff members have fielded research queries from every state in the union and from more than thirty foreign countries. Authors, journalists, media producers, performers, and students writing dissertations have all made use of the center's archive and library.

Public programs sponsored by the center include lectures, conferences, symposia, and concerts of contemporary and historical popular music.

# **Student Resources**

## **Division of Student Affairs and Enrollment and Academic Services**

The Division of Student Affairs, Enrollment and Academic Services provides essential programs and services which support the recruitment and enrollment, academic achievement, personal development, and quality of life for all MTSU students. Efficient enrollment services assist students in making effective transitions to the university environment. Educational partnerships and academic support programs promote student learning and help students integrate academic development and personal growth. Creation of meaningful campus traditions and an active, involving campus life encourages the development of student leadership, personal responsibility and accountability, and an inclusive and supportive learning community.

### **The Office of the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services**

The chief role of the vice president for Student Affairs and vice provost for Enrollment and Academic Services is to monitor the experience of students on the MTSU campus and to implement services that involve students and that support their persistence and success. Contact the Office of the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services at (615) 898-2440 or visit [www.mtsu.edu/stuaff/](http://www.mtsu.edu/stuaff/).

## **Academic Services**

### **Career Development Center**

The Career Development Center (CDC) is a comprehensive center serving all departments and colleges of MTSU with career exploration, on-campus recruiting, and job searching. For more information, contact the Career Development Center, (615) 898-2500, or visit [www.mtsu.edu/career/](http://www.mtsu.edu/career/).

### **Disability and Access Center**

The Disability and Access Center offers a wide variety of services to students with disabilities, including testing accommodations, providing access to the latest in adaptive computer technologies, and acting as a liaison to University departments. MTSU also provides an ADA/504 coordinator, Watson Harris, Peck Hall 203, (615) 898-5366. For more information, contact Disability and Access Services, (615) 898-2783, or visit [www.mtsu.edu/dssemail/](http://www.mtsu.edu/dssemail/).

### **Student-Athlete Enhancement Center**

The Student-Athlete Enhancement Center is committed to a comprehensive program of life skills that provides educational experience and services in order to: assist the student-athlete in meeting the academic requirements established by Middle Tennessee State University and the National Collegiate Athletic Association (NCAA); to develop well-balanced lifestyles for student-athletes; to encourage growth in decision-making, planning and fulfillment of career and life goals; and to enhance the quality of the student-athlete experience within the university setting. For more information, contact the Student Athlete Enhancement Center, (615) 904-8492, or visit [www.mtsu.edu/saec/](http://www.mtsu.edu/saec/).

## **Student Support Services**

The office of Student Support Services (SSS) is a federally funded TRIO program that works with students to increase their academic success in persisting to graduation and helps participants achieve their educational goals. The office provides academic, financial, and career counseling; tutoring; academic success workshops; information and assistance with federal financial aid and completion of the FAFSA; information and assistance with graduate school applications; and opportunities to attend cultural events to full-time undergraduate students who have a verified academic need and meet at least one of the following criteria: first-generation college student (neither parent has earned baccalaureate degree), income-eligible per federal guidelines, or have a documented disability. Grant scholarships may be available to full-time sophomore students who also receive the Pell grant. For more information, contact Student Support Services, (615) 898-5443, or visit [www.mtsu.edu/sssupport/](http://www.mtsu.edu/sssupport/).

## **Enrollment Services**

### **MT One Stop**

Students with questions concerning financial aid, billing, scheduling, transcripts, drop/add, or any other enrollment issues are encouraged to contact their assigned enrollment counselor or drop by the MT One Stop on the second floor of the Student Services and Admissions Center, across the bridge from the Student Union. The MT One Stop provides direct service to students from 7:30 a.m.-6:00 p.m. Monday through Thursday and 7:30 a.m.-4:30 p.m. Friday with additional hours at the beginning of each term. For more information, contact (615) 898-2111 or visit [www.mtsu.edu/one-stop](http://www.mtsu.edu/one-stop).

### **Undergraduate Admissions**

The Undergraduate Admissions office provides information to prospective freshmen and transfer students on admission to the University, required test scores, and other required credentials. The office also serves reenrolling students (those who previously attended MTSU). For more information, contact the Admissions Office, (615) 898-2111, or visit [www.mtsu.edu/admissn/](http://www.mtsu.edu/admissn/).

### **Veteran's Services**

The office of Veterans Affairs at MTSU is located in KUC 124 and serves as a gathering space for vets studying at MTSU, providing access to computers, a comfortable lounge, and staff dedicated to veteran's success. MTSU staff is available to assist veterans and eligible disabled veterans' dependents in requesting educational assistance from the Department of Veterans Affairs. In addition, MTSU hosts a representative of the Vet Success program. That staff member, officially part of the VA, is also located in KUC 124, and assists with a variety of support services, including career counseling, vocational planning, and liaison to help answer questions on Ch. 33 and other VA benefits. For more information, contact Veterans Affairs at (615) 898-2601 or (615) 898-5040 or visit [www.mtsu.edu/records/vets.php](http://www.mtsu.edu/records/vets.php).

## **Center for Student Involvement and Leadership**

The Center for Student Involvement and Leadership (CSIL) is committed to providing all students with meaningful involvement opportunities outside the classroom that will contribute to a positive collegiate experience. While academic achievement is essential, active student engagement with co-curricular activities has proven to positively impact a student's satisfaction with college, staying in school, and ultimately graduating. CSIL consists of the following offices that can provide involvement opportunities that support the Quest for Student Success: Fraternity and Sorority Life, Intercultural and Diversity Affairs, June Anderson Center for Women and Nontraditional Students,

Student Organizations and Service, and Student Government Association. For more information, call (615) 898-5812 or visit [www.mtsu.edu/involve](http://www.mtsu.edu/involve).

## **Fraternity and Sorority Life**

Fraternity and Sorority Life at Middle Tennessee State University advises 23 fraternities and sororities on campus governed by the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), and the Panhellenic Council (PHC). For more information, contact Fraternity and Sorority Life at (615) 898-5812 or visit [www.mtsu.edu/greeks/](http://www.mtsu.edu/greeks/).

## **Intercultural and Diversity Affairs**

Intercultural and Diversity Affairs promotes cultural awareness, understanding, and a sense of belonging for all students at MTSU. For more information, contact Intercultural and Diversity Affairs, (615) 898-5812, or visit [www.mtsu.edu/idac/](http://www.mtsu.edu/idac/).

## **June Anderson Center for Women and Nontraditional Students**

The June Anderson Center for Women and Nontraditional Students provides student support services conducive to learning and personal development for both women students and for adult students who generally work fulltime, are married, have children, and other adult responsibilities beyond their college experiences. The center provides information and referrals about all aspects of academic and social life. For more information, contact June Anderson Center for Women and Nontraditional Students, (615) 898-5812, or visit [www.mtsu.edu/jac/](http://www.mtsu.edu/jac/).

## **Student Government Association**

The Student Government Association (SGA) at Middle Tennessee State University represents the mechanism through which students are afforded the opportunity to participate in University governance by ensuring an exchange of ideas and opinions between the student body and the administration. For more information, contact the SGA Office, (615) 898-2464, or visit [www.mtsu.edu/sga/](http://www.mtsu.edu/sga/).

## **Student Organizations**

MTSU students with common interests are encouraged to join together and realize the social and professional benefits to be gained by the exchange of ideas and development of interpersonal relationships through participation in student organizations. For more information, contact Student Organizations and Service, (615) 898-5812, or visit [www.mtsu.edu/camporgs/](http://www.mtsu.edu/camporgs/).

## **Student Organizations and Service**

MTSU promotes a comprehensive array of both classroom and cocurricular opportunities designed to enhance personal growth, leadership skills, and community involvement. For more information, contact Student Organizations and Service, (615) 898-5812, or visit [www.mtsu.edu/leadandserve/](http://www.mtsu.edu/leadandserve/).

## **Volunteer Opportunities**

MTSU offers a variety of ways for students to volunteer on campus and in the Rutherford County community. Students may choose to join a community service-based student organization and participate in group or individual

volunteer work as their schedules permit. For more information, contact Student Organizations and Service, (615) 898-5812, or visit [www.mtsu.edu/leadandserve/](http://www.mtsu.edu/leadandserve/).

## **Student Life**

### **Campus Recreation and Spirit Programs**

A variety of recreational activities that encourage healthy lifestyles is the focus of Campus Recreation. From intramural sports to swimming, outdoor activities to fitness classes, Campus Recreation offers programming for everyone. For more information about Campus Recreation and Spirit Programs, contact the Campus Recreation Office, (615) 898-2104, or visit [www.mtsu.edu/camprec/](http://www.mtsu.edu/camprec/).

### **Child Care Lab**

The MTSU Child Care Lab provides quality care for children ages 3-5 whose parents are attending or working at MTSU. For more information, contact the Child Care Lab, (615) 898-2970, or visit [www.mtsu.edu/childcare/](http://www.mtsu.edu/childcare/).

### **Counseling Services**

Counseling Services offers crisis intervention, assessment, community referral, and limited personal counseling services, all designed to support students in their emotional, intellectual, and social growth. While we strive to be available to all students needing these services, we assume special responsibility for those in need of immediate assistance. Our goal is to understand students' concerns and to develop and implement counseling and referral plans that respond to their needs as effectively and expediently as possible. Counseling Services also coordinates the University's testing program, offering such standardized tests as the CLEP, ACT residual, the PRAXIS series, and others. For more information, contact Counseling Services, (615) 898-2670, or visit [www.mtsu.edu/countest](http://www.mtsu.edu/countest).

## **Housing and Residential Life**

Research conducted nationally indicates that living on campus is one of the strongest influences on successful completion of an undergraduate degree. Living on campus places students in the center of the University community so they can take advantage of opportunities for involvement in both academic and cocurricular activities. Most students find that MTSU residence halls or apartments are the right choice for making the most of their college careers. By living on campus, they become part of a vital living-learning community and make friendships that will last a lifetime.

Approximately 3,000 students in 16 residence halls, houses, and apartments make their homes on the MTSU campus. While every living area is unique, each offers a community that supports academic excellence at the University. Professional staff and student leaders live and work in the halls, coordinating services and programs that help students achieve success both in and out of the classroom. Referrals to academic support services on the campus, access to computing facilities, opportunities for student leadership training, participation in recreational activities, and availability of a listening ear are just a few of the services available to students living in the residence halls and apartments. Additional information regarding specific living-learning communities can be found at [www.mtsu.edu/living-on-campus/living-learning.php](http://www.mtsu.edu/living-on-campus/living-learning.php).

Living options include traditional halls with shared baths, exterior-entry buildings with suite-style baths, and two- and four-person and family apartments. Communities range in size from fewer than 100 residents in Rutledge Hall to up to 400 residents in Corlew and Cummings. Eight computer labs in on-campus halls and apartments provide residents with convenient access to personal computing. Personnel at 24-hour desks in several areas of campus assist students and guests by providing reception services, information, and assistance with security procedures. Lounges

and lobbies within the halls are designed for conversation, studying, and recreation. All rooms and apartments are air-conditioned and include basic cable and all utilities. Laundry facilities are available within each complex or hall. Additional information regarding on campus accommodations can be found at [www.mtsu.edu/living-on-campus/](http://www.mtsu.edu/living-on-campus/).

## **How to Apply**

When a student is accepted for admission to the University, he/she does not receive a room or apartment automatically. Rooms and apartments may be reserved only by filing an application and appropriate prepayment with the Housing and Residential Life Office. To apply for residence halls, on-campus apartments, and family student apartments, complete an MTSU Application for Housing and Residential Life and return it with the required fees to MTSU Housing and Residential Life, Middle Tennessee State University, P.O. Box 6, Murfreesboro, TN 37132. Applications may be completed online at [www.mtsu.edu/living-on-campus/how-to-apply.php](http://www.mtsu.edu/living-on-campus/how-to-apply.php). Housing assignment priorities are based on the date of application; assignments will not be made until vaccination against the Meningococcal disease is confirmed by MTSU Student Health Services. Due to the demand for on-campus housing and limited amount of space available, the University is unable to guarantee housing for all students. Completed applications, signed by the student, indicate acceptance of the terms and conditions outlined in the Housing License Agreement. Please be aware that the agreement is for a full academic year, including both fall and spring semesters. Student agrees to accept accommodations assigned or to cancel and accept prepayment forfeitures as outlined in the license agreement. Housing and Residential Life's License Agreement can be found at [www.mtsu.edu/living-on-campus/docs/SummerLicenseAgreement.pdf](http://www.mtsu.edu/living-on-campus/docs/SummerLicenseAgreement.pdf).

## **Judicial Affairs and Mediation Services**

Judicial Affairs and Mediation Services strives to promote a learning environment that is safe, positive, and in which the rights of all members of the campus community are respected. Supporting the larger mission of both Middle Tennessee State University and the Division of Student Affairs, we seek to promote student learning, growth, and development by increasing awareness of the University's expectations of behavior, holding students accountable for violations of these expectations, and developing educational sanctions designed to help students learn from their mistakes. We strive to help students at MTSU see both the immediate consequences and the long-term consequences of their behavior. For more information, contact Judicial Affairs and Mediation Services, (615) 898-2750, or visit [www.mtsu.edu/judaff/index.php](http://www.mtsu.edu/judaff/index.php).

## **New Student and Family Programs**

New Student and Family Programs provides a variety of services to MTSU students relating to student involvement. For more information about Welcome Week, CUSTOMS, Family Weekend, Parents Association, and the Distinguished Lecture Fund, contact New Student and Family Programs, (615) 898-2454, or visit [www.mtsu.edu/nsfp/](http://www.mtsu.edu/nsfp/).

## **Student Health Services**

Student Health Services ensures the delivery of affordable, accessible and high quality health care integrated with the promotion of lifelong wellness for MTSU students. A prepaid student health fee covers the cost of basic office visits, and an on-site Pharmacy provides access to over-the-counter and prescription medication. For more information about student health services and student health insurance, contact Student Health Services, (615) 898-2988, or visit [www.mtsu.edu/healthservices/](http://www.mtsu.edu/healthservices/).

## **Student Programming**

Students Programming, also known as Raider Entertainment, provides quality, low-cost entertainment for students. Raider Entertainment focuses on providing programming in four areas: concerts and variety, films, games, and athletic event promotion. Events are planned, promoted, and implemented by MTSU students for MTSU students with the goal of providing the best entertainment at the lowest cost. For more information, contact the Student Unions and Programming Office, (615) 898-2590 or visit [www.mtsu.edu/events/](http://www.mtsu.edu/events/).

## **Student Unions**

The MTSU student union facilities provide convenient, high-quality facilities and efficient services to support University programs and community. The union facilities are designed to enhance campus life and advance the University's educational mission. For more information about the facilities and the programs, contact the Student Unions and Programming Office, (615) 898-2590, or visit [www.mtsu.edu/mtunions/](http://www.mtsu.edu/mtunions/).

# **Academic Support**

## **Academic Advising**

In addition to the academic assistance provided by the faculty, MTSU has academic college advisors in each undergraduate college. Academic college advisors assist students in their academic growth and adjustment to university life. Advisors assist students during CUSTOMS orientation and registration activities, help students choose appropriate courses, and make referrals to other university services.

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

## **Army ROTC**

### **Army Reserve Officers' Training Corps (AROTC)**

MTSU students can earn commissions as second lieutenants in the United States Army, Army Reserve (USAR), or Army National Guard (ARNG) while pursuing either undergraduate or graduate studies.

Army ROTC provides multiple paths for students to obtain their commissions. Entry-level military science training during the freshman and sophomore years consist of leadership development training. There is no military service obligation during this phase. Students with prior military service may receive academic credit for the first two years. Students who have not taken any military science classes by the end of their sophomore year may receive placement credit by attending the Leader Training Course, conducted each summer at Fort Knox, Kentucky. Cadets receive pay for the training.

At the beginning of the junior year, students begin Advanced ROTC training built around leadership assessment and practical application of their management and leadership schools. Airborne, Air Assault, and other military schools are available to students. Cadets attend a leader training course during the summer between their junior and senior years. All advanced training students receive a monthly subsistence allowance. Full-time employment upon graduation is available for those students who are selected for an initial three- or four-year active duty assignment.

In addition, Cadets will have the opportunity to expand their global horizons by participating in the Cadet Command sponsored Cultural Understanding and Language Program (CULP), a summer program that allows Cadets to travel overseas, experience a diverse culture, and participate in a university-sponsored research project that will allow them to accumulate college credit.

**Scholarships:** In addition to nationally awarded three- and four- year scholarships, Army ROTC offers three- and two-year on-campus scholarships each year to qualified enrolled and non-enrolled military science students. These scholarships pay for registration, books, and lab fees, in addition to the monthly subsistence allowance. Scholarship recipients may be selected for initial active duty assignments or reserve assignments.

Further information concerning AROTC may be obtained by consulting the Military Science Department course offerings in this catalog, listed under the College of Basic and Applied Sciences, or by writing

Army ROTC  
Military Science Department  
Middle Tennessee State University, P.O. Box 52  
Murfreesboro, TN 37132

or by calling (615) 898-2470 or toll-free 1-888-MT-AROTC  
or by e-mailing [arotc1@mtsu.edu](mailto:arotc1@mtsu.edu).

## Oak Ridge Associated Universities (ORAU)

Since 2006, MTSU students and faculty have benefited from the University's membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 96 colleges and universities and a contractor for the U. S. Department of Energy (DOE) located in Oak Ridge. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, and postgraduates, as well as faculty, enjoy access to a multitude of opportunities for study and research. Students can participate in epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs, which is available at [see.orau.org/](http://see.orau.org/).

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's private industry and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Jr. Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, and faculty research and support programs, as well as services to chief research officers.

## Undergraduate Research Center

The Undergraduate Research Center (URC) fosters the implementation of active and engaging modes of learning in the curriculum. It also serves to facilitate the creation of an environment where students desiring to excel can reach their full potential through research opportunities and creative activities with inherent pedagogical value. The URC promotes change that institutionalizes a culture of inquiry and scholarship for all students. It also coordinates the integration of research-based learning in undergraduate education, from introductory experiences to senior capstone experiences.

The URC is a clearinghouse for information regarding all such programs aimed at involving undergraduate students in research and creative activities. The center also serves as the focal point for publicity and reports activities sponsored by the center. It serves as a catalyst for the development of proposals aimed at securing funding for innovative undergraduate learning and scholarship.

**URECA.** A component of the URC is the Undergraduate Research Experience and Creative Activity (URECA) initiative. This program provides financial support to undergraduate students who want to get involved in research and creative projects at all points in their undergraduate studies. Students can apply for funding using the guidelines accessible on the URECA website [www.mtsu.edu/urc/](http://www.mtsu.edu/urc/). A committee that includes representative faculty for all colleges reviews proposals and selects recipients. Awards are administered by the Office of the Vice Provost for Research.

URECA's primary intent is to immerse students in a culture of research, scholarship, and/or creative activity as a part of the educational process and preparation for the workplace. URECA-supported students carry out research under the guidance of a faculty mentor, prepare a statement of the proposed activity, and present the final result(s) of the project. Research or creative projects will typically relate to the work of one or more faculty members but may be of the student's own design. The interactions of faculty mentor(s) and student(s) should be governed by the important elements of mentoring that meet best practices for mentorship in each department/discipline.

# Campus Life

## Athletics

The MTSU Athletics program strives for excellence in the development of its student-athletes and the quality of its 17 sports teams. The program supports the academic, athletic, and social education of its student-athletes by encouraging them to develop the values of respect for themselves and others and to take pride in achievement and making positive contributions to the communities in which they live.

MTSU is committed to quality athletic programs that bring the campus community together and promote a sense of pride and tradition in academic and athletic excellence. Athletics also brings the University regional and national recognition and provides a link between the University and its alumni and the community at large. It helps generate alumni and public support for all aspects of the University. The athletics program provides quality faculty and leadership to campus programs. It gives students, faculty, and alumni opportunities for innovative public service activities such as the "Reading Raider" program, which has partnered with area elementary schools to promote student reading skills. It uses athletic, financial, and Housing and Residential Life physical resources to maintain and develop athletic programs to accomplish the mission of the University.

The University is a member of Conference USA and the National Collegiate Athletic Association, competing in NCAA Division I in all sports. MTSU is represented annually in baseball, basketball, cross-country, football, golf, tennis, indoor track, and outdoor track for men and by basketball, cross-country, golf, soccer, softball, tennis, indoor track, outdoor track, and volleyball for women.

Both full-time and part-time students are admitted to all home football, basketball, and baseball games by presenting their valid ID cards at the gate. Athletic events in other sports require no admission and are open to the public and campus community. The ticket office is located at Floyd Stadium Gate 1A. Ticket information can be obtained by phoning (615) 898-2103 or 1-888-YES-MTSU or visiting GoBlueRaiders.com!

MTSU's Title IX coordinator is Carol Clark, (615) 898-5133.

## Information Technology

The MTSU Information; Technology Division (ITD) supports computing and information technology resources of the University. ITD manages the campus network and MTSU's primary academic and administrative computing systems; provides telecommunication services for the campus; promotes and supports instructional technology, including faculty consultation and training and maintenance support for all campus technology-based classrooms; provides technical support and training for the use of computer hardware and software; provides a 7 day a week (hours vary daily) Information Technology help desk when classes are in session; supports MTSU's primary administrative applications including RaiderNet, PipelineMT, and the data warehouse; and administers the STA (Student Technology Assistant) program, the campus ID system, and the MTSU website.

All MTSU students, staff, and faculty are provided with an account that provides access to on-campus information technology resources as well as state, regional, national, and international networks. Students may activate their account at [www.mtsu.edu/pipelinet](http://www.mtsu.edu/pipelinet) by clicking on the new user's link. The account will be ready to use within ten (10) minutes. Faculty and staff accounts are automatically created after job data has been entered into Banner Administrative system. Documentation is sent to the department of the faculty or staff members with login information. Faculty and staff can reset their passwords by going to [www.mtsu.edu/changpw](http://www.mtsu.edu/changpw) and choosing the appropriate link. Additional information regarding faculty, staff, and class accounts can be found at [www.mtsu.edu/itd/facstaff\\_accounts\\_itd.php](http://www.mtsu.edu/itd/facstaff_accounts_itd.php). For access to forms to create an organizational or retirement email account visit [www.mtsu.edu/forms\\_emp\\_alpha.php](http://www.mtsu.edu/forms_emp_alpha.php) and look for email.

## **Parking and Transportation Services**

The Parking and Transportation Services Office issues parking permits and enforces parking regulations for the MTSU community.

All students (including part-time, full-time, graduate students, night students, etc.), administrators, faculty, and staff (whether full- or part-time) intending to park a vehicle on campus must obtain a permit through Parking and Transportation Services and place the permit on or in the vehicle being operated on campus. Each individual is responsible for violations received by any vehicle bearing his/her parking permit.

## **Police Department**

The MTSU Police Department maintains 24-hour coverage with police patrol and communications operators and is responsible for the safety and protection of the MTSU community. Services provided include law enforcement, communication of emergency services, building security, escorts, and general assistance to students.

## **College and University Security Information Act**

Pursuant to the provisions of the "College and University Security Information Act," Public Chapter No. 317, enacted by the 1989 General Assembly, Middle Tennessee State University makes available crime rates and statistics as well as security policies and procedures to interested parties. Persons wishing to review or receive a copy of this information, may contact the Police Department, Middle Tennessee State University, Murfreesboro, TN 37132, (615) 898-2424.

*Information to help avoid becoming a victim of crimes such as theft and sexual assault is available in the MTSU Student Handbook and the Police Department Orientation calendar or online at <http://police.mtsu.edu>.*

## **Religious Opportunities**

The Philosophy Department offers courses for academic credit in religious studies. In addition, every MTSU student is encouraged to attend worship services of his/her choice. The University seeks neither to promote nor to exclude any creed. Several campus ministries are located in facilities that border the campus.