



**LON MORRIS  
COLLEGE  
JACKSONVILLE, TEXAS**



**2010 - 2012 CATALOG**

# 2010 - 2012 Catalog of Lon Morris College

*An Institution of The United Methodist Church*

## **Lon Morris College is accredited by**

The Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Lon Morris College.

## **Approved and Recognized by**

The University Senate of The United Methodist Church  
Texas Higher Education Coordinating Board

## **Member of**

Texas United Methodist College Association  
Independent Colleges and Universities of Texas  
National Association of Independent Colleges and Universities  
National Association of Schools and Colleges of  
The United Methodist Church  
American Association of Community and Junior Colleges

## **Correspondence Directory**

(view online at [www.lonmorris.edu](http://www.lonmorris.edu))

Academic Policies .....	Academic Dean
Admission of Students .....	Director of Enrollment Management
Business Affairs .....	Vice President for Business and Financial Affairs
Financial Aid .....	Director of Enrollment & Financial Aid
Transcript and Official Records .....	Registrar
Student Activities .....	Coordinator of Housing
Campus Ministry .....	Chaplain
Housing .....	Director of Campus Life
Use of Facilities .....	Director of Outreach Programs
Student Affairs .....	Dean of Students

Lon Morris College does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status in its educational programs, activities, admissions, or employment policies.

The statements in this publication are for information only and do not constitute a contract between the student and Lon Morris College. Degree requirements in force at the time of initial enrollment will be honored for an individual student. However, Lon Morris College reserves the right to change any policy, requirement, or fee at any time during the student's enrollment.

Published by Lon Morris College, 800 College Avenue,  
Jacksonville, Texas 75766-2900  
Phone (903)589-4000 (800)259-5753

# TABLE OF CONTENTS

General Information.....	3-10
Admissions.....	11
Entering Student .....	11-12
Concurrent Enrollment.....	12-13
Transfer Student .....	13
International Student .....	13-14
Placement Tests .....	15
Expenses .....	16-18
Financial Aid .....	19-30
Academic Affairs .....	31-45
Learning Core Competencies and Critical Goals .....	39-40
Student Affairs .....	46-51
Degree Plans .....	54-78
Course Information .....	79-102
Index .....	105



## STATEMENTS OF PURPOSE

### MISSION STATEMENT

Embracing the teachings of Christ as its foundation, Lon Morris College nurtures academic, social and spiritual growth through an engaging liberal arts curriculum and a vibrant campus life. *(Adapted from the 2008-2010 Catalog; Revised in the 2010 LMC Strategic Plan)*

### VISION STATEMENT

Lon Morris College will offer, in a Christian environment, the first two years of a quality liberal arts education. Lon Morris College will be a servant of the church in an era in which secular values dominate world culture. We will provide an environment for growing numbers of students who seek a distinctive kind of educational experience in a small setting that is Christ-centered.

We are committed to academic excellence in the pursuit of knowledge and truth within a value-based environment. We believe that every academic problem, every choice in life, every response to the issues of the world is approached from a different perspective if it is sought through faith in Christ. This integration of faith and life will intentionally be a part of campus activities.

Our commitment is to adhere to Christ-centered behavioral expectations, which will be an integral ingredient in our holistic approach to education. In its totality, this will provide a learning environment which is truly distinctive.

Lon Morris College will be a place where students can come to experience intellectual growth and also share in a Christian community.

### EDUCATIONAL STATEMENT

Lon Morris College is a church-related, two-year college of the arts and sciences with a core curriculum emphasizing the liberal arts. As a two-year college, Lon Morris College offers two years of higher education, foundational for advanced degrees, for those going on to more extended general education or to specialized and professional study. The college also serves its community by opening its classes to those seeking higher education for personal enrichment and by opening its cultural events to the general public.

While maintaining university-level academic standards, Lon Morris College seeks to bring students into an atmosphere of warmth and friendliness where individual help is available to assist the student to meet these standards, to offer personalized guidance, and to stimulate creative academic progress through close relationships with students and teachers.

To this end, as a college of arts and sciences, Lon Morris College offers courses of study and other opportunities for learning that will enable students to solve problems analytically; to understand their heritage, the world in which they live, and the arts and humanities; and to engage more effectively in both oral and written communication.

As a church-related college, Lon Morris College seeks to be a community in which Christian ideas and values give meaning and enrichment to college life. While welcoming students of diverse background and allowing genuine religious freedom, Lon Morris College seeks to uphold the United Methodist heritage, polity, and doctrine.

### CORE VALUES

Lon Morris College is committed to providing a R.I.C.H. environment where all will live by commonly held standards of ethical conduct.

- **Respect** for self, others and the environment.
- **Integrity** and enthusiasm in the pursuit of academic excellence.
- **Citizenship** and responsibility in the effort to better society.
- **Honesty** in all endeavors.

# History of LON MORRIS COLLEGE

Lon Morris College is a school with a proud tradition. Affiliated with and supported by the Texas Annual Conference of the United Methodist Church, Lon Morris College seeks to provide leadership for the church and society. Founded in 1854 as the New Danville Masonic Female Academy near Kilgore, it is the oldest existing two-year college in Texas. In 1873, the college moved to Kilgore and became property of the Kilgore Methodist Church, changing its name to Alexander Institute in honor of its president, Isaac Alexander, an outstanding early Texas educator. The Texas Annual Conference acquired Alexander Institute in 1875. Chartered January 15, 1887, it moved to Jacksonville in 1894 and to the present location in 1909. After R. A. (Lon) Morris of Pittsburg, Texas, gave his estate to the school, and with approval of the Texas Annual Conference, the name was changed once more, in 1924, to Lon Morris College.

Lon Morris College chartered the first Texas chapter of Phi Theta Kappa, national scholastic honor society for two-year colleges, on January 18, 1929. Phi Theta Kappa is the national scholastic fraternity for two-year colleges. The only two-year Methodist college west of the Mississippi River, Lon Morris College also has the distinction of having membership in the Southern Association of Colleges and Schools longer than any other two-year college in the state and of being the only surviving pre-civil war school in East Texas.



# BOARD OF TRUSTEES

## Class of 2010

Mr. Gene Brumbelow  
Mr. Tom Cammack  
Representative Chuck Hopson

Judge Mike Schneider  
Mr. Bill Wagner

## Class of 2011

Mr. Windol Cook  
Rev. Jerry House

Mr. John Haddad  
Ms. June Deadrick

## Class of 2012

Mr. Frank Ashcroft  
Mr. Bertram Cooper

Ms. Martha Squibb

## Class of 2013

Ms. Jerusha Crawford Bartay  
Dr. Mark Brown  
Rev. Jim Crawford  
Dr. Larry Hygh  
Dr. Jack Nelson

Ms. Nedra Oyen  
Mr. Robert Staton, Jr.  
Mr. Tony Timmons  
Rev. Tommy Williams

## Class of 2014

Mr. Mario Anzaldoa  
Mr. Jeff Austin, III  
Dr. Jim Bankston  
Mrs. Helen Dubcak  
Mr. Russ Frank  
Mr. Charles Hill  
Mr. Todd Litton

Rev. Jerry Neff  
Dr. Tom Pace  
Mr. Mackey Richardson  
Rev. Nick Sholars  
Dr. Elijah Stansell  
Rev. Mark Woodward

## Senior Trustees

Bishop Ben Chamness  
Dr. Hooper Haygood

Dr. Thomas Q. Robbins Sr.  
Judge Frank Robinson

## Ex Officio Trustees

Bishop Janice Riggle Huie, Presiding Bishop, Texas  
Annual Conference, United Methodist Church  
Rev. Sandra Smith, Superintendent, Northeast District, United Methodist Church  
Rev. Joel McMahon, IV, Pastor, First United Methodist Church, Jacksonville, Texas

# **ADMINISTRATION**

Miles L. McCall, President

B.S., M.A., Stephen F. Austin State University

Ph.D., Texas A&M University

Loretta Gallegos, Vice President for Academic & Student Affairs

B.S.B.A., M.B.A., University of Southern Colorado

Ph.D., Colorado State University

Tommy Ferguson, Vice President for Administrative & Business Affairs

B.S., M.Ed., Stephen F. Austin State University

Dale Dotson, Athletic Director

A.A., Lon Morris College

B.S., University of Texas at Austin

M.Ed., Stephen F. Austin State University

John Ross, Academic Dean/Registrar

B.S., M.A., Stephen F. Austin State University

Ph.D., Texas Tech University

M. Rhett Ansley, Chaplain/Dean of Students

B.M., University of Texas at Tyler

M.Div., Texas Christian University

## FACULTY, FALL 2010

Betty Addington, Associate Professor .....	Humanities, 2001
B.S., Southern Methodist University	
M.Ed. Stephen F. Austin State University	
Linda Allen, Assistant Professor; Chair, Div. of Science.....	Biology, 1998
B.A., University of Texas at Arlington	
M.S., University of Texas at Tyler	
Rhett Ansley, Chaplain; Instructor.....	Religion, 2008
B.M., University of Texas at Tyler	
M.Div., Texas Christian University	
Valerie Badgett, Assistant Professor.....	English 2010
B.A., University of Kansas	
M.S., Texas A&M Commerce	
Jack Brooks, Assistant Professor; Chair, Div of Fine Arts.....	Music, 1993
B.S., M.Ed. Adm., Texas A&M University	
M.Ch.Mus., Southwestern Baptist Theological Seminary	
H. Russ Brown, Associate Professor.....	Drama, 2008
B.S., Texas A&M University	
M.F.A., Western Illinois University	
Amanda Chesshir, Assistant Professor.....	Speech, 2004
B.S., University of Texas at Tyler	
M.S., University of North Texas	
Crysup, Florence, Assistant Professor.....	Mathematics 2010
M.S., University of Texas at Tyler	
Charles Davis, Associate Professor.....	Music, 1978-82, 2006
B.M., M.M., Midwestern University	
M.A., Stephen F. Austin State University	
Dale Dotson, Assistant Professor; Athletic Director.....	Kinesiology, 1989
B.S., University of Texas at Austin	
M.Ed., Stephen F. Austin State University	
Ricky Dotson, Associate Professor.....	Kinesiology, Communication, 1991
B.S., M.A., University of Texas at Austin	
Anita Duesterhoft, Instructor.....	Mathematics, 2008
B.A., M.A., Sam Houston State University	
Raymond Dullard, Assistant Professor.....	English, 2008
B.A., DePaul University	
M.A., University of San Francisco	
Beverly Fisher, Assistant Professor.....	Social Sciences, 2005
B.A., M.A., University of Texas at Arlington	
J.D., University of Texas School of Law	
Bruce Folmsbee, Instructor .....	English, 2010
B.A., M.A., East Central University	
Meredith Grant, Lecturer.....	Kinesiology, 2002
B.S., Southwest Texas State University	
Linda Gray, Assistant Professor; Head Librarian.....	Library, 2002
B.L.S., M.L.S., Southern Connecticut State University	
Wayne Guinn, Associate Professor.....	Physics, 1998
B.S., University of Houston	
M.S., University of Texas at Tyler	

Art Gust, Associate Professor; Chair, Div. of Humanities.....Business, 1999  
 B.S., M.S., Rollins College

Peter Hoheisel, Associate Professor..... Philosophy, English, 1993  
 B.A., M.A., St. Paul’s College

Sarah Imhoff-Jones, Assistant Professor.....Dance, 2010  
 B.F.A., Sam Houston State University  
 M.A., Texas Women’s University

Aaron Kennedy, Instructor..... Theatre, 2010  
 B.F.A., Emporia State University  
 M.F.A., University of Wisconsin-Madison

Breezy Lake, Instructor..... Hospitality Administration 2010  
 B.S., M.S., Stephen F. Austin State University

Lee, Craig, Assistant Professor.....Theatre, 2010  
 B.F.A., Texas Christian University  
 M.F.A., California Institute of the Arts

Miles McCall, Professor; President.....Communications, 2005  
 B.S., M.A., Stephen F. Austin State University  
 Ph.D., Texas A&M University

Nancy McCain, Associate Professor.....Art, 2000  
 B.A., M.S., Texas A&M at Commerce  
 M.F.A., Stephen F. Austin State University

Sharon Morris, Assistant Professor .....English, 2007  
 B.A., M.Ed., Stephen F. Austin State University

A. Mack Musick, Lecturer.....Mathematics, 2008  
 B.A., B.S., University of Texas at Austin

Cynthia Pryor, Associate Professor.....English 2009  
 B.A., University of Texas at Dallas  
 M.S., University of Texas at Tyler

Kay Queen, Associate Professor.....Spanish, Psychology, 2006  
 B.A., North Texas State University  
 M.A., East Texas State University  
 M.S., Texas A&M University-Corpus Christi  
 Ph.D., Texas A&M University

LuJuan Rice, Instructor .....Mathematics, 2009  
 B.S., East Texas State University  
 M.Ed., Tarleton State University

Gabrielle Ross, Instructor; Writing Center Director.....English, 2007  
 B.A., Bennett College  
 M.A., Virginia Commonwealth University

John Ross, Associate Professor; Academic Dean.....History, 1978  
 B.S., M.A., Stephen F. Austin State University  
 Ph.D., Texas Tech University

Kathleen Snyder, Lecturer.....Agricultural Sciences 2010  
 B.S., Tarleton State University

Josh Stewart, Assistant Professor.....Kinesiology, 2003  
 B.S., University of Oklahoma  
 M.L.A., Texas Christian University

Mary Ellen Thornton, Associate Professor.....English, 1996  
 B.S., M.A., Sam Houston State University

Mary Tidwell, Associate Professor.....	Music, 1993
B.M., M.M., Baylor University	
James Vann, Assistant Professor .....	Mathematics, 2009
B.S., P.H.S., Sam Houston State University	
M.S., Hardin-Simmons University	
Nancy Waits, Instructor.....	Chemistry, 2007
B.S., Texas A&M University	
M.Ed., Stephen F. Austin State University	
Mary Ann Walker, Assistant Professor.....	Mathematics, 2007
B.A., M.A., Sam Houston State University	
Sandra White, Instructor; LEC Director.....	Psychology, 2006
B.S., M.A., University of Texas at Tyler	
M.Ed., Stephen F. Austin State University	
Zachary Wingerd, Assistant Professor.....	History, 2007
B.A., LeTourneau University	
M.A., Ph.D., University of Texas at Arlington	
Christopher Woodard, Lecturer.....	Kinesiology, 2002
B.S., Nova Southeastern University	
Toni Wright, Assistant Professor.....	Theatre, 2004
B.F.A., Valdosta State University	
M.F.A., Wayne State University	
Don Young, Associate Professor.....	Computer Science, 2000
B.S., University of Texas at Austin	
M.S., Southern Methodist University	
Michelle Zenor, Associate Professor.....	English, 1996
B.A., B.B.A., M.L.A., Southern Methodist University	
M.L.S., Texas Woman's University	
M.A., University of Texas at Tyler	

## ENDOWED PROFESSORSHIPS

THE L. R. CADE PROFESSORSHIP OF GOVERNMENT was established at Lon Morris College in memory of Dr. and Mrs. L. R. Cade of Chester, Texas, in official action in 1952 by the Lon Morris College Board of Trustees.

THE C.N. WILLIFORD PROFESSORSHIP OF HISTORY was given to Lon Morris College in 1964 by Mr. and Mrs. C. N. Williford of Fairfield, Texas.

THE H. E. DISHMAN PROFESSORSHIP OF ENGLISH was established at Lon Morris College in honor of Mr. and Mrs. H. E. Dishman of Beaumont, Texas, in official action in 1970 by the Lon Morris College Board of Trustees.

THE SIMON W. HENDERSON, JR. PROFESSORSHIP OF BUSINESS ADMINISTRATION was established at Lon Morris College in 1974 by Mr. and Mrs. Simon W. Henderson, Jr., of Lufkin, Texas, in his honor.

THE BISHOP FINIS ALONZO CRUTCHFIELD PROFESSORSHIP OF BIBLE was established at Lon Morris College in 1980, endowed by the Texas Annual Conference of the United Methodist Church.

THE PAUL H. PEWITT PROFESSORSHIP OF SCIENCE was established at Lon Morris College in 1982 in memory of a long time trustee of the college.

THE DEVEREUX PROFESSORSHIP OF ENGLISH was the gift of Grace Devereux Guinn of Rusk, Texas. Established in 1988.

THE FAUST PROFESSORSHIP OF LANGUAGES was the gift of Mr. and Mrs. Fred Faust of Jacksonville, Texas. Established in 1989.

## **ENDOWED FELLOWSHIPS AND LECTURESHIPS**

### **The Beall Fellowship**

THE JOHN A. BEALL II AND DeLOUISE McCLELLAND BEALL FELLOWSHIP was established at Lon Morris College in 1972 by Mrs. Edmund F. (Virginia Beall) Ball of Muncie, Indiana, in memory of her parents. Each year an outstanding speaker in the area of the Humanities is brought to campus to stimulate and challenge the entire campus community. In 2004, the Board of Trustees expanded the lectureship to create the Beall Fellowship. In addition to the lecture, each year an outstanding individual is added to our faculty to teach in one of the Humanities Departments.

### **The Croft Symposium**

This distinguished lectureship annually brings to the Lon Morris campus well known leaders in the field of business and commerce, literature, economics, politics, and ethics. This symposium was established in 1990 by John and Kay Croft. Mr. Croft is an alumnus of Lon Morris College.

### **The Willson Lectureship**

The annual Willson Lecture Series at Lon Morris College is made possible by a gift from the late Mavis Terry Willson and the late J. M. Willson of Floydada, Texas. Their endowed lectureship, established in 1946, makes it possible to bring outstanding speakers in the area of Christian life and faith to our campus in the fall of each year.

# ADMISSIONS

Lon Morris College (LMC) welcomes applications from all students interested in pursuing an Associate of Arts (A.A.) degree, an Associate of Science (A.S.), or the Associate of Fine Arts (A.F.A.) degree. In addition, LMC encourages applications from others whose goals are preparation for further study or to enhance present capabilities for personal or occupational purposes.

Applicants may include:

1. High school graduates
2. General Education Development (GED) recipients
3. Students who have completed a home-school course
4. Students currently enrolled in an accredited high school
5. Transfer students
6. International students
7. Non-degree seeking students

Lon Morris College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant would probably be incompatible with the aims and objectives of the college, or where, in the judgment of the college, the applicant's presence on campus would not be in the best interest of the applicant or the college. Any person who does not agree with the above policy has the right of due process.

## ENTERING STUDENT ADMISSION

### A. Requirements

1. Graduation from an accredited high school or a minimum score of 40 on each test and an overall average of 45 on the General Education Development (GED) test. Candidates who fail to submit records of high school graduation or passing GED score-
  - a. will be admitted conditionally and limited to four major classes. (Classes of three or more semester credit hours).
  - b. must submit missing records before the end of their first semester of their conditional admission will be converted to admission on academic probation.

Candidates who are under 18 years of age and are seeking admission on the basis of completion of an individual study plan must be individually approved for admittance. They must submit a notarized record of completed high-school equivalent work showing that their work is consistent with the Texas Education Agency minimums for high-school completions. Contact the Academic Dean for details.

2. Submit admissions test scores
  - a. Applicants with a TAKS Scale score of 2200 or higher in math and 2200/3 or higher in English and writing are exempt from the required admissions tests and receive unconditional full admission.
  - b. Other applicants must submit ACT, SAT, THEA or Accuplacer scores before admission. If students submit scores for more than one entrance test, Lon Morris will accept the highest scores. Admission status will be based on the verbal scores of these tests as follows:

**ACT, 19-33; SAT, 500-800; TASP/THEA, pass both reading and**

**writing sections.** Unconditional admission.

**ACT 15-18; SAT, 400-499; TASP/THEA, 180-219\*.** Conditional admission. Other indicators are considered such as high school grades, but students will be required to enroll in developmental classes.

**ACT, 12-14; SAT, 325-399; TASP/THEA, 150-179\*.** Conditional admission. Other indicators are considered such as high school grades, but students will be required to enroll in developmental classes. Unless granted permissions by the Academic Dean, students may enroll in no more than four major classes (classes of 3 or 4 semester credit hours).

**ACT 0-11; SAT, 200-324; TASP/THEA, 100-149\*.** Admitted on academic probation. Students must take developmental English classes as assigned and, unless granted permission by the Academic Dean, may enroll in no more than four major classes. They must earn a grade-point average of at least 1.50 to be eligible to enroll for a second semester.

\*lower of TASP/THEA Reading or Writing score.

3. Students intending to major in music must perform an entrance audition as set forth in the Department of Music General Requirements section of this catalog in addition to the criteria listed above.

## **B. Procedures**

Beginning students should submit the following documents to the Office of Admissions:

1. Completed LMC Application with a non-refundable fee of \$35.00.
2. An official high school transcript or GED certificate.
3. Test scores from ACT, SAT, THEA or Accuplacer.\*
4. Official transcripts from all other colleges attended.
5. Proof of medical insurance coverage.
6. Health application form.
7. Physical examination completed by a physician (on-campus residents and athletes)
8. Bacterial Meningitis vaccine record (on-campus residents)

*\*TAKS scores may be substituted if student meets requirements. Student must contact the Admissions Office if they plan to substitute these scores in lieu of a placement exam.*

## **CONCURRENT ENROLLMENT ADMISSION PROGRAM**

Students who are still enrolled in an accredited high school and find that their schedule and time allows them to start their college work before they have graduated from high school may participate in the Concurrent Enrollment Program.

### **A. Requirements**

1. High school schedule that affords time to take college courses.
2. Enrollment in the last year of a three-year or four-year high school plan (last two years if enrolled in the Distinguished Achievement Program).
3. Minimum "C" average and in good standing with the high school.
4. Approval from high school principal, counselor, or individual study plan director.
5. Course load of no more than seven hours each semester, unless approved by the Academic Dean.

## **B. Procedures**

High school students must submit the following to the Office of Admissions:

1. Current certification of minimum “C” average and in good standing with the high school program.
2. Letter of approval from the high school principal, counselor, or individual study-plan director.
3. Completed LMC Application. The application fee will be waived until student applies for regular admission.
4. Health form and proof of medical insurance coverage if taking courses on the LMC campus.

## **TRANSFER STUDENT ADMISSION**

### **A. Requirements**

1. Completion of **at least** 15 semester hours of transferable college credit from an accredited college or university. Those students who have fewer than 15 semester credit hours must satisfy the eligibility requirements for entering students. *Developmental or remedial classes do not qualify as transferable hours.*
2. Not currently on disciplinary suspension or expulsion from another college or university.
3. A grade-point average that would, under Lon Morris College’s probation and suspension rules, place the student in good standing. Students whose average would place them on academic probation may be admitted on academic probation.

### **B. Procedures**

Students must submit the following:

1. Completed LMC application for admission with a non-refundable fee of \$35.00 submitted to the LMC Office of Admission.
2. Official transcripts from **all** colleges or universities attended.
3. Placement test scores (ACT, SAT, THEA, Accuplacer, etc.), unless the student has received college credit in English and Math.
4. Proof of medical insurance coverage.
5. Health application form.
6. Physical examination completed by a physician. (on-campus residents and athletes)
7. Bacterial Meningitis vaccine record (on-campus residents)

## **INTERNATIONAL STUDENT ADMISSION**

### **A. Requirements**

Full-time academic status will be considered when the following documents are submitted and requirements are met:

1. Completed International Application for Admission.
2. Official secondary school records and transcripts of any college-level work.
3. Test of English as a Foreign Language (TOEFL):

<b>Paper-based TOEFL score</b>	<b>Computer TOEFL score</b>	<b>Admission Status</b>
550 or above	215 or above	Unconditional
500-549	173-214	Conditional: must take English placement test
499 or below	172 or below	Conditional: must take English as Second Language (ENGL 0411 or 0412). Limited to four 3 or 4 semester credit hour classes

4. LMC Statement of Policy for International Students.
5. Proof of medical insurance. (Students may purchase a policy after arriving at Lon Morris.)
6. Health application form.
7. Physical examination completed by a physician. (all students)
8. Statement of financial responsibility with all sections completed.
9. Letter from a responsible person accepting financial responsibility for the student while staying in the U.S.A. Student must show availability of monies for entire school year they are entering.
10. Candidates who submit no TOEFL score or score of less than 500 (paper) or 173 (computer)-
  - a. will be admitted conditionally:
  - b. must take ESL and will be limited to no more than three additional three- or four-hour courses. Admission to a course other than ESL must be approved by the ESL instructor, the student's academic advisor, and the instructor of the class.
11. Residence Hall application with \$200 nonrefundable room reservation fee.
12. Completed I-901 Embassy form and fee. This form and fee will be submitted directly to their Embassy.
13. SAT, ACT, THEA, or Accuplacer test scores.
14. Bacterial Meningitis vaccine record (on-campus residents)

#### **B. Procedures**

1. When the requirements set forth above have been completed the International Student Coordinator will issue an "I-20" along with a letter and certificate of acceptance to the college.
2. Upon receipt of the "I-20" the student may apply for an F-1 Student Visa.

#### **C. Conditions after Admission**

1. Before enrolling in a credit class, the International student must demonstrate sufficient English proficiency to succeed in the class.
2. All international students (other than native speakers of English) are required to take ENGL 0411 and ENGL 0412 unless their TOEFL scores are 550 or above (215 or above computer-based) or they are assigned to another class as a result of the English placement test.
3. International students must inform the International Student

Coordinator prior to concurrent enrollment at another college or university.

4. International students are ineligible to work off campus, unless under special circumstances set forth by the Federal government.
5. International students must remain in full time student status (at least 12 credit hours a semester).

### **NON DEGREE-SEEKING ADMISSION**

A non degree-seeking student may enroll in up to six college credit hours per semester and may accumulate a maximum of twelve semester credit hours. These students must submit proof of medical insurance, but transcripts and placements tests are not required. After accumulating twelve hours, a student must seek formal admission to the college.

### **PLACEMENT TESTS**

Placement in English and math courses is based on entrance test scores and high school transcripts. Based on an assessment of these results, students may be required to enroll in non-transferable developmental English, math, and/or reading courses.

Students placed in these courses may also enroll in selected credit-level courses. Because of its Cole Learning Enrichment Center and availability of teachers for tutoring, Lon Morris may allow some students who have a borderline placement score to try a more advanced class. See the Academic Dean for details.

### **TEXAS HIGHER EDUCATION ASSESSMENT**

While Lon Morris does not require the Texas Higher Education Assessment (THEA) test (formerly known as Texas Academic Skills Program [TASP] test), students who transfer from Lon Morris College to a Texas public college or university will be required to pass the three sections: reading, writing, and mathematics. Contact the Office of Academic Affairs for further information.

## TUITION AND FEE SCHEDULE 2010 – 2011

### On Campus

	Year		Semester	
	<u>Resident Halls</u>	<u>Other Housing*</u>	<u>Resident Halls</u>	<u>Other Housing*</u>
Tuition (12-18 Hours)	\$12,000	\$12,000	\$6,000	\$6,000
Technology Fee	\$ 1,500	\$ 1,500	\$ 750	\$ 750
Room	\$ 3,000	\$ 3,500	\$1,500	\$1,750
Board	\$ 3,330	\$ 3,330	\$1,665	\$1,665
<b>Total</b>	<b>\$19,830**</b>	<b>\$20,330**</b>	<b>\$9,915**</b>	<b>\$10,165**</b>

\*Other housing includes the Cooper House, the Cottages, LMC Lodge and LMC Inn.

### Off Campus

	Year	Semester
Tuition (12 – 18 Hours)	\$12,000	\$6,000
Technology Fee	<u>\$ 1,500</u>	<u>\$ 750</u>
<b>Total</b>	<b>\$13,500**</b>	<b>\$6,750**</b>

### Part-time

1 – 4 Hours	\$ 150 per hour	\$ 150 per hour
5 – 7 Hours	\$ 6,000	\$ 3,000
8 – 11 Hours	\$10,500 (9000 + 1500 Fees)	\$5,250 (4500 + 750 Fees)

\*\*Please note that the above direct costs do not include indirect costs & books. Indirect costs can be found on Lon Morris College's Payment Option Form.

### **Additional Fees & Tax on Board**

Tax on Board: \$138 per semester

Cable Fee: \$12 per semester

Parking/Security \$50 per semester

Assessment Fee: \$10 per semester

Course Related Fees – Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as private music lessons, bowling, etc. These fees vary based upon the course and are subject to change without notice.

**All charges and fees are subject to change by the Board of Trustees.**

**All financial arrangements must be complete at the time of registration or the student will be withdrawn from classes.**

## **Application Fee**

Each new applicant must pay an application fee of \$35.00. This charge covers processing and is not subject to refund even if the application is not approved.

## **Campus Housing Application Fee**

Lon Morris College provides limited housing for students. All requests for housing must be accompanied by a completed housing application and a \$200 nonrefundable housing application fee. All housing is administered on a first-come, first-serve basis. For additional information refer to the Student Handbook or contact the Office of Campus Housing.

## **Financial Responsibility**

Students are expected to meet all financial and non-financial obligations to the College by the 9th day of classes (last day to add or drop classes). The Business Office will communicate with students concerning their student accounts via Campus E-Mail. Students must keep their campus inbox cleaned out and checked daily for incoming campus mail and notices from LMC departments. Failure to communicate with the business office after receiving a notice may result in the following:

1. Removal from classes.
2. Withholding grades.
3. Disallowing future registration.
4. Withholding official transcripts.
5. Denial of right to participate in graduation ceremonies.
6. Withholding word of degrees.

## **Payment Options**

In addition to an extensive financial aid program, LMC offers students an automatic, interest free, no qualifying payment plan available through e-Cashier. To enroll go to lonmorris.edu and select e-Cashier. Each student in the current semester with a balance on their account, including students with pending financial aid, will be required to go on-line and enroll in one of the following FACTS payment plans:

1. **Full payment:** (No Processing fee will apply)  
Balanced owed on student's account is paid in full by automatic deduction from your checking, savings, or credit/debit card per your Facts Plan. Full payment may also be made at the LMC business office before each semester begins.
2. **Two installments per semester:** (A \$50 processing fee will be charged)  
**Fall:** One half of the student's balance is due during registration and will be automatically deducted from your checking, savings accounts, or credit/debit card per your FACTS plan. The other half will automatically be deducted from checking, savings accounts, or credit/debit card on October 5th.  
**Spring:** One half of the student's balance is due during registration and will automatically be deducted from your checking, savings or credit/debit card per your FACTS plan. The other half will be automatically deducted from checking, savings, or credit/debit card

on March 5th.

3. **Monthly payments:** (A \$50 processing fee will be charged)

**Fall:** Payments will automatically be deducted from checking, savings, or credit/debit card per your FACTS plan in July, August, September, October and November.

**Spring:** Payments will automatically be deducted from checking, savings, or credit/debit card per your FACTS plan in December, January, February, March and April.

**Failure to enroll in one of these payment options each semester by the 9<sup>th</sup> day of classes will result in the Registrar's Office withdrawing the student from all classes. Please notice that the last day to add and drop classes is the 9<sup>th</sup> class day of each semester.**

#### **Failure to Pay Account Balance**

Any unpaid balance on a student's account at the end of each semester will be considered a bad debt and turned over for collections and legalities. It is the students/parents responsibility to make sure all financial obligations charged to the students' account are taken care of by the end of each semester.

### **REFUNDS**

#### **Withdrawal from School**

Refunds or credit on tuition will be allowed at the following rates:

During Registration	100% refund or credit
First week	75% refund or credit
Second-Third week	60% refund or credit
Fourth-Fifth week	50% refund or credit
After Fifth week	No refund or credit

If a student who is receiving Title IV federal aid withdraws, a potential refund to the federal government must be calculated according to federal guidelines. Any unearned portion of the federal funds must be returned to the government. The student will be responsible for returning the calculated portion of unearned aid to the proper source. A student who withdraws after completing 60 percent or more of the semester may retain all Title IV federal aid.

#### **Summer School**

During Summer School a refund of 50% of tuition will be allowed if the student withdraws during the first week of the term. No refund of summer school tuition will be made after the first week of term.

#### **Dropping Courses**

No refund will be made on courses dropped after the last day to register in the semester.

#### **Suspension or Expulsion**

Upon suspension or expulsion from the college, there will be no refund of tuition and fees. The balance due the college will be considered receivable and will be collected.

**No refund or credit will be allowed on fees at any time.**

# **FINANCIAL AID AND SCHOLARSHIPS**

## **STUDENT ELIGIBILITY**

To be eligible for federal financial aid programs, the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant [FSEOG], the Federal College Work Study [FCWS], and the Federal Direct Loan Programs that include the Federal Student and Federal Parent Loan for Undergraduate Students), students must meet the following criteria: be a U.S. citizen or eligible non-citizen, be enrolled in a degree or certificate program, meet the Lon Morris College (LMC) Financial Aid Satisfactory Academic Progress Standards, and not be in default on a student loan or owe a repayment of Title IV federal financial aid funds. (A repayment occurs if the student receives funds for living expenses and then withdraws within the first 60% of the semester [officially or unofficially] from the College.)

All students borrowing in the Federal Direct Loan Program for the first time at LMC (regardless of previous borrowing elsewhere) must complete entrance loan counseling. Entrance counseling is available at <https://studentloans.gov>. LMC will be notified electronically that entrance counseling has been completed. Loan funds for first-time borrowers will not be processed until LMC receives the electronic form certifying entrance loan counseling has been completed.

All entering first-time students borrowing for the first time at LMC must wait 30 days before Federal Direct Loan funds can be credited to student accounts.

## **FINANCIAL AID**

To apply for any type of financial aid administered by Lon Morris College:

1. Complete the Free Application for Federal Student Aid Form (FAFSA). The purpose of the FAFSA is to collect information used in evaluating the financial ability of the family to contribute to the cost of the student's post-high school education. We recommend that you enter the FAFSA information on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for faster response from the Department of Education. If you do not have access to the web, you may get the paper application from your local high school or from Lon Morris College. Designate Lon Morris College (federal code 003585) as a recipient.
2. Complete and return all other applications and documents furnished by the Financial Aid Office.
3. Prior to award packaging, entering freshman students will be allowed to enroll only if they have completed all admission requirements.
4. Selected students who enroll at Lon Morris College and seek financial aid assistance from any Federal Title IV funds may be

required to complete a process called Verification. These requirements are outlined below.

5. After all documents have been completed, the student will be awarded any and all Federal Title IV funds that are available. Awarding of funds will be based upon need.

### **Federal Verification Requirements**

If a student is selected to complete the Verification process, the Director of Financial Aid will require that the following items be verified with documents submitted by both the parent(s) and the student:

1. Adjusted gross family income and miscellaneous information on the tax return and tax schedules
2. W-2 information
3. Family size
4. Number of family members in post secondary programs
5. Untaxed income and benefits
6. Selective Service verification
7. Statement of educational purpose
8. Non-default statement

### **SELECTION AND PACKAGING POLICIES**

Using the Free Application for Federal Student Aid form (FAFSA), financial need will be determined for the student. Selection and financial aid packaging will be formulated using the "needs analysis" profile. Students with the highest degree of need will be reviewed and awarded first. All others will be awarded on a "first come, first served" basis.

All Pell Grants will be awarded as entitled. The Federal Supplemental Education Opportunity Grant (SEOG), college work study and the state grant programs will be awarded based on need and availability of funds. Direct Loans will be awarded based on outstanding need and certification by the Office of Financial Aid, after all other funds have been utilized for the student. All institutional scholarships will be awarded as earned. All federal, state and institutional funds will be awarded until the total financial need is met or until funds are expended.

Applications for financial aid are accepted and considered without discrimination on any basis prohibited by law, including, but not limited to, race, color, age, national origin, sex, veteran status, religion, or disability.

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

1. Students are required to notify the Office of Financial Aid in writing regarding any changes in their financial or academic status while attending Lon Morris College.
2. Financial Aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's account at the college and the balance of the award, after the account is cleared, will be disbursed to the student.
3. To continue receiving aid, a student must maintain satisfactory academic progress, financial aid academic progress and be in a

degree or certificate program. Each student is responsible for becoming familiar with the Academic Progress Requirements policy and the Financial Aid Academic Progress Requirements policy as outlined in this catalog.

4. Lon Morris College will have the right to release any financial aid transcript to the proper officials of scholarship agencies or organizations who wish to consider the student as a recipient of their awards. Students receiving public assistance are responsible for reporting their student financial aid, including loans, to the appropriate agency.
5. Students must reapply for Federal and State financial aid for each academic year at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA may be completed after January 1<sup>st</sup> of each year.
6. Lon Morris College's Scholarships and Departmental Awards will be re-evaluated after each semester to determine if the student has met the requirement set by each Department.
7. Students may accept one Lon Morris College Campus Activity Award or Departmental Award in an academic year. Students may be a participant in more than one Lon Morris College Campus Activity or Department.
8. Any awards made directly to the student through external sources must be reported to the Office of Financial Aid, so that these awards may be considered in the "need evaluation" process.
9. A drop or withdrawal from course study may result in a decrease or cancellation of financial aid awards, and any Title IV funds released to the student may have to be refunded. Each student is responsible for becoming familiar with the Withdrawals and Return of Title IV Funds Policy as outlined in this catalog. Student refund policy is available in the Office of Financial Aid and in this catalog.
10. All scholarships and grants received in excess of the total amount used to pay for tuition, fees, books, supplies and equipment are considered taxable income for U.S. income tax purposes, and it is the student's responsibility to report this as income on the tax return.
11. All Direct Loan information regarding the terms of the loan and repayment scheduling is available in the Office of Financial Aid.
12. Students participating in the College Work Study Program must contact the Office of Financial Aid to complete the necessary paperwork. College Work Study funds awarded to the student will not disburse to the Business Office as a form of payment for each semester. College Work Study is not a grant; students must work for the funds. College Work Study students will receive paychecks from the Business Office on a monthly basis for their prior month's hours worked.

13. General conditions for College Work Study assignments:
  - a. All students will be assigned the same number of hours to work each week. The student should work the hours assigned.
  - b. The work schedule for the semester is set up by the student in consultation with the supervisor. Student workers should follow the schedule as closely as possible.
  - c. A time card will be used by the student when working each day. Time cards should be signed by the student and the supervisor before the time card is turned in to the Business Office.
  - d. Other details regarding the College Work Study Program may be obtained in the Office of Financial Aid.

## **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR RECEIVING FINANCIAL AID**

Students who receive federal or state funds administered by the Financial Aid Office must demonstrate Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal and state financial aid.

### **Grade Point Average**

Students must maintain a GPA of at least 1.5 during the first year and have a GPA of at least 2.0 at the end of the second year (measured as a period of time, not by the student's grade level). Grades of A, B, C, D, WF and F contribute toward the semester GPA. Those who do not have a Lon Morris College academic history (incoming freshman or transfer students) will be assumed to be making satisfactory progress at the time of first enrollment. Developmental course work is included in the semester GPA.

### **Successful Completion of Courses**

Students must successfully complete each semester at least two-thirds of all semester credit hours (SCH) attempted as of their enrollment at the end of the drop/add period at Lon Morris College. This includes both developmental and college level course work. Successful completion is measured by grades of A, B, C, and D.

Example: A student is enrolled in 15 SCH for a semester at Lon Morris College. At the end of the semester the student has successfully completed nine SCH, having received an F in one three SCH class and withdrawn from one three SCH class after the drop/add period. The student has not met Financial Aid SAP requirements for the semester because two-thirds of the SCH attempted (10 out of the 15) was not completed. Because the student was in Good Standing for the previous semester at LMC, the student will receive federal and state financial aid for the next semester at LMC but will be placed on Financial Aid Warning.

### **Duration**

Students must complete their course of study in no longer than 150 percent of the published length of the course. All college-level credit hours attempted toward a degree at LMC, whether or not they are completed or passed, are counted toward the maximum duration. Students who exceed the 150 percent limit in their course of study will no longer be eligible for financial aid.

Example: A student is in a program that requires 62 SCH to graduate. The student is entitled to receive Title IV funds for 93 SCH attempted at Lon Morris College. When the student reaches 94 SCH attempted, no more Title IV funding will be available at Lon

Morris College.

Satisfactory Academic Progress will be evaluated on a semester basis, before financial aid is extended for the following academic semester. Dependent upon their grades, students will fall into one of three categories--“good standing,” “warning,” or “cancellation”--for financial aid purposes as defined below:

- **Good Standing.** Students who fulfill the requirements stipulated for maintaining Satisfactory Academic Progress will be in Good Standing and eligible to receive funding in the subsequent semester.
- **Financial Aid Warning.** Students who fail to meet the semester GPA or fail to meet the 67 per cent completion requirement will be placed on warning for the subsequent semester, but will still be eligible to receive Title IV funds during that semester. They will be notified of this status by mail.
- **Financial Aid Cancellation.** Students who fail to meet the requirements of Satisfactory Academic Progress for two consecutive semesters will be placed on Financial Aid Cancellation for the next Academic semester and denied federal and state funding. They will be notified of this status by mail.

### **Extenuating Circumstances**

Each situation will be reviewed by the Director of Financial Aid and the Academic Dean to determine if the unacceptable GPA was produced because of personal illness, injury, etc. A decision will be made after this review to decide if satisfactory academic progress can be accomplished and financial aid can be continued.

### **Appeals Process**

A written appeal must be furnished to the Director of Financial Aid after notification of probation or suspension. This appeal will be reviewed by the Director of Financial Aid and Academic Dean to determine whether to waive the previous action taken.

## **AWARDS AND FUNDS**

All financial aid award letters are prepared with the understanding that the student will enroll full-time. Full-time status for financial aid purposes is 12 credit hours or more. If students enroll less than full-time in any semester, they must notify the Financial Aid Office (FAO) prior to the first day of classes. Awards will be adjusted accordingly. Students have the option of accepting or declining any portion of the award. By signing and returning the award letter to the FAO, the student gives permission for accepted awards to be disbursed and credited to the student account.

When the student and/or parent accept Federal Direct loan funds on their award letter, they must (1). Complete mandatory Entrance Loan Counseling at <https://studentloans.gov/>, (2). Complete a Federal Direct Loan Master Promissory Note (MPN) at <https://studentloans.gov/> and (3) Complete the Federal Direct Student and/or Parent Loan Request Form (obtained in the Financial Aid Office or on our website at [www.lonmorris.edu](http://www.lonmorris.edu)) and return to Lon Morris College’s Financial Aid Office. This form must be received in order to originate your loans. The Master Promissory Note (MPN) for the Federal Direct Student Loan Program only needs to be completed by the student once for the student’s entire attendance at the College. The student’s signature on this form allows for all future disbursements while enrolled at Lon Morris College. If the student needs additional funds during the academic year, the student’s signature on the MPN gives the lender permission to disburse future loans certified by LMC. The student must request additional loan money with the FAO at LMC by updating their Federal Direct Student Loan Request Form.

**Students must complete the Free Application for Federal Student Aid (FAFSA) every year as soon as possible after January 1.**

Students should always notify the FAO if any awards such as scholarships, assistantships, or other types of assistance are not listed on the financial aid award letter. When a student receives funds after being notified of or receiving the original financial aid award, adjustment to the original financial aid may be required. Federal regulations require LMC to prevent awarding in excess of a student's financial need. In some instances, a portion or all of a student's loan or other funds may have to be returned to the source. If the student has already received these funds, the student may owe funds back to LMC.

### **Disbursement, Refund & Repayment Policies**

Students are required to maintain regular and consistent attendance in all classes. Financial aid disbursements will be calculated on the student's class attendance. Students who stop attending class, drop out, or officially withdraw may owe money back to the federal financial aid programs or other scholarship or loan programs. Students should follow the procedures printed in Lon Morris College's catalog for formally withdrawing from LMC. Each student is responsible for becoming familiar with the Withdrawals and Return of Title IV Funds Policy as outlined in this section of the catalog.

Lon Morris College's Refund Policy appears in the "Expenses" section of this catalog. If a student withdraws or drops out on or after the first day of classes, the Business Office will calculate a refund of tuition and fees. If the student is a Federal Title IV financial aid recipient, the return of Title IV funds is calculated and returned to the financial aid program(s) by the Financial Aid Office in accordance with federal law. Each student is responsible for becoming familiar with the Withdrawals and Return of Title IV Funds Policy as outlined in this catalog.

If a student withdraws, drops classes, or stops attending classes on or after the first day of classes, and the student receives a refund of Federal Title IV financial aid funds for the semester, the student may owe a repayment of a portion of the financial aid received for that term to LMC and the federal government. The repayment is calculated for the period of time the student is not in attendance, in accordance with federal formulas. The student is required to repay any funds received for the time the student is not in attendance.

In a refund, return, or repayment, the student may owe additional funds to LMC, the federal government, and state government. Students are encouraged to use caution in deciding to drop or withdraw from classes.

Dropping classes or withdrawing from LMC may impact the student's future financial aid eligibility. Students should be familiar with LMC Financial Aid Satisfactory Academic Progress Standards.

Students are billed for a repayment or refund owed to LMC. The repayment must be paid before any additional federal Title IV aid is awarded. Any unpaid amount may be assigned to the U.S. Department of Education. A hold is placed on all LMC records when the student owes a repayment. The student is ineligible for any additional federal financial aid funds until the debt is satisfied.

### **Withdrawals & Return of Title IV Funds Policy**

#### **Withdrawals**

1. Official Withdrawal
  - a. When a student, who finds it necessary to completely withdraw from all of their credit hour classes, completes an official "Student Withdrawal Form" obtained in the Registrar's Office. Any student who notifies an office of their intent to withdraw must be informed that they must complete the withdrawal form that is located in the Registrar's Office. The official date of withdrawal will be based on the date of the student's first indication of intent to withdraw.

- b. When a student has been removed from all their classes due to Administration Disciplinary Expulsion, the Academic Dean will complete an official “Administration Withdrawal Form” obtained in the Registrar’s Office. The official date of withdrawal will be the date the student was expelled.
  - c. When a student has been dropped from all their classes by each instructor for non attendance, the Academic Dean will complete a “Student Withdrawal When Dropped From All Classes Form” obtained in the Registrar’s Office. The official date of withdrawal will be the date that the last instructor withdrew the student from their classes.
2. Unofficial Withdrawal
- a. Students who subsequently discontinue their enrollment without officially withdrawing from Lon Morris College will be considered to be unofficially withdrawn. This will be determined at the end of the semester by the Registrar’s Office reviewing student grades that have all “F’s”. (See Unofficial Withdrawals Policy).

### **Return of Title IV Funds Regulations: Complete Withdrawal**

**Title IV Funds must be returned to the federal government for the following reasons:**

- Student withdraws or fails to complete a period of enrollment
- Student reduces their credit hour load to below full-time status (12 credit hours or more)
- Student does not register for the period of enrollment for which aid was intended

Federal regulations [HEA Section 484B, 485(a)(1)(f), 34 CFR 668.22] require Lon Morris College to calculate a refund and repayment of federal aid received by students who completely withdraws from the period of enrollment for which payment has been received.

For any federal financial aid recipient who terminates enrollment prior to the 60% point of the semester, the Financial Aid office will calculate Return of Title IV refunds every 30 days up through the 60% point of the semester. The Financial Aid Office will use the “Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program” form found on <http://www.ifap.ed.gov> website. The following outlines the form’s calculations of Return of Title IV funds:

Students who completely withdraw prior to the 60% point in the credit hour semester are subject to refund calculations based on the period of enrollment completed. This percentage is computed by dividing the total number of calendar days in the semester or period of enrollment into the number of calendar days completed as of the date of official withdrawal. The percentage of Title IV assistance to which the student is entitled (has “earned”) is equal to this “completed” percentage, up to 60%. If the withdrawal occurs after the 60% point, the percentage earned is equal to 100%. The amount of the Title IV aid which must be returned is based on the percentage of “unearned” aid. That percentage is computed by subtracting earned aid from 100%. Lon Morris College is required to return the lesser of either, (1) the unearned aid percentage applied to institutional charges or (2) the unearned aid percentage applied to the total Title IV aid received. The unearned amount calculated to be returned (by

either school or student) must be returned by Lon Morris College within 45 days of the date of determination of the withdrawal. According to federal regulations, refunds must be credited back to the federal programs in this order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Student Loans
4. Subsidized Direct Student Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Direct Plus Loans
8. Federal Pell Grant Program
9. Federal Academic Competitiveness Grant Program
10. Federal SEOG Program

The student is required to pay the difference between the amount of unearned aid and the amount returned by the college. Federal regulations allow colleges and universities to charge a student for any amount paid on the student's behalf. Lon Morris College considers a student responsible for reimbursement of any expenditure made on his or her behalf.

### **Unofficial Withdrawals Policy**

1. Students who subsequently discontinue their enrollment without officially withdrawing from Lon Morris College will be considered to be unofficially withdrawn. This will be determined at the end of the semester by the Registrar's Office reviewing student grades that have all "F's".
  - a. The Registrar's Office will determine the last day of attendance as reported by the instructors at the end of each semester.
  - b. Within three weeks (excluding holidays) following the last day of finals, the Registrar's Office will notify the Financial Aid Office of all the students that had all "F's" and what the last date of attendance was for each student. If the last date of attendance cannot be determined, the Registrar's Office will inform the Financial Aid Office that last date of attendance "cannot be determined".
  - c. Within one week of receiving the Registrar's list of unofficially withdrawn students, the Financial Aid Office will complete and calculate a Return of Title IV funds form for each student determined unofficially withdrawn. The Financial Aid Office will return Title IV funds to the Department of Education for all students that receive all "F" and did not complete up to 60% of the enrollment period. If the last date of attendance "cannot be determined" for a student, then the Financial Aid Office will consider the student to have completed 50% of the semester and return Title IV funds to the Department of Education. In compliance with federal regulation, the Financial Aid Office will make sure that payment is made to the Department of Education within 30 days from the last day of finals.
2. If a student receives a grade of "F" in a course, the Registrar's Office places a strong emphasis on the need for faculty to verify that student's last date of attendance. If attendance records are not available, faculty may use the following measures to determine academic attendance:
  - b. Examinations or quizzes
  - c. Tutorials
  - d. Computer-assisted instruction

- e. Academic advising or counseling
- f. Academic conferences
- g. Completion of an academic assignment, paper, or project
- h. Attendance of a school-assigned study group

### **Lon Morris College Refund Policy – Complete Withdrawal**

Refunds or credit on tuition will be allowed at the following rates:

During Registration	100% refund or credit
First week	75% refund or credit
Second – Third Week	60% refund or credit
Fourth-Fifth Week	50% refund or credit
After Fifth Week	No refund or credit

Note: If a student who is receiving Title IV federal aid withdraws, a potential refund to the federal government must be calculated according to federal guidelines. A student who withdraws after completing 60 percent or more of the semester may retain all Title IV federal aid.

### **Summer School**

During Summer School a refund of 50% of tuition will be allowed if the student withdraws during the first week of the term. No refund of summer school tuition will be made after the first week of the term.

### **Dropping Courses**

No refund will be made on courses dropped after the last day to register in the semester.

### **Suspension or Expulsion**

Upon suspension or expulsion from the college, there will be no refund of tuition and fees. The balance due the college will be considered receivable and will be collected.

**No refund or credit will be allowed on fees at any time.**

## **SCHOLARSHIPS-GRANTS-LOANS**

### **Federal Programs**

PELL GRANT - Federal grant that provides up to \$4,731.00 per year based on need. Separate application required

FEDERAL SUPPLEMENTAL ED. OPPORTUNITY GRANTS - A Federal grant to students based on need.

FEDERAL COLLEGE WORK-STUDY PROGRAM - A Federal student job program based on need.

FEDERAL SUBSIDIZED DIRECT STUDENT LOAN – A Federal Direct Loan awarded on the basis of financial need. The government pays the interest while the student is in school at least half-time, and during grace and deferment periods.

FEDERAL UNSUBSIDIZED DIRECT STUDENT LOAN – A Federal Direct Loan not awarded on the basis of financial need. Interest accrues from the time the loan is disbursed, although interest payments may be deferred during in-school, grace, and deferment periods and added to the principle balance of the loan.

FEDERAL (PARENT) PLUS DIRECT LOAN – Loans designed to help the parents or legal guardian of dependent students pay for post-secondary (college) education. They must be obtained in addition to or in place of Direct Student Loans. PLUS Loans have a 7.9% fixed interest rate. Like Direct Student Loans, an origination fee is charged.

PLUS borrowers may receive up to the student’s estimated cost of education less other financial aid, including Direct Student Loan assistance for which the dependent student is eligible. Borrowers will be subject to a credit evaluation. If a PLUS Loan is denied, the

dependent student may be eligible for an unsubsidized Stafford loan. Repayment of the PLUS Loan will begin within 60 days after the final disbursement.

### **State Programs**

TEXAS TUITION EQUALIZATION GRANT (T.E.G.) - A program for Texas residents based on need to help offset tuition at a private college.

LEVERAGING EDUCATIONAL ASSISTANT PARTNERSHIP (LEAP) – A Federal grant that matches the T.E.G. and is based on need.

SPECIAL LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (SLEAP) – A Federal grant that matches the T.E.G. and is based on need.

TEXAS COLLEGE WORK STUDY PROGRAM – A State student job program based on need.

EARLY HIGH SCHOOL GRADUATION SCHOLARSHIP – A state funded grant for students that graduate from high school (grades 9-12) in 36 months.

### **Lon Morris College Scholarships**

The scholarship program at Lon Morris College is maintained through the contributions of many friends of the College. Among these sources of aid are the income from endowment funds, churches, Sunday School classes, foundations, and alumni.

Students are eligible to apply for any combination of the following scholarships and awards:

## **LON MORRIS COLLEGE FINANCIAL AID SCHOLARSHIPS AND AWARDS**

### **Academic Scholarships**

In order to receive a Lon Morris College Academic Scholarship, as outlined below, you must turn in the following documents to Lon Morris College, Office of Enrollment Management, 800 College Avenue, Jacksonville, TX 75766:

- Application to Admission at Lon Morris College with your application fee.
- Preliminary or Final High School Transcript.
- SAT or ACT scores.

When we receive the above information, the Office of Admissions will mail you a letter listing your Academic Scholarship/Award Amount. You must return your Academic Scholarship/Award Letter within 14 days of receipt. In order to have your Academic Scholarship/Award Amount show on your Financial Aid Award Letter from the Financial Aid Office, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list our school as a recipient. Lon Morris College's Federal School code is 003585. If you do not plan on completing the FAFSA, you must notify the Financial Aid Office. *Please note that an Academic Scholarship/Award cannot be combined with an Athletic Scholarship or Activity Award, or Bishop's Scholarship.*

**SCURLOCK SCHOLARSHIP** – Students must rank in the top 5% of their high school graduating class and have scored a 1220 SAT or higher (CR+M) or 27 ACT. A limited number of the scholarships will provide up to full tuition and direct fees. This scholarship requires program application completed by February 1<sup>st</sup>. The student must maintain a 3.5 cumulative grade point average to receive the scholarship for their second year.

**TRUSTEE'S SCHOLARSHIP** – Students must score a minimum of 1000 on SAT (CR+M), 23 ACT, 3.50 high school GPA. A limited number of the scholarships will

provide up to \$10,000. The student must maintain a 3.0 cumulative grade point average to receive the scholarship for their second year.

**PRESIDENT'S SCHOLARSHIP** — Students must score a minimum of 900 SAT (CR+M), 20 ACT, 3.25 high school GPA. A limited number of the scholarships will provide up to \$8,000. The student must maintain a 2.0 cumulative grade point average to receive the scholarship for their second year.

**DEAN'S SCHOLARSHIP** — Students must score a minimum of 800 SAT (CR+M), 17 ACT, 3.0 high school GPA. A limited number of the scholarships will provide up to \$6,000. The student must maintain a 2.0 cumulative grade point average to receive the scholarship for their second year.

**BEARCAT AWARD** — Students must score a minimum of 700 SAT (CR+M), 14 ACT, 2.25 high school GPA. A limited number of the scholarships will provide up to \$5,000. The student must maintain a 2.0 cumulative grade point average to receive the scholarship for their second year.

## **DEPARTMENTAL AWARDS**

In recognition of a student's unusual talent or academic promise in a particular area of study, a limited number of departmental awards are available annually. Recipients are required to meet normal admissions standards. Some departments may require auditions or portfolios as part of the application process. The amount of the award may vary annually. The student must maintain a 2.0 cumulative grade point average to receive the scholarship for their second year.

## **CAMPUS ACTIVITY AWARDS**

Students may qualify for activity awards determined by specific programs of the college. Applicants must meet normal admissions requirements and the granting of the award will require participation in the activity or program. The amount of the award may vary annually. Students must remain in good academic standing in subsequent semesters.

## **UNITED METHODIST SCHOLARSHIPS/AWARDS**

In recognition of the historic importance to Lon Morris College of The United Methodist Church and the surrounding community, awards are available to members of the constituent groups listed below. These awards may not be combined with each other, but recipients may qualify for additional limited activity or departmental awards and all other need-based financial assistance funded from external sources. For specific information, contact the Office of Financial Aid.

**BISHOP'S SCHOLARSHIP:** A limited number are available to one student from each Annual Conference of The United Methodist Church who has been nominated by his or her presiding Bishop. The Bishop must write a letter of recommendation to the President of Lon Morris College. The value of the scholarship is up to \$10,000. This scholarship may not be combined with an Academic Scholarship.

**UNITED METHODIST PASTORS' AWARDS:** A limited number are available to students who are members in good standing of The United Methodist Church upon the written nomination of their pastor. The value of the award is \$2,500 annually. The student must maintain a 2.25 cumulative grade point average to receive the scholarship their second year.

### **UNITED METHODIST PASTOR'S DEPENDENT AWARDS:**

A limited number are available to a child of a United Methodist pastor in the Texas Annual Conference. The value of the award is up to \$3,000 annually. The student must meet normal admissions requirements and must maintain a 2.25 cumulative grade point average to receive the scholarship their second year.

## **MISCELLANEOUS PROGRAMS**

**UNITED METHODIST SCHOLARSHIP:** Granted by The United Methodist Church to Methodist students who have made significant contributions to church and community.

**HOPE PIERCE TARTT SCHOLARSHIP:** Students who reside in Panola, Marion, Gregg, Harrison, and Upshur counties may apply for this special award that ranges up to \$2,500 per year.

**All scholarships and awards are payable at a rate of ½ per semester. withdrawn from classes.**

## **SCHOLAR DOLLARS**

**Scholar Dollars:** Scholar Dollars is a grades-for-scholarship program for 7<sup>th</sup>-12<sup>th</sup> grades in designated public schools. Students may earn credit toward a scholarship at Lon Morris College by making good grades. To apply for the program, a student must complete the application and have it signed by a parent or guardian. The student must, also, write a brief essay on "Why Education is Important to My Future."

Guidelines for Lon Morris College's Scholar Dollar Program are as follows:

- You must enroll at LMC within 15 months of graduation from high school in order to be eligible for scholarship dollars. You must then be enrolled for four consecutive fall and spring semesters as a full-time student (registered for 12 semester hours) to remain eligible to participate in the program.
- After enrolling at LMC, you must maintain at least a C average (2.0) each semester.
- When eligible, you may receive up to ¼ of your LMC scholarship dollars each fall or spring semester that you are registered.
- Award cannot exceed tuition and fees.
- Student must meet LMC admission standards.
- LMC reserves the right to change or modify guidelines at any time. Exceptions to the guidelines will be considered on an individual basis.
- Credit cannot be used for payment of dual enrollment, summer school, the May Semester, or other special terms.

# ACADEMIC AND GRADUATION INFORMATION

## ACADEMIC LOAD

The standard load for a student during a regular fall or spring semester is 15 to 16 semester credit hours (SCH) and during a summer session is six SCH. Students enrolled in 12 or more semester hours during a regular semester or 6 semester hours during a summer session are considered full-time students. Students may not register for more than 18 SCH without the approval of the Academic Dean.

## STUDENT CLASSIFICATION

Students are classified according to the cumulative number of transferable semester credit hours completed, as follows:

Freshman	0-29 completed
Sophomore	30-61 completed
Special	62 or more completed

## SEMESTER CREDIT HOUR

The semester credit hour is defined as the amount of credit allowed for one hour of course work per week for one semester. Thus a course meeting three times a week for one semester carries a credit of 3 semester credit hours (SCH). In some cases, though, the number of credit hours and contact hours will not be the same. For example, laboratory work of two or three hours per week for one semester usually carries only one SCH. SCH for developmental courses are used for determining (1) full-time/part-time status, (2) eligibility for scholarships and intercollegiate athletics, and (3) probation/suspension status. However, developmental SCH do not apply toward total hours needed for graduation and are not transferable to other institutions of higher education.

## COURSE NUMBERING SYSTEM

Lon Morris College is a member of the Texas Common Course Numbering System Consortium approved by the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose of facilitating the transfer of general academic courses.

The four-letter prefix identifies the subject area. The four-digit numbers indicate the following:

First digit:	Identifies the level 0 - developmental 1 - freshman 2 - sophomore
Second digit:	Identifies the credit-hour value
Third/Fourth digit:	Establishes the course sequence

## STUDENT RESPONSIBILITY

While Lon Morris faculty and staff members advise and assist students in preparing schedules and degree plans, students are themselves responsible for their own educational

progress. Ultimate responsibility for scheduling the proper classes and completing the degree requirements lies with the student. Students must familiarize themselves with the academic and disciplinary policies presented in this bulletin and the Student Handbook. Students must know the college's core requirements as well as the requirements of their fields of study and must enroll in the appropriate courses for their program. Students must choose the proper courses to meet prerequisites and complete their degree plans. Students intending to transfer to a university should also familiarize themselves with its academic requirements and take appropriate courses while at Lon Morris College. Each student must keep the Registrar informed of correct addresses and telephone numbers. Students must verify their class schedule each semester and notify the Registrar of any errors.

Students will be held to the highest ethical standards. Cheating will result in severe penalties ranging up to expulsion.

## **CLASS ATTENDANCE POLICY**

Responsibility for class attendance rests with the student. Regular and punctual attendance at all classes is expected. When a student has a legitimate reason for being absent, it is the student's responsibility to check with the instructors on work missed. The instructor has the option of permitting the student to make up missed work. Only absences on official college business or military assignments are automatically excused. Students are graded on the basis of intellectual effort and performance. In most cases, class participation is a significant measure of performance, and non-attendance can adversely affect a student's grade. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may drop the student from the course. Faculty members do reserve the right to evaluate individual cases of non-attendance.

Individual class attendance requirements are stated on each course syllabus. To provide consistency to the attendance policy, instructors may drop a student or impose penalties for non-attendance after a student has accumulated the following number of absences:

3 absences in a MWF class

2 absences in a TTH class or any class meeting twice per week

1 absence in a class that meets one day/night per week

5 absences in a class that meets five days per week

**It is the responsibility of the student to drop a course officially or verify that the instructor has initiated the drop.**

## **REGISTRATION**

Students are responsible for meeting admission requirements prior to class registration. Failure to meet all requirements may result in removal from the classes in which the student has enrolled.

New students are responsible for attending an orientation and for becoming familiar with the procedures of registration.

## **LATE REGISTRATION**

Students who do not register at the scheduled time of registration may be permitted to enroll during the scheduled late registration period, as space allows. These students must meet admissions requirements and complete the admissions procedures within a reasonable amount of time as determined by the Office of Admissions. Students who register late are responsible for making up all missed assignments.

## ADDING AND DROPPING COURSES

Students who wish to make schedule changes should first consult with their academic advisor. A student who finds it necessary to add a course after regular registration may do so only during designated drop/add period (see Academic Calendar). Classes may be dropped with a "W," a "WP," or a "WF" as determined by the dates indicated in the Academic Calendar. A course that is dropped with a grade of "WF" is considered an "F" in the course. The student may obtain an official drop form from the Registrar's Office. The completed form must be returned to the Registrar's Office.

## INDEPENDENT STUDY

With the approval of the Academic Dean and the consent of the instructor, a student may, for a fee, enroll in an individually directed course. Laboratory classes and classes requiring group participation are not available for individual study.

## AUDITING A COURSE

When space is available, permission to audit a course may be granted to students who have been admitted to the college and who either already have credit in the course or do not wish to receive credit for the work.

Under no circumstances may a student switch from audit to credit after the last day to register, but a student who withdraws from a course may then switch to audit, as long as any tuition refund is not greater than the audit fee. A student who audits a course becomes ineligible for credit by examination in that course.

## WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from Lon Morris College must complete an official withdrawal form obtained in the Registrar's Office. All obligations must be met before withdrawal is complete. Transcripts will be issued only after all obligations to the college have been met. Failure to withdraw officially may result in grades of "F" in all courses. Classes dropped before the last day to add a course will not be recorded on the student's transcript. Otherwise, grades of W, WP, or WF will be assigned. Withdrawal after the last day to receive a grade of WP or WF will be allowed only in exceptional cases approved by the Faculty Academic Standards Committee.

## GRADING

Grades are reported at mid-term and at the end of each semester. Letter grades are awarded according to the following criteria:

**A (90-100) 4.0 grade points per semester hour.** A grade indicating an excellent performance in meeting the criteria of the course.

**B (80-89) 3.0 grade points per semester hour.** A grade indicating a good performance in meeting the criteria of the course.

**C (70-79) 2.0 grade points per semester hour.** A grade indicating an average performance in meeting the criteria of the COURSE.

**D (60-69) 1.0 grade points per semester hour.** A grade indicating a poor or substandard performance in meeting the criteria of the course.

**F (below 60) 0.0 grade points per semester hour.** A grade indicating the inability to perform satisfactory work required for completion of course requirements.

**I (Incomplete) 0.0 grade points per semester hour.** A grade indicating unfinished work (i.e., important assignment, term paper, final exam, or lab) that is given for medical or other sufficient reason. All work must be completed before the end of the following

semester; otherwise, the final grade will be recorded as an "F." Documentation outlining removal of the incomplete will be filed with the Academic Dean.

**W (Withdraw) 0.0 grade points per semester hour.** A grade indicating that the student withdrew from enrollment in the course prior to the date indicated in the Academic calendar. No SCH are earned and the grade point average is not affected.

**WP (Withdraw passing) 0.0 grade points per semester hour.** A grade indicating the student withdrew passing from enrollment in the course prior to the date indicated in the Academic calendar. No SCH are earned and the grade point average is not affected.

**WF (Withdraw failing) 0.0 grade points per semester hour.** A grade indicating the student withdrew failing from enrollment in the course prior to the date indicated in the Academic calendar. No SCH are earned and an "F" is calculated in the student's grade point average.

**CR (Credit) 0.0 grade points per semester hour.** A grade indicating credit for Advanced Placement, CLEP, or IB. SCH are earned but do not affect the grade point average.

**PR (In Progress) 0.0 grade points per semester hour.** A grade used only in developmental and ESL classes indicating that the student is making satisfactory progress but is not ready to move to the next level. The student is expected to register in the class in the following semester; otherwise the PR becomes a W.

## GRADE POINT SYSTEM

Lon Morris College employs a 4.0 grade point system. Each semester hour of work completed earns the appropriate number of grade points. Grades of I, W, WP, CR and PR are not calculated as part of the grade point average (GPA).

To determine the GPA, multiply the points awarded for each grade received by the number of semester credit hours assigned to that course, including grades of "F" or "WF" that are received. Next, compute the total number of grade points earned and divide this figure by the total number of semester credit hours attempted to obtain the semester GPA.

<b>Example:</b>	Course 1 (3 SCH)	B (3.0 grade points)	$3 \times 3 = 9$
	Course 2 (3 SCH)	W (0.0 grade points)	$0 \times 0 = 0$
	Course 3 (4 SCH)	C (2.0 grade points)	$4 \times 2 = 8$
	Course 4 (3 SCH)	D (1.0 grade points)	$3 \times 1 = 3$
	Course 5 (1 SCH)	WF (0.0 grade points)	$1 \times 0 = 0$
	Course 6 (1 SCH)	A (4.0 grade points)	$1 \times 4 = 4$
	Total grade points:		24
	Total SCH attempted:		12
	Semester GPA:		$24/12 = 2.0$

If a student repeats a course, both grades will remain on the transcript but only the higher grade will be counted as SCH earned and in determining the overall grade point average. To be eligible for graduation, a student must achieve a cumulative grade point average of at least 2.0.

## GRADE APPEAL

Any student who has a question or concern regarding the assignment of a grade that may affect the student's academic record, course work, or fulfillment of degree requirements may appeal the grade following the procedures outlined in the Student Handbook. The grade appeal must be presented within forty-five days after the end of the semester. Documents supporting the appeal may also be presented.

## CREDIT BY EXAMINATION

Lon Morris College grants advanced credit in the following ways:

1. By departmental exam:
  - At present, departmental exams are offered for  
COSC 1415; DRAM 1351, 2336; ENGL 1301; MATH 1314,  
1316,2412; MUSI 1311; SPAN 1411, 1412
  - a. Departmental exams are available only to currently enrolled Lon
  - b. Students may not take departmental exams for classes in which they are currently enrolled, have previously failed, or which are prerequisites to courses for which they have already earned credit.
  - c. The department giving the exam will assign a grade of A, B, C, D, or F. Unsuccessful attempts are not recorded on the transcript. Students must pay a fee of \$75 to have the course entered on their transcript. The course will be considered for all purposes the same as a class taken during the semester in which the test is given.
2. By national exams administered by the Advanced Placement Program of the College Entrance Examination Board (AP), the College Level Examination Program (CLEP), or International Baccalaureate Higher Level Examinations (IB). Full information on credit from national exams is available from the Academic Dean. For more information on the AP Program of the College Entrance Examination Board, write to CEEB, P.O. Box 592, Princeton, NJ 88540. The following rules apply to credit by national examination:
  - a. Credit is available to both incoming students and students currently enrolled.
  - b. Scores earned on national examinations should be sent to Lon Morris College. The student must notify the Registrars Office of the decision to accept or decline the credit. The symbol "CR" (credit), rather than a grade will be posted to a transcript. Generally, the grade equivalent of "A" or "B" must be earned on an examination in order for "CR" to be awarded. Unsuccessful attempts are not recorded on the transcript.
  - c. Credit by national examination will not be awarded for courses in which a student is currently enrolled, has previously failed, or which are prerequisite to courses for which credit has already been earned.
  - d. Credit by national examination is not applicable toward determination of scholastic standing or academic honors. Likewise, those credit hours will not satisfy the requirements for minimum hours in residence which must be earned at Lon Morris College for a degree.
  - e. A Maximum of thirty hours of credit by examination may be accepted.
  - f. Transfer of courses earned through credit by examination is determined by the receiving institution. Students are urged to verify transferability with the university to which they intend to transfer.

## TRANSFER OF CREDIT

Students may transfer to Lon Morris College credit earned at any regionally accredited college or university. The student must have the transferring institution send an official transcript to Lon Morris as soon as it becomes available. The Academic Dean will make a course-by-course evaluation of the transcript to determine the number of SCH and grade points to be accepted. Orientation, developmental, and vocational/technical courses and courses valued at less than 1 SCH are not transferable. Lon Morris can accept courses with a grade of D from another institution only if the student's cumulative GPA at the other institution is at least 2.00. Students who transfer to Lon Morris College from an American institution of higher education that is not accredited by one of the regional accrediting associations may receive transfer credit if they validate it by one of the following methods:

1. Successfully complete a departmental examination or a nationally standardized test approved by the appropriate department.
2. With the department chair's approval, achieve a grade of at least C in a higher-level course in the same subject area.

Lon Morris will accept only grades of C or better from unaccredited institutions. The Academic Dean will evaluate credit from foreign institutions that do not use an American credit system based on the number of class hours per year. The Dean will evaluate A-levels and from British-model secondary schools on the same basis as AP credit.

Complete rules for transfer of credit are available from the Academic Dean. Students are responsible for getting the results of their transfer evaluations from the Dean.

## ACADEMIC PROBATION

For the determination of GPA for academic probation and suspension, both credit and developmental hours are calculated in both the cumulative and the semester GPA. For graduation purposes, however, only *credit* hours are calculated in the cumulative GPA.

To remain in good standing, a student must maintain a GPA as follows:

<u>Credit hours attempted</u>	<u>GPA</u>
1-34	1.50
35-50	1.60
51-59	1.80
60 or more	2.00

At the end of any semester in which the student's cumulative GPA (credit as well as developmental hours) falls below the minimum according to hours attempted, the student will be placed on academic probation for the following semester. Probationary students are limited to four three-hour or four-hour classes unless more are approved by the Academic Dean. The Academic Dean may make registration in certain classes or attendance of a college academic support service a condition of probation.

If at the end of the probationary semester, the cumulative GPA is above the required level, the student will be removed from academic probation. If, at the end of the probationary semester, the cumulative GPA is below the standard but the semester GPA meets the standard, the student may continue on academic probation. If the cumulative and semester GPAs fall below the standard, the student will be placed on academic suspension for one long semester (Fall or Spring).

## ACADEMIC SUSPENSION

Students on academic probation who fail to achieve the minimum cumulative and semester GPA as described above will be placed on academic suspension, which bars them from enrolling in the next long-term (Fall or Spring) semester. They may re-enroll

after the suspended semester on continued academic probation. A student may escape academic suspension by attending summer school or mini-terms at Lon Morris College or another accredited institution. The suspended student who earns enough credits to raise the cumulative GPA to the required minimum will be removed from suspension and may enroll in the next regular semester. A student suspended for a second time may not enroll for two consecutive long-term semesters.

## **ACADEMIC SUPPORT**

### **Henderson Library**

Henderson Library occupies the northern half of the Cecil Peeples Academic Center. Through its collection and services, the Library supports the curricula of the College, student research tasks, and the general information needs of the students. The Library has a collection of approximately 24,500 volumes of books, 1,000 audio-visual and computer software titles, and hundreds of periodicals, current and past dates, available in full text via paper or digital database subscription. The Library has seating for 125 students and is open 7 days a week during fall and spring semesters.

Bibliographic instruction and library orientations are offered by the professional staff, both formally and informally, for groups and individuals. Students can use a computerized catalog of the Library's holdings and computerized indexes and abstracts to locate periodical articles. Computers for word processing and use of course-related software are present. The student identification card functions as the library card, and this card can also be used along with a TexShare Card (available from Henderson Library) at many other college libraries in Texas. Students may request books and copies of articles through the Library's interlibrary loan service.

The Henderson Library is completely automated. Students have access to more than 30 computers with Internet and electronic mail access.

### **Kitzmann Technology Center**

The Kitzmann Technology Center has two computer labs and a computer access room all equipped with microcomputers on a client-server network that offers Windows-based word processing, web-page production, and database management programs, as well as other software related to a wide range of LMC courses. An advanced technology classroom has video conferencing capability.

## **LEARNING ENRICHMENT CENTER (LEC)**

Lon Morris College offers a centralized Learning Enrichment Center for all students.

**The Cole Learning Enrichment Center** refines study skills through tutoring programs, learning labs and group reviews. One-on-one career counseling sessions help prepare students for life after Lon Morris. State-of-the-art computers with internet access, word processing software, developmental basic skills educational software, and specialized adaptive technology are provided for student use.

Students with a diagnosed learning difference or disability can take advantage of special accommodations such as extended time on tests, taped textbooks, note takers, test reader or scribe, a quiet testing facility, etc. After a brief intake form is completed and the student furnishes all required documentation, accommodation decisions are made. LEC policy for accommodation includes the following:

1. Students must have recent (within 3 years) documentation of a disability or learning difference on file in the LEC to qualify for accommodation.
2. Each semester, a new request for accommodations must be

filled out by the director of the LEC and signed by each of the applicable instructors. This should be done in the first ten days of class.

3. When an accommodation calls for a copy of class notes, it is the responsibility of the student to request the notes.
4. When an accommodation calls for a separate testing facility, the student must:
  - a. Make an appointment with the LEC staff at least forty-eight (48) hours in advance of the exam.
  - b. Inform the instructor of intent to test in the LEC.
  - c. Leave all backpacks, cell phones and notes in the office of the Director. Obviously, if these are required on the exam the above statement does not apply.
5. Extended time on tests will not exceed more than twice the amount of time of the regular class period.
6. No tests will be administered after 3:00 pm.

## **ACCESS TO RECORDS**

In compliance with Public Law 93-380 Education Amendments of 1974 (*The Family Education Rights and Privacy Act*), Lon Morris College assures students the right to inspect their school records and files. The college will not permit the release of personally identifiable information in student records without the prior written consent of the student, except as follows:

1. To appropriate college officials who require access to educational records in order to perform their legitimate educational duties.
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired.
3. To federal, state, or local officials or agencies authorized by law.
4. In connection with a student's application for, or receipt of, financial aid.
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data.
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954.
7. In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance.

At their discretion, college officials may release Directory Information which may include:

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Dates of attendance
6. More recent previous educational institution attended
7. Classification
8. Degrees and awards received
9. Date of graduation

Students may withhold Directory Information by notifying the Registrar's Office in

writing each semester during the first twelve days of class of a fall or spring semester, or the first four class days of a summer semester.

Upon written request, the college shall provide a student with access to his/her educational records. Educational records are maintained in the Registrar's Office. Educational records do not include:

1. Financial records of the student's parents or guardian
2. Confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975
3. Records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.

Students may challenge the content of their educational records by submitting a written request to the Registrar's Office. Students may also request copies of educational records by submitting a written request to the Registrar's Office. However, official transcripts will not be released to students who have not fulfilled a financial obligation to the college.

Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, US. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

## CORE COMPETENCIES AND CRITICAL LEARNING GOALS

The core competencies described below are based on the judgment that basic fundamental knowledge – critical thinking, reading, writing, speaking, and computer literacy – is essential to the learning process in any discipline and thus should inform any core curriculum. Students will demonstrate the following competencies:

**Critical Thinking:** Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address and identify tasks.

**Reading:** Reading at the college level means the ability to analyze and interpret a variety of printed materials – books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

**Writing:** Competence in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

**Speaking:** Competency in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

**Computer Literacy:** Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the

tools necessary to evaluate and learn new technologies as they become available.

#### CRITICAL LEARNING GOALS

1. Students will understand the development of human history and its effect on society.
2. Students will understand the scientific method.
3. Students will be able to analyze real situations and apply appropriate mathematical models to obtain a solution.
4. Students will understand theological basis of religion or understand basic philosophical ideas.
5. Students will gain an appreciation for, and an understanding of, the cultural value, development and practice of one or more of the disciplines in the Fine Arts.
6. Students will perform physical activity at a minimum level of endurance.
7. Students will gain an intellectual and aesthetic awareness of a culture other than their own.
8. Students will be able to transfer to senior colleges or universities.
9. Graduates will complete the LMC Core Curriculum.

## CORE CURRICULA

**General Education Requirements.** To ensure that its graduates have the expected breadth of knowledge, Lon Morris College has built into the Core Curriculum for each of its three degrees requirements in humanities, fine arts, social and behavioral sciences, natural sciences, mathematics, and physical activity. Each degree requires at least six SCH of English, six of history or other social sciences, three of speech, three of science or mathematics, three of religion or philosophy, three of fine-arts appreciation, and one of physical activity.

In order to fulfill the college's stated purpose of maintaining university-level academic standards and in an attempt to help the students become well-rounded, educated individuals, the following core curricula are required for Lon Morris College graduation:

#### Associate of Arts Degree:

- |   |       |
|---|-------|
| 1. ENGL 1301 with a grade of "C" or better,<br>ENGL 1302..... | 6 SCH |
| 2. One course in <u>each</u> of the following areas:          |       |
| Literature.....   | 3 SCH |
| History.....  | 3 SCH |
| Speech.....   | 3 SCH |
| Math (MATH 1314 or higher).....                               | 3 SCH |
| Religion or Philosophy.....                                   | 3 SCH |

3. One course in any Social Science area listed:  
ECON, GOVT, PSYC, SOCI, CRIJ  
HIST (in addition to above)..... 3 SCH
4. One course in any Fine Arts Appreciation listed  
ARTS 1301, 1303, 1304; HUMA 1315;  
MUSI 1306, 1307, 1308, 1309;  
DRAM 1310, 2361, 23623 SCH: ..... 3 SCH
5. One course in any Natural Science area with a lab:..... 4 SCH
6. One activity course in Physical Education  
Including dance, aerobics, or stage movement... 1 SCH
7. STSU 1100 (waived for students transferring in 15 SCH) 1 SCH  
TOTAL 33 SCH

In addition to the above, the student must also:

8. Demonstrate computer proficiency by using one of the following options:
  - a. Complete any computer course with a grade of “C” or better
  - b. Pass a computer proficiency examination given by the Computer Science Department. The student is responsible for signing up at the announced time during the semester.
9. Complete a course having a multi-cultural emphasis with a grade of “C” or better. This course may also be used to fulfill core curricula requirements. The following courses meet the multi-cultural emphasis:  
\*ARTS 1303, 1304; \*MUSI 1307, 1308, 1309; \*DRAM 2361, 2362;  
\*ENGL 2332, 2333; GEOG 1303; \*HIST 2321, 2322; \*PHIL 1304; \*SOCI 2319; any course in a foreign language.

This requirement is waived for international students who are not graduates of U.S. high schools and for whom English is not the first language.

\*Indicates a course that will also fulfill a core curriculum requirement.

**Associate of Fine Arts Degree:**

1. ENGL 1301 with a grade of “C” or better,  
ENGL 1302 ..... 6 SCH
2. Fine Arts Appreciation ..... 3 SCH
3. One of the following: ..... 6 SCH
  - a. ARTS 1311, 1316
  - b. MUSI 1311, 1312
  - c. DRAM 1330, 1351
4. One course from each of the following areas:  
Math (MATH 1314 or Higher) ..... 3 SCH  
Speech ..... 3 SCH  
Religion or Philosophy..... 3 SCH  
(DANC or DRAM 1322)..... 1 SCH
5. Two courses from any of the following areas:  
ECON, GOVT, HIST, PSYC, SOCI, CRIJ 6 SCH
6. STSU 1100 (waived for students transferring in 15 SCH) 1 SCH  
TOTAL 32 SCH

In addition, for completion of the A.F.A. Degree the student must also complete the individual departmental A.F.A. Degree requirements under Drama (29-31 hours), Music (30 hours), or Visual Arts (27 hours). See Departmental general requirements.

**Associate of Science Degree:**

1. ENGL 1301 with grade of “C” or better,  
ENGL 13026 SCH
2. One course in each of the following areas:  
History, Government, Sociology,  
or Psychology..... 3 SCH

- Speech .....3 SCH
    - Fine Arts Appreciation: ARTS 1301, 1303, 1304; HUMA 1315; MUSI 1306, 1307, 1308, 1309: Dram 1310, 2361, 2362 .....3 SCH
    - Religion or Philosophy.....3 SCH
  - 3. Two courses in Math, Computer Science, or BCIS (MATH 1314 or higher) .....6 SCH
  - 4. Two courses in any Natural Science with a lab Biology, Chemistry, or Physics .....8 SCH
  - 5. One activity course in Physical Education Including Dance, Aerobics, or Stage Movement .....1 SCH
  - 6. STSU 1100 (waived for Students transferring in 15 SCH). 1 SCH
- TOTAL 34 SCH

In addition to the above, the student must also:

- 7. Demonstrate computer proficiency by using one of the following options:
  - a. Complete any computer course with a grade of “C” or better.
  - b. Pass a computer proficiency examination given by the Computer Science Department. The student is responsible for signing up at the announced time during the semester.
- 8. Complete a course having a multi-cultural emphasis with a grade of “C” or better. This course may also be used to fulfill core curricula requirements. The following courses meet the multi-cultural emphasis:
  - \*ARTS 1303, 1304; \*MUSI 1307, 1308, 1309; \*DRAM 2361, 2362; \*ENGL 2332, 2333; GEOG 1303; HIST 2321, 2322; PHIL 1304; \*SOCI 2319; any course in a foreign language.

This requirement is waived for international students who are not graduates of U.S. high schools and for whom English is not the first language.  
\*Indicates a course that will also fulfill a core curriculum requirement.
- 9. Mathematics proficiency must be shown. If a credit-level mathematics course is not taken, this requirement can be met by any of the following courses: CHEM 1411, 1412; COSC 1436, 1437; PHYS 1401, 1402, 2425, 2426

## Service-Learning Track

Any of the three degrees, A.A., A.F.A., or A.S., may be taken with a service-learning track. This unique program is designed for dedicated students who are committed to merging community service with their academic studies. To acquire the special recognition of “Service Learning Scholar” upon graduation and receive the Service Learning transcript and diploma seal, the student must:

- 1. complete all requirements for the A.A., A.F.A., or A.S. degree
- 2. complete HUMA 1170 with a grade of at least C
- 3. complete HUMA 1171 with a grade of at least B
- 4. after taking HUMA 1171, satisfactorily complete 48 hours as a preceptor in the service-learning program.

## Texas Transfer Core for Use at Lon Morris College

This provides an option to Lon Morris College students who plan to transfer to a Texas public university. Completion allows Lon Morris to stamp “Core Complete” on the student’s transcript.

Component Area	TACRAO Code	Required Courses	Required Credit Hours
Communication	010	ENGL 1301, ENGL 1302	6
Math	020	MATH 1314, 1316, 1324, 1325, 1332, 1342, 2412, 2413, 2414, 2415	3
Natural Sciences	030	BIOL 1406, 1407, 2401, 2402, 2420; CHEM 1411, 1412, 2423, 2425; PHYS 1403, 1404, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	8
Humanities	040	ENGL 2322, 2323, 2326, 2327, 2328, 2332*, 2333*	3
Fine Arts	050	ARTS 1301, 1303*, 1304*; DRAM 1310, 2361*, 2362*, 2366; MUSI 1306, MUSI 1307*, 1308*, 1309*	3
Social and Behavioral Sciences	060	HIST 1301, 1302, 2301	6
	070	GOVT 2304, 2305, 2306	6
	080	ECON 2301, 2302; PSYC 2301, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319*, CRIJ 1301, 1306, 1307, 1310, 2328	3
Institutional Option	090	PHED or DANC activity course; DRAM 1322	1
		ORIE/STSU 1100 (waived for students who have completed 15 SCH before entering Lon Morris College)	1
		RELI 1301, 1302, 1303, 2301, 2302, 2311; PHIL 1301, 1304*, 2303, 2306	3
		SPCH 1311, 1315, 1318, 1321	3

**Total SCH: 46**

**Computer Proficiency:** Students must demonstrate computer proficiency by passing a computer proficiency test administered by the Computer Science Department or by completing a BCIS or COSC course with a grade of at least C.

**Multicultural Awareness:** Students must demonstrate awareness of the larger world by completing with at least a C one of the starred (\*) courses in the table or by passing with at least a C one of the following: HIST 2321, 2322; SOCI 2319; or any foreign-language class. Waived for international students who are not graduates of a U.S. high school and for whom English is not the first language.

Substitutions: The Academic Dean may approve transferred courses not offered at Lon Morris College but widely accepted as fitting in the appropriate categories.

## REQUIREMENTS FOR GRADUATION

In order to be eligible to receive the Associate of Arts, Associate of Science, or the Associate of Fine Arts degree, a student must meet the following requirements:

1. Satisfy all admission requirements.
2. Complete a **minimum** of 62 acceptable semester credit hours. In some Associate of Fine Arts fields of study, total minimum hour requirements are higher (63 hours); see A.F.A. departmental general requirements for clarification.
3. No more than 30 semester credit hours may be completed online.
4. Complete 23 of the last 32 semester credit hours in residence, or complete at least 40 semester credit hours at Lon Morris College. Credits applicable toward graduation may be transferred to Lon Morris College from any accredited institution during the student's tenure at LMC. However, students who leave Lon Morris College with graduation deficits who intend to transfer back sufficient credits to fulfill all graduation requirements may transfer back no more than nine semester credit hours. Credits to be transferred back must be earned within three years of last attendance at Lon Morris College and verified by official transcript. Only lower division (freshman or sophomore) credits can be accepted for transfer.
5. Attain a cumulative grade point average of not less than 2.0.
6. Complete appropriate core curriculum requirements as outlined.
7. File a final degree plan at the beginning of the final semester.
8. Settle all accounts satisfactorily.
9. Participate in commencement exercises unless excused by the Academic Dean.

A student may graduate under the current catalog or any catalog in force while the student was enrolled, provided that the catalog is not more than five years old at the time of graduation.

## ADDITIONAL ASSOCIATE DEGREE

A student who has already received an associate or higher degree from any regionally accredited institution of higher learning may receive a subsequent associate degree from Lon Morris, subject to the following provisions:

1. At least 15 hours must be earned after the award of the last degree, with a grade point average of at least 2.0.
2. At least 15 of these hours must be earned in class at Lon Morris College.
3. The student must have completed all core requirements for the degree. At least six of the 15 hours must be in addition to those needed to satisfy the core.

## TRANSFER DISPUTES

Students transferring courses from Lon Morris College to another college or university are advised to contact the transfer institution to determine its transfer policy. The decision to accept Lon Morris College courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Students should always consult the college catalog or an official from that institution to determine the transferability of courses.

Transfer disputes may occur when a lower-division course is not accepted for credit by a Texas institution of higher education. It is the responsibility of the student to notify Lon Morris College as soon as possible when a transfer dispute (denial of credit) arises with the receiving institution. Lon Morris College will follow the guidelines for "Transfer Dispute Resolution" as outlined in the Rules and Regulations of The Texas Higher

Education Coordinating Board, Chapter 4, Section 4.27:

1. The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  - a. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
  - b. A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
  - c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
  - d. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
2. The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

## **ARTICULATION AGREEMENTS**

Lon Morris College is involved in transfer articulation agreements with various universities. Information concerning the necessary steps for transferring to a participating institute can be obtained from the Office of Admissions.

# CAMPUS LIFE

## RESIDENCE LIFE

Living in campus housing is an integral part of the learning experience. Residential living provides students with opportunities to establish new friendships, get involved in campus activities, and discover personal and intellectual growth.

Four residence halls, five cottages, Cooper House, and The Lodge are all conveniently located on the campus. All residences provide a comfortable room a student can call “home” while at LMC. All campus housing is designed to meet student needs and to assist students in achieving their academic objectives. All accommodations are air-conditioned and centrally heated. Most rooms are for double occupancy, and contain a single size bed, desk, chair, chest, and closet space for each student. Students are encouraged to add decorative items to personalize their living environment. In addition, students must furnish their own bed linens, pillows, towels, and bathroom supplies. Every hall, Cooper House & the Lodge contains laundry facilities for the convenience of the residents. A post office box for students to receive mail may be obtained from the LMC Campus Bookstore.

Campus housing is as follows:

### **BROWN HALL:**

A two story structure that house up to 84 students. Rooms are suite arranged and have individual A/C and heat controls. It is located near the Fine Arts Building, gymnasium, soccer field, and pool on the South end of the campus. Laundry facilities are available in the hall.

### **CLARK HALL:**

A two story brick structure that house up to 56 students. Rooms are suite arranged and have individual A/C and heat controls. It is located near the Fine Arts Building, Brown Hall, driving range and sand volleyball court on the South end of the campus. Laundry facilities are available in the hall.

### **CRAVEN-WILSON HALL:**

A two story structure that house up to 66 students. Rooms are suite arranged and there is a full kitchen and dining area. It is located near the Chapel, Fair Hall, Big Al’s Pub, LMC Lodge, and sand volleyball court on the North end of the campus. Laundry facilities are available in the hall.

### **FAIR HALL:**

A two story building that houses up to 106 students. Rooms are suite arranged and have individual A/C and heat controls. It is located near the Chapel, Craven-Wilson Hall, LMC Cafeteria and Bookstore, Big Al’s Pub, and sand volleyball court on the North end of the campus. Laundry facilities are available in the hall.

### **LMC COTTAGES:**

Cottages at LMC are remodeled homes owned by the College to facilitate group housing. They are conveniently located within walking distance to all campus facilities. \*College will provide bed(frame and mattress), closet space, study area, and drawers.

### **LMC LODGE:**

Located near the Chapel and Craven-Wilson Hall on the North end of the campus, the LMC Lodge houses 114 students. The Lodge is Lon Morris College’s newest residence hall. \*College will provide bed(frame and mattress), closet space, study area, and drawers, and laundry facilities.

### **COOPER HOUSE:**

Located adjacent to Chapel, the Cooper House is duplex style two bedroom two story units each complete with a commons area. Designed for a smaller living community. Residents must have completed at least a semester at LMC and are selected by committee. \*College will provide bed(frame and mattress), closet space, study area,

drawers, and laundry facilities.

### **LMC INN:**

Hotel style housing located within 2 miles of campus. Shuttles provide transportation between campus & inn.

### **Residency Requirement**

Students are required to be enrolled in nine or more semester hours to live in campus housing. It is important to understand that a student pays for a residential space. At times, consolidations and moves become necessary, and cooperation and assistance at these times is greatly appreciated.

### **Housing Fees**

Students must submit:

1. An official LMC Residence Hall application, and
2. A \$200 nonrefundable Housing Application fee.

A completed housing application form along with the housing application fee are required before room assignments can be made. Rooms are assigned on a first-come, first-served basis, and in the order in which applications and fees are received. While consideration is given to all preferences for hall, room, and roommate, the College assigns accommodations according to the availability of campus housing space.

### **Mandatory Vaccine Requirement**

Effective January 1, 2010

All first-time students attending an institution of higher education, including transfer students, who reside in or have applied for on-campus housing must be vaccinated against bacterial meningitis. The vaccine must be received a minimum of 10 days prior to the student taking up residence in on-campus housing.

Students must present evidence to the institution that they have been vaccinated. The following is acceptable evidence of having received the bacterial meningitis vaccination:

- (a) the month, day, and year the vaccination was administered; and
- (b) the signature or stamp of the physician or his/her designee, or public health personal; or
- (c) an official immunization record generated from a state or local health authority; or
- (d) an official record received from school officials, including a record from another state.

Students who do not comply with this mandate will not be permitted to live in on-campus housing. Housing Application fees, regardless of residence, are non-refundable.

### **Food Service**

Food Service for the College is provided by a third-party provider. The Dining Hall is located in the E.C. Scurlock Center (Student Union Building). All students living in campus housing are required to purchase a food service plan which provides nineteen meals per week.

## **STUDENT LIFE**

Student life programs at Lon Morris College offer students opportunities for the expression and development of interests that encourage academic and social growth.

The needs and desires of students are the foundation for the types of activities presented at the College. These activities allow students to acquire skills that enhance their personal development through involvement in planning activities, establishing interpersonal relationships, and developing leadership qualities. For further information contact the Campus Life Office.

### **Student Activities & Government Association (SAGA)**

SAGA is recognized by the college as the official voice of the student body whereby students can express their views to administration, faculty, individuals,

and external agencies. SAGA is responsible for representing student interests on matters or questions related to student life and for coordinating activities for the college community in conjunction with the Campus Life Office.

SAGA is comprised of student volunteers who represent every fee-paying student of the College. Each spring semester, a President and Vice President are elected. These positions are filled by students who, at the beginning of the following fall semester, will have a minimum of 30 credit hours.

Each student organization that is recognized by the college has a representative in all general SAGA meetings. All residents on campus will also have an advocate in SAGA through their residence hall representative. Each residence hall will elect a hall designate at the beginning of the fall semester and will bring to SAGA issues that relate to or otherwise concern LMC's resident student population. To discover the opportunities for campus involvement, contact the Campus Life Office.

### **Student Organizations**

Lon Morris College offers a variety of organizations representing a student's interests. Some organizations are related to specific majors and academic interests or are honor societies. Other organizations include religious and spiritual clubs, production and performance societies, recreational and sports clubs, cultural clubs, political and service organizations, and local fraternities and sororities.

Participating in organizations is an effective means of establishing interpersonal relations, developing leadership and group interaction skills, and enhancing the academic experience outside the classroom environment. Students can register for specific organizations and activities through the Campus Life Office. The Campus Life staff can assist students in finding a club that matches a personal or professional interest. The staff can also provide students interested in forming a club with the guidelines for establishing a new student organization on campus.

### **Intramural Sports and Recreation**

The Intramural Sports Program provides structured recreational opportunities for all levels and abilities. Coordinated through the Campus Life Office, LMC's intramural program is based upon student interest and levels of participation. The programs encourage participation for fun, fitness and physical activity. Facilities include the Vivian and Bob Smith Gymnasium which houses a full-size basketball court. The Bailey swimming pool is located just south of the gym. The pool is open in the late spring and early fall for the enjoyment of the student body. Adjacent to Fair Hall, Alonzo's Pub provides a cyber-café type environment designed to provide and encourage relaxation and social interaction. Various board and card games as well as recreational sports equipment can be checked out at this location with a valid LMC ID card. Sand volleyball courts are located behind Brown Hall and Fair Hall. Tennis and outdoor basketball courts are available on the north side of the gym in Strother Park. The Addington Fitness Center, located at the LMC Recreation Center, houses cardiovascular equipment as well as weight machines and limited free weights.

### **Athletics**

Winning is a tradition at Lon Morris College. Athletic achievement has been an integral part of the College's long history in higher education. Students share in the excitement as the Bearcat athletic teams presently compete at the National Junior College Athletic Association level in men's basketball, baseball, golf, cross-country and soccer, and in women's softball, basketball, soccer, cross-country and golf. Additional opportunities include participation in Bearcat Cheer and Dance teams.

Led by our spirit teams, the student section at athletic events creates a high-energy, intense atmosphere, inspiring our teams to victory. Students are admitted free to all

college athletic events held on campus by showing their valid LMC identification cards.

## **Spiritual Life**

Learning at LMC means a Christ-centered education, in that we attempt to feed the soul as well as the mind. In the tradition of the United Methodist Church, LMC encourages social application of inner experiences of religion. Spiritual development is fostered through several weekly worship services, special emphasis weeks, lectures by distinguished Christian scholars, and several small groups that meet to study the Bible, pray and fellowship.

The College Chaplain, an ordained United Methodist minister, is available for caregiving in all aspects of life as well as ministering to the spiritual needs of students and employees. The chaplain serves as pastor to the College community. For further information on spiritual life, contact the Chaplain's Office in the Memorial Chapel.

## **Student Publications**

The English Department publishes *Reflections*, an annual journal of poetry and essays. *The Alexandra*, the college yearbook, is a pictorial record of the year's events. Students interested in submitting work for *Reflections* should contact the English Department. Anyone interested in contributing to the yearbook should contact the Communications Department.

## **Office of International Programs**

This office is an important source of information and assistance for international students during the initial adjustment period at the College. Caring staff contribute to the general welfare of each international student. The Admissions Office serves as the liaison between the international student and the U.S. Immigration and Customs Enforcement (ICE), providing assistance on such U.S. immigration matters as F-1 visa requirements and regulations, school transfers, extensions of stay, travel outside the United States, work permission, and practical training. The International Club encourages student participation in campus activities, arranges field trips and social events, and helps club members organize special international events for the campus and community.

# **CAMPUS SERVICES**

## **Campus Security**

Campus security personnel are responsible for security and safety, law enforcement, criminal investigation, and emergency response.

## **Student Right-To-Know and Campus Security Act**

In compliance with the Student Right-To-Know and Campus Security Act 20 U.S.C. Sections 1092 (a), (c) and (f), as amended, Lon Morris College collects specified information on campus crime statistics, campus security policies, and institutional completion of graduation rates.

Pursuant to federal law, victims of violent crimes are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators. LMC will make timely reports to the campus community of crimes considered to be a threat to students and employees and reported to campus security or local law enforcement agencies. LMC will publish and distribute an annual report of campus security policies and crime statistics to the college community; provide copies of the report to applicants for enrollment or employment upon request; and submit a copy of the report to the Secretary of Education upon request. The annual crime statistics report will reference crimes which occur on property owned or controlled by the College and may be supplemented by listing crimes which occur off campus in buildings or property owned or controlled by student organizations that are registered by the College when such statistics are available from local law enforcement agencies. LMC will publish in the annual security report its policies regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenses,

administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims. Prior to the offer of athletics-related student aid to a student athlete, LMC will provide information on graduation rates specified by the Act to the perspective student and to the student guidance counselor, parents and coach of that student athlete.

## **Health Services**

A referral service for medical services is provided to students. The Dean of Students or the Director of Campus Life may assist students in making appointments. Any student with problems related to alcohol and drug abuse will be assisted in finding a treatment setting which will accommodate their needs at the student's expense. For further information on health services, contact the Vice President for Academic and Student Affairs.

## **Disability Accommodation**

Lon Morris College provides reasonable accommodation to students with physical or learning disabilities. Students who wish to request accommodation must provide the Director of the Cole Learning Enhancement Center (LEC) diagnostic, prognostic, and prescriptive information from an approved professional when notified of acceptance for admission. Information concerning the disability remains confidential and will not be released. At the beginning of each semester, students requesting accommodations should meet with the Director of the LEC to make specific arrangements. Reasonable accommodations may include text on disc, adjustments to testing situations, and auxiliary aids and services such, lecture notes, and computer-assisted learning.

## **Virtual Bookstore**

All textbooks are ordered through the convenience of the LMC Online Bookstore at <http://www.lonmorris.bkstr.com/>. The College has partnered with Follett Virtual Bookstore, the leading supplier of virtual bookstore services. The virtual bookstore is open 24 hours a day, seven days a week and allows student to place an order anytime – day or night. Most orders are shipped the same business day.

## **The Market Place** *(formerly the brick-n-mortar bookstore)*

Located in the Scurlock Student Center, next door to the cafeteria, The Market Place is *the* place to purchase snacks, school supplies, trade books, LMC apparel and gift item, jewelry and much more.

## **Mail Service**

Students pick up their mail at **The Market Place**. All correspondence and packages sent to students should be addressed to 800 College Avenue, Jacksonville, TX 75766.

## **Cafeteria**

Located in the Scurlock Student Center, the cafeteria is managed by Pioneer College Caterers. Open seven days a week (except holidays and during semester breaks), students will find many nutritional options for breakfast, lunch, and dinner.

# **COLLEGE POLICIES**

## **Code of Student Conduct**

Students who enroll in Lon Morris College are expected to conduct themselves in a manner that is compatible with the College's mission as a Christ-centered, educational institution. Students are assumed to be fully acquainted with all published policies, regulations, and rules of the College including the Code of Student Conduct. Students are expected to obey and conduct themselves in accordance with both the penal and civil statutes of the local, state and federal government. This principle extends to conduct off

campus that is likely to have an adverse effect on the College or the educational process. The College administers student discipline according to the procedures of established due process. Disciplinary procedures are defined and described in the Code of Student Conduct located in the Student Handbook. For questions related to discipline, contact the College Judicial Officer.

### **Academic Integrity**

In order to foster and preserve the honor and integrity of the academic community, the College expects students to maintain high standards of personal and scholarly conduct. Faculty are encouraged to discuss with students in their classes the policies and procedures developed by the College in regard to cheating, plagiarism, collusion, and other academic-related misconduct. The Academic Integrity Policy is defined and described in the Student Handbook. For questions concerning academic integrity contact the Vice President for Academic and Student Affairs.

### **Non-Discrimination Policy**

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program, activity, policy, or procedure sponsored or conducted by the College on the basis of national origin, religion, gender, age, veteran status, or disability.

### **Grievances**

The College has established informal and formal procedures that a student may follow when presenting grievances. A grievance is defined as any dispute or difference concerning the interpretation or enforcement of any provision of College regulation, policies or procedures.

Complaints regarding discrimination should be initiated according to the applicable policy such as the race discrimination policy, disability policy, or sexual harassment policy. These policies and procedures are described in the Student Handbook. Questions should be addressed to the Vice President for Academic and Student Affairs.

# **DIVISIONS OF INSTRUCTION**

## **DIVISION OF FINE ARTS**

Department of Visual Arts  
Department of Music  
Department of Theatre and Dance  
    Drama  
    Dance

## **DIVISION OF SCIENCE**

Department of Agricultural Sciences  
Department of Kinesiology  
Department of Natural Sciences  
    Biology  
    Chemistry  
    Physics  
Department of Mathematics, Computer Science & Engineering  
    Mathematics  
    Computer Science  
    Engineering

## **DIVISION OF HUMANITIES**

Department of English, Language and Communications  
    English  
    Humanities  
    Modern Languages  
    Service Learning  
    Speech & Communications  
Department of History & Social Sciences  
    Criminal Justice  
    Education  
    Geography  
    Government  
    History  
    Psychology  
    Sociology  
Department of Business  
    Accounting  
    Business  
    Economics  
    Hospitality Administration  
Department of Religion & Philosophy  
    Church Careers  
    Religion  
    Philosophy

# DIVISION OF FINE ARTS

The mission of the Division of Fine Arts is to offer a well-rounded, quality fine arts education within a Christian community providing the opportunity for students to mature as artists and individuals.

The Division of Fine Arts has as its vision the aim of developing the whole person. To this end, the Division will:

1. Transmit knowledge and develop skills.
2. Prepare students for upper-level study.
3. Provide a safe environment in which the student-artist can explore and grow.
4. Provide performance and exhibition opportunities that foster the creation of an impressive and significant resume/portfolio.
5. Provide cultural opportunities for the community.
6. Produce the artists and audiences of tomorrow.

An Associate of Arts (A.A.) degree affords the student the opportunity to develop artistic skills and a broad background in the liberal arts. More in-depth study of the chosen discipline is achieved through the Associate of Fine Arts (A.F.A.) degree.

While serving God, College, Alumni, Community and one another, the student achieves wholeness and a quality education.

## Department of Visual Arts

The Department of Visual Arts offers courses designed to meet the needs of the student who plans a professional career in art and/or art education. The art curriculum provides training in areas designed for the art student, offering opportunities for the development of fundamental skills and an appreciation basic to artistic understanding and aesthetic awareness. The fundamental skills and techniques stressed in the first year of school allow students to pursue freely their specialized direction unencumbered, with an instinctive objective/subjective approach to their works. In addition, the department provides training for non-art majors interested in expanding their general knowledge of the arts.

## Departmental Requirements for the A.F.A. Degree

1. From the A.F.A. Core (page 37)
  - a. For A.F.A. Core requirement 2. Fine Arts Appreciation: select either DRAM 1310 (Theatre Appreciation) or MUSI 1306 (Music Appreciation)
  - b. For A.F.A. Core requirement 3. select ARTS 1311 (Design I) and ARTS 1316 (Drawing I)
2. Additional Departmental requirements:
  - ARTS 1301
  - ARTS 1303 and 1304 (Art History Survey I and II)
  - ARTS 1312 (Design II)
  - ARTS 1317 and 2323 (Drawing II and III)
  - 3 SCH ARTS elective
  - 6 SCH of elective art studio classes

## Departmental Recommendations for the A.A. Degree

Students planning to pursue an art major at the university should take the following classes:

- ARTS 1301
- ARTS 1303 and 1304 (Art History Survey I and II)
- ARTS 1311 (Design I)
- ARTS 1316 and 1317 (Drawing I and II)
- 6 SCH of elective art studio classes

## Visual Arts Field of Study

### Associate of Arts Degree

#### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302.....	3
ARTS 1301.....	3	ARTS 1317 Drawing II.....	3
ARTS 1316 Drawing I.....	3	ARTS 1311 Design I.....	3
MATH.....	3	COSC.....	4
HIST.....	3	Lab Science.....	4
STSU 1100.....	1		
	16		17

#### Second year

First Semester	SCH	Second Semester	SCH
ENGL 2322/2332/2327.....	3	Social Science ...	3
ARTS 1303 Art Hist I.....	3	ARTS 1304 Art Hist II.....	3
ARTS Studio.....	3	ARTS Studio.....	3
RELI/PHIL.....	3	Electives.....	6
SPCH.....	3		
PHED.....	1		
	16		15
		Total 64	

All studio classes meet six hours per week with a minimum of three hours assigned additional studio work per week.

## Associate of Fine of Arts Degree

### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302.....	3
ARTS 1301.....	3	ARTS 1317 Drawing II.....	3
ARTS 1316 Drawing I.....	3	ARTS 1311 Design I.....	3
SPCH.....	3	ARTS Studio .....	3
DRAM 1310/MUSI 1306 .....	3	Social Science .....	3
STSU 1100 .....	1		
	16		15

### Second year

First Semester	SCH	Second Semester	SCH
ARTS 1303 Art Hist I.....	3	Social Science .....	3
ARTS 1312 Design II.....	3	ARTS 1304 Art Hist II.....	3
ARTS Studio.....	3	ARTS Studio.....	3
ARTS 2323 Drawing III.....	3	ARTS Studio.....	3
MATH .....	3	RELI/PHIL.....	3
PHED.....	1		
	16		15
		Total 62	

All studio classes meet six hours per week with a minimum of three hours assigned additional studio work per week.

## Department of Music

The mission of the Department of Music is to offer a well-rounded, quality music education within a Christian community providing the opportunity for students to mature as musicians and individuals.

The Department of Music has as its vision the aim of developing the whole person. To this end, the Department will:

1. Transmit knowledge and develop skills.
2. Prepare students for upper-level study.
3. Provide a safe environment in which the student-musicians can explore and grow.
4. Provide performance opportunities that foster the creation of an impressive and significant resume.
5. Provide cultural opportunities for the community.
6. Produce the musicians and audiences of tomorrow.

An Associate of Fine Arts (A.F.A.) degree with an emphasis in music affords the student the opportunity to develop musical skills and a background in the liberal arts.

While serving God, College, Alumni, Community and one another, the student achieves wholeness and a quality education.

### Auditions

In addition to meeting the general requirements for admission to the college, all entering students intending to major in music must perform an entrance audition on their principle instrument or voice before a faculty committee. All persons auditioning will be expected

to prepare the following repertoire as well as sight-read a passage selected by the faculty:

1. Piano – Two substantial works representing different musical periods, scales and arpeggios.
2. Voice - Two songs (in any language)
3. Instrumental (Brass, Woodwind, Percussion, Guitar or Orchestral Strings) – Two pieces demonstrating contrasting styles as well as major scales.

The audition must take place prior to registration. Memorization of audition material, though strongly encouraged, is not required. If an accompanist is needed, one will be provided or accompaniment tapes may be used.

### **Applied Music and Performance Examination**

Applied instruction is available to all music majors in the areas of piano, voice, guitar, brass, woodwind, percussion and orchestral strings.

All music majors are required to study applied music with a faculty member of the college for four semesters of enrollment and to participate in student recitals each of those semesters.

All students taking applied music for credit toward a music degree must take a performance jury at the end of each semester. In their final semester, all music majors are required to participate in a sophomore recital.

All degree candidates in applied voice or instruments other than piano must pass a piano proficiency examination or register for Class Piano until this requirement is met.

### **Ensembles**

Participation in the Lon Morris College Chapel Choir or the Lon Morris College Bearcat Band, as well as smaller ensembles, is open to all students of the College by audition. All music majors are required to participate in an ensemble. The College is not obligated to furnish instruments.

The Department of Music offers departmental awards for participation in the ensembles. The entrance audition for music majors may also serve as the award audition, but a completed award application must be submitted in order for the student to be considered for an award. Auditions take place throughout the school year and may be scheduled by contacting the Music Department.

## **Departmental Requirements for the A.F.A. Degree**

Students planning to pursue a major in music at the university level should take the following music courses. Students must also complete all core requirements listed in the Lon Morris College catalog.

1. From the A.F.A. Core
  - a. For A.F.A. Core requirement 2, select MUSI 1307
  - b. For A.F.A. Core requirement 3, select MUSI 1311 and MUSI 1312
2. Additional Department requirements:
  - a. MUSI 1116, 1117, 2116, and 2117
  - b. MUSI 2311 and 2312
  - c. MUSI 1181, 1182, 2181, 2182
  - d. MUAP – applied lessons on the student’s major instrument for four semesters.
  - e. Ensemble – four semesters.

## Associate of Fine Arts Degree – Music

A.F.A. degrees are offered with a concentration in piano, voice, guitar, brass, woodwind, percussion or orchestral strings. The College is not obligated to furnish instruments. The specific MUAP course taken will be determined by the major instrument - course numbers are listed under “Course Information.” All majors other than piano must sign up for Class Piano until the piano proficiency requirements are met. Piano majors must sign up for a secondary instrument of their choosing.

Music majors are strongly encouraged to lighten their course load by enrolling in core curriculum summer classes.

This is a suggested degree plan and students are strongly encouraged to seek advisement for course planning from their academic advisor. Since senior college requirements differ, Lon Morris College recommends that all students who plan to transfer check with their senior college regarding transferability of particular classes into degree requirements. The final responsibility for the selection, scheduling, and satisfactory completion of degree requirements rests with the student.

## Associate of Fine Arts Degree

### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302.....	3
MATH (1314 or higher).....	3	History.....	3
PHED.....	1	Speech.....	3
MUSI 1311 Theory I.....	3	MUSI 1312 Theory II.....	3
MUSI 1116 ET/SS I.....	1	MUSI 1117 ET/SS II.....	1
MUSI 1181 Class Piano I....	1	MUSI 1182 Class Piano II...	1
Ensemble.....	1	Ensemble.....	1
Applied Concentration.....	2	Applied Concentration.....	2
STSU 1100.....	1		
	16		17

### Second Year

First Semester		Second Semester	
English Literature.....	3	RELI/PHIL.....	3
*MUSI 1307 Music Lit.....	3	Social Science....	3
MUSI 2311 Theory III.....	3	MUSI 2312 Theory IV.....	3
MUSI 2181 Class Piano III.....	1	MUSI 2182 Class Piano IV.....	1
MUSI 2116 ET/SS III.....	1	MUSI 2117 ET/SS IV.....	1
Ensemble.....	1	Ensemble.....	1
Applied Concentration.....	2	Applied Concentration.....	2
Elective.....	3		
	17		14

Total 64

\*Fulfills fine arts appreciation and multi-cultural requirements.

This plan provides for 64 SCH, 2 SCH more than the minimum required for graduation.

## Department of Theatre and Dance

The Mission of the Department of Theatre and Dance of Lon Morris College is to offer a well-rounded, quality liberal and fine arts education within a Christian community providing the opportunity for students to mature as artists and individuals.

The Department of Theatre and Dance fully supports the vision of the Fine Arts Division whose aim is developing the whole person. To this end, the Department will:

1. Transmit knowledge and develop skills.
2. Prepare students for upper-level study.
3. Provide a safe environment in which the student-artist can explore and grow.
4. Provide performance and exhibition opportunities that foster the creation of an impressive and significant resume/portfolio.
5. Provide cultural opportunities for the community.
6. Produce the artists and audiences of tomorrow.

The Department offers four degree tracks:

1. Associate of Arts (A.A.)
2. Associate of Fine Arts, Performance Emphasis
3. Associate of Fine Arts, Technical Emphasis
4. Associate of Fine Arts, Musical Theatre.
5. Associate of Fine Arts, Dance Emphasis.

More in-depth study of the chosen discipline is achieved through the Associate of Fine Arts

(A.F.A.) degree tracks, whereas the Associate of Arts is less specialized.

While serving God, College, Alumni, Community and one another, the student achieves wholeness and a quality education.

### General Departmental Requirements:

All drama students pursuing a degree within this department, and those receiving any departmental financial assistance, are required to:

1. Audition for **ALL** Department productions (whether Mainstage or Studio, faculty or student-directed). Students with significant production assignments may be granted a “per show” exemption with permission from the Department Chair.
2. Complete the following DRAMA CORE:
  - a. 4 SCH in Rehearsal and Performance (DRAM 1120, 1121, 2120, 2121)
  - b. 4 SCH in Basic Theatre Practice (CREW) (DRAM 1171, 1172, 2171, 2172, 1271, 1272, 2271, 2272)
  - c. 3 SCH in Stagecraft (DRAM 1330)
  - d. 3 SCH in Makeup (DRAM 1341)
  - e. 3 SCH in Acting (DRAM 1351)
  - f. 1 SCH of Dance (DRAM 1322 Stage Movement may be substituted)

Requirements for **A.F.A. Acting** emphasis (in addition to DRAMA Core):

1. 1 SCH in Dance (in addition to the above)
2. DRAM 1322 (Movement)
3. DRAM 1352 (Acting II)
4. DRAM 2351 (Acting III)
5. DRAM 2336 (Voice and Diction)
6. DRAM 2361 (Theatre History I)
7. 3 SCH in Literature

Requirements for **A.F.A. Technical** emphasis (in addition to DRAMA Core):

1. DRAM 2331 (Stagecraft II)
2. DRAM 2371 (Scenic Design I)
3. DRAM 1342 (Costume Construction)
4. DRAM 2361 (Theatre History I)
5. 4 SCH in Basic Theatre Practice (CREW) [for a total of 8 SCH].
6. 3 SCH in Literature

Requirements for **A.F.A. Musical Theatre** emphasis (in addition to DRAMA Core):

1. 2 SCH in MUSI 1116 and MUSI 1117 (Ear/Sight)
2. 6 SCH in MUSI 1311 and MUSI 1312 (Theory)
3. 2 SCH in MUSI 1181 and MUSI 1182 (Class Piano)
4. 4 SCH from any of the following: MUSI 1183, 1184, 2183, 2184 (Class Voice), MUEN 1141, 1142, 2141, or 2142 (Chapel Choir)
5. 1 SCH in Dance (for a total of 2 SCH) [Stage Movement may be substituted for one of the required DANCE classes]
6. DRAM 2361 (Theatre History I)

## Departmental Recommendations for the A.A. Degree

Students planning to pursue a drama major at university should meet the DRAMA CORE (see item #2 above). A Natural Science course is **STRONGLY RECOMMENDED** for all majors.

### Auditions

In addition to meeting the general requirements for admission to the College, all A.F.A. Theatre (Drama) or Musical Theatre candidates must perform an entrance audition before a faculty committee. Please contact the Chair for current audition requirements.

### Theatre Field of Study

#### Associate of Arts Degree

##### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 ...	3
MATH or HIST .....	3	Social Science .....	3
DRAM 1351 ..	3	SPCH .....	3
DRAM 1330 or 1341 .....	3	DRAM 1330 or 1341.....	3
STSU 1100 ....	1	DRAM 1352.. .....	3
DRAM 1120 ..	1	DANC .....	1
DRAM 1171 ..	1	DRAM 1121 ..	1
		DRAM 1172.. .....	1
	15		18

**Second year**

First Semester	SCH	Second Semester	SCH
ENGL (Literature) .....	3	Natural Science .....	4
RELI/PHIL .....	3	COSC/BCIS .....	4/3
Social Science .....	3	Fine Arts Appreciation .....	3
DRAM 2361, 2362, 2363 ....	3	DRAM 2361, 2362, 2363 ....	3
DRAM 1322 .....	3	DRAM 2121 .....	1
DRAM 2120 .....	1	DRAM 2172 .....	1
DRAM 2171 .....	1		
	17		16/15

Total 66/65

**Associate of Fine Arts Degree****Acting Emphasis****First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
MATH .....	3	Social Science .....	3
DRAM 1351 .....	3	SPCH .....	3
DRAM 1330 or 1341 .....	3	DRAM 1330 or 1341.....	3
STSU 1100 .....	1	DRAM 1352.. .....	3
DRAM 1120 .....	1	DANC .....	1
DRAM 1171 .....	1	DRAM 1121 .....	1
		DRAM 1172.. .....	1
	15		18

**Second year**

First Semester	SCH	Second Semester	SCH
ENGL (Literature) .....	3	Fine Arts Appreciation .....	3
RELI/PHIL .....	3	DRAM 1322 or 1351 .....	3
Social Science .....	3	DRAM 2362 or 2363.....	3
DRAM 2361 .....	3	DRAM 2336.. .....	3
DRAM 1322 or 2351 .....	3	DRAM 2121 .....	1
DRAM 2120 .....	1	DRAM 2172 .....	1
DRAM 2171 .....	1		
DANC .....	1		
	18		14

Total 64

## Departmental Requirements for AFA in Dance

1. From the AFA Core (page 37)
  - a. For requirement 2, select MUSI 1307
  - b. For requirement 3, select DANC 2303 and 2325
2. Each semester enroll in DANC 1151/1152/2151/2152/2251/2252 Dance Performance or DANC Practicum 1112/1113/2212/2213.
3. Enroll in either Modern or Ballet technique each semester.

Credit hours required in Dance Performance for the AFA total 34. Pilates II and Yoga II are optional for those seeking additional somatic certification for a total of 40 hours.

## Dance Field of Study Associate of Fine Arts Degree

### First Year

#### First Semester

SCH	
DANC 1151 or DANC 1112.....	1
DANC 1345 or DANC 1341.....	3
DANC 1370.....	3
DANC 1371.....	3
ENGL 1301.....	3
MATH.....	3
STSU1100.....	1
	17

#### Second Semester

SCH

DANC 1152 or DANC 1113.....	1
DANC 1346 or DANC 1342.....	3
DANC 1372.....	3
ENGL 1302.....	3
MUSI 1307.....	3
Social Science.....	3
	16

### Second Year

#### First Semester

SCH

DANC 1301.....	3
DANC 2212/2151/2251.....	1/2
DANC 2303.....	3
DANC 2345 or DANC 2341...	3
DANC 2371.....	3
RELI/PHIL.....	3

16

#### Second Semester

SCH

DANC 2213/2152/2252.....	1/2
DANC 2346 or DANC 2342.....	3
DANC 2325.....	3
DANC 2372.....	3
Social Science.....	3
SPCH.....	3

16/17

TOTAL: 65-67

## Associates of Fine Arts Degree

### Technical Emphasis

#### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
MATH .....	3	Social Science .....	3
DRAM 1351 .....	3	SPCH .....	3
DRAM 1330 .....	3	DRAM 1341 .....	3
STSU 1100 .....	1	DRAM 1322 or 2331.....	3
DRAM 1120 .....	1	DRAM 1121 .....	1
DRAM 1271 .....	2	DRAM 1272 .....	2
	16		18

#### Second year

First Semester	SCH	Second Semester	SCH
ENGL (Literature) .....	3	Fine Arts Appreciation .....	3
RELI/PHIL ....	3	DRAM 2331 or 1322.....	3
Social Science .....	3	DRAM 1342.. .....	3
DRAM 2361 .....	3	DRAM 2336.. .....	3
DRAM 2371 .....	3	DRAM 2121 .....	1
DRAM 2120 .....	1	DRAM 2272.. .....	2
DRAM 2271 .....	2	DANC .....	1
	18		17
			Total 68

## Associates of Fine Arts Degree

### Musical Theatre Emphasis

#### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
MATH .....	3	Social Science .....	3
DRAM 1351 .....	3	DRAM 1352.. .....	3
MUSI 1311 .....	3	MUSI 1312 .....	3
MUSI 1116 .....	1	MUSI 1117 .....	1
MUSI 1181 .....	1	MUSI 1182 .....	1
MUSI or MUEN (Voice or Choir) .....	1	MUSI or MUEN (Voice or Choir).....	1
STSU 1100 .....	1	DANC .....	1
DRAM 1120 .....	1	DRAM 1121 .....	1
DRAM 1171 .....	1	DRAM 1172 .....	1
	18		18

## Second year

First Semester	SCH	Second Semester	SCH
RELI/PHIL .....	3	SPCH .....	3
Social Science .....	3	Fine Arts Appreciation .....	3
DRAM 1322 .....	3	DANC .....	1
DRAM 1330 or 1341 .....	3	DRAM 1330 or 1341 .....	3
DRAM 2361 .....	3	DRAM 2336 .....	3
MUSI or MUEN (Voice or Choir) .....	1	MUSI or MUEN (Voice or Choir) .....	1
DRAM 2120 .....	1	DRAM 2120 .....	1
DRAM 2171 .....	1	DRAM 2172 .....	1
	18		16
			Total 70

# DIVISION OF SCIENCE

The Division of Science contributes to the liberal education of students at Lon Morris College through the presentation of fundamental concepts of mathematics and science. In addition, the curricula supports the first two years of study for students whose primary educational goals are in the fields of science, pre-professional studies, mathematics, or computer science. Courses are also provided for students who require developmental study in order to succeed in college-level work.

## Department of Agricultural Sciences

The Agricultural Sciences program creates the foundation for students to earn recognized educational credentials, transfer easily into a quality agricultural science program at the university level, and ultimately prepares them for a career in the agricultural industry.

### Agricultural Field of Study

#### Associates of Science Degree

##### First Year

First Semester	SCH	Second Semester	SCH
AGRI 1131 .....	1	AGRI 1315 .....	3
AGRI 1319 .....	3	MATH 1314/1332 .....	3
BIOL 1406 .....	4	BIOL 1407 .....	4
ENGL 1301 .....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302/2301 .....	3
STSU 1100 .....	1		
PHED .....	1		
	16		16

**Second year**

First Semester	SCH	Second Semester	SCH
AGRI 1329 .....	3	AGRI 2321 .....	3
CHEM 1411.....	4	ENGL 23__* .....	3
GOVT 2305 .....	3	GOVT 2306.....	3
Fine Arts Appreciation.....	3	RELI/PHIL.....	3
ENGL lit* .....	3	SPCH 1315.....	3
	16		15
			Total 63

\* one must satisfy multicultural requirement

**Department of Kinesiology**

The Department of Kinesiology serves students who are interested in pursuing a Bachelor of Science for careers in education, sports, athletic trainers, exercise physiology, and related fields.

**General Studies Field of Study**

**Associate of Science Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
Lab Science .....	4	Lab Science .....	4
ENGL 1301.....	3	ENGL 1302 .....	3
MATH .....	3	COSC 1415 .....	4
PHED Activity.....	1	PHED Activity .....	1
Foreign Language .....	4	Foreign Language.....	4
STSU 1100 .....	1		
	16		16

**Second year**

First Semester	SCH	Second Semester	SCH
HIST/GOVT/SOCI/PSYC...	3	COSC .....	4
MATH .....	3	Elective.....	3
BUSI 1307/2301/ Elect.....	3	PHED Activity .....	1
PHED Activity.....	1	SPCH 1311 .....	3
PHIL 1301 .....	3	Fine Arts Appreciation .....	3
Foreign Language .....	3	Foreign Language.....	3
	16		17
			Total 65

**Kinesiology Field of Study  
Associate of Science Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302.....	3
CHEM 1411.....	4	CHEM 1412 ..	4
MATH 1314/2412 .....	3/4	MATH 2412/2413 .....	4
PHED 1301.....	3	PHED Elective .....	3
PHED.....	1	SPCH.....	3
STSU 1100 .....	1		
	15/16		17

**Second year**

First Semester		Second Semester	
ENGL 2332.....	3	HIST/GOVT/PSYC/SOCI.....	3
BIOL 2401.....	4	BIOL 2402 .....	4
Fine Arts Appreciation.....	3	PHIL/RELI .....	3
PHED Elective.....	3	PHED Elective .....	3
HIST/GOVT/PSYC/SOCI...	3	COSC 1415 .....	4
PHED.....	1	PHED .....	1
	17		18

Total 67/68

**Department of Natural Sciences**

The Department of Natural Sciences offers curricula in the areas of biology, chemistry and physics for those students interested in science and engineering. Courses are also offered for those students interested in pursuing careers in medicine, dentistry, veterinary medicine, pharmacy, physical therapy, and other health-related fields.

**Biology Field of Study and Curriculum for Pre-professional Studies in  
Dentistry, Medical**

**Technology, Medicine, Pharmacy, Physical Therapy, and Veterinary  
Medicine**

**Associate of Science Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302.....	3
BIOL 1406.....	4	BIOL 1407.....	4
CHEM 1411.....	4	CHEM 1412 ..	4
MATH 2412, 2413.....	4	MATH 2413, 2414 .....	4
STSU 1100 .....	1	PHED .....	1
	16		16

## Second year

First Semester	SCH	Second Semester	SCH
ENGL 2332.....	3	PHIL 1301 .....	3
CHEM 2423.....	4	CHEM 2425 .....	4
SPCH.....	3	COSC 1415 .....	4
PHYS 2425 .....	4	PSYC/SOCI.....	3
Fine Arts Appreciation.....	3	PHYS 2426.....	4
	17		18
			Total 67

## Pre-nursing Curriculum Associate of Science Degree

The following two-year curriculum for pre-nursing contains the generalized basic requirements for admission to a B.S. degree in a nursing program. The student should consult the catalog of the university he/she plans to attend to be sure the prerequisites of that school are met. Most nursing schools require some prerequisites only available at their campus and many schools require a Nursing School entrance exam.

### First Year

First Semester	SCH	Second Semester	SCH
SPCH .....	3	ENGL 1301 .....	3
PSYC 2314/BIOLOG 1322 .....	3	BIOLOG 2420.....	3
CHEM 1411.....	4	CHEM 1412 .....	4
BIOLOG 1406.....	4	MATH 1342 .....	4
MATH 1314 .....	3	COSC 1415 .....	4
STSU 1100 .....	1		
	18		18

### Second year

First Semester	SCH	Second Semester	SCH
ENGL 1302.....	3	SOCI 1301.....	3
PSYC 2314/BIOLOG 1322 .....	3	GOVT/HIST.....	3
PSYC 2301 .....	3	ENGL 2333 .....	3
BIOLOG 2401 .....	4	BIOLOG 2402.....	4
Fine Arts Appreciation.....	3	PHIL 1301 .....	3
PHED.....	1		
	17		16

Total 69

## Allied Health Science Concentration

At Lon Morris College, students can prepare for transfer to allied health programs such as Associate Degree in Nursing, Radiology Technology, Physical Therapist Assistant, and Laboratory Technician. Each student's degree plan is specifically designed for the student's future program.

## Chemistry Field of Study Associate of Science Degree

### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	MATH 2413 ..	4
CHEM 1411.....	4	CHEM 1412 ..	4
MATH 2412 ..	4	COSC 1415.....	4
SPCH.....	3	ENGL 1302 ...	3
HIST/GOVT ..	3	HIST/GOVT ..	3
STSU 1100 .....	1		
	18		18

### Second year

First Semester	SCH	Second Semester	SCH
CHEM 2423.....	4	CHEM 2425 ..	4
PHYS 2425.....	4	PHYS 2426.....	4
MATH 2414 ..	4	MATH 2415 ..	4
PHIL.....	3	Fine Arts/ENGL 2333 .....	3
Fine Arts/ ENGL 2332.....	3	PHED .....	1
	18		16
			Total 70

## Pre-engineering Concentration Associate of Science Degree

### First Year

First Semester	SCH	Second Semester	SCH
CHEM 1411.....	4	HIST/GOVT ..	3
MATH 2413 ..	4	MATH 2414 ..	4
ENGL 1301.....	3	ENGL 1302 ...	3
COSC 1415 or 1337.....	4	COSC 1336 or ENGR 2304 .....	3
STSU 1100 .....	1	PHED .....	1
ENGR 1201.....	2	SPCH .....	3
	18		17

**Second year**

First Semester	SCH	Second Semester	SCH
PHYS 2425 .....	4	PHYS 2426 .....	4
PHIL 2302 .....	3	MATH 2320 .....	3
Fine Arts .....	3	ENGR 2302 or elective.....	3
ENGR 2301 or 2305 .....	3	HIST/GOVT .....	3
MATH 2414 .....	4		13
	17		

Total 66

**General Studies Field of Study/Mathematics Emphasis****Associate of Science Degree****First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301 .....	3	ENGL 1302 .....	3
MATH 2412 .....	4	MATH 2413 .....	4
Fine Arts Appreciation.....	3	PSYC/SOCI.....	3
GOVT 2305 .....	3	GOVT 2306.....	3
PHED .....	1	COSC 1415 .....	4
STSU 1100 .....	1		
	15		17

**Second year**

First Semester	SCH	Second Semester	SCH
ENGL 2332.....	3	ECON 2302 .....	3
CHEM/PHYS .....	4	CHEM/PHYS .....	4
MATH 2414 .....	4	Elective.....	3
HIST 1301 .....	3	HIST 1302 .....	3
SPCH .....	3	REL/PHIL .....	3
	17		16

Total 65

**Elementary Education Concentration/Mathematics Specialization****Associate of Science Degree****First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301 .....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
MATH 1314 .....	3	MATH 1342 .....	3
SPCH 1311 .....	3	COSC 1415 .....	4
Natural Science*.....	4	Fine Arts Appreciation .....	3
STSU 1100 .....	1	PHED .....	1
	17		17

**Second year**

First Semester	SCH	Second Semester	SCH
ENGL 2332** .....	3	ENGL 2333** .....	3
GOVT 2305 .....	3	GOVT 2306 .....	3
MATH 2412 .....	4	MATH 2413 .....	4
RELI/PHIL .....	3	PSYC 2314*** .....	3
Natural Science* .....	4	Natural Science* .....	4
	17		17
			Total 68

\* Elementary Education majors require three different lab sciences  
(one from each are of biology, chemistry, physics)

\*\* Substitution may be made for one of these

\*\*\* PSYC 2314 is preferred but other PSYC courses may be acceptable

**Computer Science Field of Study****Associate of Science Degree****First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301 .....	3	ENGL 1302 .....	3
COSC 1415 .....	4	COSC 1436 .....	4
MATH 1314/2412 .....	3/4	MATH 2412/2413 .....	4
PHIL 2303 .....	3	Fine Arts Appreciation .....	3
SPCH .....	3	Social Science .....	3
STSU 1100 .....	1	PHED .....	1
	17/18		18

**Second year**

First Semester	SCH	Second Semester	SCH
ENGL 2332 .....	3	HIST 1302 .....	3
PHYS 2425 .....	4	PHYS 2426 .....	4
COSC 1437 .....	4	COSC .....	4
MATH 2413/2414 .....	4	MATH 2414/2415 .....	4
	15		15

Total 65/66

# DIVISION OF HUMANITIES

The Division of Humanities helps fulfill Lon Morris College's purpose by offering courses foundational to advanced degrees in business, criminal justice, education, English, history, geography, government, modern languages, philosophy, psychology, religion, and sociology. The division seeks to maintain university-level standards while providing personalized guidance both to help students meet these standards and to stimulate creative academic progress. The departments of the division strive (1) to bring students to the level of knowledge needed to pursue upper division classes in their area; (2) to give students who will pursue upper division studies in other areas enough knowledge of humanities to allow them to understand their heritage and society; and (3) to develop in students an ability to read, write, and conduct research at a university level.

## Department of English, Language and Communications

### General Studies Field of Study

#### Associate of Arts Degree

##### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 ...	3
Natural Science.....	4	Natural Science.....	4
MATH.....	3	RELI/PHIL.....	3
GOVT 2305.....	3	MATH.....	3
PHED.....	1	GOVT 2306.....	3
STSU 1100.....	1	PHED.....	1
	15		17

##### Second year

First Semester	SCH	Second Semester	SCH
ENGL 2322/2332.....	3	ENGL 2323/2333.....	3
SPCH.....	3	COSC 1415/BCIS.....	4/3
HIST 1301.....	3	HIST 1302.....	3
Social Science.....	3	Fine Arts Appreciation.....	3
Elective.....	3	Elective.....	3
PHED.....	1	PHED.....	1
	16		17/16

Total 65/64

**English Field of Study**  
**Associate of Arts Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
Natural Science.....	4	Natural Science.....	4
Fine Arts Appreciation.....	3	PHIL/RELI .....	3
MATH 1314 .....	3	SPCH.....	3
STSU 1100 .....	1	COSC 1415/BCIS.....	4/3
PHED.....	1	PHED.....	1
	15		18/17

**Second year**

First Semester	SCH	Second Semester	SCH
ENGL 2322/2332.....	3	ENGL 2323/2333 .....	3
SPAN.....	3/4	SPAN.....	3/4
GOVT 2305 .....	3	GOVT 2306 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
PSYC/SOCI.....	3	Elective.....	3
PHED.....	1	PHED.....	1
	16/17		16/17

Total 65/67

**Spanish Field of Study**  
**Associate of Arts Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
SPAN 1411 .....	4	SPAN 1412 .....	4
Fine Arts Appreciation.....	3	PHIL/RELI .....	3
MATH 1314 .....	3	COSC/BCIS.....	4/3
PHED.....	1	PHED.....	1
STSU 1100 .....	1		
	18		18/17

**Second year**

First Semester	SCH	Second Semester	SCH
ENGL 2332.....	3	ENGL 2333 .....	3
GOVT 2305 .....	3	GOVT 2306 .....	3
SOCI 1301 .....	3	SPCH.....	3
SPAN 2311 .....	3	SPAN 2312.....	3
Natural Science.....	4	Natural Science.....	4
	16		16

Total 68/67

**Speech Communication Field of Study**

**Associate of Arts Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
Natural Science.....	4	Natural Science.....	4
SPCH 1311 .....	3	PHIL/RELI .....	3
MATH 1332 .....	3	SPCH 1315 .....	3
STSU 1100 .....	1	COSC/BCIS.....	4/3
PHED .....	1		
	15		17/16

**Second year**

First Semester		Second Semester	
ENGL Literature.....	3	ENGL Literature.....	3
Fine Arts Appreciation.....	3	Electives .....	4
GOVT 2305 .....	3	GOVT 2306.....	3
HIST 1301 .....	3	HIST 1302/2301 .....	3
SPCH 1318 .....	3	SPCH Elective.....	3
PHED/COMM.....	1		
	16		16
			Total 64/63

**Department of History and Social Sciences**

**Psychology Field of Study-Associate of Arts**

**Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
HIST 1301.....	3	HIST 1302.....	3
PSYC 2301.....	3	PSYC 2314.....	3
COSC 1415/BCIS .....	4/3	Fine Arts Appreciation .....	3
MATH 1314.....	3	SPCH.....	3
PHED.....	1		
STSU 1100.....	1		15
	18/17		

**Second year**

First Semester		Second Semester	
ENGL 2322/2332 .....	3	RELI/PHIL.....	3
GOVT 2305.....	3	GOVT 2306.....	3
Natural Sciences	4	Natural Science	4
MATH 1324/1342.....	3	PSYC 2315.....	3
PSYC 2319.....	3	Elective .....	3
	16		16
			Total 65/64

**Sociology Field of Study  
Associate of Arts degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
SOCI 1306.....	3	SOCI 1301.....	3
COSC 1415/BCIS.....	4/3	Fine Arts Appreciation .....	3
MATH 1314 .....	3	SPCH.....	3
PHED .....	1		
STSU 1100 .....	1		15
	18/17		

**Second year**

First Semester		Second Semester	
ENGL 2322/2332.....	3	RELI/PHIL .....	3
GOVT 2305 .....	3	GOVT 2306 .....	3
Natural Science.....	4	Natural Science.....	4
MATH 1324/1342 .....	3	SOCI 2301 .....	3
SOCI 2319.....	3	Elective.....	3
	16		16
			Total 65/64

**Criminal Justice Field of Study  
Associate of Arts Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
CRIJ 1301.....	3	CRIJ 1307.....	3
Fine Arts Appreciation.....	3	SOCI 1301/PSYC 2301 .....	3
MATH .....	3	MATH 1342 .....	3
PHED.....	1	PHED.....	1
STSU 1100 .....	1		16
	17		

**Second year**

First Semester		Second Semester	SCH
ENGL 2322/2332.....	3	RELI/PHIL.....	3
GOVT 2305 .....	3	GOVT 2306 .....	3
Natural Science.....	4	Natural Science .....	4
CRIJ 1306.....	3	CRIJ .....	3
COSC 1415/BCIS.....	4/3	SPCH .....	3
	17/16		16

Total 66/65

## Teacher Education (Elementary ) Concentration

### Associate of Arts Degree

#### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302.....	3
HIST 1301.....	3	HIST 2301.....	3
COSC 1415/BCIS.....	4/3	Natural Science.....	4
PSYC 2301.....	3	SPCH.....	3
MATH 1314.....	3	Elective.....	3
PHED.....	1	PHED.....	1
STSU 1100.....	1		
	18/17		17

#### Second year

First Semester		Second Semester	
ENGL 2322/2332.....	3	ENGL 2323/2333.....	3
GOVT 2305.....	3	GOVT 2306.....	3
Natural Science.....	4	SOCI 1301.....	3
MATH 1350.....	3	RELI/PHIL.....	3
Fine Arts Appreciation.....	3	MATH 1351.....	3
PHED.....	1	PHED.....	1
	17		16

Total 68/67

## Elementary Education Concentration/Mathematics Specialization

### Associate of Arts Degree

#### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302.....	3
HIST 1301.....	3	HIST 1302.....	3
MATH 1314.....	3	MATH 1350/1351.....	3
SPCH.....	3	COSC 1415.....	4
Natural Science*.....	4	Fine Arts Appreciation.....	3
SPCH 1100.....	1	PHED.....	1
	17		17

#### Second year

First Semester		Second Semester	
ENGL 2332**.....	3	ENGL 2333**.....	3
GOVT 2305.....	3	GOVT 2306.....	3
MATH 1350/1351.....	3	MATH elective.....	4
RELI/PHIL.....	3	PSYC 2314***.....	3
Natural Science*.....	4	Natural Science*.....	4
	16		17

Total 67

\*Elementary Education majors require three different lab sciences (one from each area of biology, chemistry, physics)

\*\* Substitution may be made for one of these

\*\*\* PSYC 2314 is preferred but other PSYC courses may be acceptable

**History Field of Study  
Associate of Arts Degree**

**First Year**

First Semester		Second Semester	
ENGL 1301.....	3	ENGL 1302 .....	3
HIST 2321 .....	3	HIST 2322 .....	3
SPAN 2311 .....	3	SPAN 2312.....	3
Fine Arts Appreciation.....	3	PHIL/RELI .....	3
COSC 1415/BCIS .....	4/3	MATH 1332 .....	3
PHED.....	1	PHED .....	1
STSU 1100 .....	1		
	18/17		16

**Second year**

First Semester		Second Semester	
ENGL 2322/2332.....	3	ENGL 2323/2333 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
Natural Science.....	4	Natural Science.....	4
GOVT 2305 .....	3	GOVT 2306...	3
SPCH .....	3	Elective.....	3
	16		16
			Total 66/65

**Government (Political Science) Field of Study  
Associate of Arts Degree**

**First Year**

First Semester		Second Semester	
ENGL 1301.....	SCH 3	ENGL 1302 .....	SCH 3
HIST 1301 .....	3	HIST 1302/2301 .....	3
SPAN 2311 .....	3	SPAN 2312.....	3
COSC 1415/BCIS .....	4/3	PHIL/RELI .....	3
Fine Arts .....	3	MATH 1342 .....	3
PHED.....	1	PHED .....	1
STSU 1100 .....	1		
	18/17		16

**Second year**

First Semester		Second Semester	
ENGL 2322/2332.....	3	ENGL 2323/2333 .....	3
SPCH .....	3	Natural Science.....	4
Natural Science.....	4	GOVT 2306...	3
GOVT 2305 .....	3	Electives .....	6
Elective.....	3		
	16		16
			Total 66/65

### Pre-law

Law schools accept students with any major; there is no special pre-law major. Prospective law students need to develop their research and writing skills. For this reason, the most widely recommended majors for pre-law students are History and English. Criminal Justice is also good for those with a special interest in criminal law. All pre-law students should take ACCT 2401 and ACCT 2402 as electives.

### Department of Business

The Business Program at Lon Morris College is designed for students who plan to continue their study of business in a senior college with the aim of receiving a Bachelor of Science, Bachelor of Arts, or Bachelor of Business Administration degree. Prescribed course work covers a variety of business-oriented areas, including accounting, economics, and finance. Students are also given opportunities for first-hand experience in the business environment. Degree plan information and the suggested course of study are available from the Department of Business.

### Business/Business Administration Field of Study

#### Associate of Arts Degree

##### First Year

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
MATH 1324 .....	3	MATH 1325 .....	3
HIST 1301 .....	3	HIST1302.....	3
BCIS 1305 .....	3	BUSI 2304.....	3
BUSI 1301 .....	3	Fine Arts Appreciation .....	3
PHED.....	1		
STSU 1100 .....	1		
	17		15

##### Second year

First Semester		Second Semester	
ENGL 2322/2332.....	3	PHIL 1304.....	3
SPCH.....	3	Natural Science.....	4
ACCT 2401.....	4	ACCT 2402 .....	4
ECON 2301 .....	3	ECON 2302 .....	3
Elective.....	3	BUSI 1307.....	3
	16		17

Total 65

**Hospitality Administration  
Associate of Arts Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 ...	3
HADM 1301 .....	3	HADM 1303.....	3
HADM 1302 .....	3	MATH 1314 .....	3
HIST 1301 .....	3	BIOL 1407.....	3
STSU 1100 .....	1	HIST 1302/2301 .....	3
SPCH 1315 .....	3		
	16		15

**Second year**

First Semester		Second Semester	
ENGL 23_*.....	3	HADM 2302.....	3
HADM 2301 .....	3	LAB SCIENCE .....	4
GOVT 2305 .....	4	GOVT 2306.....	3
Fine Arts Appreciation.....	3	RELI/PHIL* .....	3
Social Science Elective.....	3	BCIS 1305 .....	3
PHED .....	1		
	16		16
			Total 63

**Department of Religion & Philosophy**

**School of Church Careers**

The Church Careers program at Lon Morris College is a pre-professional program for students interested in examining their call to ministry, discovering the variety of ministries and career opportunities in the Church, developing the skills needed for effective ministry, and exploring the basic theological ideas and issues related to professional church work. Admission into the program is by approval of the Director, and those accepted may apply for scholarship aid. **Students enrolled in the School of Church Careers must enroll in one church careers class per semester.** Since no academic major is offered by the School of Church Careers, students accepted into the program are expected to major in either religion or a related field, preferable in the humanities division.

**Religion Field of Study  
Associate of Arts Degree  
First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
HIST 1301/2321 .....	3	HIST 1302/2322 .....	3
SPAN 2311 .....	3	SPAN 2312.....	3
SPCH .....	3	Fine Arts Appreciation .....	3
RELI 1301 .....	3	RELI 1302 .....	3
PHED.....	1	PHED .....	1
STSU 1100 .....	1		
	17		16

**Second year**

First Semester		Second Semester	
ENGL 2322/2332.....	3	ENGL 2323/2333 .....	3
MATH .....	3/4	COSC 1415/BCIS.....	4/3
PSYC 2301 .....	3	SOCI 1301.....	3
Natural Science.....	4	Natural Science.....	4
RELI 2301 .....	3	RELI 2302 .....	3
	16/17		17/16
			Total 66

**Philosophy Field of Study  
Associate of Arts Degree**

**First Year**

First Semester	SCH	Second Semester	SCH
ENGL 1301.....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
Foreign Language .....	3	Foreign Language.....	3
PHIL 1301 .....	3	SPCH.....	3
MATH .....	3	PHIL 2306.....	3
PHED.....	1	PHED .....	1
STSU 1100 .....	1		
	17		16

**Second year**

First Semester		Second Semester	
ENGL 2322.....	3	ENGL 2333 .....	3
GOVT 2305 .....	3	GOVT 2306.....	3
PHIL 2303 .....	3	COSC 1415/BCIS.....	4/3
Natural Science.....	4	Natural Science.....	4
HIST 2321 .....	3	Fine Arts Appreciation .....	3
	16		17/16
			Total 66/65

# COURSE OF INSTRUCTION

## DIVISION OF FINE ARTS

### Department of Visual Arts

#### **ARTS 1301 Art Appreciation**

An introduction to the visual arts and the elements, principles, and techniques applied to forms of visual expression. Three hours lecture per week. Suggested to fulfill the core curriculum fine arts requirement.

#### **ARTS 1303 Art History Survey I**

A critical and analytical study of the great historical works of art from prehistoric times to the fourteenth century, including historical background, architecture, sculpture, painting, and the craft arts. Three hours lecture per week.

#### **ARTS 1304 Art History Survey II**

A critical and analytical study of the great historical works of art from the fourteenth century to the present, including historical background, architecture, sculpture, painting, and the craft arts and new media. Three hours lecture per week.

#### **ARTS 1311 Design I – 2/D**

An introduction to the visual arts with emphasis on two dimensional design through studies in drawing, perspective, and the fundamentals of line, color, form, texture, shape, and arrangement. Two hours lecture and four hours studio with minimum of three hours assigned additional studio work per week. *Course Fee Required.*

#### **ARTS 1312 Design II -3/D**

A study of design as it applies to 3/D materials, with an emphasis on additive and subtractive processes and found object. Two hours lecture and four hours studio with minimum of three hours assigned additional studio work per week. *Course Fee Required.*

#### **ARTS 1316 Drawing I**

Fundamentals of drawing including the investigation of a variety of media, techniques and subjects, and the exploration of the perceptual and descriptive aspects of drawing. Two hours lecture and four hours studio, with minimum of three hours assigned additional studio work per week. *Course Fee Required.*

#### **ARTS 1317 Drawing II**

Advanced problems in drawing stressing the expressive and conceptual aspects of drawing. Two hours lecture and four hours studio, with minimum of three hours assigned additional studio work per week. Prerequisite: ARTS 1316. *Course Fee Required.*

#### **ARTS 2316 Painting I**

Exploration and practice in the use of painting media with emphasis on color and composition. Two hours lecture and four hours studio with minimum of three hours assigned additional studio work per week. Prerequisites: ARTS 1311

(or approval of instructor). *Course Fee Required.*

### **ARTS 2333 Printmaking I**

Exploratory studies in the printing methods of collagraph, relief and serigraphy. Two hours lecture and four hours studio, with a minimum of three hours assigned additional studio work per week. Prerequisite: ARTS 1311 (or approval of instructor). *Course Fee Required.*

### **ARTS 2346 Ceramics I**

Three dimensional design exploring clay as an artistic and practical medium through studies in hand building, wheel throwing, glazing, and firing. Two lecture hours and four studio hours per week, with a minimum of three hours assigned additional studio work per week. *Course Fee Required.*

### **ARTS 2383 Special Problems**

Independent studies in selected areas of art arranged through consultation with and consent of instructor.

## **Department of Music**

### **MUSI 1116 Ear Training and Sight Singing I**

This course for music majors develops the ability to hear and sing intervals as well as beginning sight singing skills. Concurrent enrollment in MUSI 1311 required. Three hours lab per week. (Fall)

### **MUSI 1117 Ear Training and Sight Singing II**

A continuation of MUSI 1116 with emphasis on rhythmic dictation and C-clef sight singing. Three hours lab per week. Concurrent enrollment in MUSI 1312 required. Prerequisite: MUSI 1116 with a minimum grade of C. (Spring)

### **MUSI 1166, 1167, 2166, 2167 Woodwind Class I, II, III, IV**

A study of the basic techniques of playing flute, oboe, bassoon, clarinet, or saxophone. For the non-music major.

### **MUSI 1168, 2168 Brass Class I, II**

A study of the basic techniques of playing trumpet, French horn, trombone, baritone, or tuba. For the non-music major.

### **MUSI 1181 Class Piano I**

This course is designed for music majors to develop practical keyboard facility and technique and to demonstrate the application of keyboard skills of sight reading, transposition, and harmonization. Three hours lab per week. (Fall)

### **MUSI 1182 Class Piano II**

Continuation of skills begun in MUSI 1181. Three hours lab per week. Prerequisite: MUSI 1181 with a minimum grade of C. (Spring)

### **MUSI 1183, 1184, 2183, 2184 Class Voice I, II, III, IV**

Group instruction in voice for any student excluding vocal majors. *Student required to purchase music.*

### **MUSI 1188, 2188 Percussion Class I, II**

A study of the basic techniques of playing various percussion instruments. For the non-music major.

### **MUSI 1190, 2190 Strings Class I, II**

A study of the basic techniques of playing violin, viola, cello, and bass. For the non-music major.

### **MUSI 1192, 1193, 2192, 2193 Class Guitar I, II, III, IV**

A study of the basic techniques of playing the guitar. For the non-music major.

**MUSI 1306 Music Appreciation**

A course for the non-music major which explores representative masterpieces of music. Background on composers and non-technical discussions of music are presented to enhance the enjoyment of the listening experience. Three hours lecture per week. (Fall and Spring)

**MUSI 1307 Music Literature**

A general survey and appreciation course required for the Music A.F.A. degree. Three hours lecture per week. Multi-cultural credit. (Spring)

**MUSI 1311 Theory I**

This course for all music majors examines the foundations of theory as well as analysis of representative works. Concurrent enrollment in MUSI 1116 required. Three hours lecture per week. (Fall)

**MUSI 1312 Theory II**

A continuation of Theory I, including part-writing and analysis from the tonal era. Three hours lecture per week. Concurrent enrollment in MUSI 1117 required. Prerequisite: MUSI 1311 with a minimum grade of C. (Spring)

**MUSI 2116 Ear Training and Sight Singing III**

A continuation of first-year ear training and sight singing with emphasis on syncopations and melodic dictation. Three hours lab per week. Concurrent enrollment in MUSI 2311 required. Prerequisite: MUSI 1117 with a minimum grade of C. (Fall)

**MUSI 2117 Ear Training and Sight Singing IV**

The final semester in the aural perception of music with emphasis on harmonic diction, advanced syncopation, and group sight singing. Three hours lab per week. Concurrent enrollment in MUSI 2312 required. Prerequisite: MUSI 2116 with a minimum grade of C. (Spring)

**MUSI 2181 Class Piano III**

Continuation of skills begun in first-year class piano, culminating in partial completion of proficiency exam. Three hours lab per week. Prerequisite: MUSI 1182 with a minimum grade of C. (Fall)

**MUSI 2182 Class Piano IV**

Completion of piano skills and all portions of piano proficiency exam. Three hours lab per week. Prerequisite: MUSI 2181 with a minimum grade of C. (Spring)

**MUSI 2311 Theory III**

A continuation of the first-year theory course. Three hours lecture per week. Concurrent enrollment in MUSI 2116 required. Prerequisite: MUSI 1312 with a minimum grade of C. (Fall)

**MUSI 2312 Theory IV**

The final semester in written theory, culminating in the study of the compositional techniques of the late nineteenth and twentieth centuries. Three hours lecture per week. Concurrent enrollment in MUSI 2117 required. Prerequisite: MUSI 2311 with a minimum grade of C. (Spring)

**Music - Applied Studies**

Private instruction in voice, piano, woodwind, brass, percussion, guitar and orchestral strings is available to the music major. The objective is to place emphasis upon technique, musicianship, and interpretation of appropriate literature. Repertoire and study materials are correlated with the ability, needs, and progress of the student. Permission to register for credit in a MUAP course must be obtained from the instructor after individual assessment. The College is not obligated to furnish instruments. *Student required to purchase music. Course fee required.*

**MUAP 1201, 1202, 2201, 2202 Violin I, II, III, IV**

**MUAP 1205, 1206, 2205, 2206 Viola I, II, III, IV**

**MUAP 1209, 1210, 2209, 2210 Cello I, II, III, IV**  
**MUAP 1213, 1214, 2213, 2214 Bass I, II, III, IV**  
**MUAP 1217, 1218, 2217, 2218 Flute I, II, III, IV**  
**MUAP 1221, 1222, 2221, 2222 Oboe I, II, III, IV**  
**MUAP 1225, 1226, 2225, 2226 Bassoon I, II, III, IV**  
**MUAP 1229, 1230, 2229, 2230 Clarinet I, II, III, IV**  
**MUAP 1233, 1234, 2233, 2234 Saxophone I, II, III, IV**  
**MUAP 1237, 1238, 2237, 2238 Trumpet I, II, III, IV**  
**MUAP 1241, 1242, 2241, 2242 French Horn I, II, III, IV**  
**MUAP 1245, 1246, 2245, 2246 Trombone I, II, III, IV**  
**MUAP 1249, 1250, 2249, 2250 Euphonium Baritone I, II, III, IV**  
**MUAP 1253, 1254, 2253, 2254 Tuba I, II, III, IV**  
**MUAP 1257, 1258, 2257, 2258 Percussion I, II, III, IV**  
**MUAP 1261, 1262, 2261, 2262 Guitar I, II, III, IV**  
**MUAP 1269, 1270, 2269, 2270 Piano I, II, III, IV**  
**MUAP 1281, 1282, 2281, 2282 Voice I, II, III, IV**

**Music – Ensemble studies**

**MUEN 1121, 1122, 2121, 2122 Bearcat Band I, II, III, IV**

This large ensemble serves as both pep band and concert ensemble performing at a variety of events. Open to all students with experience or proficiency with band instruments. *Audition required.*

**MUEN 1123, 1124, 2123, 2124 Instrumental Ensemble I, II, III, IV**

This is a small ensemble designed to play for musicals, chapel services, and other events. Some travel may be required. Open to all students with experience or proficiency with band or orchestral instruments. *Audition required. Must be concurrently enrolled in the Bearcat Band.*

**MUEN 1141, 1142, 2141, 2142 Chapel Choir I, II, III, IV**

This choral ensemble emphasizes standard choral repertoire and is open to all students. Participation in weekly on-campus chapel services as well as occasional off-campus performances is required. *Students required to purchase uniforms. Audition required.*

**MUEN 1151, 1152, 2151, 2152 MasterSingers I, II, III, IV**

This scholarship choral ensemble focuses on a greater diversity of choral repertoire and is open to all students. *Membership in Chapel Choir encouraged.* Travel should be expected. *Auditions required. Students required to purchase uniforms.*

## **Department of Drama**

### **Instructional Area: Drama**

**DRAM 1120, 1121, 2120, 2121 Rehearsal and Performance I, II, III, and IV**

Participation in departmental productions as performers, run crew, or FOH. Required for all majors.

**DRAM 1171, 1172, 2171, 2172 Basic Theatre Practice I, II, III, and IV**

Supervised practice and instruction in non-performance production areas including set construction and painting, lighting, costumes and Box Office. Required for all non-technical majors.

**DRAM 1271, 1272, 2271, 2272 Basic Theatre Practice I, II, III, and IV**

Supervised practice and instruction in non-performance production areas including set construction and painting, lighting, costumes and Box Office. Required of all technical majors.

**DRAM 1310 Theatre Appreciation**

An examination of the theatrical experience through dramatic literature, theatre production, performance and theatre in society; includes an overview of the evaluation of

theatre as an art form from ancient to modern day. Meets Fine Arts requirement in the college core.

#### **DRAM 1322 Stage Movement I**

A course to develop the actor's expressive use of his body while exploring movement skills with emphasis on physical training and improvisation. Meets PHED requirement in college core. Required for performance.

#### **DRAM 1330 Stagecraft I**

Students will examine the basic technical aspects of Theatre with emphasis on production staff, theatre architecture, and the tools, hardware, and materials used in scenic and property construction. Course will provide hands on experience in set construction, property creation, scenic painting, and lighting. Required for all majors. *Lab fee may be required.*

#### **DRAM 1341 Make-up**

A practical exploration of the theory and practice of basic stage makeup. Attention will be given to the study of physiognomy, the effects of stage make-up, and types of make-up, application of straight and character makeup, and design concepts. Required for all majors. *Lab fee may be required.*

#### **DRAM 1342 Costume Construction**

Introduction to the fundamentals and techniques used in building stage costumes with emphasis given to hand and machine sewing. Includes instruction in basic machine sewing, reading and using commercial patterns, taking measurements, fittings, and alterations. *Lab fee may be required.*

#### **DRAM 1351 Acting I**

Beginning exercises and improvisation techniques used in discovering the actor's basic tools (body, mind, and imagination). Specifically intended to strengthen and integrate the student's concentration, imagination, sensory awareness, and emotional involvement. Required for all majors.

#### **DRAM 1352 Acting II**

Investigation of various philosophies and approaches to the art and craft of acting with a focus on characterization. Instruction in "scoring the role," analyzing the text for moments and beats and in identifying the character's goals, obstacles, tactics and expectation. Required for Performance and Musical Theatre emphasis. Prerequisite: Acting I or consent of instructor.

#### **DRAM 2331 Stagecraft II**

A course covering the basic principles and advanced techniques in lighting as well as the application of the principles in scenic painting, property building, rigging and sound. Service on light crews in productions as required. Prerequisites: DRAM 1330 Stagecraft I or consent of instructor. Required for Technical emphasis. (Spring)

#### **DRAM 2336 Voice & Diction**

Intensive work in the development and improvement of the actor's stage voice including study of the vocal apparatus and the International Phonetic Alphabet. Emphasis placed on techniques of pronunciation, enunciation, articulation, projection, and exercises for development and manipulation of breath support, resonance, flexibility, and vocal control. Required for Performance and Musical Theatre emphasis.

#### **DRAM 2351 Acting III**

Provides the student with the information and skills needed for auditioning in both professional and educational theatre. Students will build resumes and an individualized audition repertoire. **Prerequisites:** DRAM 1351, DRAM 1352. (Fall)

#### **DRAM 2352 Acting IV**

Study of period styles in acting from Comedy of Manners progressing through Shaw, Ibsen and Chekhov and an examination of American musical theatre. Prerequisites:

DRAM 1351, 1352 and sophomore standing.

**DRAM 2361 Theatre History I**

A study of the development of Western Theatre from the classic Greeks to the English Restoration with an emphasis on exploring presentation, literary criticism, architecture, design, and acting styles. Includes an examination of representative plays and playwrights of said historical periods. Meets Multi-cultural requirement in college core. Prerequisites: ENGL 1301 and 1302.

**DRAM 2362 Theatre History II**

A study of the development of Western Theatre from the Renaissance to early 20<sup>th</sup> century drama with an emphasis on exploring changes and innovations in presentation, literary criticism, architecture, design, and acting styles. Includes an examination of representative plays and playwrights of said historical periods. Meets Multi-cultural requirement in college core. **Prerequisites:** ENGL 1301 and 1302.

**DRAM 2363 History of Musical Theatre**

A survey of the musical theatre exploring the significant theatrical and musical trends during the past 150 years. Includes an examination of the book and music of selected landmark musicals, as well as notable companies, producers, directors and performers. Required for Musical Theatre emphasis. Prerequisites: ENGL 1301 and 1302.

**DRAM 2371 Scenic Design I**

An introduction to the fundamentals and concepts of design in scenic, costume, light, and properties with a concentration on proper techniques in theatrical drawing, perspective and rendering. Emphasis is also given to script analysis in the development of the design concept for each area of theatrical design. Required for Technical emphasis. Prerequisite: DRAM 1330. *Lab fee may be required.* (Fall)

**DRAM 2372 Scene Design II**

A study of problem solving approaches to scenic and light design with a view to understanding the effects of historical and different staging methods. Intensive involvement in sketching, perspective and scale modeling. Prerequisites: DRAM 1330, DRAM 2371, and sophomore standing. *Lab fee may be required.*

**DRAM 2383 Problems In Drama**

An independent study course designed primarily to offer instruction in a theatre subject not otherwise provided for in the above curriculum, thereby addressing the interests of individual students who have exhibited a particular talent or skill. Potential areas include directing, playwriting, dramaturgy, production design (Scenic, Costume, Lighting, Sound), Scenic Painting, etc. Prerequisites: Sophomore standing, recommendation of instructor and approval of Department Chair.

**Instructional Area: Dance**

**DANC 1110/1111/2110/2111 Tap I, II, III, IV**

Beginning study in the rudiments of tap dance with progression of techniques and disciplines used in jazz dance. May be taken for PHED credit.

**DANC 1112/1113/2212/2213 Dance Practicum**

Participation in departmental productions as support crew for choreographers, dancers and production. Dancers will take either Dance performance or Dance Practicum each semester.

**DANC 1147/1148/2147/2148 Jazz I, II, III, IV**

Beginning study in the rudiments of jazz dance with progression of techniques and disciplines used in jazz dance. May be taken for PHED credit.

**DANC 1151/1152/2151/2152 Performance**

Participation in departmental productions as choreographers, dancers, or support crew. Dancers will take either Dance Performance or Dance Practicum each semester.

**DANC 1301 Dance Composition**

Development of basic principles and theories involved in composition. Emphasis is placed on movement principles, group and structural forms. Dancers will learn to analyze the various components of design and create basic dance studies which demonstrate dance as a craft and as an art. Prerequisite: DANC 1370.

**DANC 1341/1342/2341/2342 Ballet I, II, III, and IV**

Instruction and participation in ballet technique. Minimum of one semester required for dance majors.

**DANC 1345/1346/2345/2346 Modern I, II, III, and IV**

A contemporary perspective of the modern dance art form with respect to underlying somatic techniques and vocabulary that leads to a broad kinesthetic approach. Minimum of one semester required for dance majors.

**DANC 1370 Improvisation**

Students will experience movement discovery through improvisation both individually and in groups. The course will focus on developing the skill of listening and responding with the body with emphasis on movement as a sensorial experience. Required for dance majors.

**DANC 1371/1372 Somatics: Pilates I and II**

Course is designed to introduce the six elements of Pilates: *centeredness, control, concentration, breath, flowing movement, and precision*, as a means of improving strength, flexibility, posture, and movement confidence. May be taken for PHED credit.

**DANC 2303 Dance Appreciation**

This course is a video survey of the vast range of theatrical dance that has taken place in the twentieth century. Forms and styles include ballet, modern/postmodern, jazz, musical theater, tap, contemporary dance and dance for music video.

**DANC 2325 Anatomy & Kinesiology for Dance**

An introduction to the interdependent elements of human anatomy, with emphasis on the musculoskeletal system and principles of movement. Designed to provide knowledge of the function of the human body as a means to facilitate the technical details of physical movements used in the art of dancing.

**DANC 2371/2372 Somatics: Yoga I and II**

A meditative form of yoga consisting of a set structure of classic postures (asana) along with breathing exercises (*pranayama*) and relaxation. Sivananda yoga is based on five principles: proper exercise, proper breathing, proper relaxation, proper diet and positive thinking.

## DIVISION OF SCIENCE

### Department of Agriculture

#### Instructional Classes

**AGRI 1131 The Agricultural Industry**

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing.

**AGRI 1307 Agronomy**

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control.

**AGRI 1309 Computers in Agricultural**

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.

**AGRI 1315 Horticultural**

Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control, and landscaping.

**AGRI 1319 Introductory Animal Science**

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses.

**AGRI 1329 Principles of Food Science**

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control.

**AGRI 2317 Introduction to Agricultural Economics**

Fundamental economic principles and their applications to the problems of the industry of agriculture.

**AGRI 2321 Livestock Evaluation**

Selection, evaluation, and classification of livestock and livestock products.

## Department of Kinesiology

### Instructional Classes

**PHED 1301 Introduction to Physical Education**

An introductory course designed for students who are considering a career in physical education. Emphasis will be in the area of career possibilities as well as strategies that may prove useful in determining if physical education is a suitable major.

**PHED 1308 Sports Officiating I**

A study of the rules and mechanics necessary for officiating basketball. Practical application of the rules and mechanics will be demonstrated by the student.

**PHED 1321 Coaching Sports - Baseball**

The skills and strategies of baseball, with application to each position.

**PHED 1322 Coaching Sports - Basketball**

A study of rules and fundamental skills and techniques used in coaching basketball.

**PHED 1336 Introduction to Recreation**

A study of recreation programs and professions.

**PHED 1338 Concepts of Physical Fitness**

Concepts and use of selected physiological variables of fitness, individual testing and consultation and the organization of sports and fitness programs.

**Physical Activity Classes**

Requires minimum participation of two hours per week.

**PHED 1100, 1101, 2100, 2101 Weight Training**

**PHED 1102, 1103, 2102, 2103 Jogging**

**PHED 1106, 1107, 2106, 2107 Swimming**

**PHED 1108, 1109, 2108, 2109 Varsity Basketball**

**PHED 1110, 1111, 2110, 2111 Varsity Baseball**

**PHED 1112, 1113, 2112, 2113 Varsity Golf**

**PHED 1114, 1115, 2114, 2115 Varsity Softball**

**PHED 1116, 1117, 2116, 2117 Tennis**

**PHED 1118, 1119, 2118, 2119 Varsity Soccer**

**PHED 1120, 1121, 2120, 2121 Cheerleading**

**PHED 1122, 1123, 2122, 2123 Drill Team**

**PHED 1124, 1125, 2124, 2125 Water Fitness**

**PHED 1126, 1127, 2126, 2127 Self Defense**  
**PHED 1128, 1129, 2128, 2129 Volleyball**  
**PHED 1130, 1131, 2130, 2131 Aerobic Dance**  
**PHED 1134, 1135, 2134, 2135 Varsity Cross Country**  
**PHED 1136, 1137, 2136, 2137 Stage Combat**  
**PHED 1138, 1139, 2138, 2139 Varsity Football**  
**PHED 1140, 1141, 2140, 2141 Archery**

## **Department of Natural Sciences**

### **Instructional Area: Biology**

#### **BIOL 1322 Nutrition**

Introductory course designed for pre-nursing majors. Involves the principles of digestion, absorption, and metabolism of essential nutrients and their sources, requirements, energy, and function in human nutrition. Nutritional knowledge and basic scientific principles are applied to selection and preparation of food. Three lecture hours per week.

#### **BIOL 1406 General Biology I**

A study of the basis, organization, and life processes beginning with the molecular and cellular through the community levels. Includes the areas of genetics, ecology, taxonomy, and evolution. Three lecture hours and three laboratory hours per week. Prerequisite: Eligibility for ENGL 1301 and eligibility for Math 1314/1332 or concurrent enrollment in Math 0301/0302. (May be taken in any order with BIOL 1407.) Lab fee required.

#### **BIOL 1407 General Biology II**

A study of the basic principles of organismal variation and the structural and functional features of the major groups of plants and animals. Continued study of ecology and evolution. Dissection of a laboratory animal required. Three lecture hours and three laboratory hours per week. Prerequisite: Eligibility for ENGL 1301 and eligibility for MATH 1314/1332 or concurrent enrollment in Math 0301/0302. May be taken in any order with BIOL 1406. Lab Fee Required.

#### **BIOL 2401 Human Anatomy and Physiology I**

A comprehensive introductory course that integrates the structure and function of the human body. The systems included are integumentary, skeletal, muscular, and nervous systems, and the special senses. Dissection of laboratory animal required. Three lecture hours and three laboratory hours per week. Prerequisite: BIOL 1406, or approval of instructor. May be taken in any order with BIOL 2402. Lab Fee Required.

#### **BIOL 2402 Human Anatomy and Physiology II**

A comprehensive introductory course covering the respiratory, digestive, circulatory, endocrine, urinary, and reproductive systems. Dissection of laboratory animal required. Three lecture hours and three laboratory hours per week. May be taken in any order with BIOL 2401. Prerequisite: BIOL 1406 or approval of instructor. Lab Fee Required.

#### **BIOL 2420 Microbiology**

A course that provides a solid background in fundamental facts and principles of microbiology. Morphology, physiology, taxonomy and pathology of micro-organisms are emphasized as well as techniques and media preparation. Three lecture hours and three laboratory hours per week. Prerequisite: BIOL 1406 or approval of instructor. Lab Fee Required.

#### **BIOL 2372 Independent Study**

A study of individual projects in areas of biological interest. Project designed and augmented by student under supervision and with consultation of instructor. Prerequisite:

BIOL 1406, 1407 and approval of instructor.

## **Instructional Area: Chemistry**

### **CHEM 1411 General Chemistry I**

A study of the fundamental laws, theories, and principles of chemistry, including atomic structures and chemical bonding; chemical reactions; stoichiometry; thermodynamics; state of matter. This course is designed primarily for those students majoring in science, pre-medical, pre-dental, and pre-engineering. Three lecture and three laboratory hours per week. Prerequisite: Completion of or concurrent enrollment in MATH 1314. Lab Fee Required.

### **CHEM 1412 General Chemistry II**

A continuation of Chemistry 1411. Emphasis is placed on the application of fundamentals to the systematic study of the elements, including gas laws; oxidation-reduction systems; acids and bases; solubility; organic chemistry. Last half of semester includes introduction to elementary qualitative analysis. Three lecture hours and three laboratory hours per week. Prerequisite: CHEM 1411. Lab Fee Required.

### **CHEM 2423 Organic Chemistry I**

A study of the chemistry of hydrocarbons and their derivatives. Emphasis is placed on structural theory as it applies to the chemistry of aliphatic, aromatic, and heterocyclic compounds. Three lecture and three laboratory hours per week. Prerequisite: CHEM 1412. Lab Fee Required.

### **CHEM 2425 Organic Chemistry II**

A continuation of Chemistry 2423, with continued emphasis placed on the correlation of structure with the chemical and physical properties of the molecule. Three lecture and three laboratory hours per week. Prerequisite: CHEM 2423. Lab Fee Required.

## **Instructional Area: Physics**

### **PHYS 1403 Introductory Astronomy –Stellar and Galactic Systems**

The universe beyond our solar system – a superficial introduction to nuclear physics; study of properties and structures of stars, star clusters, galaxies; and theories on the origin and evolution of observations. May be taken in any order with PHYS 1404. Prerequisite: eligibility for MATH 0402 or higher math. Lab Fee Required.

### **PHYS 1404 Introductory Astronomy -The Solar System**

A survey of solar astronomy, including the basic laws of Kepler and Newton. Introduction of history and development of astronomy from pre-ancient Greek times until now, including recent experimental results from planetary probes. Two hours per week of laboratory includes nighttime observations. May be taken in any order with PHYS 1403. Prerequisite: eligibility for MATH 0402 or higher math. Lab Fee Required.

### **PHYS 1405 Elementary Physics I**

A laboratory course in basic physics for liberal arts students. Topics studied include scientific methods, history of physics, mechanics, measurements, and heat. Three hours of lecture and three hours of laboratory per week. May be taken in any order with PHYS 1407. Prerequisite: eligibility for MATH 0402 or higher math. Lab Fee Required.

### **PHYS 1407 Elementary Physics II**

A laboratory course in basic physics for liberal arts students. Topics studied include light, wave motion, sound, electricity, magnetism, and their application to everyday life. Three hours of lecture and three hours of laboratory per week. May be taken in any order with PHYS 1405. Prerequisite: eligibility for MATH 0402 or higher math. Lab Fee Required.

### **PHYS 1415 Physical Science I**

Course, designed for non-science majors, that surveys topics from physics, chemistry,

geology, astronomy, and meteorology. Prerequisite: eligibility for MATH 0402 or higher math. *Lab fee required.*

#### **PHYS 1417 Physical Science II**

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Prerequisite: eligibility for MATH 0402 or higher math. Lab fee required.

#### **PHYS 2425 Engineering Physics I**

A calculus-based course intended for engineering students. The major emphasis is on the study of kinematics and dynamics including the topics of work, power, energy, heat, and thermodynamics. Three hours of lecture and three hours of laboratory per week. Prerequisite: Completion or concurrent enrollment in MATH 2413 or permission of instructor. Lab Fee Required.

#### **PHYS 2426 Engineering Physics II**

A continuation of PHYS 2425. Primary areas of study are wave theory, sound, electricity, magnetism, optics, and modern physics. Three hours of lecture and three hours of laboratory per week. Prerequisite: PHYS 2425. Lab Fee Required.

## **Department of Mathematics, Computer Science, and Engineering**

### **Instructional Area: Mathematics**

#### **MATH 0400 Basic College Math**

An introduction to algebraic concepts with a basic review of the fundamental operations of arithmetic, including whole and signed numbers, fractions, decimals and percent. Designed for students who need review of basic mathematical skills in preparation for credit level classes. Non-credit. Lab Fee Required.

#### **MATH 0401 Introductory Algebra**

Operations and properties in the set of real numbers. Includes solving and graphing equations and inequalities in one and two variables, operations on polynomials and factoring. Designed to be preparatory for College Algebra. Prerequisite: MATH 0400 or appropriate placement/readiness score. Non-credit. Lab fee Required.

#### **MATH 0402 Intermediate Algebra**

A continuation of preparation for College Algebra. Reviews operations on polynomials, factoring and solving linear equations and inequalities. Includes functions, solving systems of equations and inequalities, roots and radicals, and quadratic equations. Prerequisite: MATH 0401 or appropriate placement/readiness score. Non-credit. Lab Fee Required.

#### **MATH 1314 College Algebra**

Brief review of intermediate algebra topics, solutions to equations and inequalities, functions and graphing, exponential and logarithmic functions, theory of equations, systems of equations, matrices, ratios, and variations. Prerequisites: Appropriate placement score or MATH 0402. Lab Fee Required.

#### **MATH 1316 Plane Trigonometry**

A study of trigonometric functions, triangle and angle properties including radian measures, graphical representations, identities, and logarithms. Three hours of lecture per week. Prerequisite: MATH 1314 or its equivalent.

#### **MATH 1324 Finite Mathematics**

Designed primarily for students in business, management, social and biological sciences. Topics include advanced algebraic topics, probability and statistics and linear programming. Emphasis is placed on applications by means of problem sets related to business, social problems, games, industry and economics. Prerequisite: Appropriate

placement score or MATH 1314.

**MATH 1325 Business Calculus**

Calculus for students of the social and management sciences. Topics include functions, limits, derivatives, integrations, and applications to problems from business, economics, and social sciences. Prerequisite: MATH 1314 or equivalent.

**MATH 1332 Introduction to Modern Mathematics**

This course is designed for the liberal arts student. Topics include sets, logic, number theory, the real number system, topics from consumer mathematics, and topics from probability and statistics. Prerequisite: Appropriate placement score or MATH 0401.

**MATH 1342 Statistics**

Study of probability, random variables, mean and variance, binomial distribution, normal distribution, statistical inference, linear regression, and correlation. Prerequisite: appropriate placement score or MATH 0402.

**MATH 1350 Fundamentals of Mathematics I**

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: Math 1314 or the equivalent. Math 1350 or 1351 may be taken in any order.

**MATH 1351 Fundamentals of Mathematics II**

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers and concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. Prerequisite: Math 1314 or the equivalent. Math 1350 or 1351 may be taken in any order.

**MATH 2412 Precalculus Elementary Functions**

( For liberal arts, business, social science, natural science, and mathematics majors.) This course provides the essential background for more advanced study of mathematics. Topics include the function concept: polynomial, rational, exponential, logarithmic, and trigonometric functions; and coordinate geometry. Three lecture/discussion hours and one laboratory hour per week.

Prerequisite: MATH 1314 or placement test scores.

**MATH 2413 Calculus I**

A study of limits, derivatives, continuity, differentials, implicit differentiation, integration, and applications of differential and integral calculus. Trigonometric, logarithmic, and exponential functions are included. Students will work with a symbolic algebra system to discover calculus concepts. Three lecture/discussion hours and one laboratory hour per week. Prerequisite: MATH 2412.

**MATH 2414 Calculus II**

A continuation of the study of calculus. Topics include techniques of integration, applications of the definite integral, hyperbolic and polar functions, and infinite series. Students will work with a symbolic algebra system to discover calculus concepts. Three lecture hours and one laboratory hour per week. Prerequisite: MATH 2413.

**MATH 2415 Calculus III**

Continuation of MATH 2414. Vector Calculus, cylindrical and spherical coordinates, partial differentiation, directional derivatives and gradient, multiple integration, line and surface integrals. Green's Theorem, Stokes' Theorem. Prerequisite: MATH 2414.

**MATH 2320 Differential Equations**

Solutions of ordinary differential equations and applications. Prerequisite MATH 2414.

## **Instructional Area: Computer Science**

### **COSC 1400 Introduction to Computing**

Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include but are not limited to introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course is intended for non-Business and non-Computer Science majors. Lab Required. Lab Fee Required.

### **COSC 1415 Computer Fluency**

All students that need a Computer Science course to satisfy graduation requirements should take this one. This course is a broad coverage of Computer Science topics with a brief introduction to programming. This should be the first course for people thinking of majoring in Computer Science if they have no background in programming. Prerequisite: High school algebra or programming or instructor approval. Lab Required. Lab Fee Required.

### **COSC 1430 Multimedia Programming**

This course is an introduction to the multimedia process and logic. This course is designed for all students regardless of major. The course offers hands-on use of tools to develop and modify presentations. Any student that can use a computer and has an interest can take the course. We will explore the use and creation of multimedia projects using Director. Various scripting or macro languages may be explored. Prerequisite: computer background or instructor approval. Lab required. Lab Fee Required.

### **COSC 1336 Programming Fundamentals I**

Introduces the fundamental concepts of structured programming using C++. Topics include software development, data types, control structures, functions, and arrays. This course is normally the first course for Computer Science majors if they have had previous programming courses or experience. If there is no previous programming course or experience, take COSC 1415 first or get instructor permission. Prerequisite: Computer background or instructor approval. Lab required. Lab Fee Required.

### **COSC 1337 Programming Fundamentals II --Java**

Review of control structures and data types. This course applies the object-oriented paradigm and methods using Java or similar languages. The emphasis is on the definition and use of classes, objects, methods and abstraction. Prerequisite: COSC 1336 or equivalent experience or instructor approval. Lab required. Lab Fee Required.

### **COSC 2325 Machine Organization and Linux**

This course covers how a computer is organized and how different parts of the computer system operate and interact with the other parts. We look at how Windows and Linux interact with machine architecture and explore memory management, process management and file structure. Prerequisite: COSC 1336, COSC 1337 or equivalent experience or instructor approval. Lab required. Lab Fee Required.

### **COSC 2330 Networking Applications**

This course focuses on applying programs to network applications. Networking is studied using the Internet as the primary example of a network. We look at how computer networks are created and protocols used in the different network layers. We will also use Java applets to simulate data flow in a network. Prerequisite: COSC 1336, COSC 1337 or equivalent experience or instructor approval. Lab required. Lab Fee

Required.

**COSC 2336 Programming Fundamentals III - (Data Structures class)**

This course is a study of how different data collections such as bags, stacks, queues, lists and trees may be used to manipulate data and how to implement such collections with various data structures such as arrays and linked lists. We focus on using interfaces to separate collections from implementations. This course uses Java methods to implement the solutions. Prerequisite: COSC 1336 or 1337. Lab required. Lab Fee Required.

**Instructional Area: Engineering**

**ENGR 1201 Introduction to Engineering**

Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society. Lab Required. Lab Fee Required

**ENGR 2301 Engineering Mechanics I - Statics**

Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia. Prerequisite: the first calculus-based physics course. Co-requisite: MATH 2414. Lab required . Lab Fee Required.

**ENGR 2302 Engineering Mechanics II - Dynamics**

Calculus-based study of dynamics of rigid bodies, force-mass-acceleration, work-energy, and impulse-momentum computation. Prerequisite: MATH 2414. Co-requisite: MATH 2415. Lab required. Lab Fee required.

**ENGR 2304 Programming for Engineers**

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Pre- or Co-requisite: MATH 2414. Lab Required. Lab Fee Required.

**ENGR 2305 Circuits I for Electrical Engineering**

Principles of electrical circuits and systems. DC, transient, and sinusoidal steady-state analysis. This course must have three lecture hours per week and could include one hour per week of a lab. Prerequisite: PHYS 2425. Lab Required. Lab Fee Required

# DIVISION OF HUMANITIES

## Department of English, Language and Communications

### Instructional Area: English

#### **READ 0301 Developmental Reading I**

Develops fundamental reading skills by emphasizing vocabulary and comprehension. Noncredit.

#### **READ 0303 Developmental Reading II**

Develops fundamental reading skills by emphasizing vocabulary and comprehension, summarizing and responding critically. Noncredit.

#### **ENGL 0301 Developmental English I**

Designed to help students strengthen basic English and reading skills in combination with vocabulary, grammar and spelling review, sentence formation, and paragraph writing. Concentration in reading focuses on vocabulary and comprehension, including inference and analytical reading skills. Concentration in writing focuses on grammar, sentence formation and paragraph writing. Noncredit.

#### **ENGL 0303 Developmental English II**

Concentration in writing focuses on the process approach to writing, purpose and audience, unity, development and organization. Critical reading and thinking skills are also an important part of this transitional course between Developmental English and ENGL 1301 Composition I. Noncredit.

#### **ENGL 0411 English Proficiency I**

A course which focuses on English reading comprehension, vocabulary, pronunciation and paragraph writing. The class will include discussions, readings and activities concerning various aspects of American culture, traditions, and history. Lab required. Level 2 and 3 ESL students. Noncredit.

#### **ENGL 0412 English Proficiency II**

A course designed to improve English reading comprehension, speaking and writing to prepare students for ENGL 1301 and to raise their TOEFL scores. Emphasis on English grammar and writing skills. Lab required. Level 4 ESL students. Noncredit.

**\*All international students are required to take ENGL 0411 and ENGL 0412 unless their TOEFL scores are 550 or above or the writing evaluation indicates placement in ENGL 0412 or ENGL 1301.**

#### **ENGL 1301 Composition I**

Emphasis on the reading and writing of expository prose, critical thinking, good writing techniques, precise grammatical construction, revision skills, and research and documentation proficiency. Students engage in frequent composition exercises illustrating the application of these principles. Prerequisite: Appropriate placement test score or satisfactory completion of English 0303.

#### **ENGL 1302 Composition II**

Continuation of ENGL 1301. Emphasis is on critical and analytical thinking as applied to reading and writing skills. Students analyze short stories, poetry, and drama of canonical and contemporary authors, including British writers. This course teaches basic principles of literary criticism and research and requires comprehensive evaluations of various types of literature and a documented literary analysis of a major literary work. Prerequisite: Grade of C or better in ENGL 1301.

**ENGL 2307 Creative Writing**

Offers instruction in expository and non-expository types of popular and literary genres. Offerings from year to year include creative writing, biography / autobiography, and free-lance writing. Prerequisite: ENGL 1302 or consent of the instructor. *Does not fulfill core literature requirement.*

**ENGL 2322 British Literature I**

Surveys the literature from the Anglo-Saxon Period through the Neoclassical Period. Emphasis is upon masterpieces of poetry and prose against the background of English literary history. Prerequisite: ENGL 1302 or consent of the instructor.

**ENGL 2323 British Literature II**

Surveys the literature from the Romantic Period to the present time. Includes representative works from the Romantic, Victorian, and Modern Periods. Prerequisite: ENGL 1302 or consent of the instructor.

**ENGL 2327 American Literature I**

Surveys the literature of representative American authors from the seventeenth century to the civil war. Examines works of poetry and prose and explores the context in which they were created. Prerequisite: ENGL 1302 or consent of the instructor.

**ENGL 2328 American Literature II**

Surveys the literature of representative American authors from the civil war to the present. Examines works of poetry and prose and explores the context in which they were created. Prerequisite: ENGL 1302 or consent of the instructor.

**ENGL 2332 Survey of World Literature I**

Examines literature from different countries and cultures from the ancient period to the medieval period. Prerequisite: ENGL 1302 or consent of the instructor.

**ENGL 2333 Survey of World Literature II**

Examines literature from different countries and cultures from the medieval period to the present century. Prerequisite: ENGL 1302 or consent of the instructor.

**Instructional Area: Education**

**EDUC 1301 Introduction to the Teaching Profession** An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields, that gives students opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations, extends to students support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms, includes course content aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards, and offers students a minimum of 16 contact hours of field experience in P-12 classrooms.

**EDUC 1325 Principles and Practices of Multicultural Education**

An examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

**EDUC 2301 Introduction to Special Populations**

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations. It is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and

includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Pre-requisite: EDUC 1301.

### **TECA 1303 Families, School, & Community**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students are required to participate in a minimum of 16 hours of field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations.

### **TECA 1311 Educating Young Children**

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students are required to participate in a minimum of 16 hours of field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations.

### **TECA 1318 Wellness of the Young Child**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students are required to participate in a minimum of 16 hours of field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations.

## **Instructional Area: Humanities**

### **HUMA 1170 Leadership for Service Learning I**

An introductory course focusing on the principles of leadership. A broad-based approach to the study of leadership open to students pursuing the Service-Learning Track on the A.A., A.F.A., or A.S. degree. Requires participation in Service-Learning projects. Open to freshman only.

### **HUMA 1171 Leadership for Service Learning II**

A continuation of HUMA 1170 with an emphasis on exploring community-based service opportunities. Requires participation in Service-Learning projects. Freshman entering in the spring semester may take HUMA 1171 with the approval of the Service Learning Coordinator. Prerequisite: grade of C or better in HUMA 1170.

### **HUMA 2170 Sophomore Service Learning Preceptor I**

Class for service-learning sophomores who serve as preceptors in the service-learning program. Prerequisite: grade of B or better in HUMA 1171.

### **HUMA 2171 Sophomore Service Learning Preceptor II**

Continuation of HUMA 2170. Prerequisite: completion of twenty-four hours of service in HUMA 2170.

## **Instructional Area: Modern Languages**

### **SPAN 1411 Beginning Spanish I**

Practice in understanding and speaking Spanish. Grammar study and vocabulary building. Simple reading. Three lecture hours and one laboratory hour per week.

**SPAN 1412 Beginning Spanish II**

Continuation of SPAN 1411. Three lecture hours and one laboratory hour per week. Prerequisite: SPAN 1411, one year of high school Spanish, or permission of instructor.

**SPAN 2311 Intermediate Spanish I**

Reading of short stories, plays and novels. Composition and conversation. Prerequisite: SPAN 1412, two years of high school Spanish, or permission of instructor.

**SPAN 2312 Intermediate Spanish II**

Continuation of SPAN 2311. Prerequisite: SPAN 2311, three years of high school Spanish, or permission of instructor.

**SPAN 2313 Spanish for Native/Heritage Speakers I**

Review and application of skills in reading and writing. Emphasizes vocabulary acquisition, reading, composition, and culture. Designed for individuals with oral proficiency in Spanish, this course is considered equivalent to SPAN 2311.

**SPAN 2315 Spanish for Native/Heritage Speakers II**

Review and application of skills in reading and writing. Emphasizes vocabulary acquisition, reading, composition, and culture. Designed for individuals with oral proficiency in Spanish, this course is considered equivalent to SPAN 2312.

**Instructional Area: Speech/Communications**

**Prerequisite for all SPCH courses: Eligibility for ENGL 1301 or permission of instructor.**

**SPCH 1311 Introduction to Speech Communication**

A course in the fundamentals of speech communication including studies in interpersonal, small groups, and public communication situations. This course includes researching and organizing material, using the voice and body in presentation, and developing techniques for preparing and delivering various types of speeches.

**SPCH 1315 Public Speaking**

A course designed to train the student in speech performance and speech evaluation skills. Theory and practical experience focused on the formulation, presentation, and evaluation of several types of speeches including speeches to inform, persuade, and entertain as well as speeches for special occasions.

**SPCH 1318 Interpersonal Communication**

A course in communication that occurs between persons who have a connection or relationship. Theory and practical experience focused on the study of essential elements of interpersonal communications, principles that explain how interpersonal communication works, and effective communicating demonstrating a clear understanding of the elements of interpersonal communications.

**SPCH 1321 Business and Professional Speaking**

A course designed for Business majors and for all students who want to study the various uses of Speech Communication in the business world. Theory and practice in interviewing, group problem-solving proposals, marketing presentations, and effective methods of using traditional and electronic visual aids.

**COMM 1131, 1132, 2131, 2132 Publications**

Work experience in producing and publishing the college yearbook and *Reflections* literary magazine. Available to all students.

**COMM 1307 Introduction to Mass Communication**

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

**COMM 1335 Survey of Radio/Television**

Study of the development, regulation, economics, social impact, and industry practices in broadcasting and cable communication. Includes non-broadcast television, new technologies, and other communication systems.

**COMM 2303 Audio/Radio Production**

Concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent.

**COMM 2311 News Gathering & Writing I**

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

**COMM 2331 Radio and Television Announcing**

An instructional program designed to introduce students to the techniques and methods used in broadcast announcing. Students will receive hands-on experience behind the microphone and in front of the camera.

**Department of History and Social Sciences****Instructional Area: History**

**Prerequisite for all courses: Eligibility for ENGL 1301 or permission of instructor.**

**HIST 1301 U.S. History I**

A general survey of the history of the United States from the era of discovery through the Civil War. May be taken in any order with HIST 1302.

**HIST 1302 U.S. History II**

A general survey of the history of the United States from Reconstruction to the present time. May be taken in any order with HIST 1301.

**HIST 2301 History of Texas**

A general survey of the political, social, economic, and intellectual history of Texas from the pre-colonial period to the present. Recommended for students pursuing teacher certification.

**HIST 2321 World Civilization I**

The origins, development, and interrelations of the major world civilizations to the seventeenth century.

**HIST 2322 World Civilization II**

A continuation of HIST 2321 surveying the developments in the major world civilizations from the seventeenth century to the present.

**Instructional Area: Government**

**Prerequisite for all courses: Eligibility for ENGL 1301 or permission of instructor.**

**GOVT 2305 Federal Government I**

The United States constitutional structure and organization of the federal system; policy and law; departments, agencies, and officials; political party development; foreign and domestic affairs. May be taken in any order with GOVT 2306.

**GOVT 2306 Texas Government II**

The structure, functions, and politics of American state and local government, with emphasis on Texas, including the Texas constitution. Fulfills the requirement to be met by public school teachers. May be taken in any order with GOVT 2305.

**Instructional Area: Geography****GEOG 1303 World Regional Geography**

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions.

**Instructional Area: Psychology****PSYC 2301 General Psychology**

An introduction to the basic processes and principles of human behavior. Includes study of methods and findings of psychology, including historical and recent developments in motivation, cognitive and behavioral theories, personality, therapies and abnormal processes. This course relates to students as part of their general education or as preparation for professional study in education, theology, medicine, or law.

**PSYC 2314 Human Growth and Development**

An examination of the relationship of the physical, emotional, social, and mental factors associated with growth and development throughout the life span. Recommended for nursing and pre-professional students.

**PSYC 2315 Psychology of Adjustment**

A study of the problems of adjustment, self-management and the development of a well-integrated personality. Application of psychologic principles to problems and circumstances of everyday living are developed.

**PSYC 2319 Social Psychology**

A survey of the ways in which interpersonal events and cultural forces can impact social situations, attitudes, social group effectiveness, learning, perception, motivation, conflict and communication patterns.

**Instructional Area: Sociology****SOCI 1301 Introduction to Sociology**

A study of the agreements and disagreements that people make, organize, break, and change. Analysis of the theoretical points of view in sociology. Sociological concepts and methods of investigation are considered along with a study of social institutions, social processes, organizations, and social change.

**SOCI 1306 Social Problems**

An examination of the root causes of and alternative solutions concerning present day social problems in the United States and the world. Included in the course are such problems as poverty, racism, sexism, health, ageism, and population problems.

**SOCI 2301 Marriage and Family**

A course emphasizing the trends, functions, and changes of the modern family. An overview of pre-marital, marital, and post-marital problems will be considered. Such areas as proper preparation for marriage, factors in mate selections, and marriage compatibility will be discussed.

**SOCI 2319 Minority Studies**

A study of the problems, literature, concerns, personalities, culture, and programs of American minority groups. Groups to be considered will include the American Black, Mexican-Americans, American Indians, American-born Japanese, and other less visible minorities.

### **Instructional Area: Criminal Justice**

**Prerequisite for all courses: Eligibility for ENGL 1301 or permission of instructor.**

#### **CRIJ 1301 Introduction to Criminal Justice**

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

#### **CRIJ 1306 Courts & Criminal Procedure**

The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand juries, adjudication process; types and rules of evidence; sentencing.

#### **CRIJ 1307 Crime in America**

American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.

#### **CRIJ 1310 Fundamentals of Criminal Law**

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

#### **CRIJ 2328 Police Systems and Practices**

The police profession; organization of law enforcement systems; the police role; police discretion, ethics; police-community interaction; current and future issues.

### **Instructional Area: Learning Resources and Orientation**

#### **STSU 1300 College Reading and Learning Strategies**

Strategies in textbook reading, vocabulary development, study skills, and learning styles. Non-credit course used in the Sizzling Summer Program.

#### **STSU 1100 Student Success**

Helps students adjust to college life by introducing campus services and procedures, time management, study skills, and life skills. Required of new full-time freshman.

## **Department of Business**

#### **ACCT 2401 Principles of Accounting I**

A study of the conceptual framework which explains financial accounting with an emphasis on the business and economic information generated in the accounting process.

#### **ACCT 2402 Principles of Accounting II**

The study of financial accounting is continued from ACCT 2401. Partnership and corporation accounting, cost accounting, and analysis of financial statements are the areas emphasized. An introduction to managerial uses of accounting is included. Prerequisite: ACCT 2401 or permission of instructor.

#### **BCIS 1305 Business Computer Applications**

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

#### **BUSI 1301 Introduction to Business**

An overview of the basic business functions, including accounting, business law, communication, computer technology, economics, finance, marketing, management, and office systems.

**BUSI 1307 Personal Finance**

A study of individual and family business problems related to organizing, measuring and planning for one's financial future. Management of basic assets, housing, credit and insurance needs for one's life, health and property.

**BUSI 2301 Business Law I**

Major content areas include general principles of law and the legal system, contracts, sales, commercial paper, bank-customer relations, agency, and property.

**BUSI 2302 Business Law II**

A survey of the legal environment as it relates to business and society. Major content areas covered include government regulations, consumer and environmental protection, labor and employment practices, bankruptcy, business organizations, securities regulation, insurance, wills, estates, trusts, international law, ethics, and computer law.

**BUSI 2304 Business Communications**

The logical and psychological application of language to the traditional business communication areas. Prerequisite: COSC 1301 or BCIS 1305.

**ECON 2301 Principles of Economics I (Macroeconomics)**

Principles and problems of economics, with emphasis on macroeconomics. A study of scarcity and choice; social, political, and market processes; money, spending, output and income; national income analysis; inflation, unemployment, and economic stabilization; and the American economy.

**ECON 2302 Principles of Economics II (Microeconomics)**

Principles and problems of economics with an emphasis on microeconomics. A study of demand, supply, and price in the model market system; cost, supply, and income distribution in the model market system; real-world market systems; and world trade, development, and systems.

**Instructional Area: Hospitality Administration****HADM 1301 Introduction to the Hospitality Industry**

This course is designed to provide not only an elemental understanding of the hospitality industry from past, present and future perspectives but a realistic exposure to the work, decisions, and competitive forces that have an impact on all of those who take a professional stake, either directly in the industry or within one of its supporting industries.

**HADM 1302 Principles of Food Science**

This course focuses on the study of food groups and their methods of preparation, cooking, and presentation with a strong emphasis of food science and nutrition. The course is designed specifically for learning the professional approach to food preparation and service with hands-on practice. Students are involved in food product identification, preparation and service methods, and learning the professional language of food and cooking. 1 lecture 4-1hour lab.

**HADM 1303 Catering, Convention, and Club Management**

This course focuses on off-premise and on-premise catering for social and business functions. Topics include organizational structure; legal aspects of catering, convention and club management; product and service development; marketing and sales; catered function and special event planning and execution; staff recruitment and training; post-event analysis; financial success of catering; and special events businesses. Prerequisite HADM 1301.

**HADM 2301 Introduction to Hotel Operations**

This course is designed to introduce students to the scope of the hotel industry and the

organizational structure and operational mechanics of how the departments within the rooms division of an individual hotel operate. Understanding the scope of the industry involves understanding who the major players are and what market segments their brands serve. Students gain an understanding of how work is performed and how activities are coordinated within hotel departments. Completion of a front desk housekeeping practicum in a hotel setting is a required course activity. Prerequisites HADM 1301, HADM 1303.

#### **HADM 2302 Restaurant Management**

This course offers the opportunity to synthesize the skills, concepts, and theories students have learned in other classes including menu costs and planning and apply them practically in an actual restaurant setting. Lecture topics cover pertinent issues and principles relevant to the industry at large and then are incorporated as a class into actions that occur in the student-run operation. Prerequisites HADM 1301, HADM 1302.

#### **HADM 1304 Professionalism in the Hospitality Industry**

The application of necessary skills to be professional in the social and work environments with an emphasis on professional dress, punctuality, dependability, honesty, loyalty, diligence, responsibility, displaying good manners, proper dining etiquette, culture and business conversation, job search techniques. Students will experience a great deal of interaction with professionals and hospitality industry executives.

## **Department of Religion and Philosophy**

### **Instructional Area: Church Careers**

#### **RELI 1212 The Ministries of the Church and Your Call to Ministry**

An examination of the call to ministry and the basic ministries of the Church. Includes educational/vocational requirements for various ministries and spiritual gifts used in each ministry. Latter part of the semester focuses on discernment of individual spiritual gifts and the call of the individual student. Students will have opportunities for spiritual formation and direction, and leadership in worship. Prerequisite: Approval of the instructor.

#### **RELI 2210 Skills for Church Leadership**

In this course, students will develop the basic skills needed for effective ministry in the Church and will practice these skills in class and in local church settings. Students will have opportunities for spiritual formation and direction, leadership in worship, and practical experience through the completion of a ministry project. Prerequisite: Approval of the instructor.

#### **RELI 2213 Christian Worship**

A study of Christian worship, including its history as well as planning and implementation of all facets of worship. Components studied are liturgical, non-liturgical, traditional, contemporary, blended, the liturgical year, use of scripture, hymnology, multi-sensory stimulus, the sacraments, use of the lectionary, exegetical process, theologies of worship, and the theology of sacred spaces. Students will participate in group planning and implementation of worship. Spiritual formation and direction is ongoing. Prerequisite: Approval of the instructor.

#### **RELI 2311 Theology of Church Leadership**

An examination of the development and basic systems of Christian theology, from creation through eschatology. Includes a study of major theologians from the early church through modern times. Each student will complete the semester by writing his or her own personal credo based on the belief systems studied. Opportunities for spiritual formation and direction are ongoing, as is the requirement for leadership in worship. This

class satisfies the philosophy/religion requirement for this institution. Prerequisite: Approval of the instructor.

**Instructional Area: Religion**

**RELI 1301 Old Testament Survey**

A survey of the literature, history, and religion of the Old Testament.

**RELI 1302 New Testament Survey**

A survey of the literature, history, and religion of the New Testament.

**RELI 1303 Beliefs and Practices of American Religious Groups**

A survey of what American Protestants, Catholics, and Jews and their spokespersons believe and practice. Other groups and movements studied include the Amish, snake handlers, New Agers, and Reconstructionists.

**RELI 2301 Introduction to Christianity**

A survey of the Biblical heritage, the growth and diversity of the Christian Church, and the Christian faith and life.

**RELI 2302 Christian Ethics**

A study of the Biblical and theological bases of Christian ethics and an application to contemporary issues.

**Instructional Area: Philosophy**

**Prerequisite for all courses: Eligibility for ENGL 1301 or permission of instructor.**

**PHIL 1301 Introduction to Philosophy**

A survey of the major divisions and characteristic problems of philosophy.

**PHIL 1304 Introduction to World Religions**

This course will consider the beliefs and practices of the major religious bodies and their world views, including Christianity, Judaism, Islam, Shintoism, Taoism and Buddhism.

**PHIL 2303 Introduction to Logic and Critical Thinking**

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning, truth tables, and fallacies.

**PHIL 2306 Introduction to Ethics**

A study of issues involved in moral deliberation and choice. This will include a survey of traditional ethical theories and their implications for moral discussion and decision.

**PHIL 2321 Philosophy of Religion**

A critical investigation of ideas, themes and experiences as they address philosophic issues dealt with in major world religions.

# LON MORRIS COLLEGE

Established 1877 • An Institution of the United Methodist Church



- 1. Green Wilson Hall
- 2. Student Center
- 3. Earl Residence Hall
- 4. Coltrane Center
- 5. Coltrane Center Bookstore
- 6. Athletic Office
- 7. Coltrane Center
- 8. Morris Hall (Athletic Student Center)
- 9. Moody Building
- 10. Student Center
- 11. Henderson Library
- 12. Wellness Center
- 13. Wellness Technology Center
- 14. A. Frank Smith Fine Arts Building
- 15. Fine Arts Building
- 16. Brown Residence Hall
- 17. Clark Residence Hall
- 18. Clark Residence Hall
- 19. Body-Swimming Pool
- 20. Body-Swimming Pool
- 21. DMC Baseball Field
- 22. Soabb>Welcome Center - Admissions
- 23. Frank Courts
- 24. Frank Courts
- 25. Volleyball Courts
- 26. Frank Courts
- 27. Abramo Pub
- 28. Main Office
- 29. Main Entrance Office/Shop
- 30. Lindheim Plaza
- 31. Soccer Field
- 32. Soccer Field
- 33. Concessions Stand
- 34. Student Center Administration Building
- 35. Parking
- 36. Athletic Field
- 37. Athletic Field
- 38. Coltrane Center
- 39. Coltrane Center
- 40. Brand Facility
- 41. Nolan Park
- 42. Student Center
- 43. Parking
- 44. Student Center
- 45. Student Center (Football)
- 46. Security Office
- 47. Student Center
- 48. Synagogue Cottage
- 49. Synagogue Cottage
- 50. Synagogue Cottage
- 51. Pine Oak Cottage
- 52. Student Center
- 53. LMC Bus Center







Academic Information	31-45		
Accounting	99-100		
Add/Drop	33		
Administration	6		
Admissions	11-15		
Agricultural Sciences	63-64, 85-86		
Art	53-54, 79-80		
Articulation Agreements	45		
Athletics	49		
Attendance Policy	32		
Auditing a Course	33		
Band	55-56, 80-82		
Biology	65-66, 87-88		
Business	76, 100		
Bookstore	50		
Chapel	49		
Chemistry	67,88		
Chorale	56		
Church Careers	77-78, 101-102		
Communications	97		
Computer Science	69, 91-92		
Concurrent Enrollment Program	12-13		
Core Curriculum	40		
Course Information	79-102		
Credit by Examination	35		
Criminal Justice	73, 99		
Dance	61,84-85		
Degree Plans	54-78		
Disability Accommodations	50		
Drama	58-63, 82-84		
Economics	100		
Education	94-95		
English	71, 93-94		
Expenses	16-18		
Faculty	7-9		
Fees	16-17		
Financial Aid	19-29		
Fine Arts, Division of	53-63		
General information	3-10		
Government	75, 98		
Grade Point System	34		
Graduation Requirements	44		
Grievances	51		
Health Services	50		
History	75, 97		
History, Lon Morris College		4	
Hospitality Administration	77, 100-101		
Housing	46-47		
Humanities, division of	93-102		
Independent Study	33		
International Students	14-15, 49		
Kinesiology	64-65, 86-87		
Language Arts			70-72, 93-94
Languages, Modern			71,96
Learning Enrichment Center			38
Library			37
Map, Campus			104
Mathematics			68-69, 89-91
Mission Statement			3
Music			55-57, 80-82
Musical Theatre			62-63
Natural Sciences			65-68
Organizations, Student			48
Philosophy			78, 102
Physical Education			86-87
Physics			88-89
Placement Tests			15
Pre-engineering			67-68
Pre-law			76
Pre-nursing			66
Pre-professional Studies			65
Probations, Academic			35-36
Psychology			72, 98
Purpose, Statements of			3
Records, Access to			38-39
Religion			77-78, 102
Refunds			18
Scholar Dollars Program			30
Scholarships			27-29
Science, Division of			63-69
Security, Campus			49-50
Service Learning			43
Spanish			71, 96
Speech			72, 96
Sociology			73,98-99
Student Activities			47-48
Student Conduct			51
Student Government			48
Student Life			47-51
Student Right-to-Know Act			49-50
Suspension, Academic			37
Technology Center			36-37
Transfer Students			13, 36
Trustees, Board of			5
Tuition			16
Visual Arts			53-54, 79-80







# LON MORRIS COLLEGE

AN INSTITUTION OF THE UNITED METHODIST CHURCH  
OFFICE OF ADMISSION  
800 COLLEGE AVENUE  
JACKSONVILLE, TEXAS 75766-2900  
[WWW.LONMORRIS.EDU](http://WWW.LONMORRIS.EDU)