

SOUTHWEST TENNESSEE COMMUNITY COLLEGE ACADEMIC CATALOG



www.southwest.tn.edu
(901) 333-5000 (local) • 1-800-717-7822 (out-of-state)
Southwest Tennessee Community College • P.O. Box 780
Memphis, Tennessee 38101-0780

Southwest Tennessee Community College (Southwest) is a member of the State University and Community College System of Tennessee and under the governance of the Tennessee Board of Regents.

The course offerings and requirements of Southwest are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but makes no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and Southwest.

Southwest reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students, to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Current information can be obtained from the following sources:

Admissions Requirements: Admissions and Records Office
Course Offerings: Department offering the course
Degree Requirements: Division offering the degree
Fees and Tuition: Office of Financial and Administrative Services

Southwest provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the College, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn, and his or her application of appropriate study techniques to any course or program. Thus, Southwest must necessarily limit representation of student preparedness in any field of study so that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

EEO/Title IX/Section 504/ADA

Southwest does not discriminate on the basis of race, sex, color, religion, national origin, age or disability. This policy extends to employment by, admission to, or educational opportunities and benefits provided by the College.

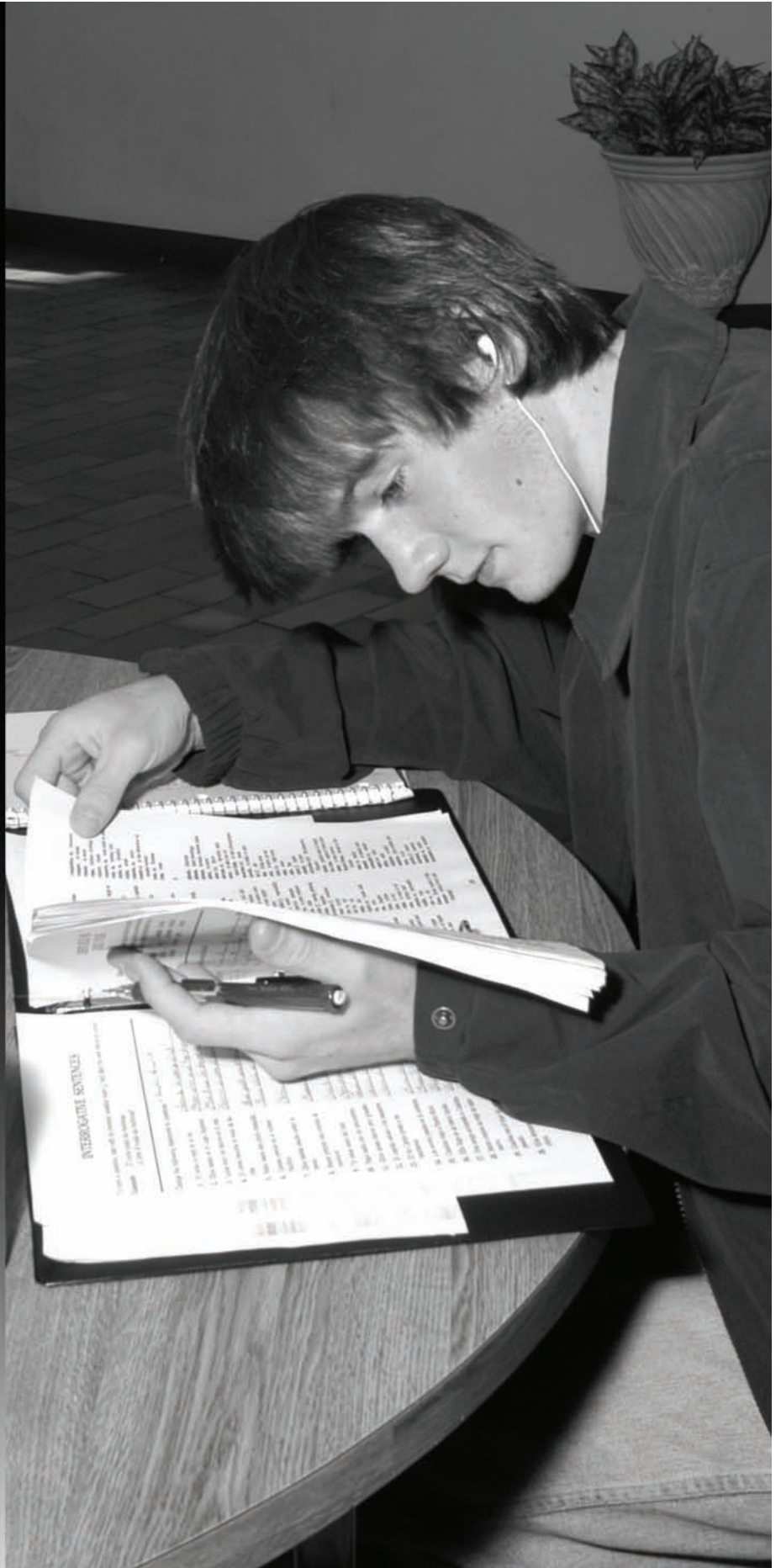
Inquiries concerning EEO, Title IX, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should be directed to the EEO Officer. For specific information on services for students with disabilities, refer to that section. Southwest is an affirmative action/equal opportunity college. It is committed to the education of a non-racially identifiable student body.

Failure to read this publication does not excuse students from the requirements and regulations described herein.

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GENERAL INFORMATION



OVERVIEW

Since its establishment in July 2000, Southwest has melded the legacies of two institutions into a twenty-first century college that truly is “greater than the sum of its parts.” The largest community college in the Tennessee Board of Regents system, its multiple locations include two main campuses, four center locations and several teaching sites. Southwest's various locations make getting a degree more convenient. The College's two main campuses serve a population of more than 650,000 residents in a five-mile radius of either location.

Macon Cove Campus
5983 Macon Cove
Memphis, TN 38134
(901) 333-4000

Southwest's intensive technology programs are based at the Macon Cove Campus, located off the I-40 and I-240 expressways in the eastern part of the city. The campus hosts multiple partnerships, alliances, licensing and certification programs, service grants, and extensive computer training facilities that serve both students and community. Macon Cove's 100-acre campus offers a suburban ambiance, enhanced by a quiet lake that provides year-round habitat to flocks of ducks and other waterfowl.

Union Avenue Campus
737 Union Avenue
Memphis, TN 38103
(901) 333-5000

Convenient to downtown and Midtown Memphis, the Union Avenue Campus hosts allied health sciences and nursing programs and a fine arts program complete with a well-equipped theater. The Union Avenue Campus is the original home of the Saluqi men's and women's basketball teams, which have brought national attention to the College over the years and much enjoyment to students and other local sports fans. The intercollegiate sports program includes men's baseball and women's softball teams, which also have fielded top teams.

With various locations throughout Shelby and Fayette Counties, higher education through Southwest is very accessible.

Fayette Site
121 West Court Square
Somerville, TN 38068
(901) 466-7656

Gill Center
3833 Mountain Terrace
Memphis, TN 38127
(901) 333-5970

Millington Center
6498 Seawolf
Millington, TN 38053
(901) 333-4030

Southeast Center
5396 Mendenhall Square Mall
Memphis, TN 38115
(901) 333-6005

Whitehaven Center
3035 Directors Row, Building 6
Memphis, TN 38131
(901) 333-6450

Southwest offers more than 100 university transfer and career degree programs, and more than 20 academic and technical certificate programs for fast career entry-level skills. Greatly expanded technological capability reaches into every corner of the College, including registration and classes via internet, intra-college communications, and programs that give students skills for careers that are new today or coming tomorrow.

Directions to Southwest campuses, centers and sites can be found at www.southwest.tn.edu or by calling (901) 333-5000 or the toll free number 1 (877) 717-7822.

Mission

Southwest is the comprehensive, multi-cultural, public, open-access college whose mission is to anticipate and respond to the educational needs of students, employers, and communities in Shelby and Fayette counties and the surrounding Mid-South region. The College provides citizens with an effective teaching and learning environment designed to raise educational levels, enhance economic development, and enrich personal lives.

To fulfill its multipurpose mission, the College:

- Offers a broad range of learning opportunities in technical, career, general, transfer, developmental and continuing education
- Offers associate degrees, certificates, and courses to prepare students for employment, career advancement, personal enrichment and college and university transfer
- Increases educational access through technology-assisted instruction, distance learning opportunities and multiple locations
- Initiates partnerships and public service activities for workforce development and lifelong learning throughout the community
- Implements articulation agreements and collaborative activities with high schools, technology centers, colleges and universities

- Attracts and retains diverse faculty, staff and students
- Delivers effective academic programs, student support services, and administrative services through quality personnel, current technology, and continual planning, evaluation and improvement

Implementation of Mission

Implementation of this mission requires specific activities carefully designed to ensure that the mission is accomplished. These activities are grounded in the College's basic values and are continuously evaluated and improved. As a current implementation strategy, the College:

- Offers Associate of Applied Science, Associate of Arts, and Associate of Science degrees, academic and technical certificate programs, and courses that prepare students for transfer, employment, and career advancement in areas that include allied health sciences, nursing, business, computer technologies, criminal justice, education, and engineering and related technologies, while continually developing new programs in emerging fields
- Offers a general education program to improve student communication and mathematical skills, critical thinking, cultural awareness and personal and civic responsibility
- Provides customized training, specialized courses, continuing education and assessment services to meet personal, career, and workforce development needs
- Provides developmental education to strengthen basic academic skills
- Offers an Honors Program for creative and academically talented students
- Develops articulation agreements and collaborative activities with high schools, technology centers, colleges, and universities to ensure smooth educational transitions for students
- Develops and sustains effective partnerships with business, industry, and community agencies to foster economic development and workforce preparation
- Initiates public service activities and educational collaboratives dedicated to lifelong learning and the improvement of the community at large
- Creates opportunities for enrichment and personal growth through social, cultural/artistic, multi-cultural, and athletic activities
- Utilizes technology reflecting current business and industry standards
- Provides student support services to increase opportunities for success
- Promotes academic excellence by supporting effective learning with quality instruction, a free exchange of ideas, and enhanced educational experiences through honors programs

Values

As a college community, the faculty and staff of Southwest commit to the following values as guides for their professional practice:

- Learning
- Student success
- Academic excellence
- The uniqueness and worth of each individual
- Dedicated faculty and staff
- Responsible learners
- Diversity
- Personalized instruction and hands-on learning
- Open communication, teamwork and participatory management
- Academic freedom
- Ethical and professional behavior
- Community involvement
- Continuous improvement

Vision

Southwest will become the college of choice and a national model for technical, career, and transfer education by fostering student success, transforming lives and strengthening the diverse community.

Advantages

Southwest offers its diverse student population such advantages as:

- Fully accredited programs
- Small class sizes
- Quality faculty
- Nominal costs
- Open and early admissions
- Broad range of degree programs
- Broad range of certificate programs
- Accessibility through multiple campuses, centers and teaching locations
- Advanced studies through an Honors Program
- Strong program of academic developmental services

Comprehensive support services

- Strong Distance Education programs with many online and telecourse offerings
- Special programs in fine arts, criminal justice, the allied health sciences, nursing, information technologies, engineering technologies, automotive technology and business studies
- A variety of noncredit continuing education courses offered throughout the year
- A variety of workshops and seminars on various topics
- The Continuing Education and Community Partnerships Center provides business, industry and individuals with hands-on training and skills

ADMISSIONS

www.southwest.tn.edu/admissions
(901) 333-5924

Admission to Southwest is open to all people who can benefit from a post-secondary education. Southwest students represent a variety of ages and cultures, adding to the richness of a Southwest education. Southwest accepts applications throughout the year.

Students may attend day, evening, or weekend classes offered on Southwest's two main campuses, four centers and many sites located in Shelby and Fayette Counties. Students may enroll full-time or part-time when admitted to one of the following categories.

- **Degree-seeking**
This student is seeking an associate degree, which requires at least 60 credits.
- **Certificate-seeking**
This student is seeking a certificate, which requires up to 30 credits.
- **Non-Degree**
This is a student who does not wish to apply for a degree. A non-degree student is not eligible to receive federal financial aid. A non-degree student who wishes to change to degree-seeking status must meet all admission requirements.
- **Transfer**
This student has attended another college or university and plans to transfer credits to and graduate from Southwest.
- **Transient**
This student attends another institution and plans to enroll at Southwest for one or more semesters and then return to the home institution.

Requirements for Prospective Students

1. Submit a completed admissions application with a \$5 one-time, non-refundable application fee (not required for readmitted students).
Mail to:
Southwest Tennessee Community College
Admissions and Records Office
P.O. Box 780
Memphis, TN 38101-0780
2. Arrange for documents verifying your previous education to be sent directly to the Admissions and Records Office.
 - High school graduates who have never attended college – official high school transcripts verifying graduation
 - Individuals who have passed the General Educational Development (GED) test – an official report of scores
 - Individuals who have attended a college or university elsewhere – an official high school transcript verifying graduation and an official transcript from each institution

3. Submit proof of immunization with two doses of Measles, Mumps, Rubella (MMR) vaccines (only needed if born after 1956 and a full-time student). High school graduates 2001 to present need not submit MMR as it is on the official high school transcript.

Degree-seeking Test Score Requirements

- Potential students under the age of 21 must submit official ACT – National test scores or pay to take the ACT – Residual Test before enrolling (cannot be used for Lottery Scholarship certification). Placement decisions will be based on valid scores less than three years old.
- Potential students over the age of 21 are required to take the COMPASS/ASSET test in reading, writing and math.

Academic Placement

New students under 21 years of age are placed into courses according to valid ACT sub scores in English, mathematics, and reading. Students who are 21 years or older or have no transfer credits in English, reading and/or mathematics are required to take the COMPASS/ASSET test which is administered at the Testing Center. If valid ACT sub scores are available, they may be used for placement.

Challenging Placement

If a student wants to challenge his or her initial placement in mathematics, reading, and writing an alternate test is available. The challenge of placement must be done before enrolling in the first developmental studies course in the subject area. Contact the Testing Center for an appointment for the appropriate challenge test. A fee is charged for the test.

Orientation

Southwest affords new students an opportunity to participate in an orientation which provides an introduction to the College experience including academic advising, college support services, transfer, job opportunities, and student life.

Student Academic Success Seminar (ACAD 1100)

This course is designed to assist students in making the transition to college during the freshman year. Students are introduced to college functions and resources. Additionally, the student acquires survival skills for college. Topics include career preparation, academic expectations, time management, test anxiety, and life outside the classroom, as well as personal values and relationships. This course is required for all first-time, full-time, degree-seeking students.

Readmitted Students

A student who has not been enrolled at Southwest for consecutive spring and fall semesters must submit an application for readmission. Degree-seeking students must have all credentials on file prior to being readmitted. Each readmitted degree-seeking applicant must submit official transcripts from all institutions attended during the period of non-enrollment at Southwest.

Southwest maintains records (e.g. transcripts from other institutions, applications, immunization records, etc.) for five years after graduation or last date of attendance. Students applying for readmission after a five year separation from the College must submit all admissions documents required for their field of study.

International Students

www.southwest.tn.edu/international
(901) 333-4804

Southwest welcomes international students and values their contribution to enhancing the cultural diversity of the College. Southwest is authorized to issue the Form I-20 and students are admitted before the beginning of each semester, year-round. Most international students transfer to four-year colleges after completing their studies at Southwest. Potential students must:

1. Submit a completed admission application with a \$30 one-time, non-refundable application fee.
2. Submit required certified translations of foreign high school and college transcripts. Transcripts from USA high schools and colleges must also be submitted if applicable. Applicants under age 21 must submit ACT test scores (SAT also accepted).
3. Submit the results of the Test of English as a Foreign Language (TOEFL) if the applicant's native language is not English. A TOEFL score of 500 pencil-based test or 173 computer-based test is required. If the applicant has completed coursework for regular academic credit at another USA institution, it may be used in place of TOEFL.
4. Provide a financial statement which is evidence of financial capability to pay registration fees, non-resident fees, living and other expenses.
5. Submit proof of immunization with two doses of Measles, Mumps, Rubella (MMR) vaccines and the Certification of Freedom from Tuberculosis.
6. Submit proof of Accident and Sickness insurance with provisions for hospitalization, basic injury and sickness treatment, medically supervised repatriation, return of mortal remains and emergency evacuation.
7. Students who cannot provide proof of insurance must pay for insurance coverage when they register. Premiums cannot be refunded once they are paid.

Residency

Residency, for the purpose of fee payment, is considered to be the permanent domicile of an applicant. Information provided on the admissions application will be used to determine the initial residency classification of a student. Such items as graduation from a Tennessee high school, parent's legal state of residence, military service discharge records, and reasons for being in Tennessee will be reviewed. Any student who is classified as a non-resident, but who claims to be a resident, may request a review of documented evidence to prove his/her claim by submitting an Application for Residency Classification form which is available in the Admissions and Records Office.

Eligibility for in-state Fee Rate

Employed in Tennessee

Non-residents who are employed full-time in Tennessee and enrolled part-time may pay the in-state rate. The non-resident must provide documentation from the employer that verifies full-time employment and complete the Non-Resident Tuition Waiver form. Non-residents who wish to enroll full time must pay out-of-state tuition.

Border States

Residents of Crittenden or Mississippi counties in Arkansas or DeSoto or Marshall counties in Mississippi may enroll full- or part-time and may be considered for a Non-Resident Tuition Waiver. A limited number of fee waiver slots is available each term and forms are accepted on the first day of registration through the last day of late registration. The waiver form is available in the Admissions and Records Office and should be completed each term (refer to the Academic Calendar).

Senior Citizens or Students with Disabilities

A Tennessee resident 60 years of age or older or a permanently disabled Tennessee resident may audit courses without paying any maintenance fees. However, the student will be assessed a \$5 application fee and a \$10 campus access fee.

A Tennessee resident 65 years of age or older, or a permanently disabled resident may take classes for credit at a reduced rate of one half the per credit rate up to a maximum of \$75, plus a \$5 application fee and a \$10 campus access fee. Students who wish to take advantage of the reduced rates can begin to register four (4) weeks before the first day of the semester.

Programs for High School Students

Dual Enrollment

www.southwest.tn.edu/partnerships/tn-lottery-dual.htm
(901) 333-4046

Dual enrollment gives high school students a jump start on a college education, even allowing a student to complete a college degree while simultaneously earning a high school diploma. In addition to saving time, dual enrolled students also save money on tuition.

Dual enrollment courses are taught at high schools throughout the College's service area. The program features a combination of traditional classroom instruction, distance learning, and interactive television (ITV) techniques to create a learning environment that reflects the same academic rigor found on the college campus.

- **Dual Enrollment**
Eligible ninth, tenth, eleventh, and twelfth grade students enroll in courses that receive both college credit and credit toward meeting secondary school requirements for graduation. Qualified juniors and seniors may be eligible for the Tennessee Dual Enrollment Grant.
- **Joint Enrollment**
High school students enroll in college courses while continuing to be enrolled as high school students. The college courses are used only for college credit.

Tech Prep

www.southwest.tn.edu/partnerships/tech_prep.htm
(901) 333-4358

Tech Prep is a program of study that combines a minimum two years of secondary education with two years of post-secondary education. Articulation agreements coordinate high school courses with post-secondary programs to allow students to take courses in high school that may eliminate the need to take some introductory college courses. It assures students a seamless transition into college or technical school.

Students who have completed the Technical Pathway or Dual Pathway (which combines the Technical and College Prep Pathways) as prescribed by Memphis City Schools, Shelby County Schools or Fayette County Schools, with an 85 percent or better grade in specific career technical courses, are eligible for Tech Prep. They may earn post-secondary credits through the articulation process for courses completed in high school by meeting all requirements of the Tech Prep program.

Tech Prep programs are offered in Tennessee's seven career clusters:

- Arts and Communications
- Business and Marketing
- Healthcare
- Human Services
- Hospitality and Tourism
- Manufacturing, Construction and Transportation
- Sciences and Technologies



High School Core Requirements (A89)

High school graduates from spring 1989 and thereafter must complete core requirements in high school as required by the Tennessee Board of Regents. Students seeking admission to an Associate of Arts Degree (A.A.) or an Associate of Science Degree (A.S.) may complete those high school core requirements while pursuing a degree at Southwest. College courses taken to complete the core requirements may not be counted toward an A.A. or A.S. degree. Students may take the following elective courses to complete the core requirements.

These high school subjects and units are required for all A.A. and A.S. Degree students.

Required Subject Unit

Algebra I, II	Requirements met by mandatory COMPASS/ASSET assessment and placement	2
English	Requirements met by mandatory COMPASS/ASSET assessment and placement	4
Foreign Language		
FREN 1010	Elementary French I (and)	2
FREN 1020	Elementary French II	
or		
SPAN 1010	Elementary Spanish I (and)	2
SPAN 1020	Elementary Spanish II	
Mathematics		
MATH 0980	Geometry I	1
	Intro to Geometry (MATH 0980 offered during fall semester only)	
Natural/Physical Sciences I		1
Select one:		
CHEM 1010	Introduction to Chemistry I	1
BIOL 1010	Introduction to Biology I	
PHYS 1010	Introduction to Physics	
PHYS 1030	Introduction to Astronomy	
GEOG 1010	Physical Geography I	
NSCI 1030	Natural Sciences	
PHYS 2010	General Physics I	
PSCI 1010	Physical Science I	
Natural /Physical Sciences II		1
Select one:		
BIOL 1020	Introduction to Biology II	1
CHEM 1020	Introduction to Chemistry II	
GEOG 1020	Physical Geography II	
PHYS 2020	General Physics II	
PSCI 1020	Physical Science II	

Social Studies		1
Select one:		
ECON 2010	Principles of Macroeconomics	1
HIST 1110	Survey of World Civilization I	
POLI 2010	American National Government	
PSYC 1010	General Psychology I	
SOCI 1010	Introduction to Sociology	

U.S. History		1
Select one:		
HIST 2010	Survey of United States History I	1
HIST 2020	Survey of United States History II	

Visual Arts		1
Select one:		
ART 1550	Drawing I	1
ART 1910	Painting I	
THEA 1510	Basic Acting	
or Select two:		
MUS 1600	Class Piano	1
MUS 1700	Class Voice	
MUS 1800	Class Guitar	
PHED 1270	Modern Dance	
PHED 1730	Modern Jazz Dance	

Exceptions to High School Core Requirements (A89)

- Applicants with college credit earned prior to fall 1989
- Applicants with 60 or more transferable semester hours

Criteria for Admission to Specialized or Limited-Enrollment Programs

Being admitted to Southwest does not guarantee admission to specialized or limited-enrollment programs. The College has specific admission policies and procedures for admission of students to these programs: Dietetic Technician, Medical Laboratory Technician, Laboratory Phlebotomy Technician, Pharmacy Technician, Physical Therapist Assistant, Paramedic, Radiologic Technology, and Nursing. Limitations are based upon selective criteria appropriate to each program and apply equally to all prospective students. However, preference for admission, when all else is equal, is given to residents of the state of Tennessee (see the catalog section of each program for specific admission requirements).

REGISTRATION

www.southwest.tn.edu/admissions/reg-info.htm
(901) 333-5924

Steps to Register

- Make an appointment with your advisor.
- Review your program requirements.
- Choose appropriate courses for upcoming term.
- Read course descriptions.
- Determine if a prerequisite or corequisite is necessary. A prerequisite means that specific course(s) or other requirements must be completed prior to registering for the course which lists the prerequisite. A corequisite means that the requirements are to be completed simultaneously.
- Plan a tentative schedule before meeting with your advisor.
- Discuss academic plans with your advisor.
- Register for classes either in-person or online at “my.southwest”.
- Pay for your classes. Students are not officially registered until all tuition is paid or payment arrangements have been made.

Directions for “my.southwest”

Southwest has a real-time Web-based portal. Our site is called <http://my.southwest.tn.edu>. Through this secure access information system, not only will you be able to access the current Student Self-Service system to register, pay fees, view grades, etc., but you will also have access to e-mail, WebCT and other class information, calendar, chat, and much more – all with one username and one password.

- After you complete the admission process, a username and password is generated and mailed to your address on file.
- Go to <http://my.southwest.tn.edu>.
- Enter your username in lower case only, i.e. jdoe2.
- Enter your password: i.e., abcd1234.
- Your official Southwest e-mail address is: jdoe2@students.southwest.tn.edu.

Note:

- Do not save your password when using a computer on campus or any other public place.
- When logging out of the portal, be sure to close the browser.
- Protect your records by memorizing your username and password. Never share them with anyone other than Help Desk personnel when resolving a problem with your account. The Help Desk number is 333-HELP (4357).
- Do not double-click within my.southwest.

Schedule Changes

A student may change his or her original class schedule by adding, dropping or withdrawing from classes (see the Academic Calendar for deadlines).

Adding

A student may add classes through the last day of late registration. Additional tuition and fees may be required.

Dropping

A student may officially drop a class within the prescribed time as noted in the Academic Calendar. The date on which the student drops from the class will affect the amount of refund to which the student may be entitled. Classes dropped during the prescribed time do not appear on the student's transcript.

Withdrawing

A student who officially withdraws within the prescribed time will receive a “W” on the transcript. If a student stops attending classes or fails to officially withdraw, a grade of “F” will be assigned for each class. It is the student's responsibility to officially withdraw.

Auditing a Class

Students who do not wish to receive credit or a grade for a course may audit. Registration for audit (no credit) is limited to the late registration period and is based on the availability of space in the individual class. Students who audit courses pay the same fees as those enrolling for credit. Registration for audit can be changed to credit no later than the last day of late registration. Registration for credit can not be changed to audit.

Class Cancellations

The College reserves the right to cancel courses due to insufficient class enrollment, lack of availability of qualified instructors, or lack of appropriate facilities, and due to unforeseen circumstances.

A student who enrolls in a class that is later cancelled will have an opportunity to drop the cancelled class and add another class in its place. This opportunity is available throughout the late registration period and the first week of school, as long as the class has not met.

Any fee amount due to the student resulting from the cancelled course will be mailed, and federal financial aid will be adjusted as required by regulations.

Payment

Students should be prepared to pay when they register for or add classes. Southwest reserves the right to delete the enrollment of any student who has not paid the total amount due for courses and outstanding debts to the College.

Class Attendance

Students are expected to attend all classes as scheduled. Each instructor may determine how absences and tardiness will affect the student's overall grade. This information is included on the course syllabus. Students are responsible for reading the course syllabus. Regardless of the reason or nature of the absence, students are responsible for the work covered by the instructor and for timely submission of all assignments. The instructor may, at his or her sole discretion, allow the student to hand in assignments late or make up work, quizzes, examinations or presentations missed.

A student who enrolls in a course and stops attending without officially withdrawing will be assigned an "F" for that course at the end of the term. Attendance is monitored by each faculty member and is reported to both the Records and Financial Aid offices. Faculty must report "no-shows" (students who never attend class) and the last date of attendance for any student who has been determined to have stopped attending class. Students receiving federal financial aid and/or veterans' educational benefits may be required to repay such funds when classes are not properly attended (see Financial Aid Refund and Repayment section of this catalog).



FINANCIAL AID AND SCHOLARSHIPS

www.southwest.tn.edu/financial_aid

Macon Cove Campus (901) 333-4184

Union Avenue Campus (901) 333-5960

Federal/State Grants

Southwest School Code 010439

The federal government, the state of Tennessee, and Southwest offer eligible degree/certificate-seeking students a range of financial aid opportunities. Most student financial aid is provided in the form of grants through federal and state-funded programs. A grant is aid that does not need to be repaid. This money is specifically awarded for education-related expenses including tuition, fees, and books. A student or applicant who needs financial aid should apply as early as possible, so that financial aid arrives before tuition and fees need to be paid. The Free Application for Federal Student Aid (FAFSA) and all supporting documents should be submitted by August 15 for the full academic year or the fall semester, and by November 15 for the spring semester only.

How to apply for both federal and state grants

To be considered for all federal, state and Southwest financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). No other application is required. For quickest results, the FAFSA form should be completed online at www.fafsa.ed.gov. However, a paper copy of the application may be obtained from the Financial Aid Office.

1. Apply for admission to the College. Financial aid will not be awarded until you are admitted into a degree/certificate program.
2. Gather the information needed to apply:
 - Your social security number (SS#) and your parent's social security number if you are providing parent information.
 - Your driver's license number, if you have one
 - Your alien registration number, if you are not a U.S. citizen.
 - Your federal tax information or tax returns, using records for the year prior to the academic year for which you are applying.
 - Your records of untaxed income such as social security benefits or veterans benefits.
3. Before you begin FAFSA online, visit www.pin.ed.gov and apply for a U.S. Department of Education PIN (Personal Identification Number). If you are a dependent student, your parents should also apply for a PIN so they can electronically sign your FAFSA.
 - To apply for a PIN, just fill in identifying information, i.e., your home and e-mail addresses, select a challenge question and provide an answer phrase.
 - Your PIN will be e-mailed to you in 1-3 days, or if you do not have an e-mail address, it will be mailed to you within 7-10 days.

4. File your FAFSA as soon as possible, on or after January 1. After you submit your application, you will receive a confirmation number which indicates that your application has been successfully submitted. Keep the number for your records.
5. Your application will be processed and you will receive an e-mail with a link to your Student Aid Report (SAR/ISIR), or if you did not provide an e-mail, you will receive it by mail. You must review your SAR/ISIR for accuracy, and correct inaccurate items online or contact the Financial Aid Office for assistance. If you do not hear from them within three weeks, go to: www.fafsa.ed.gov and select: "Check the status of a submitted FAFSA."
6. Promptly respond to any College requests for additional information or documentation, such as copies of federal tax returns, verification worksheets, or other forms. Failure to respond within thirty (30) days of the request may cause you to forfeit your right to receive federal financial aid.
7. If you are eligible, the College will send out a financial aid award letter when all required documents have been received. The letter indicates the amount of your financial assistance and is based on enrolling full-time (12 credits). Your award will be adjusted if you register for less than full-time.
8. Keep copies of all documents.
9. Notify the Financial Aid Office if you have applied for assistance, but no longer wish to attend school. It is the responsibility of all students to communicate with the College regarding financial aid, admission, and enrollment status.

Federal Assistance Programs

www.fafsa.ed.gov

(800) 4FEDAID (433-3243)

Federal Pell Grant Program

The Federal Pell Grant Program, a federal student aid program, provides money to help undergraduates pay for their education. Eligibility is determined by the federal government, using a standard formula to evaluate the information provided on the FAFSA. These grants provide the "foundation" of financial aid to which other aid may be added. All aid applicants must, therefore, apply for this grant.

Federal Supplemental Educational Opportunity Grants

The Federal Supplemental Educational Opportunity Grant is an award to help students with exceptional financial need pay for their education. It is for undergraduates only and it does not have to be repaid.

Federal College Work-Study Program

The Federal College Work-Study Program provides jobs on campus for students who need financial assistance. This program gives students an opportunity to work up to 20 hours per week and earn a part of their educational expenses. Students are paid by check for the hours they work each pay period. As with all financial aid, if eligible, students are considered on a first come basis. Students should complete their financial aid application and supporting documents by April 1.

State Assistance Programs

www.state.tn.us/tsac
(800) 342-1663

Tennessee Student Assistance Award

This state grant award is available to undergraduate residents of Tennessee who are enrolled for at least 6 credits. All Tennessee residents who complete the FAFSA will automatically be applying for this grant. Funds are limited so students should apply early, at least by April 1, in order to be considered for this award.

Tennessee Education Lottery Scholarship

www.CollegePaysTN.com
(800) 342-1663

The Tennessee Education Lottery Scholarship Program is available to students who meet the criteria determined by the Tennessee General Assembly. Generally, a student graduating in May 2003 or after and a student age 25 or older who is attending college for the first time may be eligible for the scholarship.

All Tennessee students interested in this scholarship must complete the FAFSA each academic year by the deadline set by the Tennessee Student Assistance Corporation (TSAC). Certification by TSAC and Southwest's Records and Financial Aid Offices is also required.

Financial Aid Refund and Repayment Policy

The United States Department of Education requires an institution to determine the last day of attendance for federal financial aid recipients who withdraw, stop attending, or never attend a class during a semester. A student who withdraws, stops attending, or never attends a class during a semester may owe a refund to the College or the federal financial aid program from which the student received the aid. Faculty members maintain attendance records and report the last day of attendance for students who withdraw or stop attending a class. A refund calculation will be performed to determine if a student will owe a refund of federal aid received.

Return of Federal Funds

Refund calculations are performed to determine if financial aid funds will be returned to the Department of Education by Southwest or repaid by the student. If the student has received federal financial aid such as a Pell Grant (PELL), Supplemental Educational Opportunity Grant (SEOG), or Tennessee Student Assistance Grant (TSAA), the institution must calculate the amount of financial aid the student earned based on class attendance. Department of Education software is used to determine the amount of aid that a student was entitled to receive based on class attendance. The amount is then subtracted from the total financial aid disbursed. The unearned amount will be returned to the Department of Education.

The portion of the unearned amount that paid institutional charges is repaid by the institution. A percentage of the unearned amount that was disbursed to the student must be repaid by the student. Any amount returned by the institution will be charged to the student's account as "unpaid tuition."

Federal regulations require that repayment of Title IV financial aid funds be disbursed in the following order:

1. Pell Grant
2. Supplemental Educational Opportunity Grant
3. Tennessee Student Assistance Corporation Grant
4. Other state, private, or institutional aid
5. The student

The College performs initial billing and collecting activities for 45 days as required by the Department of Education. A student who fails to repay the College the amount of Title IV financial aid owed will be referred to the Department of Education. A student who does not make repayment arrangements will not be eligible to receive financial aid at any college until the repayment has been made.

Examples of refund and repayment calculations are available upon request.

Satisfactory Academic Progress

Students receiving federal financial assistance will be evaluated against the following standard(s) at the end of each semester.

A student on unsatisfactory academic progress may file a written appeal to the Director of Financial Aid documenting any unusual or special circumstances leading to unsatisfactory academic progress.

<u>Total Hours Attempted</u>	<u>Minimum Grade Point Average</u>
0 - 14.99	No minimum
15 - 25.99	1.0
26 - 40.99	1.4
41 - 48.99	1.7
49 - 56.99	1.9
57 or more	2.0

Academic Standing

Probation

Students who are placed on academic probation at the end of one semester may continue to receive federal financial aid.

Second Probation

Students who are placed on a successive probation are no longer eligible to receive federal financial aid.

Suspension

Students who are placed on academic suspension at the end of a semester are no longer eligible to receive federal financial aid. Suspended students who are readmitted to Southwest will not be eligible for federal financial aid until satisfactory academic standing and progress has been re-established.

Grading

In addition to grade point average requirements, any student meeting the following grade and progress criteria will no longer be eligible for federal financial aid.

- | | |
|---|---|
| I | Incomplete grades are viewed as an “F” grade until a grade is posted for the class. |
| F | Failing. Students who receive a grade point average of 0.0 due to all “F” grades in one semester. |
| W | Withdrawn. Students who fail to complete any credit hours due to withdrawal from all classes in one semester. |

Students receiving all “F” grades or all “W” grades in any semester may be required to repay federal financial aid funds based on the last date of documented attendance.

Acceptable Progress toward a Degree

Students are required to complete two thirds of the hours or classes attempted during an award year (fall/spring). Incompletes “I” and withdrawals “W” count toward attempted credit hours.

A student must complete the program within a reasonable period of time; defined as, attempting a maximum of 150 percent of the total hours required for the program of study.

Service Programs

Southwest provides two opportunities for students to receive financial assistance through service to the College. Students who are selected for one of the following Service programs will receive a work scholarship that covers the amount of tuition plus a small book allowance in return for service hours given to the College. The amount of the work scholarship and book allowance is based on the number of credit hours enrolled.

Student Ambassadors

www.southwest.tn.edu/ambassadors.htm
(901) 333-5924

The Southwest Ambassadors are a group of students who serve as goodwill representatives of the College. They support college or community events scheduled by the Recruiting Office and help to promote Southwest.

Students must complete an application and interview process for selection. Those who are interested must be able to adhere to the following guidelines:

- Have a 2.8 grade point average
- Be available to work at least 75 service hours per semester
- Enroll full time – 12 or more credits
- Be available to work service hours on some evenings and weekends

Academic Support Center (ASC) Scholarship Tutors

ww2.southwest.tn.edu/asc

Macon Cove Campus (901) 333-4440

Union Avenue Campus (901) 333-5254

ASC Scholarship Tutors are academically qualified and recommended students who receive tuition remission to work as peer tutors in the Academic Support Center to enhance student success. They assist students in developing independent study skills as well as enhancing academic proficiency in developmental, general education, and career courses. Scholarship tutors work one-on-one with students by appointment.

The Academic Support Center chooses new tutors at the end of each semester. Students must complete an application and interview process for scholarship selection. Applicants must meet the following requirements:

- Have successfully completed 15 credit hours of college-level courses
- Have a 3.0 grade point average
- Receive a recommendation from a faculty member

Foundation Scholarships

www.southwest.tn.edu/financial_aid/scholarships.htm

Through the generosity of individuals, corporations and organizations, the Southwest Foundation has been able to assist thousands of students attending the College. To learn more about scholarships for which you may qualify, please visit the Web site at www.southwest.tn.edu/financial_aid/scholarships.htm or call the Financial Aid Office. Applications must be completed online, and are due March 15.

List of Scholarships

Academic Departmental Scholarship
Alumni Scholarship – Full-time student
Alumni Scholarship – Part-time student
Minnie Ash/ILSmart.com Scholarship
Assisi Foundation Biotechnology Scholarship
Bancorp South West Tennessee Educational Scholarship
Baptist Memorial Hospital Paralegal Scholars Scholarship
Bornblum Brothers Endowed Scholarship
Bornblum Foundation Scholarship
Computer Resource Center Certification Scholarship
Coors Brewing Company Scholarship
Tommy Deutsch Endowed Memorial Scholarship
EdScholar Scholarship
William W. (Bill) and Jimmie W. Farris Endowed Scholarship
Frances M. Fulton Memorial Scholarship
Sandra Thomas Halfacre Scholarship
Nolen Henrich Accounting Scholarship
Russell W. Hughes Endowed Memorial Scholarship
Mildred Hunt Scholarship
International Student Scholarship
INSOUTH Bank Scholarship
Alvin O. Jackson Scholarship
Steve Katz/AMRO Music Piano Excellence Scholarship
Dr. Martin Luther King Jr. Scholarship
Kimberly-Clark Corporation Working Scholars Scholarship
James Lonas Scholarship
Frances Cleo Long Scholarship
The Med Foundation/Kirk Franklin Scholarship
Dempsie B. Morrison Memorial Scholarship
NAREB/Lewis Harris Memorial Scholarship
Naval Air Arm Memorial Scholarship
Nursing Alumni Scholarship
Jess Parrish Endowed Scholarship
Mandy C. Powell Endowed Memorial Scholarship
Presidential Scholarship
Luis C. Prieto Jr., M.D. Endowed Memorial Scholarship
The Saint Francis Hospital Auxiliary Scholarship Endowment
David C. Scott Memorial Scholarship
Scott Paper Company Working Scholars Scholarship
Smith and Nephew Orthopedic Endowed Scholarship
Southwest Foundation Board Scholarship
Southwest Tennessee Academic Service Scholarship
Mark Stansbury Scholarship
Technical Scholars Program
Time Warner - James R. Collins Scholarship
John L. Thornton Memorial Scholarship
William W. Wannamaker Scholarship
Kelly Wilson Memorial Scholarship
Wright Medical Technology, Inc. Scholarship



FEES AND CHARGES

Cashier's Office

www.southwest.tn.edu/cashier/tuition.htm

Macon Cove Campus (901) 333-4210

Union Avenue Campus (901) 333-5292

Maintenance and Tuition Fees

Maintenance and other applicable fees are payable at registration each semester and are to be paid using one of the payment methods listed below. Fees and tuition are subject to change by policy of the Tennessee Board of Regents. Any change to fees and tuition will be updated on the Web site at <http://www.southwest.tn.edu/cashier/tuition.htm>.

The definition of resident and non-resident established by the Tennessee Board of Regents will apply in determining fees and tuition. Check with the Admissions and Records Office for residency classification.

Payment Method

Fees may be paid in cash, by check, or by VISA, MasterCard or Discover Card.

Deferred Payment Plan

(available for fall and spring semesters only)

Southwest offers a deferred payment plan which allows students to make an initial payment of one-half of their fees and defer the balance due until later in the semester. Only students who have enrolled in six (6) or more credits during a fall or spring semester may participate in the Deferred Payment Plan.

- Submit a signed deferred payment contract to the Cashier's Office.
- Pay a \$10 non-refundable service fee.
- Pay 50 percent of eligible charges (which include maintenance, tuition, technology access, campus access and student activity fees) plus any other fees due, such as application fee, registration fees, and course fees.
- Remainder of the charges can be paid in two equal installments on established due dates within the term. A non-refundable \$25 late charge will be assessed for each fee payment not posted by the due date under the Deferred Payment Plan.
- Financial aid and scholarships can not be substituted for the 50 percent deferred payment deposit.

Regents Online Degree Program Courses (RODP)

Fees and tuition for RODP courses are in addition to charges assessed for regular credit courses. There is no per credit hour maximum limit for students enrolling in RODP courses. Students enrolling in RODP courses are eligible to participate in the Deferred Payment Plan if they are enrolled in six (6) credit hours or more. The same guidelines for the Deferred Payment Plan will apply to students enrolling in the RODP.

Sponsored Payments

If students' fees are to be paid by someone other than themselves (vocational rehabilitation, private scholarship, employer, etc.), arrangements should be made at the Cashier's Office before registration.

Audited Courses

Students who enroll in credit courses for audit are assessed the same fees as those enrolling for credit, except for senior citizens or students with disabilities.

Non-Credit Courses

Fees for non-credit courses which include seminars, workshops, and Continuing Education Unit (CEU) classes are established individually for each class, and are due at the time of registration.

Senior Citizens or Students with Disabilities Charges

A Tennessee resident 60 years of age or older, or permanently disabled Tennessee resident may audit courses without paying any maintenance fees. However, the student will be assessed a \$5 application fee (if not previously paid) and a \$10 campus access fee.

A Tennessee resident 65 years of age or older, or a permanently disabled resident, may take classes for credit at a reduced charge of 50 percent per credit hour up to a maximum of \$75, plus a \$5 application fee (if not previously paid) and a \$10 campus access fee.

Enrollment without payment of the full registration fee will be subject to the availability of space in the class being requested. Fees and tuition are subject to change by policy of the Tennessee Board of Regents. Students can register for classes no earlier than four weeks prior to the first day of the term. Senior citizens must verify their birth date, either with their driver's license or birth certificate. Permanently disabled students must provide written documentation from a physician confirming their disability to the Student Disability Services Office.

Additional Fees and Charges (2006-07)

ACT Residual Fee*	\$35.00
<i>Individuals under 21 years of age needing to take the ACT for admission to Southwest</i>	
Allied Health Program Fees*	
Malpractice Insurance	\$14.50/year
Health Occupation Aptitude Exam (HOAE)	\$25.00
Paramedic Pre-Exam	\$25.00
TABE Test	\$10.00
Admissions Application Fee* (one time fee)	\$5.00
Campus Access Fee	\$10.00
<i>(per semester to help cover the maintenance of facilities)</i>	
Child Care Center Fee <i>(see center for fee information)</i>	
CLEP Test Fees*	
Registration Fee	\$15.00
CLEP Test Fee payable at time of test	up to \$55.00
COMPASS/ASSET* (retesting fee)	\$20.00
Correspondence Exam* (non-student)	\$15/hour
Credit by Exam Fee*	\$15.00
<i>A \$15 non-refundable fee is assessed in addition to regular per semester hour rate for each examination. However, the maintenance fee charges for any one term shall not exceed the full-time rate.</i>	
Deferred Payment Plan Service Fee*	\$10.00
Deferred Payment Plan Late Charge*	\$25.00
GED Test Fees*	
Entire GED Battery	\$55.00
Per part	\$11.00
Duplicate copy of GED results	\$5.00
Graduation Fee*	\$25.00
<i>(includes rental of caps and gowns for commencement)</i>	
ID Replacement Card*	\$5.00
<i>The initial student identification card is issued at no charge. However, there is a fee for replacing a lost card.</i>	
Laboratory Fees	
Food Preparation	\$35.00
Foundations of Nursing	\$15.00
Adult Health Nursing I	\$15.00
Adult Health Nursing II	\$15.00
Quantity Cookery	\$40.00
Catering/Special Food Services	\$40.00
Late Registration Fee*	\$10.00
Music Fees for Individual 30-minute lessons	
One per week	\$45.00
Two per week	\$55.00
Two per week (different media)	\$60.00

Nursing Programs Fees*	
Nursing Student Government Association	\$40.00/year
NLN Pre-exam	\$50.00
Malpractice Insurance Charge	\$14.50/year
Proficiency and Exit Exam	\$35.00/semester
Random Drug Testing	\$40.00 per test
Processing Fee (International Students)	

Returned Check Charge*	\$30.00
<i>The student will be withdrawn from school if the check is not redeemed and the \$20 penalty fee paid (in cash) within 10 days.</i>	

Student Activity Fee Funds	\$5.00
<i>(broad-based student activities per semester)</i>	

Technology Access Fee	\$18.00 per credit
<i>(not to exceed \$112.50 per semester)</i>	

Fees and tuition are subject to change by policy of the Tennessee Board of Regents.

**Fees are non-refundable and non-transferable.*

Library Fines

Overdue Fines

\$1 per item (\$1 maximum)	books, periodicals, audio cassettes and compact discs
\$2 per day (\$12 maximum)	videocassettes and telecourse tapes
\$1 per day (\$12 maximum)	slides

Lost or Damaged Items

All items 60 days overdue are considered lost.

- Lost or damaged books, periodicals, audio cassettes, compact discs, videocassettes, slides, and reserve materials will be assessed at the current cost to replace the item, plus a \$10 processing fee.
- Lost or damaged telecourse tapes will be assessed at \$25 plus a \$10 processing fee.
- Replacement cost for a missing bar code will be \$1.25.
- Replacement cost for a damaged cassette case will be \$3.
- Replacement cost for a missing CD case will be \$2.50.

A student who wishes to contest any library fine should complete the Student Appeal Refund form and submit it to the Director of Library Services.

Refunds

(see the Academic Calendar for dates)

Maintenance, Tuition and Technology Access Fees

A student who officially drops or withdraws during the refund period will receive a refund for any unused portion of the maintenance, tuition and technology access fees paid. The campus access fee and the student activity fee are refundable only if the total maintenance fees are refunded at 100 percent.

A student who withdraws after the last of day of the 25 percent refund period is not entitled to any refund. All refund periods will be rounded up or down to the nearest whole day if necessary.

A 100 percent refund will be provided on behalf of a student whose death occurs during the semester; to students who are compelled by the College to withdraw; or to students absent from the College in excess of 30 days while on documented active military duty.

Southwest complies with all federal regulations regarding refunds for financial aid recipients, including specific requirements for first-time students.

When the beginning and ending dates for a course are different from the published date, the 75/25 percent refund provision will be adjusted accordingly.

Refunds for Non-Credit Courses

Southwest will refund to any student who officially drops or withdraws from any non-credit course 100 percent of the fee paid if the drop or withdrawal occurs before the first day of class. A 100 percent refund will also be provided if the course is cancelled by the College. If the class exceeds five calendar days in length, the 75/25 percent refund will be prorated based on the length of the class.

Appeal Procedures for Fees and Refunds

A student may appeal the assessment, application, calculation or interpretation of any College fee, charge, deposit, refund, or any action by the College connected with fees and charges. Questions should be directed to personnel in the Cashier's Office. If a student is not satisfied with the resolution made by the Cashier's Office, a written appeal must be submitted on a Student Appeal Refund form available in the Cashier's Office. Further appeals may be made to the Director of Fiscal Operations, the Vice President for Financial and Administrative Services, and then to the President of the College.

Financial Obligations

Students may not register, graduate, receive transcripts or grade reports until all financial obligations (returned-check charges, library fines, traffic fines, etc.) are paid to the College.



SUPPORT SERVICES

Academic Support/Tutoring

ww2.southwest.tn.edu/asc

Macon Cove Campus (901) 333-4107

Union Avenue Campus (901) 333-5054

The Academic Support Centers (ASC) provide services and resources for students to assist them to successfully reach their academic and career goals. These include tutoring, open computer labs, and auxiliary course materials (video tapes, textbooks, etc.). Computer labs in the ASC provide self-guided software for practice in a variety of academic disciplines, word processing and office management software, and access to the Internet. DVD/VHS monitors are available at each location for media viewing. Study areas with wi-fi networking are available in the ASC at each campus. Many students use the ASC as a place to study individually or in groups. Other services include telecourse tapes for checkout and viewing and other instructional media.

Full services are provided at Macon Cove and Union Avenue campuses where there are also some assistive aids and software for persons with disabilities. Tutoring services are offered at the Gill, Whitehaven, and Southeast Centers. Services and hours may vary by location and are posted at the ASC Web site.

Advising and Counseling

www.southwest.tn.edu/counseling

Macon Cove Campus (901) 333-4594

Union Avenue Campus (901) 333-4512

The success of all students depends to a large extent upon their involvement in learning and academic processes. One vital process of the educational experience is academic advising. The Advising and Counseling Centers at Southwest assist with the full realization of the student's academic aspirations. To that end, professional advisors along with assigned faculty advisors provide students with a high caliber of advising essential for their academic success. During the first semester, students who have selected a specific academic program are assigned to a faculty advisor in that program. Students who are undecided are assigned to an advisor/counselor in the Centers. When an undecided student selects an academic program, the student is reassigned to an advisor in that program. It is the responsibility of the student to meet with his/her assigned advisor regularly to select courses that fit career plans, plan a course schedule for the next semester, and review academic progress.

The Advising and Counseling Centers will also assist with articulation issues for students who plan to transfer to other colleges and universities.

Career Services

www.southwest.tn.edu/career-services

Macon Cove Campus (901) 333-4180

Union Avenue Campus (901) 333-5379

Career Services functions as the "College Employment Agency" for students, graduates, and alumni. The Centers at Southwest serve all students who request assistance with job-search strategies, resume writing, interviewing techniques, and career counseling.

Full-time and part-time jobs are posted on campus TV monitors, in the Career Services Office, bulletin boards, and the Career Services Web site for students to review. Career Services will market a student's resume to employers who are seeking specific skill sets.

Cooperative Education Program (Co-op)

Students have an opportunity to gain real-world work experience with employers, while earning academic credit. Southwest offers a Cooperative Education (Co-op) Program that combines classroom preparation and full or part-time work that directly relates to the student's major. Wages are always paid by employers for hours worked. Work hour variations are permitted to accommodate the needs of employers and students.

Child Care

www.southwest.tn.edu/childcare

Macon Cove Campus (901) 333-4500

Union Avenue Campus (901) 333-5233

The Centers provide a well-supervised program for six-week-old to five-year-old children. They provide a warm, secure environment that encourages parental involvement and meets the cognitive, physical, social and emotional needs of children from various socioeconomic backgrounds. Campus Child Care is a fun place where emphasis is placed on learning through play and developmentally appropriate practices are used.

Evening

ww2.southwest.tn.edu/evening

Macon Cove Campus (901) 333-4243

Union Avenue Campus (901) 333-5528

Students may contact the Evening Office to leave messages for instructors, pick up/drop off assignments or check classroom locations.

Library

www.southwest.tn.edu/library

Macon Cove Campus	(901) 333-4706
Union Avenue Campus	(901) 333-5135
Gill Center	(901) 333-5979
Southeast Center	(901) 333-6037
Whitehaven Center	(901) 333-6442

Five libraries are available for student, faculty and staff use:

- Freeman Library (Macon Cove)
- Parrish Library (Union Avenue)
- Gill Center Library
- Southeast Center Library
- Whitehaven Center Library

The InfoNet Library provides the following services:

- Print collections in excess of 80,000 items based on curriculum needs
- Electronic resources, consisting of databases (http://www.southwest.tn.edu/library/electronic_databases.htm) and online books (<http://proquest.safaribooksonline.com/>) (<http://www.netlibrary.com/>) which are accessible remotely
- Subscriptions to 545 periodical and journal titles; online access is available for selected titles
- Ask the Librarian (http://www.southwest.tn.edu/library/ask_librarian.htm) allows you to ask questions via e-mail
- Media resources including videocassettes and DVDs (popular movies and instructional tapes), and sound recordings (music and books)
- Online catalog (CyberCAT) with capabilities of renewing and requesting materials 24 hours a day
- Computer access, copier and TV/VCR/DVD combos for viewing instructional materials
- Library instruction sessions are provided upon request to orient users on library services and staff provides individualized and point-of-use instruction daily
- Online Orientation (<http://www.southwest.tn.edu/library/orientation/>) is provided for distant learners
- Interlibrary loan services are available to secure items not owned by the InfoNet Library
- Borrowing agreements are maintained with Christian Brothers University, Crichton College, LeMoyne-Owen College, Memphis Theological Seminary, Mid-America Theological Seminary and the University of Memphis
- Annual cultural activities are provided to enrich the college experience

Student Disability Services (SDS)

www.southwest.tn.edu/dss

Macon Cove Campus	(901) 333-4223
Union Avenue Campus	(901) 333-5116

The Student Disability Services Office (SDS) serves as an advocate for students with documented disabilities to ensure equal access to the College. In order to benefit from the services, a student must provide written documentation of his or her disability. The documentation is evaluated and the needs of each student are assessed. Various support services have been established to assist students according to their documented needs. Every effort is made to help students make a smooth transition to college as well as to succeed throughout their college experience. Students are encouraged to contact the SDS Office prior to the beginning of each semester.

Testing

www.southwest.tn.edu/testing

Macon Cove Campus	(901) 333-4170
Union Avenue Campus	(901) 333-5127

The Testing Center provides equitable services that promote academic success, personal growth and career development. All tests are administered on predetermined test dates and are scheduled by appointment and on a first-come, first-served basis. Seating is limited at all sites. You must bring two forms of identification, including at least one photo ID such as a driver's license, state ID, etc., to the test site. All test dates, times, and fees are subject to change without prior notice. Test fees are non-refundable and non-transferable. Special accommodations are made for individuals with documented disabilities through the SDS Office at (901) 333-4594. Study guides are available for some tests.

ACT - Residual

The ACT assessment test is required for applicants under age 21 for admission to Southwest who were unable to take the ACT - National Test. Scores from this test will not be transferred to other institutions. The ACT sub scores will be used to place students directly into college-level courses or appropriate developmental studies courses.

COMPASS/ASSET

The COMPASS/ASSET test is designed to assess the student's level of preparedness for college-level classes. Students who are 21 years of age or older and/or have no transfer credits are required to take all or parts of the placement test.

General Education Development (GED)

The GED test is designed for individuals who have no high school diploma or high school equivalency certificate, and are not presently enrolled in high school. Applicants must be at least 19 years of age and a resident of Tennessee. Applicants 17 and 18 years of age may take the GED provided they have the Tennessee Department of Labor and Workforce Development director's recommendation for the GED Testing Program form completed.

Graduate Exit Exam

All candidates for graduation who are completing an associate degree must take a general education test. Prospective graduates are required to take this exam as a condition of graduation. In certain career programs, prospective graduates may also be required to take a departmental exam in their area of study.

Regents Online Degree Program (RODP)

Testing assistance is available for students participating in the statewide Regents Online Degree Program.

Limited Enrollment Programs

For those seeking admission to certain limited enrollment programs at Southwest, additional testing may be required. Non-refundable and non-transferable test fees are charged.

Emergency Medical Technology-Paramedic Program

Paramedic Pre-Admissions Exams

Nursing Program

National League for Nursing Pre-Admissions Exam

Pharmacy Technician Program

Test for Adult Basic Education

Radiologic Technology Program

Health Occupations Aptitude Examination

The following are national assessment and/or certification tests administered at Southwest.

- ACT - National
- Certified Financial Planner (CFP)
- Certified Professional Secretary Exam (CPS)
- Distance Learning Exam
- College Level Examination Program (CLEP)
- Drake for Call Center Professionals
- LaserGrade Testing Site
- Microsoft Office Specialist (MOS)
- National Institute for Certification in
Engineering Technologies (NICET)
- ParaPro Assessment

Veterans Affairs

www.southwest.tn.edu/veterans

Macon Cove Campus (901) 333-4185

Union Avenue Campus (901) 333-5115

Veterans Affairs (VA) provides counseling and outreach services to assist veterans in becoming acclimated to college life while obtaining veterans education benefits and/or other available resources. This office, the link between the College and the Department of Veterans Affairs, assists eligible veterans, dependents, reservists/guardsmen and disabled veterans (military service-connected disabilities) with applying for educational funding and offers guidance on VA regulations.

In order to receive VA Educational Assistance, eligible persons must be enrolled in a VA approved program leading to a specific degree or certificate (excluding "Non-Degree" and "Undecided"). In addition, all previously earned credits, as appropriate, must be applied to the enrolled program. Only course(s) included in the requirements for the degree program being pursued will be certified for educational benefits. Developmental courses may be certified if indicated as necessary by the results of the COMPASS/ASSET. These courses may not be taken online or as a telecourse.

Service members, veterans and dependents of veterans who are eligible for VA benefits or other governmentally funded educational assistance may submit an application to defer payment of tuition and fees until the final day of the requested semester.

STUDENT LIFE

clubs.southwest.tn.edu

Macon Cove Campus (901) 333-4178

Union Avenue Campus (901) 333-5380

Southwest offers students opportunities to grow socially, personally, and intellectually outside of the classroom. The activities of clubs, organizations and intercollegiate athletics heighten and enhance the educational experience of the student population through social, cultural, intellectual and recreational activities and programs. Participation in student activities helps students to develop leadership, communication, interpersonal relations and problem solving skills.

Student Government Association (SGA)

clubs.southwest.tn.edu/sga

Macon Cove Campus (901) 333-4196

Union Avenue Campus (901) 333-5546

The SGA works with all student clubs and organizations to improve the quality of student life at the College. The responsibility of the SGA is to communicate the opinions and concerns of the student body at-large to the administration of the College. Members of the SGA are elected by popular vote and serve for a term of one year.

Student Clubs and Organizations

clubs.southwest.tn.edu/clubs.htm

A variety of clubs and organizations are available to all students. These include honors, professional, leadership organizations, academic-related organizations, and special interest groups (political, religious, etc.). All students are encouraged to participate in clubs and organizations.

- Alpha Beta Gamma (ABG)
- American Institute of Architectural Students (AIAS)
- Baptist Student Union (BSU)
- Black Student Association
- Cheerleaders
- Dietetic Association
- Diversity Club
- Gospel Choir
- Hispanic/Latino Society
- Honors Student Government Association
- Horticulture Club
- Hospitality Management (HMS)
- Institute of Electrical and Electronic Engineers (IEEE)
- International Association of Administrative Professionals (IAAP)
- International Student Club
- Medical Lab Technology (MLT)
- NAACP College Chapter

- Pep Club
- Phi Theta Kappa
- Pierian Society
- PREP Alumni Group
- Rag-time Players
- Science Club
- Sigma Theta Phi
- Society of Manufacturing Engineers (SME)
- Student Government Association (SGA)
- Student Nursing Government Association
- United Christian Association (UCA)

Student Newspaper

The Southwest Source, the official College newspaper, is edited and published by the students during the fall and spring semesters. Involved students acquire experience in all aspects of journalism, writing, editing, layout and photography.

Student Centers

Areas have been set aside for students to relax, study and visit with friends. The Student Centers are located in Room B-106 on the Union Avenue Campus, Farris-1101 on the Macon Cove Campus, Room 101 at the Gill Center, the lobby area at the Southeast Center, and the student lounge at Whitehaven.

Intercollegiate Athletics

athletics.southwest.tn.edu

Southwest competes in men's and women's basketball, baseball, and softball, and is a member of the Western Division of the Tennessee Junior and Community College Athletic Association (TJCCAA) and the National Junior College Athletic Association (NJCAA). A cheerleading squad supports the athletic teams.



RECORDS

www.southwest.tn.edu/admissions
(901) 333-5924

Transcripts

The transcript is the permanent academic record of credit and will report student's name, social security number or student identification number, courses enrolled each term, cumulative grade point average (GPA), term GPA, credit hours attempted, credit hours earned, grades, grade points earned, degrees and certificates earned, academic program(s), honors, academic status, and transfer credit.

The transcript for Continuing Education credits (CEU) shall be a permanent record of non-credit education and will report student's name, social security number or student identification number; courses enrolled in each term by course title; number and continuing education units and grades.

Southwest houses the transcripts of two former colleges: Shelby State Community College and State Technical Institute at Memphis.

Requesting a Transcript

A student may request a copy of their official or unofficial transcript by sending a written request to the Admissions and Records Office. The request must include the student's name, social security number or student identification number, signature, and the name and address of the person or agency to which the record is to be sent.

Students should allow two to three business days for transcripts to be processed. However, at least one week should be allowed when requests are made at the end of the term or during periods of registration.

Transcripts are not released if the student has any outstanding financial obligations with the College.

Change of Major

Each student should discuss academic goals and programs with his/her academic advisor. When it is necessary for a student to change his/her major, a Change of Major form should be completed and delivered to the Admissions and Records Office for processing. The change will become effective the semester following the submission of the request.

Change of Name, Address or Telephone Number

The Admissions and Records Office should be informed of all changes in the student's legal name, permanent address and/or telephone number. A copy of legal records should be submitted to document a name change. The College is not responsible for a student's failure to receive official information due to an incorrect name or address.

Confidentiality of Student Records

It is College policy to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the "Buckley Amendment," and all provisions and amendments thereto. In so doing, the College will protect the confidentiality of students' and former students' records.

Each faculty and staff member of the College is individually responsible for complying with FERPA. Violations of the act will subject the employee to disciplinary actions. Except for authorized administrative units that have responsibility for maintaining student records, no unit, component, staff or faculty member may disclose personal identifiable information.

FERPA covers all records that are directly related to a student and maintained by the College. "Student" includes current and former students but does not include applicants for admission who have never attended the College. FERPA does not cover:

- Personal records of College personnel which are in the sole possession of the maker thereof and which are not revealed to any other individual with the exception of a temporary substitute
- Records of Police Services which are maintained apart from other student records, are used solely for the purpose of law enforcement and are not disclosed to anyone other than law enforcement officials of the same jurisdiction, and when other educational records are not disclosed to Police Services
- Employment records made and maintained in the normal course of business, related exclusively to an individual, in that individual's capacity as an employee which are not available for use for any other purpose
- Records related to medical or psychiatric treatment of a student age 18 or older if only used in connection with treatment and disclosed only to persons providing treatment
- Records that only contain information about an individual after he or she is no longer a student at the College

The College reserves the right to disclose directory information. Directory information may be released without the student's consent. Any student who does not want the following directory information disclosed must complete a Suppression of Directory Information Request form (forms are available in the Admissions and Records Office) and submit it to that office. The following information is considered directory information at Southwest:

- Name
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members and sports statistics
- Dates of college attendance
- Degrees, certificates and/or awards received
- Other institutions previously attended
- College e-mail address

The College will also disclose information to the military as required by the Solomon Amendment unless the student has completed a Suppression of Directory Information Request form. The College may also provide a listing of graduates to other Tennessee Board of Regents colleges and universities.

Except as otherwise provided by this policy, all personally identifiable records directly related to a student or former student shall be kept confidential unless the student signs a consent form authorizing the release of such records, or as otherwise provided by law.

Student records may be disclosed in the following situations without the consent of the student:

- Emergency situations – Should a threat to the safety or health of a student or another exist and it becomes necessary to disclose information without the consent of the student, needed information will be disclosed to persons who can render assistance.
- Officials of the College and general counsel for the College – Student records will be made available to officials of the College and to general counsel for the College on a genuine need to know basis. Officials, in this instance, will include those persons officially authorized to operate on behalf of the institution (volunteer coaches, advisors to organizations/groups, academic advisory committee members, etc.), auditors, and persons on the College's payroll. The genuine need to know shall be based on a legitimate educational interest, which stems from the fulfillment of assigned responsibilities. Further, information will be limited to only that needed to fulfill those responsibilities.
- Pursuant to a subpoena – Upon receipt of a lawfully issued subpoena or judicial order, the College shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official (the Office of General Counsel for TBR may be contacted for assistance and verification). Prior to releasing the student's records, the College will make a reasonable attempt to notify the student of its intent to

comply. Oral notifications will be followed by written confirmations that shall be maintained along with a copy of the subpoena and record of the disclosure.

- Parents of Dependent Students – The institution reserves the right to disclose student records to parents of dependent students as defined in Section 152 of the Internal Revenue Code.
- Officials of other schools/school systems – The College reserves the right to disclose student records to officials of other schools or school systems in which the student is enrolled or seeks to be enrolled. Copies of the records transferred will be provided to the student upon request. Additionally, all rights of the student to have the record amended will be sustained.
- Parents or legal guardians of students under the age of 21 may be contacted regarding the student's violation of drug or alcohol laws and rules.
- Exceptions – Other disclosures made without the student's written consent are narrow in scope according to the Privacy Act and will be made, most often, with the advice of general counsel.

A record of requests for disclosures, and disclosures made, will be retained with the record and may be inspected by the student, officials responsible for the records and by auditors. The College will comply with student requests to inspect or review their educational records and will provide an explanation or interpretation of the records. The College will also comply with student requests for copies of the records. The requests will be honored in a timely manner, not to exceed 45 days from the request date. Exceptions to student access rights include:

- Records which contain information about more than one student
- Financial records or statements of his/her parents and any information contained therein
- Confidential statements of recommendation, solicited with written assurance of confidentiality, and used only for the purposes intended, which were placed in the file prior to January 1, 1975
- Confidential statements of recommendation placed in the file after January 1, 1975, when the student signed a written consent waiving his/her rights to review or inspect the statement; and the recommendation is concerning admission to an educational institution, an application for employment, or the receipt of an honor or honorary recognition; and the recommendations received under the waiver are used only for the purposes designated on the waiver

Each student has the right to request an amendment to his/her record if it is felt that the record is inaccurate, misleading, or in violation of his/her rights. The request is to be submitted on a Record Amendment Request Form (forms are available in the Admissions and Records Office), with any supporting documentation, to the individual responsible for the record. The form must be signed and dated by the student. The student will receive a signed copy of the form, indicating

approval or denial of the request, within 45 days of the request date. In cases of denial, the student may follow hearing procedures printed on the Record Amendment Request form. The Record Amendment Request Form is limited to the issues of whether the record is accurate or misleading in recording the underlying action taken by the College, or whether the placement of the information in the student's record is in violation of the student's rights. In cases of denial, which proceed through the appeals process, the student shall have the right to place a statement in the file commenting on the information in the file and setting forth any reasons for disagreeing with the decision. In these cases, the College will maintain the statement with the record and will send it out to everyone who receives a copy of the record. Any violations of FERPA shall be reported to the Vice President of Student Services and Enrollment Management of the College. Further, complaints of violations by the College, may be filed with the Office of the Secretary, United States Department of Education.



ACADEMIC POLICIES AND PROCEDURES

Academic Calendar

- Southwest operates on a semester calendar system.
- The fall semester begins late August and ends mid-December.
- The spring semester begins mid-January and ends mid-May.
- Each semester is approximately 15 weeks long. Within the summer semester, which is fast-tracked, are two summer sessions, each approximately five weeks in length; and an extended summer term of approximately 10 weeks.

Academic Load

Full-Time – 12 credits or more

Three Quarter Time – 9-11 credits

Half Time – 6-8 credits

Less than Half Time – 1-5 credits

Maximum Fall and Spring Load

The maximum number of credits in which a student may enroll for the fall or spring semester is 18. Exceptions to these limits must be approved by the appropriate department chair.

Maximum Summer Load

The maximum number of credits in which a student may enroll for summer is a total of 15 credits with no more than 8 credits in any one of the five-week sessions. Exceptions to these limits must be approved by the appropriate department chair.

Transfer Credits

The academic credits earned in a student's chosen academic program will be accepted from institutions of higher education when the course content and teaching faculty can reasonably be assumed or determined to be equal to that at Southwest.

Only the courses, credits and grades applicable to the student's academic program at Southwest and only courses for which the student has earned a grade of "C" or better will be accepted. If credit for a particular course is not accepted by Southwest, the student may appeal to the appropriate department head for analysis and reconsideration of acceptance of the credits. Once the credit becomes a part of the student's official record at Southwest, it will not be removed. Transfer credit hours and grades will be used when calculating the cumulative grade point average. The maximum number of credit hours acceptable in transfer towards a student's academic program is two-thirds of the required program credit hours. Southwest awards transfer credit from collegiate and non-collegiate institutions, examinations, military training and experiential learning.

Alternative Credit

Many students have previous work or military experience which may be applicable to a degree program. Therefore, the College offers several programs designed to give adult students "advanced standing" in a specific associate degree program. The maximum number of transfer and/or alternative credits is equivalent to two-thirds of the program credit hour requirement. Credit is awarded only in areas offered within the Southwest curriculum and must be related to the educational program in which the student is enrolled.

Alternative credit programs include the following:

Advanced Placement (AP) Examination

Students who successfully complete the Advanced Placement Examination with a score of 3 may receive credit for required or elective courses in their programs of study in the subject areas of biology, chemistry, English, history, mathematics, and physics.

Armed Services

Credit may be granted for any military service school or for any USAFI/DANTES Subject Standardized Test that has been satisfactorily completed with a test score equivalent of a "C" or better, and determined to have an equivalent at Southwest, appropriately related to the student's academic program of study. Test results may be submitted to the Admissions and Records Office for evaluation and possible application to the student's program of study. Students desiring to take the above mentioned tests should contact the local director of the Navy College Program at Millington, Thelma Cooper, (901) 874-5290.

Veterans having 12 months continuous service are exempt from taking a physical education activity course and will receive two semester hours of credit in lieu of the physical education course. To receive the credit, veterans are to contact the Veterans Affairs counselor.

Challenge Examination

Any student who is enrolled in good standing at Southwest may, by passing a challenge examination, earn credit for some courses offered by the College. Some laboratory, clinical, and performance courses require long-term evaluation of competence and cannot, therefore, be challenged for credit by exam. Challenge examinations are developed and graded by faculty. Not all departments participate in this program.

A student will be allowed only one attempt per course to pass a challenge exam. Students who pass challenge examinations will receive a grade of "ES." A student who fails the examination will receive a grade of "EU."

Procedures for Challenge Examinations

- A student may apply for a challenge examination at any time after registering but not later than the last official day to drop a course.
- A student wishing to attempt a challenge examination must have the endorsement of his/her academic advisor, submit to the department chair a completed Petition for Credit by Examination form, which can be acquired from the appropriate academic department, and pay a fee of \$15.
- Once approved, the department chair will schedule the challenge examination at a time mutually convenient to the student and the department faculty.
- Students may not accumulate through challenge examinations more than two-thirds of the total credits required for graduation nor more than two-thirds of the total hours required for a particular major or concentration.

College-Level Examination Program (CLEP)

Equivalent college credit may be awarded to a student who has earned an acceptable score on the subject examination of the College Level Examination Program (CLEP). The awarding of CLEP credit is subject to the following conditions and limitations:

- Credit awarded through CLEP by other institutions must meet the minimum standards set forth for Southwest students to be acceptable for transfer.
- The course equivalencies, number of semester credit hours awarded, and minimum scores required for each subject.

CLEP examinations are as follows:

<u>Exam</u>	<u>Score</u>	<u>Course</u>	<u>Credits</u>
American Government	50	POLI 2010	3
American Literature (<i>essay required</i>)	50	ENGL 2110 and ENGL 2120	3-6
Business Law	50	FINR 2300	3
Calculus	50	MATH 1830	3
College Mathematics	50	MATH 1410 and 1420	3
College French- Level 1	50	FREN 1010 and FREN 1020	6
College French- Level 2	62	FREN 1010, 1020, 2010, 2020	6
College Spanish- Level 1	50	SPAN 1010 and SPAN 1020	6
College Spanish- Level 2	66	SPAN 1010, 1020, 2010, 2020	6
English Literature (<i>essay required</i>)	50	ENGL 2210 and 2220	6
Freshman College Comp. (<i>essay required</i>)	50	ENGL 1010	3
Introduction to Chemistry	50	CHEM 1010 and CHEM 1020	8
General Biology	50	BIOL 1110 and BIOL 1120	8

General Psychology I and II	50	PSYC 1010	3
History of US to 1877	50	HIST 2010	3
History of US Since 1877	50	HIST 2020	3
Human Growth and Dev.	50	PSYC 1040	3
Information Systems and Computer Applications	50	OFAD 1510	3
Introduction to Educational Psychology	50	EDUC 2130	3
Precalculus	50	MATH 1710 and 1720	3
Principles of Accounting	63	ACCT 1210 and ACCT 1220	6
Principles of Accounting I	63	ACCT 1210	3
Principles of Accounting II	63	ACCT 1220	3
Introduction to Management	50	MGMT 2010	3
Introduction to Sociology	50	SOCI 1010	3
Principles of Marketing	50	MRKT 2000	3
Principles of Macro Economics	50	ECON 2010	3
Principles of Micro Economics	50	ECON 2020	3
Survey of World Civilizations I	50	HIST 1110	3
Survey of World Western Civilizations II	50	HIST 1120	3
<u>CLEP General Examination</u>			
Freshman College Composition (<i>essay required</i>)	50	ENGL 1120	3
Natural Science	50	PSCI 1010 and 1020	8
Social Science/History	50	SOCI 1010 and HIST 1510	6

Experiential Learning

Students may receive credit for college-level learning that has taken place outside of college or university classrooms prior to enrolling in Southwest. The learning may have taken place on jobs or in other life situations. This credit is awarded when students explain and document in a portfolio what they have already learned in life that a particular course at the College is designed to teach. Students should contact the chair of the department that houses the course(s) in which they wish to earn experiential credit for the applicable policies and procedures. Please note:

- Credit earned through the portfolio is not included in the calculation of the student's Grade Point Average (GPA). The student receives a grade of "E" (Experiential Credit) for the equivalent course when credit is awarded. No entry is made on the student's transcript for unsatisfactory portfolios when no credit is awarded.
- Request for credit by the portfolio method can come from almost any area of the curriculum (core, concentration or electives) unless a specific career-accrediting agency does not allow portfolio or alternative credit.

- Students wishing to apply for portfolio credit must be registered as students of the College during the semester in which they are applying for credit.
- Students must have taken necessary placement exams and must have completed any required developmental studies courses in reading and writing.
- Students must apply for portfolio credit at least two semesters prior to graduation and must submit portfolios at least one semester before graduation.
- Students must be able to demonstrate and document how all courses for which portfolio credit is requested relate to their educational goals and the learning outcomes for each course that the student desires to replace with portfolio credit.
- Students who have failed courses cannot challenge them by portfolios and no course already taken may be replaced with portfolio credit.

Independent Study

A student who exhibits the capability of mastering the content of a given course by self-study and who meets the normal prerequisite requirements may request independent study. The student must obtain approval of both the advisor and the department chair. Independent study is also subject to the availability of faculty. Students may not pursue courses in which they have received a grade, or earned credit in an equivalent or more advanced standing course. Only grades of "A", "B", "C", "F" and "W" will be assigned to independent study.

Servicemembers Opportunity College (SOC)

The U.S. Department of Defense (DOD) has designated Southwest as a Servicemembers Opportunity College (SOC). SOC, a consortium of National Higher Education Associations with more than 1,350 institutional members, functions in cooperation with the DOD and the military services to help meet the voluntary higher education needs of service members. SOC institutional members subscribe to certain principles, criteria, and guidelines as outlined in the SOC Guide to ensure that high quality academic programs are available to military students. Southwest is committed to upholding these principles, criteria, and guidelines. Southwest grants academic credit for military training and experience, plus knowledge acquired through other nontraditional modes of training based on recommendations made by the American Council on Education, and may be applied to meet degree requirements when applicable to a service member's program. For more information regarding this program or for a SMART Transcript evaluation, please call a Southwest SOC representative at (901) 333-5030 or 333-4851.

Repeated Courses

A student may automatically repeat any course for which an "A" or "B" grade was not earned. If the grade of "A" or "B" was earned in a course, permission from the chief academic officer is needed to repeat the course; or repeating the course must be required for entry into one of the College's academic programs. The GPA will be calculated using the last grade

assigned to the repeated course (even if the last grade is lower than the previous grade) and the attempted credit hours will be counted only once for the course with one exception; if the course is attempted three times, the third grade and each subsequent grade and credit hours for the third and each subsequent attempt will be used in calculating the GPA.

Grade Changes

At Southwest, the instructor of record, or the department chair when the faculty member is no longer available, may change an officially posted grade. The instructor of record begins the process by completing the Change of Grade form and submitting the form to the department chair and appropriate dean for endorsement. With all appropriate endorsements, the completed form should be submitted to the Admissions and Records Office for posting to the student's academic record.

Grade of Incomplete

The grade of "I" (Incomplete) may be assigned when the student is passing a course but is prevented, by documented extraordinary circumstances, from completing a course on schedule. The instructor of record determines whether such circumstances pertain. A student who receives an "I" grade must complete all required work and remove the incomplete "I" grade by the deadline indicated on the academic calendar. Failure to complete work by the deadline results in automatic failure. A grade of "F" will be posted for the course on the student's permanent academic record. Upon the student's completion of the required work, the instructor of record will calculate and post the student's earned grade by filing a Change of Grade form with the Admissions and Records Office.

Grade Appeals

Any student may initiate an appeal of any course grade or related academic action or decision that affects the student's standing at the College. A student must submit the initial written appeal in accordance with the procedures and guidelines within six (6) months after the conclusion of the semester in which the grade was earned. The procedure for appealing an academic action, decision, or course grade includes the following steps.

- The student must make an appointment and meet with the instructor to discuss the action, bringing any supportive documentation such as course outline, originals, or copies of papers, lab reports, themes, and examination grades. Submit the Grade Appeal Form to the instructor.
- If the student still believes that further appeal is warranted, the student may contact the chair of the department involved.
- If the response from the above step is not satisfactory, the student may forward the record of written appeal to the division dean.
- Should further resolution be requested beyond the dean's involvement and response, the student must

notify the division dean who will forward the request to the Grade Appeals Committee of the Faculty Senate via the Faculty Senate President. The recommendations by the Faculty Senate and the Grade Appeals Committee will be given to the Provost/Executive Vice President Administration and Planning. After consideration of the student's request, the faculty member's response, the recommendations of the division dean and the Grade Appeals Committee, the Provost will make the final determination and notify the student.

Academic Misconduct

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through regular College procedures as a result of academic misconduct, the instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" grade for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. If a grade of "F" is assigned to a course as a result of academic misconduct, a student may not withdraw from or drop that course.

When a student believes that he/she has been wrongfully accused of academic misconduct, he/she should:

- Seek resolution with the instructor
- If resolution is unacceptable, seek resolution from the instructor's department chair
- If resolution is unacceptable, seek resolution from the academic dean of the department
- If resolution is unacceptable, file a grievance by presenting the facts of the case in writing, with any supporting documentation, to the Provost/Executive Vice President Administration and Planning, who will schedule a hearing before the Academic Appeals Committee

The student is responsible for moving through the process as expeditiously as possible and the grievance must go to the Academic Appeals Committee within thirty (30) days of the incident. The instructor charging the student with academic misconduct must report the incident, including all pertinent facts, to the department chair within five (5) business days after the charge has been made. The incident report must include any action taken against the student by the instructor for the academic misconduct. Members of the Academic Appeals Committee will review the incident report upon the student filing a grievance.

Classroom Behavior

Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.



ACADEMIC HONORS

www.southwest.tn.edu/honors

Macon Cove Campus (901) 333-4604

Union Avenue Campus (901) 333-5203

The Honors Academy

The Honors Academy of Southwest is directed toward students who want more out of college than mere grades. Participation in the Honors Academy provides students with the opportunity for articulation and transfer scholarships, study/travel, professional conferences, library privileges at local colleges, unique curricula and a way to network with students across the country. Students are also afforded the opportunity to meet and work with community leaders on significant social issues. Honors Resource Centers are located on both main campuses. These Centers provide places for collaborative learning outside the classroom, lounge space for informal faculty-student interaction, learning resources and transfer information.

Selection to the Honors Academy is based upon the student's potential to enhance the academic or cultural climate of the College.

To participate in the program:

- New students entering from high school must have a 3.0 GPA and an ACT of 21 or better. All students must complete the admission application and be recommended for participation by a high school teacher or guidance counselor.
- Current students, either full- or part-time, must have fulfilled all developmental studies requirements, completed at least 12 college-level credits, possess a minimum 3.0 GPA, and be recommended by a faculty member.

In addition, a student who has completed at least 15 Honors credits including HONR 1110 may receive an Honors Degree at graduation.

To remain in the program, students must maintain a 3.00 GPA.

Dean's List

To qualify for the Dean's List, a student must have completed at least 12 credits of college-level courses during the term and earned a GPA of 3.0 or higher with no grade of "F" or "I". A Dean's List is compiled at the end of each term and this accomplishment is noted on the student's permanent academic record.

Graduation with Distinction

- A candidate for graduation who has completed requirements for an associate degree may earn the distinction of graduating with honors. To graduate *cum laude*, a student is required to have a GPA of 3.25 to 3.49 in all college-level courses. A GPA of 3.50 to 3.79 is required for the *magna cum laude* distinction; and 3.8 to 4.0 GPA for *summa cum laude* distinction. *Only grades for college-level courses earned at Southwest will be used in calculating each student's GPA for graduation with distinction.*
- A student who has completed a minimum of 15 Honors credits including HONR 1110 may receive an Honors Degree. Credits can be gained either through Honors courses or Honor contracts in regular courses.

Honorary Societies

clubs.southwest.tn.edu/ptk.htm

clubs.southwest.tn.edu/abg/

Phi Theta Kappa

Phi Theta Kappa, a national honorary scholastic fraternity founded in 1918 for community and junior colleges has established the Upsilon Delta Chapter at Southwest. Invitations to join are extended to all students at the College who have accumulated 12 or more credits toward a degree with a cumulative grade point average of 3.5 or higher. Students who are inducted into Phi Theta Kappa have opportunities for leadership, service and fellowship.

Alpha Beta Gamma

Alpha Beta Gamma, an international business honor society established in 1970 to recognize and encourage scholarship among two-year college students in business curricula, has established the Chi Epsilon Chapter at Southwest.

ACADEMIC STANDARDS

Grading System

Southwest uses a point grading system ranging from 0.0 to 4.0. The academic performance level of each student is designated on the transcript by a letter grade which has an assigned point value. Grades earned are determined by instructors at the end of each semester and are recorded on the student's transcript which is maintained by the Admissions and Records Office.

Grades used in calculating the Grade Point Average (GPA)

Grade Per Credit Hour	Quality Points Level	Designated Performance
A	4	Excellent
B	3	Good
C	2	Average
D	1	Poor
F	0	Failing

The following grades are not used in calculating the grade point average:

P Passing

Used for special courses or to indicate completed coursework by an alternative method

S Satisfactory

Used for special courses or to indicate that the student meets sufficient standards for credit to be earned through an alternative method

U Unsatisfactory

Used for special courses or to indicate that the student does not meet sufficient standards for credit to be earned through an alternative method

ES Credit-By-Examination Satisfactory

EU Credit-By-Examination Unsatisfactory

E Credit given for experiential learning, portfolio satisfactory

W Withdrawal

Used to indicate that the student officially withdrew from the course

I Incomplete

Used to indicate that the student has not completed the coursework due to extenuating circumstances and he/she is being allowed an opportunity to complete the work because of previous satisfactory performance. The student must complete the work by the deadline published in the academic calendar, or the "I" grade will change to an "F" grade

AU Audit

X No grade submitted

Good Standing

Students must meet the following standards for continued enrollment in good standing with the College.

Credit Hours	Minimum GPA
00.0 – 14	No Minimum
14.1 – 26	1.0
26.1 – 40	1.4
40.1 – 48	1.7
48.1 – 56	1.9
56.1 – and above	2.0

Academic Probation

A student whose cumulative (combined) GPA falls below the minimum required standard for good standing will be placed on academic probation for the subsequent term of enrollment. Students on academic probation may enroll and continue to receive financial aid, and are encouraged to contact their advisor during the semester of probation to develop a plan for academic success. Students on academic probation must see an advisor prior to registration. Students on academic probation may not register for the subsequent semester prior to the end of their probationary term.

Academic Suspension

A student who either fails at the end of the probationary term to meet minimum required standards for good standing or fails to earn at least a 2.0 GPA during the probationary term will be suspended for one regular semester. The summer term is not counted as a regular semester. Students suspended in spring may not enroll for summer or fall. Students may appeal the suspension status to the Academic Appeals Committee.

Appeal of Academic Suspension

A student who has extenuating circumstances may appeal the academic suspension and be readmitted upon the recommendation of the Academic Appeals Committee. A student wishing to appeal must complete the Readmission Appeal Form and submit it to the Advising and Counseling Center no later than seven (7) business days prior to the first day of classes. The late registration fee will be waived for students approved to readmit.

Transfer and Transient Students

Transfer and transient students who have been suspended from a previous institution may not enroll until the period of one regular semester has expired. The summer term is not counted as a regular semester. Students may request an exception to the policy and be admitted on probation upon the recommendation of the Academic Appeals Committee.

Academic Fresh Start

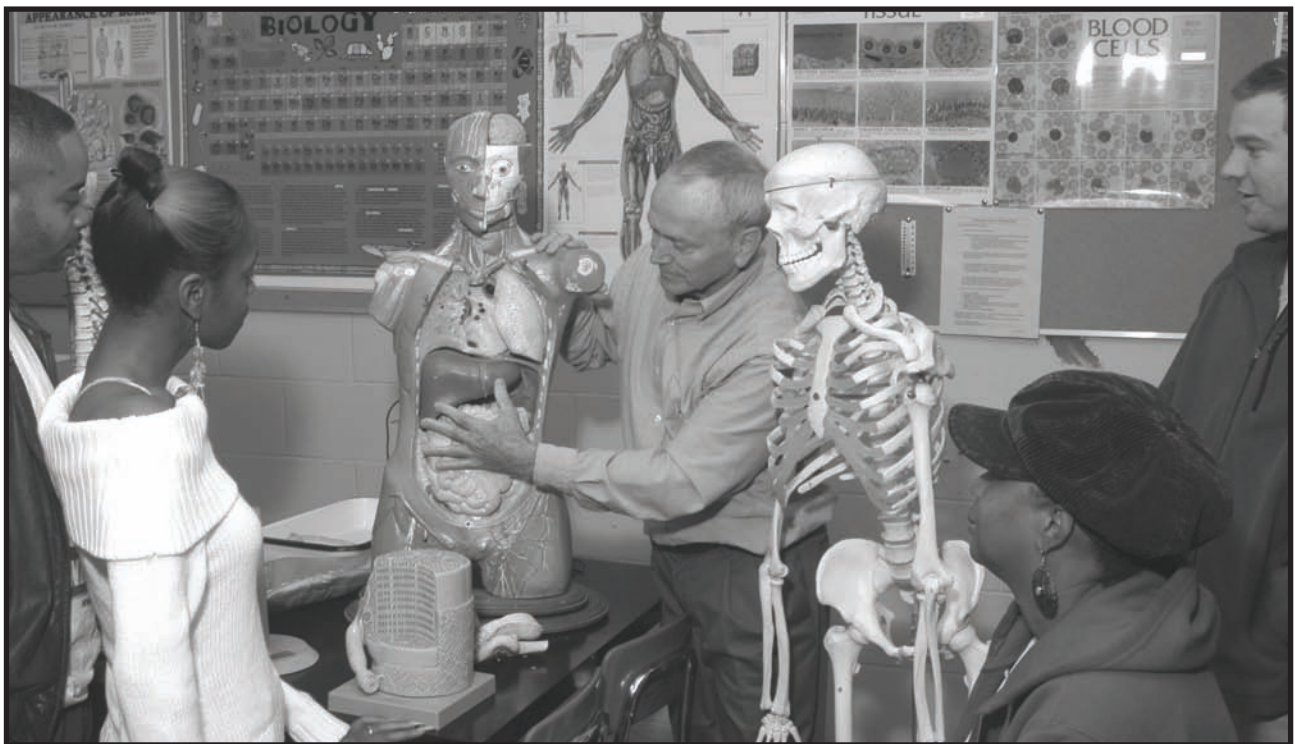
Students who have at one time attended a college or university but have not been enrolled for at least four years may be eligible for degree admission under the provisions of Southwest's Academic Fresh Start. As the name implies, Academic Fresh Start allows the individual to begin his or her college level studies anew and without consideration of past academic performance. The following conditions pertain:

- Applicants may apply for a fresh start prior to the end of the first term that they successfully pass at least 15 credits of college level courses with a minimum cumulative grade point average of 2.0 for all work attempted.
- It is highly recommended that students see an advisor or counselor to discuss the Academic Fresh Start prior to enrollment. Veterans applying for benefits and financial aid applicants must notify the appropriate office before making application for Academic Fresh Start to determine how financial benefits may be affected.
- Once granted, Academic Fresh Start is irrevocable and will be noted on the student's official transcript and permanent academic record. Academic Fresh Start can only be granted once.

- All college courses previously attempted or completed at Southwest or at any higher education institution accepted in transfer will continue to appear on the student's official transcript, but they will not be included in the calculation of the student's grade point average nor can they be used to satisfy any course requirement.
- In granting Academic Fresh Start, Southwest gives no assurance or warranty that transcripts will be accepted by any other higher education institution at which the student may later enroll.

Academic Standards for Allied Health Sciences and Nursing Programs

The satisfactory progress and retention standards for students enrolled in Allied Health Sciences and Nursing programs are listed in the Allied Health Sciences and Nursing sections of this catalog.



GRADUATION

www.southwest.tn.edu/admissions/grad-pro.htm
(901) 333-5924

Applying for Graduation

A student planning to graduate should follow these steps:

1. Submit the Intent to Graduate Application.

For the degree to be posted at the end of	Apply by
Summer	June 15
Fall	October 15
Spring	February 15
2. Meet with his/her academic advisor.
3. Complete Application for Graduation form and attach a copy of degree or certificate plan.
4. Check for 2.0 or higher education GPA.
5. Check for completion of High School Core Requirements (A89) (see Admissions) if required.
6. Schedule missing course requirements to be completed during the perceived final semester.
7. Schedule and complete any required graduate exit tests.
8. Complete the graduate survey in the Career Services Center if receiving an A.A.S. degree or certificate.
9. Pay \$25 graduation application fee (non-refundable).
10. File the completed Application for Graduation form in the Admissions and Records Office.

Additional Degrees and Certificates

A student may earn one Associate of Arts degree or Associate of Science degree and any number of Associate of Applied Science degrees and Certificates while enrolled at the College. Students seeking more than one Associate of Applied Science degree must meet all requirements for the second and each subsequent major. A minimum of 16 additional credits beyond the requirements of the first major must be completed for each new major.

Students seeking more than one concentration in a major must meet all requirements for the second and each subsequent concentration. A minimum of 12 additional credits beyond the requirements of the first concentration must be completed. Students who receive a second concentration within a single major will not be issued an additional diploma; however, the concentration area will be posted on the academic transcript.

Graduation Catalog Limitations

Students may graduate under any catalog in effect during their enrollment at the College as long as it is not more than five (5) years old. Variations in catalog program requirements result from program upgrades and enhancements as well as accreditation standards. In most cases, for employment and continuing education purposes, it is to the student's benefit to graduate according to the latest program requirements.

Degree Requirements for Graduation

In order to graduate, both degree and certificate seeking students must:

- Have a cumulative GPA of at least 2.0
- Be free of debt to the College
- Be approved by the faculty in the area offering the selected degree/certificate
- File an Application for Graduation form with the Admissions and Records Office

Additional requirements

Associate Degree

- Be admitted to degree status at the College by fulfilling all admission requirements.
- Earn a minimum of 60 college-level credits.
- Satisfy all requirements of an A.S. or A.A. or A.A.S. degree as listed in the catalog.
- Fulfill the residency requirement by completing the final 21 credits at Southwest.
- Take the required graduation examination and authorize the release of scores to the College.

Academic Certificate of Credit

- Be admitted to degree status at the College by fulfilling all admission requirements.
- Satisfy all requirements specified in the College catalog for the particular Academic Certificate of Credit.

Technical Certificate of Credit

- Be admitted to either degree or non-degree status at the College by fulfilling all requirements.
- Satisfy all requirements specified in the College catalog for the particular Technical Certificate of Credit.

Degrees, Certificates and the Diploma

The actual degree or certificate earned will be posted to the student's transcript following the term in which the student completes all procedures and requirements for graduation as stated above. Diplomas will be sent by registered mail to students within six to eight weeks of the semester of degree completion. The diplomas of honor students will be mailed later if the academic honor status is changed (example: student moves from *Magna Cum Laude* to *Summa Cum Laude* status or vice versa). Students have one year from the date of commencement exercises to notify the Admissions and Records Office of any error on the diploma or of non-receipt of the diploma. After the one-year period, the diploma will not be reordered free of charge.

Withholding of Degree or Certificate

For graduation, students' financial and academic records must be cleared of all encumbrances. This includes payment of outstanding debts to the College, earning the appropriate number of credit hours, completing specific courses required for the degree/certificate (includes high school unit requirements) and maintaining at least a 2.0 college level GPA. If for any justifiable reason, students who have filed Applications for Graduation are found to be missing any of these requirements, the degree or certificate will be withheld. This means that the diploma will not be issued and the degree will not be posted to the students' transcript.

Graduation Ceremony

The College holds one commencement exercise each academic year after the spring semester.

Graduation with Academic Honors

Graduation with academic honors is reserved for students who have completed associate degree requirements. Students who have attained a 3.25 GPA wear gold tassels during the graduation ceremony. Students who have been inducted into Phi Theta Kappa honor society wear gold tassels and special gold stoles engraved with the society's Greek symbols.

Eligibility for Participation in the Graduation Ceremony

To be eligible for participation in the graduation ceremony, each student must meet the following requirements:

- Have filed an Application for Graduation with the Admissions and Records Office.
- Have completed all courses needed for the academic program or be currently enrolled in the final courses needed to complete the academic program (exception: RADT candidates).
- Have a minimum 2.0 cumulative higher education G.P.A.
- Have completed the Graduate Exit Exam.
- Have completed the College's graduate survey.
- Have submitted written authorization from department head permitting participation in the ceremony if a final Allied Health or Nursing course is failed.

Participation in the ceremony does not guarantee the awarding of the degree or diploma. If the student should fail one of the last courses needed to meet the requirements, the degree will not be posted nor will a diploma be issued. Students enrolled in certain Allied Health and Nursing programs who fail a final course must have the permission of the department chair to participate in the ceremony. The written authorization to allow participation must be filed in the Admissions and Records Office prior to commencement.

Alumni Association

www.southwest.tn.edu/alumni
(901) 333-4504

The connection to the College does not end at graduation or when your classes end. By becoming a member of the Southwest Alumni Association, students can be a driving force in ensuring that their alma mater continues to help shape lives.

Southwest Alumni Association reaches, connects, and celebrates alumni of the College, builds lifelong relationships, and supports Southwest's mission. Composed of fellow graduates and students, the Association provides its members with a valuable career network. It also offers fun social events where alumni can meet others who enjoy the same things they do. Finally, the Association provides a direct and positive way to give back to their alma mater through student recruitment and fund-raising for scholarships.

All graduates and former or current students are eligible for membership in the Southwest Alumni Association and will receive the Southwest Alumni News, a bi-annual print and electronic newsletter that keeps them current on what is happening at the College and with fellow students, as well as invitations to Association-only events. Join today and continue to support Southwest.



DISTANCE EDUCATION

ww2.southwest.tn.edu

Macon Cove Campus

(901) 333-4612

Union Avenue Campus

(901) 333-5080

Toll-free number

866-275-7822

Southwest provides increasingly greater access to higher education through its Distance Education program. The Distance Education program uses the Internet, cable and network television, interactive teleconferencing and videotapes/DVDs to provide alternative instructional modes to the traditional classroom setting and schedules. For students who are independent learners and who have access to the World Wide Web and/or cable television, Distance Education courses are ideal. Working adults, employees who travel, persons with disabilities, those with long commutes, schedule conflicts or other barriers to college attendance are a few of the many who can benefit from Distance Education.

Southwest offers 7 online degrees and over 100 online courses and 28 telecourses:

- Associate of Applied Science in Office Administration
- Associate of Applied Science in Business Administration
- Associate of Arts (RODP)
- Associate of Science (RODP)
- Associate of Applied Science in Professional Studies (RODP)
- Associate of Applied Science in Early Childhood Education (RODP)
- Associate of Science in General Studies: Elective Concentration for Teacher Aides/Paraprofessionals Preparation (RODP)

Online Credit Courses

Southwest offers a wide array of college credit courses through the World Wide Web ranging from General Education and Developmental Studies courses to Accounting I and II and International Business. For a complete list of online credit courses offered each semester, please go to the Southwest Distance Education Web site: <http://ww2.southwest.tn.edu>. Online courses require that students have access to a personal computer equipped for the Web, the skills to use it, and a reliable Internet Service Provider (ISP). When the student completes the orientation for online courses called PAWS (Preparation for Academic Web Success) at the following Web address: <http://ww2.southwest.tn.edu/orientation>, it will automatically check the computer for the necessary software and will provide important information to help the student determine if he/she has the equipment and skills necessary to be successful in an online course. PAWS is a highly interactive orientation with videos detailing essential information for prospective online students, such as how to begin working in an online course after registration. In order to register for an online course, the student must complete PAWS. At the end of

PAWS, the student will print a permit to register and have it signed by an advisor.

A personal e-mail account is provided by the College and students are expected to use that account in their correspondence with the College. In addition, some courses will require students to have specific software applications or utilities installed. See course descriptions and syllabi or contact the instructor for specific software requirements.

The syllabus for each course is linked off the Distance Education Web site. Go to <http://ww2.southwest.tn.edu> and click on the Course List. At that link, click on the course number, which will bring up the syllabus. On that same page is a link to the instructor's e-mail. Students who are interested in taking an online course for the first time can also preview a sample online course at the following link: <http://ww2.southwest.tn.edu>.

While most of the work in online courses is completed online, many instructors require students to take tests in a proctored environment. Again, please check the course syllabi which are linked off the Distance Education Web site as outlined above.

After registering, the student must contact each of his/her online instructors by e-mail for information on accessing the courses. A link to each semester's online courses and each instructor's e-mail is available at this Web address: <http://ww2.southwest.tn.edu>. Textbooks and other course materials should be purchased at Follett, the Southwest bookstores (901) 333-4227 Macon Cove Campus or (901) 333-5452 Union Avenue Campus promptly. Unsold books and materials are returned three weeks after the beginning of the semester.

Regents Online Degree Program

Southwest is a participant in the statewide Regents Online Degree Program (RODP) and offers degrees and courses totally online to any interested student with reliable access to the Internet. Southwest offers courses leading to the following degrees:

- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- Associate of Applied Science in Professional Studies with a concentration in Information Technology
- Associate of Applied Science in Early Childhood Education
- Associate of Science in General Studies: Elective Concentration for: Teacher Aides/Paraprofessionals Preparation

These associate degrees are totally transferable into the RODP Bachelor's degrees offered by the 6 TBR universities. Additional information including a list of courses and corresponding syllabi, system requirements, fees, an online learning orientation, test proctoring, and other information may be found on the Web page for this online learning program: <http://www.tn.regentsdegrees.org>. Students interested in registering for these courses at Southwest should go to the following Web address: <http://ww2.southwest.tn.edu/>. There is an additional fee associated with RODP courses.

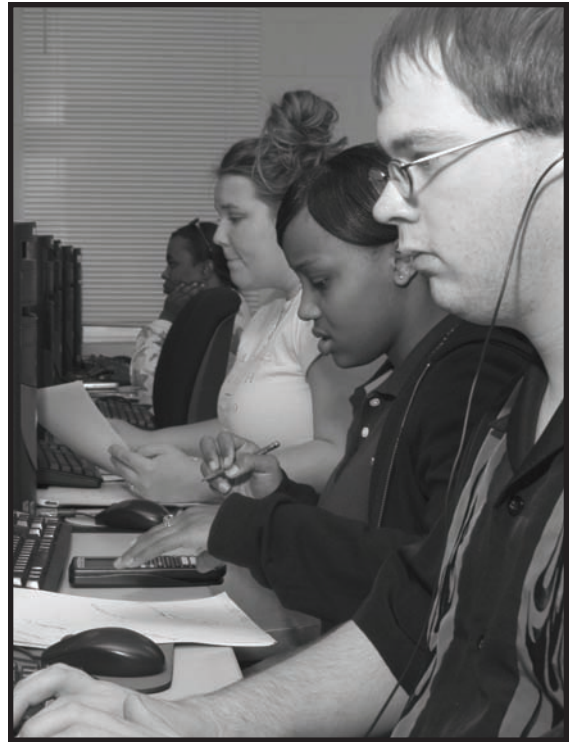
Telecourses

Southwest provides college credit courses delivered by Time Warner Cable television. A complete list of telecourses offered is available at the Distance Education Web site: <http://ww2.southwest.tn.edu>. Telecourse students view content broadcasts and complete textbook readings and assignments. All telecourses are broadcast on Time Warner Cable (five on basic and 21 on digital); selected telecourses are broadcast on WKNO and the Germantown High School station. In addition, students may view the telecourse series at all Southwest libraries and Academic Support Centers (ASC). Checkout is available at the ASCs on Union Avenue and Macon Cove campuses with a valid student ID card. The telecourse series is available in both VHS and DVD format at some locations.

Students enrolling in telecourses are required to complete an online telecourse orientation, which is linked from the following page: <http://ww2.southwest.tn.edu>. In the orientation, students will receive information about viewing schedules, contacting their instructors, course syllabi, and course evaluations. Some instructors will also schedule an on-campus orientation during the first two weeks of class. During the semester, telecourse students will come on campus for review sessions, tests, and the final exam. For more information, please call (901) 333-5573.

Interactive Classroom

Interactive classroom technology can connect the campus ITV classrooms with similar facilities at other TBR schools, the UT system, community rooms in Tennessee, and business and industry sites. The rooms are available for credit courses, non-credit courses, seminars, workshops, and video conferences. In addition, the College provides greater access to students at centers and sites by partnering lower enrollment sections of a course with larger enrollment sections at a campus or other center. Students at both sites can see and hear each other as well as the instructor, submit assignments via fax, and see the whiteboard. For further information, please call (901) 333-4612.



BUSINESS AND COMMUNITY SERVICES

Southwest provides the region with a large array of resources that support area businesses, extend professional and technical training, enrich lifelong educational experiences, and support services for targeted groups.

Services for Business

Southwest has as one of its highest priorities to help local area businesses meet their commercial training needs. The College works closely with various Chambers of Commerce, the Local Workforce Investment Board, Tennessee Industrial Training Service, and the Memphis/Shelby and Fayette counties economic and development teams that recruit prospective companies to the region. Training is coordinated and closely aligned with these organizations and their strategic planning and recruitment efforts. Each training course or program is practical, up-to-date, customized to the specific customer training needs, and is offered at competitive prices, on site or a choice of locations, and delivered utilizing flexible schedules that are the customer's choice.

Starting and Sustaining A Small Business

<http://www.tsbdc.org/memphis.htm>
(901) 333-5085

Southwest, in cooperation with the U.S. Small Business Administration, U.S. Department of Agriculture, State of Tennessee, and the City of Memphis, hosts and supports in Shelby and Fayette counties, the Tennessee Small Business Development Center (TSBDC). The TSBDC provides in-depth, high-quality assistance to promote growth, expansion, innovation, increase production and improved management for businesses with sales of five million (\$5,000,000) dollars or less and no more than 500 employees.

The TSBDC provides business counseling and advice by appointment for problem-solving in organizational marketing, finance, technical problems and other areas of business. The TSBDC helps business start-ups with assistance with business plans; accounting and records; personnel; inventory control; selling to government entities, marketing and marketing research. Specific assistance is available to assist businesses in solving technical problems and technology transfer issues as well as to foster growth, innovation and increased productivity.

Growing a Small Business

(901) 333-4207

The Small Business Success Series is a training program that assists entrepreneurs, aspiring entrepreneurs, and small business owners to develop the decision-making and management skills needed to grow and sustain a small

business. The courses (Continuing Education Units, CEUs) help students apply practical business applications to their day-to-day operations. Programs of study include:

The Start-Up Series

These courses are designed for persons who are interested in starting their own business and includes a self-assessment to determine if entrepreneurship is right for them. Different types of business structures and the benefits of each are discussed. Through self-discovery, students develop their own business plan. Courses include Essentials for Business Start-Up and Developing a Successful Business Plan.

Series for Business Growth

Courses in this series are designed for businesses that are experiencing "growing pains." Students will learn how to use various management and analysis tools to make decisions and manage business operations. Courses include: Strategic Planning for Small Business; Accounting Fundamentals for Small Business; Financial Analysis for Non-Accountants; Creative Marketing for Small Business; Developing Great Customer Relations.

Supporting Business

Continuing Education

www.southwest.tn.edu/ceed
(901) 333-4207

Businesses always need ways for employees to enhance their knowledge and skills. Through the Departments of Continuing Education and Workforce Development, Southwest offers area businesses a comprehensive array of services, programs and products to improve productivity and enhance the workforce.

The Department of Continuing Education provides educational opportunities and training services to businesses that can be customized, delivered at a customer's location, formatted in a training package that is best suited to the needs of a business, and are always competitively priced. Training experiences are either structured as traditional classes, workshops, seminars, or as online lessons – all staffed by credentialed instructors.

Continuing Education's array of business programs includes:

- Computer applications seminars
- Computer certifications: Microsoft, A+, CISCO, CIW, MCSE, MOS, etc.
- Education: teacher recertification courses; GED prep

- Health and medical: ADA Certification; Medical Transcription, Allied Health licensure
- Language training
- Leadership and management courses
- License preparation: Memphis and Shelby County Code
- OSHA/Safety Training and Certifications (with advanced courses offered in partnership through Georgia Tech)
- Quality and productivity programs: Baldrige and PATS
- Trade and technical classes: Automotive, Construction, Electrical, HVAC, Industrial, Landscape and Turfgrass, Manufacturing, Real Estate, Utility Worker Programs, Welding, etc.
- DACUM (Developing A Curriculum)
<http://www.southwest.tn.edu/ceed/WorkKeys.htm>

Workforce Development

www.southwest.tn.edu/wfd
(901) 333-6090

The Department of Workforce Development provides special programs and services through qualified job developers and trainers that are a contracted resource for area businesses:

- Programs to help individuals expand their career opportunities
- Integrated learning systems to upgrade employment skills
- Workplace literacy skills and job placement
- Interactive videoconferencing
- Workplace testing and assessment

Workforce Development houses a registered center for ACT's WorkKeys® - (901) 333-6470, <http://www.southwest.tn.edu/wfd/assessment.htm>. Services include instructional support that allows employers to design customized training programs to address employee skill gaps; research and reporting that allows employers to review and analyze data to identify trends and make fact-based decisions (901) 333-6470; job profiling; certified assessments; research and reporting, and skill enhancement training such as the Wisconsin Instructional Design System, and KeyTrain System at the following Web site: <http://www.southwest.tn.edu/wfd/trngsys.htm> (901) 333-6470.

Southwest's Employer Services Network (ESN), located at http://www.southwest.tn.edu/wfd/emp_serv_net.htm (901) 333-6470, is a resource for business and industry. ESN provides the necessary tools to ensure that employees are qualified, capable and multi-skilled. Products provided through ESN enable employers to bridge the gap between business needs and employee skills and abilities.

Mid-South Quality-Productivity Center

www.msqpc.com
(901) 543-3530

The Mid-South Quality-Productivity Center (MSQPC) which is located at the Memphis Regional Chamber, 22 North Front

Street in downtown Memphis, is a joint program of the College and the Memphis Area Chamber of Commerce. MSQPC is dedicated to providing Mid-South area businesses and organizations with the finest in quality and productivity education, training and materials. Additionally, the MSQPC provides a variety of services to businesses and organizations at the regional, national and international levels. MSQPC also serves as a clearinghouse for a vast array of individual quality-productivity programs, and it frequently delivers custom-tailored programs to businesses and organizations.

These programs include:

- Malcolm Baldrige National Quality Award assessments and assessment training
- Process Activated Training System (PATS)
- Implementation of process documentation and cycle time reduction systems, which uses existing employees, known as Subject Matter Experts (SME's), to identify and teach "Best Practices" throughout the organization
- "Best Practice Tours" bench-marking trips to organizations such as Saturn Corporation and Federal Express Corporation
- SO/QS 9000 and ISO 14000 workshops, in-house consultation and training
- Professional consulting that includes, but is not limited to, quality awareness sessions, steering committee training and quality function deployment
- Quality award training and application writing for the Malcolm Baldrige National Quality Award and Tennessee Quality Award
- Quality improvement project team training, a quick and easy way for organizations to get their employees involved in the Total Quality Management process
- On-site credit courses through Southwest that offer hands-on training on quality-productivity "tools" necessary to support Total Quality Management

Lifelong Learning

Southwest provides individuals at each of its campuses with educational experiences to enhance their knowledge and skills, with ways to expand and develop their careers, with opportunities to explore lifelong learning, and with an array of personal enrichment courses offered throughout the year.

Continuing Education

www.southwest.tn.edu/ceed
(901) 333-4207

All Continuing Education courses are available to the general public and are offered as single, non-credit courses or as a series of non-credit courses that lead to a CEU certificate. A class schedule is published three times per year. All Continuing Education sponsored courses are for non-degree bound students and carry Continuing Education Units (CEUs).

Continuing Education course areas include:

- Automotive
- Building, Manufacturing and Industrial Technologies
- Business
- Computer Training
- Education
- Health and Medical
- Horticulture
- Landscaping and Turfgrass
- Occupational Safety and Environmental Health Training
- Professional Image
- Real Estate Education and Training
- Recreation and Leisure

There are five ways to register for Continuing Education courses:

- On the Department's Web site at <http://www.southwest.tn.edu> – click on “My Southwest”
- By faxing a Continuing Education Registration Form, available in the Department's class schedule, to (901) 333-4519
- By completing a Continuing Education Registration Form in the Continuing Education Office – Macon Cove Campus, Farris Building, Room 2001 – between 8 a.m. and 4:30 p.m., Monday through Friday
- Through the College's Admissions and Records Office regular registration procedure
- By speaking directly to an office professional at (901) 333-4207

When Southwest finds that it must cancel, postpone, limit enrollment, split or combine classes, or change instructors and class locations, students will always be notified.

Services for Targeted Groups

Southwest is unique because it has a commitment to providing a comprehensive array of services and programs to all segments of the community. Programs that the College supports for special groups are:

Educational Opportunity Center (EOC)

www.southwesteoc.org
(901) 333-6048

The EOC, which is located in southeast Memphis at 5390 Mendenhall Square Mall where Mendenhall and Winchester intersect, is a program for Memphis area adults interested in going back to school for a college degree or vocational training certificate and includes individuals needing to earn their General Equivalency Diplomas (GEDs). EOC staff work with aspiring adult students: to assist them in selecting a course of study and an educational institution that best meets their individual needs, talents and goals; to help them

complete admissions and financial aid applications; and to prepare them academically for college level work. EOC students attend numerous training and educational institutions both inside and outside of the greater Memphis area. The EOC offers services in the community, online, and in its offices.

Families First

www.southwest.tn.edu/wfd/families_first.htm
(901) 333-6090

Families First is Tennessee's welfare reform initiative that provides core and support services to economically disadvantaged individuals who are receiving Temporary Assistance for Needy Families (TANF) benefits. The aim of this program is to provide workplace preparation and employability skills training that will lead to employment and self-sufficiency. The program is supported by a grant award from the Tennessee Department of Human Services. Program components include career assessment, job skills training, employment and career services, and retention and career advancement services.

GEAR-UP

(901) 333-5350

GEAR-UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a five-year federal grant program. The overall purpose of the GEAR-UP program is two fold. First, the program is fully committed to helping seventh graders enroll and successfully complete more high-level courses, such as Algebra I, in preparation for post-secondary education. Southwest also provides each GEAR-UP student with access to summer enrichment camps and a tutor/mentor to support and guide them through their middle and high school years. Secondly, GEAR-UP provides a number of resources to parents, such as admissions and financial aid informational workshops, to assist parents better prepare their child for college.

Professional Re-Entry Program (PREP)

www.southwest.tn.edu/prep
(901) 333-5493

PREP is a free eight-week career counseling program offered by Southwest that is designed to help participants make decisions regarding career directions. The program serves single parents, displaced homemakers, and dislocated workers who have the potential to succeed in a post-secondary institution, but may lack the financial resources to get started or the motivation to attend. To enhance their motivation toward achieving career goals, PREP offers workshops on college life, positive self-imagining career options, stress management, employability skills training, money management, time management, goal-setting and related topics.

Upward Bound

www.southwest.tn.edu/upward

(901) 333-5117

Upward Bound is a pre-college educational program funded by the U.S. Department of Education which assists eligible students in their efforts to successfully complete high school and obtain a college education. Upward Bound provides high school students with comprehensive educational services specifically designed to enhance learning and to heighten self-confidence.

Eligible participants must be enrolled in ninth through eleventh grade and attend one of the following high schools:

- Frayser
- Hillcrest
- Manassas
- Melrose
- Middle College
- Millington Central
- Treadwell

Youth Services

www.southwest.tn.edu/wfd/youth_pgrm1.htm

(901) 333-5111

The Youth Services Program addresses workplace literacy and skill preparation needs of at-risk youth. The program is supported in part by a grant awarded by the local Workforce Investment Act Board. The program is designed to address workplace literacy skill needs by preparing students between the ages of 14 and 24 to meet the challenges of adolescence and adulthood. Program components include: Literacy Enhancement and Development, GED Preparation, Case Management and Counseling, Employment Opportunities, Post Secondary Training, Career Guidance and Exploration, Life Skills and Personal Development, Parental Involvement, Service Learning, and Leadership Development. The Youth Services program is divided into four program tracks. Based on interest or need, students may choose one of following tracks: workforce, college bound, industry specific or leadership development.

Work Re-Entry Program

www.southwest.tn.edu/wfd/workreentry.htm

(901) 333-6470

A grant award from the Bureau of Prisons supports an on-site training program for inmates at the Federal Correctional Institute at Memphis. The goal of this program is to assist individuals through technical and workplace preparation to entry into the workplace. Workforce Development, in collaboration with the Division of Business, Career Studies and Technologies, offers credit courses in Accountancy and Business Administration that lead to an associate degree in Business and Commerce with a management concentration, or technical certifications in Quality Productivity and Accountancy.

