



**TREVECCA**  
NAZARENE UNIVERSITY

## Adult Degree-Completion Catalog

MANAGEMENT AND HUMAN RELATIONS

COMPUTER INFORMATION TECHNOLOGY

HEALTH INFORMATION TECHNOLOGY

2011-2012

Revised January 2012

# Adult Degree-Completion Catalog

SCHOOL OF BUSINESS AND TECHNOLOGY • 2011 – 2012

MANAGEMENT AND HUMAN RELATIONS PROGRAM

COMPUTER INFORMATION TECHNOLOGY PROGRAM

HEALTH INFORMATION TECHNOLOGY PROGRAM

CATALOG SUPPLEMENT

2011 – 2012

REVISED JANUARY 2012

COLLEGE OF LIFELONG LEARNING  
TREVECCA NAZARENE UNIVERSITY

333 MURFREESBORO ROAD  
NASHVILLE, TN 37210  
615-248-1529 • 1-800-818-4256  
[WWW.TREVECCA.EDU/MHR](http://WWW.TREVECCA.EDU/MHR)

# Table of Contents

ADULT DEGREE COMPLETION CATALOG .....	1
COLLEGE OF LIFELONG LEARNING ADULT DEGREE-COMPLETION PROGRAMS.....	4
About this Catalog .....	4
Accreditation.....	4
FERPA.....	5
Nondiscrimination Policy .....	5
University Academic Calendar 2011-2012.....	5
Greetings.....	6
From the President.....	6
From the University Provost .....	6
From the Dean .....	6
From the Director.....	6
Trevecca Nazarene University .....	7
Mission Statement .....	7
Statement of Purpose .....	7
Institutional Operational Goals (Values Statement).....	7
Location.....	7
The MHR Concept .....	8
Mission .....	8
The BA Program in Management and Human Relations.....	8
Student Learning Outcomes .....	8
Management and Human Relations Program Calendar 2011-2012 .....	8
Academic Program.....	9
MHR Course Descriptions .....	9
Semester I.....	9
Semester II .....	10
Semester III.....	10
MHR Elective Courses.....	11
The Accelerated IT Program Concept.....	13
Department of Information Technology Mission Statement .....	13
The BS Program in Computer Information Technology (CIT).....	13
CIT Student Learning Outcomes.....	13
Computer Information Technology Program Calendar 2011-2012 .....	13
Academic Program.....	13
CIT Course Descriptions .....	14
Semester I.....	14
Semester II .....	14
Semester III.....	15
Semester IV.....	15
The BS Program in Health Information Technology (HIT) .....	16
HIT Student Learning Outcomes .....	16
Health Information Technology Program Calendar 2011-2012 .....	16
Academic Program.....	16
HIT Course Descriptions.....	17
Semester I.....	17
Semester II .....	17
Semester III.....	17
Information Technology Elective Courses.....	18
Admissions Policies and Procedures .....	20
Admissions Requirements.....	20
Admission of International Students.....	20
Professional Student Status .....	21
Assessment of Prior Learning .....	21
Tuition and Fees Schedule .....	21
Methods of Payment.....	22
Refund Policy.....	22

Financial Aid .....	22
Academic Scholarships .....	23
Endowment Scholarship.....	23
Information on Veterans' Benefits.....	23
Registration Policies .....	24
Convocation/First Semester Registration .....	24
Second and Third Semester Registration.....	24
Academic Policies.....	24
Graduation Requirements.....	24
Deadlines for Degree Completion .....	25
Academic Advisor and Faculty .....	25
Prior Learning Credit .....	25
Limitations of Student Load .....	26
Withdrawals from Courses or Programs.....	26
Course Repeat Policy .....	26
Academic Probation and Program Termination .....	26
Academic Grievance Policy.....	27
Change of Grade.....	27
Attendance .....	27
Class Cancellation.....	27
Grading System .....	28
Directed Study.....	28
Auditing Courses .....	28
Scholastic Honors and Awards .....	28
Graduating Honors.....	28
Graduating Awards .....	28
Student Rights and Responsibilities in the Academic Area .....	29
ACADEMIC HONESTY .....	29
INTELLECTUAL PROPERTY RIGHTS POLICY.....	30
POLICIES FOR RESEARCH INVOLVING HUMAN SUBJECTS .....	32
University Standards of Behavior .....	33
Cellular Phone Usage.....	33
University Services .....	33
Spiritual Life.....	33
Dining Options .....	33
Bookstore .....	34
Library.....	34
Career Services.....	34
Center for Leadership, Calling, and Service.....	34
ITS Policy .....	35
CLL Drop Box .....	35
Class Representatives.....	35
Institutional Policy on Privacy.....	35
Program Administration .....	36
Other University Offices .....	36
Program Faculty.....	36
University Teaching Faculty .....	36
Adjunct Faculty .....	37
Additional University Services.....	39
INDEX.....	40

# College of Lifelong Learning

## Adult Degree-Completion Programs

### **ABOUT THIS CATALOG**

The University Catalog serves as the master catalog for all policies, procedures, and guidelines relative to all academic programs of the University. This catalog supplement provides additional general information for the adult degree-completion programs offered by the School of Business and Technology as well as for each program specifically; however, the program catalog is viewed only as an extension of the University Catalog document.

Statements in this catalog should be taken as the University's current courses, programs, policies, tuition, and fees. Admission to specific courses and programs will be dependent upon the qualifications of students and the availability of instructors. The University reserves the right to change its courses, programs, tuition and fees subsequent to the publication of this catalog.

### **College of Lifelong Learning**

The College of Lifelong Learning is the primary unit at the University providing services to non-traditional students enrolled in adult degree-completion programs, graduate studies, and online courses within the four university Schools. The services include marketing, recruitment, admissions, and enrollment help for students in all non-traditional programs. In some cases, the CLL is involved with student advising, providing student support services, course and faculty scheduling, and improving the instructional use of technology. The goal of the unit is to provide all services necessary and desired by each of the schools to ensure the highest level of effectiveness with the greatest efficiency.

### **ACCREDITATION**

Trevecca Nazarene University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master's and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Trevecca Nazarene University.

Normal inquiries about Trevecca Nazarene University such as admissions, financial aid, and educational programs should be addressed directly to the University and not to the Office of the Commission on Colleges. Interested constituents should contact the Commission on Colleges of the Southern Association of Colleges and Schools only if there is significant evidence for alleged non-compliance with a standard or requirement.

The Teacher Education Unit of Trevecca Nazarene University is accredited at the national level by the National Council for Accreditation of Teacher Education (NCATE), and the programs and unit are approved by the Tennessee State Board of Education. The teaching majors offered in collaboration with other University departments are approved by the Tennessee State Board of Education and are part of the unit accreditation by the National Council for Accreditation of Teacher Education (NCATE). The Graduate Physician Assistant Program is accredited by the Accreditation Review Commission for Physician Assistants (ARC-PA). Trevecca is a member of the Belmont University Partners in Nursing Consortium. As a part of this consortium, its nursing program is approved by the Tennessee Board of Nursing and accredited by the Commission on Collegiate Nursing Education. Trevecca Nazarene University is also an accredited institutional member of the National Association of Schools of Music. Accreditation documents are on file in the Office of Academic Affairs and may be reviewed upon request.

Trevecca is a member of the

- American Association of Colleges of Teacher Education
- Council of Independent Colleges
- National Association of Independent Colleges and Universities
- Council for the Advancement of Experiential Learning
- Council for Christian Colleges and Universities
- Tennessee College Association
- Tennessee Independent College and University Association
- Mid-South Educational Research Association

## FERPA

The Family Education Rights and Privacy Act of 1974 guarantees each student the right to know what information the University maintains about individual students and the right to ensure the accuracy of that information. A copy of the written institutional policy may be obtained from the Office of Academic Records.

## NONDISCRIMINATION POLICY

Trevecca Nazarene University complies with all statutory and regulatory nondiscrimination requirements applicable to the institution in the administration of its educational policies, programs, scholarships, loan programs, athletics, and other school-administered programs.

Trevecca will comply with Title VII of the Civil Rights Act and with the terms of the President's Executive Orders 11246 and 11375 on Equal Employment Opportunity, the Age Discrimination in Employment Act of 1967, Section 503 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Veterans Readjustment Act of 1974, as amended. Accordingly, there shall be no discrimination against any employee or applicant because of race, color, sex, national origin, age, disability, or veteran status.

To resolve any matter prohibited by Section 504, Title IX, and ADA, a student is to follow the existing grievance procedure that is included in either the student's academic catalog or the [Student Handbook](#), depending on the nature of the concern.

The University reserves the right to refuse admission/readmission to any student or applicant based upon a determination that admission/readmission of the applicant would not be consistent with the goals and standards of the University.

## UNIVERSITY ACADEMIC CALENDAR 2011-2012

Faculty/Administrator Workshops.....	August 18-23
President's Dinner .....	August 22
Beginning of Fall Semester.....	August 30*
Graduation Application Deadline-	
December 2011 Graduates.....	September 30
Fall Board of Trustees Meeting .....	November 2-4
Homecoming .....	November 4-5
Thanksgiving Break.....	November 23-25
End of Fall Semester .....	December 15
Graduation Application Deadline-	
May/August 2011 Graduates .....	December 31
Beginning of Spring Semester .....	January 11
Spring Board of Trustees Meeting .....	March 15-17
End of Spring Semester .....	May 2*
Baccalaureate .....	May 4
Commencement .....	May 5
Beginning of Summer Semester .....	May 7*
End of Summer Semester .....	August 15*

\* Starting and ending dates for classes in undergraduate and all graduate programs vary within the framework of each semester. The Management and Human Relations Program, Computer Information Technology Program, Health Information Technology Program, and the Criminal Justice Program are structured on the basis of three to four consecutive semesters beginning at the start date for a cohort group. Dates for these programs are listed in the appropriate section of this catalog and in the Criminal Justice Program catalog and should be referred to by the student enrolled in each program.

## GREETINGS

### From the President

Bald eagles. 1967 Ford Mustangs. Silver dollars. We don't see them every day. They are rare, but very real.

You have made a decision to return to the studies of university life. You want to keep growing. You desire to be the best servant you can be. You believe that God has put an itch inside you, an explorative spirit, an inquisitive mind. You want to learn in a setting that honors God.

Welcome to Trevecca Nazarene University. We have created our degree completion programs for people like you. Rare, but very real.

#### **Dan Boone, BA, MDiv, DMin**

*President of the University*

### From the University Provost

I am pleased to be able to welcome you as a student to Trevecca Nazarene University, where our focus is on providing quality academic and professional programs within the context of a Christian community. We value our relationship with adult students and recognize that you have unique educational needs. This attention to your need is reflected in the curricula, the delivery systems, and the manner in which we relate to you as a student in our degree completion programs. Thank you for choosing to be a part of our community and for taking on this new challenge in your life.

#### **Stephen Pusey, BA, MA, PhD**

*University Provost*

### From the Dean

The College of Lifelong Learning seeks to provide students with a quality learning experience that enables them to excel in leadership and service.

To the task of continuing to develop your talents and to become truly "excellent," I welcome you whole-heartedly to the School of Business and Technology. If I may be of help to you, please do not hesitate to let me know.

#### **David M. Phillips, BA, MA, MDiv, DMin, MAED, MSED**

*Dean, College of Lifelong Learning*

### From the Director

Welcome to the School of Business and Technology at Trevecca Nazarene University. We are pleased and excited to have you as part of the Trevecca community. I believe you will find our degree completion programs challenging and rewarding as you seek to equip yourself for the changing marketplace. Our goal and desire is to help equip you with the knowledge and tools necessary to effectively lead and support organizations. Based on the University and School missions, we seek to develop business and technology leaders that exemplify Christ and serve as models in the workplace.

I hope you find your experience at Trevecca rewarding and a true blessing. I look forward to being of help to you on your journey. May the Lord richly bless you along the way!

#### **Edward C. Anthony, BS, MS, MBA, ScD**

*Director, Graduate and Professional Studies*

## TREVECCA NAZARENE UNIVERSITY

### Mission Statement

Trevecca Nazarene University is a Christian community providing education for leadership and service.

### Statement of Purpose

Trevecca Nazarene University, founded in 1901 by J.O. McClurkan, is a private, accredited, comprehensive institution of higher learning that exists to meet the higher educational needs of the Church of the Nazarene by providing educational services to qualified individuals who desire a university education in a Christian environment and from a Christian understanding. Its academic programs are based on Christian values that promote scholarship, critical thinking, and meaningful worship for students in preparation for lives of leadership and service to the church, the community, and the world at large.

As the official university for the Church of the Nazarene in the southeastern United States, Trevecca is guided by the *Articles of Faith* and the *Covenant of Christian Conduct* of the denomination. It emphasizes the authority of the Bible, time-honored tradition, reasoned thought, and authentic experience of Christian holiness as interpreted by the Wesleyan doctrine and worldview. The university welcomes students of any religious affiliation who subscribe to its ideals and standards.

Trevecca intends that its graduates be socially-conscious, globally-aware, and actively-engaged individuals who are developing holistically in the cognitive, emotional, physical, social, and spiritual areas of being. The desire is that each student will develop a personal relationship with Jesus Christ. They are to be persons of strong Christian character able to make ethical decisions based on biblical principles and reflective thought. Their characteristics should include competence, responsibility, compassion, and the ability to integrate Christian faith and learning in practice.

The university provides a variety of face-to-face and distance education nontraditional and continuing education professional programs at the undergraduate, master's, and doctoral levels. Traditional undergraduate curricular programs focus on the liberal arts and sciences as reflected in the core curriculum and emphasize a number of professional content areas. While the primary focus of Trevecca faculty is to teach, faculty members are encouraged as reflective practitioners to conduct action research that contributes to the practical wisdom of applied knowledge and enhances the learning experience. All programs strive to prepare students for positions of leadership and service in their chosen careers by clarifying their life calling, developing their intellectual abilities, and engaging them in research, service learning, internships, and/or other opportunities that will allow them to demonstrate practical application of their knowledge and skills.

To achieve its purpose, Trevecca employs faculty, administrators, and staff who model the ideals of the university and, as mentors, seek to foster a supportive and challenging environment in which every student can realize his or her full potential in Christ. Therefore, Trevecca seeks to employ Christians who are competent, professionally qualified, and fully committed to the university's mission and purpose.

### Institutional Operational Goals (Values Statement)

At Trevecca Nazarene University we are committed to:

1. Being a Christian university that serves its primary stakeholder, the southeastern region of the Church of the Nazarene, through delivering higher education rooted in the Wesleyan-holiness tradition.
2. Serving the Middle Tennessee community and beyond by providing relevant academic programs in a thoroughly Christian atmosphere.
3. Preparing servant-leaders through the holistic development of students.
4. Mentoring students and developing life-long relationships with them.
5. Offering a beautiful campus and classroom environments for students and employees that are healthy, safe, and conducive to good teaching and learning.
6. Growing enrollment while developing new programs in alignment with the mission.
7. Providing high quality support services at all program locations, implementing best practices in program delivery, and maintaining all university resources in a responsible manner.

### Location

The University, located in southeast Nashville on Murfreesboro Road, is easily accessible from all points in the city including three major interstate highways and is about five miles from the airport. Nashville is the home of country music, a major airline hub, health care conglomerate headquarters, internationally known publishers, the state capital and state government offices, and nationally famous entertainment and historic sites. Trevecca is one of many colleges and universities in Nashville.



## THE MHR CONCEPT

Traditionally, a college education has been available only to those with time and money to spend several years away from work and usually away from home. People who either choose or need to work often find no practical way of continuing their education. To meet the needs of the working adult, Trevecca Nazarene University has offered the Management and Human Relations Program since September 1987 with these features:

- Classes are held off campus and on Trevecca's campus at times convenient to adult students' schedules.
- Classes are scheduled sequentially at a time known in advance, allowing students to know when their program will end.
- Course content is focused on practical application to the everyday life and occupation of the student.
- The teaching method is suited to the needs of adults.
- The program assumes that adult students possess experience and skills which earn academic credit.

### Mission

The bachelor of arts degree program in management and human relations exists to provide working adult students the opportunity to complete a college degree in a schedule and format particularly designed to meet their unique needs. The curriculum is interdisciplinary and liberal arts in nature, with the major emphasis on general management and human relations skills building. The program integrates a Christian world view and is committed to continual improvement.

## THE BA PROGRAM IN MANAGEMENT AND HUMAN RELATIONS

### Student Learning Outcomes

All MHR graduates will be able to:

1. Examine the major teachings of the Scripture from a Christian perspective and how they relate to management and personal relationships. (Analysis)
2. Construct a personal value system within the context of career, social, and educational experiences. (Synthesis)
3. Demonstrate problem-solving and decision-making skills. (Application)
4. Develop writing skills utilized in research and business. (Synthesis)
5. Understand and utilize the process of the scientific method, its consequent research design, and applied research design. (Application)
6. Utilize knowledge of information and communication technologies, including their efficient use in transmitting information and communicating ideas. (Application)
7. Identify the components of effective interpersonal relationships. (Analysis)
8. Describe the role, development, and organization of the personnel function. (Application)
9. Explain the influence of management theory on organizational systems and behavior. (Evaluation)
10. Demonstrate effective written and spoken presentation skills. (Application)

MHR graduates with a minor in general business will also be able to:

1. Identify, understand, and use financial and managerial accounting information to make decisions regarding a company's daily operations and future strategic plans.
2. Comprehend the role, functions, and responsibilities of marketing in promoting the organization's products.
3. Analyze business projects using financial principles.
4. Exercise a working knowledge of the current information technology tools and techniques used in business.
5. Understand the strategic planning process of an organization.
6. Analyze economic decision-making in businesses and markets.

### Management and Human Relations Program Calendar 2011-2012

#### CLASS SCHEDULES (main campus)

Convocation/Semester I	January 30, 2012	Monday
Semester II	June 25, 2012	
Semester III	October 15, 2012	
Program Ends	March 4, 2013	

Convocation/Semester I	March 6, 2012	Tuesday
Semester II	July 31, 2012	
Semester III	November 13, 2012	
Program Ends	April 9, 2013	

Convocation/Semester I	May 10, 2012	Thursday
Semester II	October 4, 2012	
Semester III	February 7, 2013	
Program Ends	June 13, 2013	

#### CLASS SCHEDULES (off-site locations)

Motlow State Community College		
Convocation/Semester I	February 21, 2012	Tuesday
Semester II	July 17, 2012	
Semester III	November 6, 2012	
Program Ends	April 9, 2013	

Columbia State Community College		
Convocation/Semester I	March 13, 2012	Tuesday

Semester II	August 7, 2012
Semester III	November 20, 2012
Program Ends	April 9, 2013

Volunteer State Community College		
Convocation/Semester I	May 24, 2012	Thursday
Semester II	September 27, 2012	
Semester III	January 31, 2012	
Program Ends	July 18, 2013	

## Academic Program

### MHR General Description

The BA in management and human relations at Trevecca is designed to help adults who have at least 40 semester hours of credit to complete their bachelor's degree. The 54-week, 38-semester-hour program is composed of three parts: coursework, project thesis, and the documentation of prior learning. The MHR program was lengthened to 38-semester hours for all MHR cohorts beginning on or after January 30, 2012.

### MHR Coursework

The BA in management and human relations is structured as an interdisciplinary, liberal arts, social science-based curriculum. Thirty-eight (38) semester hours are earned by completing the modular coursework in the major. The courses take place one night each week for 54 weeks. Courses are sequential so that only one is taken at a time. The knowledge and experience builds from the beginning to two finishing courses—one in how to manage a profit or nonprofit organization and the other in personal and social values. Students will be part of a cohort group who will attend all the courses together, forming an adult support group. An emphasis upon effective interpersonal communication permeates the approach.

### Project Thesis

A project thesis based upon student research, which will have practical implications for the work place or community, is completed during the coursework period. The eight semester hours of credit earned for the project thesis are also part of the major. Oral presentations are made to sharpen presentation skills. The project will further assist the student in learning problem-solving techniques as well as research design methodology.

### MHR Prior Learning Credit

Students who transfer fewer than 82 hours into the MHR Program will need to earn additional credit in order to graduate with 120 hours. They may earn this credit by taking additional coursework or by documenting prior learning. When all official college transcripts have been received and evaluated, an appointment will be made with an MHR academic advisor who

will review the student's prior learning plan sheet and discuss it with him or her. An estimate of the semester hours the student can anticipate earning through prior learning will be made. Certificates and licenses that serve as documentation for requested academic credit must be submitted to the student's academic advisor prior to the end of the first semester. Please see the Prior Learning Credit section of this catalog to view the processes used to document prior learning.

### MHR Academic Minors

In addition to the 38 hours of coursework in the MHR major, students may also earn a minor in general business by taking the following MHR electives: Accounting for Managers, Marketing for Managers, Finance for Managers, Intermediate Business Application of Computing Technologies, Strategic Management, and Economics for Managers. The degree earned is a BA in management and human relations with a minor in general business.

Students may earn other minors (e.g., accounting) by taking approved Trevecca coursework or by transferring approved coursework from a regionally accredited institution of higher education. An academic minor may be designated, following the student's successful completion of the management and human relations major. The quality and credibility of coursework for an academic minor must be verified by a Trevecca faculty member. The application to receive a minor must be submitted to the student's advisor no later than the student's first semester of the MHR program.

## MHR COURSE DESCRIPTIONS

### Semester I

#### Course 1

#### MHR 3110 Personal Leadership Development

In this course students, as adult learners, are provided with an opportunity to develop intrapersonal leadership, a necessary prerequisite to leading and serving others. The Myers-Briggs Type Indicator (MBTI) is used to help learners understand personality differences, leadership styles, and learning styles and how to use that information in their new role as a student and in their personal and professional lives. Learners will recognize how to connect their styles and strengths to key leadership practices that personify servant leadership, an outcome that will facilitate a personal sense of calling and vocation in their lives. (7 Weeks—3 semester hours)

#### Course 2

#### MHR 3200 Information Literacy and Research Writing

In this course students will receive an introduction to strategies for academic success within the TNU adult learning model. Topics will include oral and written communication, strategies for locating and evaluating appropriate resource materials, critical thinking, models for organizational research, proper APA citation and bibliography style use, and tools for collaborative learning. (7 Weeks—3 semester hours)

**Course 3****MHR 3065 Business Application of Computing Technologies**

In this course students will be introduced to the computing technologies used to solve business problems. The purpose is to provide experience with computer tools that can be used to support various aspects of business such as communication, marketing, sales, and accounting as well as business decision making. (7 Weeks—3 semester hours)

**Course 11, Part I****MHR 4520 Project Thesis I**

In this course students will develop a project thesis, which is an applied research project that examines a problem in the student's workplace or other organization. The student defines the problem and writes the first two chapters of the thesis in semester one. (3 semester hours)

**Semester II****Course 4****MHR 3030 Group and Organizational Behavior**

In this course students will study group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and productive group management in order for students to determine which tasks are best handled by groups or individuals. (7 Weeks—3 semester hours)

**Course 5****MHR 3040 Statistical Methods and Research**

In this course students will study problem analysis and evaluation techniques. Students are shown methods for defining, researching, analyzing, and evaluating a problem requiring solution within their work or a vocational environment. Specific statistical information covered in the course includes developing and measuring objectives, collecting data, working with significance levels, analyzing variance, and constructing questionnaires. (7 Weeks—3 semester hours)

**Course 6****MHR 3005 Biblical Perspectives on Management**

In this course students will study Scripture as the basis for personal faith in Jesus Christ; which informs one's practice at home, at work, and in the community at large. It is designed to foster a knowledge and understanding of the Bible in relation to management and servant leadership in organizational settings. This is a reflection of TNU's commitment, as a Christian liberal arts college, to nurturing an appreciation for Scripture. (7 Weeks—3 semester hours)

**Course 11, Part II****MHR 4521 Project Thesis II**

In this course students will continue their research and practical implementation of the project thesis. Students write chapters 3-5 and give their first oral presentation in Semester II. (3 semester hours)

**Semester III****Course 7****MHR 3010 Effective Interpersonal Relations**

In this course students will investigate communication and relationships in a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises reviewing nonverbal communication, constructive feedback, dealing with anger and resolving conflict. Students develop a model for effective relationships. Students are also given instruction in public speaking in preparation for their first Project Thesis oral presentation. (7 Weeks—3 semester hours)

**Course 8****MHR 4420 Human Resources Management**

Students analyze the policies and procedures of business regarding the recruitment, selection, training, evaluation, development, and compensation of employees. Special attention is given to Equal Employment Opportunity. (7 Weeks—3 semester hours)

**Course 9****MHR 4510 Ethics: Personal and Professional**

In this course students will formulate a philosophy of life, providing a foundation for such concerns as ethics in business, accountability in government, respect for human rights, and a responsible lifestyle in the contemporary world. Ethical theories and personal values are examined through readings, analysis of the workplace, international relations, and classroom discussion. (7 Weeks—3 semester hours)

**Course 10****MHR 4430 Principles of Management and Leadership**

In this comprehensive capstone course students will examine research-based management and leadership principles. Students are asked to analyze and synthesize concepts and skills to which they have been exposed throughout the MHR program. Students examine motivational theories, the situational leadership theory, and servant leadership principles in relation to their application in organizational settings and in light of a Christian worldview. The course concludes with students articulating their personal philosophy of management and leadership through a comprehensive final assessment. (7 Weeks—3 semester hours)

**Course 11, Part III****MHR 4522 Project Thesis III**

In this course students will complete the project thesis and give an oral presentation to the instructor, class, site contacts, and guests. (2 semester hours)

## MHR Elective Courses

The MHR Program offers elective courses on a regular basis (at least once a year) for students who need additional traditional credit and for those with professional student status. Approved elective courses are the following:

### MHR 1800 Introduction to Business Computing Technologies (3)

Designed to provide hands-on learning using the Internet and major office software technologies. The purpose is to provide experience with computer tools that can be used throughout the student's career to create well researched, informative, and professional documents. Credit by exam is available in lieu of this course.

### MHR 2200 Language and Cultural Strategies for the Workplace (3)

Provides basic communication skills and strategies in the areas of bilingual communication, cultural definitions, employee relations, cross-cultural negotiation, and cultural sensitivity for English- and Hispanic-speaking managers and staff personnel.

### MHR 2300 Health and Wellness (3)

Examines and applies all aspects of fitness such as jogging, aerobic movement, nutrition, flexibility, strength, sports injuries, and weight control. Exercises will be developed for cardio-respiratory, muscular, and flexibility fitness. The course utilizes the exploration of critical health and wellness factors to guide the development of a wellness audit and personal fitness plan.

### MHR 2400 Spreadsheet Applications (3)

Designed so that students can master the basics of Excel as well as many of the advanced features of this industry's leading spreadsheet software in a hands-on learning environment.

### MHR 2500 Discovering Mathematics (4)

The realm of mathematics contains some of the greatest ideas of humankind—ideas comparable to the works of Shakespeare, Plato, and Michelangelo. This course will introduce students to several of these ideas, selected from topics in numerical patterns, infinity, geometry, topology, chaos, probability, and statistics. Study of these topics not only demonstrates the beauty of mathematics but also develops critical thinking skills. This course is designed to be a study of mathematics as one of the liberal arts.

### MHR 2520 Business Math (3)

Will assist students by increasing their competence in mathematics and expanding their understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. The course will include a review of fundamental operations such as fractions, decimals, and percents. In addition, students will examine common business problems involving discounts, interest, markup, depreciation, and inventory.

### MHR 2700 Special Topics in Management (3-4)

Designed for students pursuing the MHR major and who seek to expand their knowledge of management and university-level content and skills, supportive of their personal and professional development.

### MHR 2710 Strategic Management (3)

Designed to integrate and apply concepts from all areas of the business curriculum. Examines the operations and tactics of firms within industries from a macro perspective. Strategy has three major subdivisions: Strategy Formulation, Strategy Implementation, and Strategy Evaluation and Control. (Prerequisite: Systems Management course or the approval of the professor)

### MHR 2800 Personal Finance (3)

An introductory course to basic personal financial principles. Topics to be covered include, but are not limited to, the following: budgeting, managing personal debt, insurance, taxes, and investments.

### MHR 2900 Leadership in the 21st Century (3)

Focuses upon foundational leadership theories with an emphasis on the roles of leader, follower, and situation. The course content concentrates on leadership development, leadership traits and behaviors, followership, and situational factors that impact leadership. Leadership theory will provide a solid foundation for informing future leadership practice.

### MHR 2910 Case Studies in Leadership (3)

Integrates major leadership theories with case study analyses of notable military, political, religious, civil-rights and business leaders. Debate and discussion of the case studies will also be used to enhance the understanding of leadership theory and application. The analysis of cases and theories from the Biblical worldview are also designed into the curriculum where appropriate.

### MHR 2950 Special Topics in Liberal Arts (3-4)

Designed for students pursuing the MHR major and who seek to expand their knowledge of liberal arts disciplines and university-level content and skills, supportive of their personal and professional development.

### MHR 3000 Quality Improvement Methods (3)

A study of the foundational principles of quality improvement methods, with emphasis placed on team-based approaches. It teaches the basic concepts of systems thinking, customer/supplier relationships, work process management, and basic tools and techniques for consensus building and fact-based decision making. The works of the leading thinkers in this area, such as Deming and Juran, are considered. Numerous interactive exercises and the course project enable the transition from theory to practical application.

### MHR 3105 Entrepreneurial Studies (3)

Designed to guide students through the process of developing an executable business plan that can then be utilized to implement or launch a product- or service-based business. The course will

educate students on the risks and advantages associated with initiating, running, and growing a real enterprise as well as walking them through the process of determining the feasibility of their business.

**MHR 3025 Media Ethics (3)**

Explores the media's powerful influence on our society and what we can do to respond to and perhaps even reshape the media. Specifically, we look at the different ways that television, the movies, radio, magazines, newspapers, and the Internet each play a part in manipulating our news, advertising, entertainment, and the delivery of other kinds of information. Other issues such as censorship, invasion of privacy, truth in reporting, ethics in cyberspace (e.g. hate websites, online social networks, erotica, etc.), and illusion versus reality in the media are also discussed. We ask questions like, "What are some of the various public roles and responsibilities we have as consumers of the media?" "How do we train ourselves to view and to use responsibly (rather than abuse) the media?" "What are the artistic, educational, moral, and spiritual values of the media which should matter to us most?" "How do we better protect our children from the abuses and manipulations of the media?" "Using our own moral values, how do we make sense of the media ('media literacy'), and how can we begin to bring change to media products from the position of a consumer?" This course will begin to prepare one to analyze critically the ethical challenges involved in the process of media production and consumption.

**MHR 3050 Business Speech (3)**

Designed to help the student develop and strengthen skills in public speaking. Public speaking theory and principles will be covered so that the student not only will be a more effective speaker but will be able to appreciate effective communication skills in others.

**MHR 3070 Psychology of Personal Adjustment (3)**

Allows students to examine various influences on personal adjustment and growth in order to enhance individual coping in today's world.

**MHR 3080 Accounting for Managers (3)**

Designed to help students interpret and apply accounting data in planning and controlling business activities. Analysis of financial statements is emphasized.

**MHR 3085 Finance for Managers (3)**

Provides an introduction to financial management. Major areas of study include evaluation of risk and returns, evaluation of business projects, and financing sources. The primary viewpoint will be that of financial management in a corporation, but the course is also very useful for a future manager of a small business, as well as a future investment adviser. Furthermore, this course is important for future nonfinancial business managers because few important business decisions are made without consideration of financial implications.

**MHR 3090 Marketing for Managers (3)**

Designed to help students deal with major decisions that management and marketing executives face in their efforts to harmonize the objectives and resources of the organization with the needs and opportunities of the marketplace.

**MHR 3095 Economics for Managers (3)**

Designed to help managers apply basic economic concepts and terms to better understand the environments in which their organizations operate. Topics to be covered include demand and supply, market structures, and macroeconomic measures, institutions and policies.

**MHR 3100 Public Relations and Organizational Journalism (3)**

A workshop-style course designed to equip managers and/or volunteers in nonprofit organizations with practical public relations writing and design techniques. Topics include writing news releases and employee dossiers, interesting the media in stories on an organization or special event, planning and conducting press conferences, designing and implementing promotional campaigns, and writing and arranging the production of public service announcements and/or advertisements for radio or television.

**MHR 3300 Principles of Social Persuasion (3)**

Provides an introduction to the behavioral and social aspects of persuasion. It examines principles and theories that address attitude change and development within individuals, groups, community organizations, and other cultures. Emphasis is placed on theories of persuasion, diffusion of innovations, media influences, message construction, and the development of working relationships.

**MHR 3350 Introduction to Music (3)**

Based on the premise that music is an aural art, learning to listen to various master works is the primary objective of this introductory course, including repertoire from the Baroque, Classical, Romantic and 20th Century periods as well as a look at the musical concepts and history during these eras.

**MHR 3700 Introduction to the Healthcare Industry (3)**

Introduces students to the history and fundamentals of the healthcare industry including: an overview of various healthcare entities with an emphasis on hospitals, healthcare financing, HR issues in healthcare, disease management, the pharmaceutical industry, the healthcare regulatory environment, accreditation and governing bodies, reimbursement and payment systems, public health and threats facing the U.S., as well as professional roles and job opportunities in healthcare.

**MHR 3800 Individual Federal Income Taxes (3)**

Covers Federal Income Tax for individuals. In addition to covering the basic concepts, students will be required to prepare several tax returns using tax preparation software. The purpose of this course is to educate students on the many variables that impact the amount of federal income taxes paid.

**MHR 4410 Systems Management (3)**

Analyzes the basic managerial functions of setting objectives, planning, organizing, directing and controlling. Theoretical foundations and models for design and the analysis of organizational processes and human behavior in organizations are examined.

**SCI 1200 Energy and the Environment (4)**

Permits the student to gain understanding of the important issues related to worldwide limited energy and physical resources in conjunction with the world's growing population. Also considered will be various energy resources and their supply, use, and conservation. The student will learn how to use the World Wide Web to find information from various locations to supplement text material.

**SCI 1300 Contemporary Issues in Science (4)**

Covers scientific topics drawn from current news headlines. Subjects include ingredients and preservatives in food, nuclear, chemical and biological weapons, and nuclear and toxic waste disposal. The class also discusses the steps from basic research to consumption of pharmaceuticals and how to evaluate the legitimacy of a scientific Web site. Students will use the Internet and more traditional media to research class content. Demonstrations and laboratory activities will be included.

**THE ACCELERATED IT PROGRAM CONCEPT**

To meet the needs of the working adult, Trevecca Nazarene University is pleased to offer accelerated IT programs. Trevecca's accelerated programs blend a combination of traditional classroom instruction, online learning, and project-based activities. These programs emphasize the use of distance technologies for content delivery and collaboration, minimizing the need for the student's physical presence at a particular location while still providing a rigorous and challenging learning experience for the student. Features of these programs include:

- A blended learning methodology where students have both traditional classroom instruction as well as distance education.
- Delivery of course content that is facilitated through e-learning technologies while class time is specifically geared toward hands-on work and solution development.
- The assumption that adult students possess experience and skills which earn academic credit.
- An accelerated schedule so students can often complete the program in less than two years.

**Department of Information Technology Mission Statement**

The Department of Information Technology provides education in information technology to prepare students for careers of excellence that glorify and honor God through stewardship, leadership, and service.

**THE BS PROGRAM IN COMPUTER INFORMATION TECHNOLOGY (CIT)****CIT Student Learning Outcomes**

Graduates of the CIT program will be able to:

1. Apply Bible-based Christian worldview decision-making to ethical issues in the information technology discipline.
2. Demonstrate the ability to solve business problems using information technologies and critical thinking.
3. Use design and modeling tools to design information technology solutions.
4. Conduct systems analysis and create a plan for solving business problems using information technology.
5. Understand the components and process of managing an IT project.
6. Communicate business requirements and technical information.
7. Demonstrate knowledge of current IT languages, databases, and technologies.

**Computer Information Technology Program Calendar 2011-2012****CLASS SCHEDULE (main campus)**

CIT- 4	Convocation/Semester I	April 17, 2012
Tuesdays	Semester II	August 28, 2012
	Semester III	January 8, 2013
	Semester IV	May 14, 2013
	Program Ends	September 3, 2013

**Academic Program****CIT General Description**

The BS in computer information technology at Trevecca is designed to help adults who have at least 40 semester hours of credit and an interest in pursuing a career in the growing IT field to complete a bachelor's degree in the IT discipline. The program can be of help to:

- Those in another discipline who desire to make a career change into IT.
- Those who may be in IT but now wish to complete a degree in that area.
- Those in related areas who have some college credit earned but have never completed their degree.
- Those who have completed an associate's degree in IT and now wish to complete their bachelor's degree.
- Those who are unable, due to scheduling, to attend a standard undergraduate degree program.
- Those who desire to complete a degree as part of their life goals but as of yet have not been able to.

The 17-month, 48-semester-hour program is an accelerated program requiring minimal on-campus time and the use of distance education technologies. The program is composed of two parts: coursework and the documentation of prior learning.

### **CIT Coursework**

The BS in computer information technology is structured as an accelerated technical and business-based curriculum. Forty-eight semester hours are earned by completing the modular coursework in the major. The courses take place one night a week for 17 months. There are four semesters of four courses each. Each semester is 4 months in length. The students complete four courses together over the four month period. The coursework is composed of three parts: in-class coursework, online coursework, and project time. The in-class coursework is completed by attending classes once per week for 17 months. The online and project components are completed outside of in-class instruction. In using distance education for these two parts students can be anywhere while completing the components. Students will be part of a cohort group who will attend all the courses together, forming an adult support group.

### **CIT Prior Learning Credit**

Students who transfer fewer than 72 hours into the CIT Program will need to earn additional credit in order to graduate with 120 hours. They may earn this credit by taking additional coursework or by documenting prior learning. When all official college transcripts have been received and evaluated, an appointment will be made with an academic advisor who will review the student's prior learning plan sheet and discuss it with him or her. An estimate of the semester hours the student can anticipate earning through prior learning will be made. Certificates and licenses that serve as documentation for requested academic credit must be submitted to the student's academic advisor prior to the end of the first semester. Please see the Prior Learning Credit section of this catalog to view the processes used to document prior learning.

### **CIT Academic Minors**

In addition to the 48 hours of coursework in the CIT major, students may also earn a minor in a specialized IT area or another area of interest. The degree earned is a BS in computer information technology with a minor in the selected discipline. Credits for a minor can be awarded through approved Trevecca coursework or by transferring approved coursework from a regionally accredited institution of higher education. An academic minor may be designated, following the student's successful completion of the CIT major. The quality and credibility of coursework for an academic minor must be verified by a Trevecca faculty member. The application to receive a minor must be submitted to the student's advisor no later than the end of the student's first semester of the CIT Program.

## **CIT COURSE DESCRIPTIONS**

### **Semester I**

#### **Course 1**

#### **CIT 2000 IT Business Foundations (3)**

Prepares the student for work in the information technology domain and major. Key topics include project management, analysis and design, human factors, interface design, modeling, and technical communication skills.

#### **Course 2**

#### **CIT 2200 IT Project Management (3)**

Provides an opportunity for students to develop a working knowledge of project management in the IT environment. The course will introduce the student to accepted techniques in both project management and business analysis.

#### **Course 3**

#### **CIT 2640 Hardware and Operating Systems (3)**

Designed to provide an opportunity for students to develop and enhance their knowledge of the hardware, networking, and operating systems necessary for the execution of an effective infrastructure to support information technology in any size business. An emphasis on small- to medium-sized businesses will prepare students for entry level positions in these types of organizations.

#### **Course 4**

#### **CIT 2500 IT Networking and Security (3)**

Designed to introduce students to issues related to system and network security. Topics covered include access control, authentication, authorization, data security and integrity, encryption, recovery, computer forensics, and business continuance. Students will learn about and work with firewalls, network security, application security, e-mail security, and tools for security, monitoring, and auditing the IT environment.

### **Semester II**

#### **Course 5**

#### **CIT 2700 Database Design and Programming I**

An IT course designed to provide an in-depth, hands-on introduction to designing and implementing databases that use relational technologies with a significant market presence. Oracle, DB2, and/or MS SQL Server will receive significant coverage in the course. SQL and the various vendor extensions to the language will be covered. Extensive lab time will help to develop skills needed when designing and implementing databases in the business environment.

#### **Course 6**

#### **CIT 3700 Database Administration (3)**

An IT course designed to provide in-depth, hands-on instruction in administering relational technologies with a significant market presence. Oracle, DB2, and/or MS SQL Server will receive significant coverage in the course. Advanced topics such as backup, recovery, replication, and security will be covered in

addition to basic administration topics. Extensive lab time will help to develop skills needed when administering databases in the business environment. Prerequisites: CIT 2700 or ITI 2700.

#### Course 7

##### **CIT 3710 Database Design and Programming II**

An IT course designed to provide in-depth, hands-on instruction in server-based relational technologies with a significant market presence. Oracle, DB2, and/or MS SQL Server will receive significant coverage in the course. Emphasis will be on procedure languages such as PL/SQL, stored procedures, triggers, and other programmed database objects. Extensive lab time will help to develop skills needed when programming databases in the business environment. Prerequisites: CIT 2700 or ITI 2700.

#### Course 8

##### **CIT 4600 IT and Biblical Ethics (3)**

Designed to provide an opportunity for students to critically think about issues related to IT business ethics, privacy, piracy, software copyright, system corporate responsibility, auditing, and other IT-related issues within a biblical context. Significant interaction with case studies will be undertaken in this course.

### Semester III

#### Course 9

##### **CIT 3800 Graphic Design and Imaging (3)**

Aims to teach methodologies of modern art-making processes using Adobe Photoshop and Illustrator as creative tools of visual expression. Topics covered include visual thinking, rapid idea generation, creative problem solving, abstract visual thinking, and experience with dynamic group creative sessions. Technical Photoshop and Illustrator skills are learned through the involved processes of developing real-world and conceptual artwork for the field of visual communications.

#### Course 10

##### **CIT 2800 Web Design and Scripting I (3)**

Designed to teach the creation of Web sites using HTML/XHTML. Through case projects and individual projects, students will learn Web design and scripting with a practical hands-on approach. From rudimentary concepts of Web scripting to advanced tasks such as Cascading Style Sheets, students learn the ins and outs of XHTML Web development while learning speed and efficiency.

#### Course 11

##### **CIT 2830 Web Design and Scripting II (3)**

Builds upon the knowledge and skills acquired in Web Design I. With its project-centric approach, students learn advanced techniques of Web site production/administration as well as demonstrating their working knowledge of HTML, XHTML, XML, and CSS. The focus of this course revolves around the creation of Web sites from the ground up. Concepts of prototyping, flow-charting, and information architecture are instilled while students build fully functional Web sites in both

individual and team environments. Prerequisites: CIT 2800 or ITI 2800.

#### Course 12

##### **CIT 3540 Web Programming with PHP/MySQL (3)**

Designed to supply students with a practical approach to PHP Web Development. This course teaches the core language and implementation of PHP/mySQL scripting. Students will learn the PHP language and practices through the building of Content Management Systems for Web applications. The integration of mySQL databases and outputting database information to XML via PHP is also covered in this course. Prerequisites: CIT 2800 or ITI 2800.

### Semester IV

#### Course 13

##### **CIT 3400 Office Systems Programming (3)**

Designed to provide an opportunity for students to discover and learn various programming tools and techniques that are incorporated in the Microsoft office systems and Visual Studio suites as well as other office system suites.

#### Course 14

##### **CIT 2100 Business Programming I (3)**

An IT core course designed to provide an in-depth, hands-on introduction to designing and developing software using business programming languages including Java and Visual Studio technologies. Design methodologies, object modeling with UML, structured programming, and data structures are also reviewed. Extensive lab time will help to develop skills needed when developing software in the business environment.

#### Course 15

##### **CIT 2110 Business Programming II (3)**

An IT core course designed as a follow on to part one to provide further in-depth, hands-on instruction in designing and developing software using the business programming languages. This course is advanced in nature and includes such topics as threads, database access, and GUI development. Extensive lab time for programming will help to develop skills needed when developing software in the business environment. Prerequisites: CIT 2100 or ITI 2100.

#### Course 16

##### **CIT 4890 IT Capstone Project (3)**

Designed to provide an opportunity for students to apply the critical thinking and project management procedures in the development of a project that will incorporate the skills learned during the BSCIT Program. The project should be directed to resolve a real or perceived issue through the application of Information Technology. The aspects of the project that will be evaluated include the incorporation of the various tools and techniques learned during the CIT courses including project management, database design, Web design, graphics design, ethics, and business programming. Prerequisites: accelerated BSCIT or traditional undergraduate BSCIT Core.



## THE BS PROGRAM IN HEALTH INFORMATION TECHNOLOGY (HIT)

### HIT Student Learning Outcomes

Graduates of the HIT program will be able to:

1. Ensure health information is complete and available to legitimate users
2. Code and classify data for reimbursement\*
3. Analyze information necessary for decision support
4. Protect patient privacy and provide information security
5. Enhance the quality and uses for data within healthcare
6. Administer health information computer systems
7. Comply with standards and regulations regarding health information
8. Prepare health data for accreditation surveys
9. Analyze clinical data for research and public policy

\*Students graduating from the Trevecca HIT Program will need to supplement the HIT program course work with training in the coding and classification of data for reimbursement from other educational institutions that teach these skills if they intend to attempt the RHIA exam. However, an in-depth knowledge of coding and classification of data for reimbursement is a necessary skill for successful completion of the RHIA certification exam.

### Health Information Technology Program Calendar 2011-2012

#### CLASS SCHEDULE (main campus)

HIT- 1	Convocation/Semester I	September 19, 2011
Monday	Semester II	February 6, 2012
	Semester III	June 11, 2012
	Program Ends	October 1, 2012

### Academic Program

#### HIT General Description

The BS in health information technology at Trevecca is designed to help adults who have at least 40 semester hours of credit and an interest in pursuing a career in the growing IT field to complete a bachelor's degree in the IT discipline. The program can be of help to:

- Those who desire to enter the growing health IT industry or seek promotion in the field but are having difficulty because of a lack of qualified education.
- Those in another discipline who desire to make a career change into healthcare IT.
- Those who may be in healthcare or IT but now wish to complete a degree in that area.

- Those in related areas who have some college credit earned but have never completed their degree.
- Those who have completed an associate's degree in IT and now wish to complete their bachelor's degree.
- Those who are unable, due to scheduling, to attend a standard undergraduate degree program.
- Those who desire to complete a degree as part of their life goals but as of yet have not been able to.

The 15-month, 40-semester-hour program is an accelerated program requiring minimal on-campus time and the use of distance education technologies. The program is composed of two parts: coursework and the documentation of prior learning.

#### HIT Coursework

The BS in health information technology is structured as an accelerated technical and business-based curriculum. Forty semester hours are earned by completing the modular coursework in the major. There are three semesters consisting of four courses each. The third semester includes a practicum. The students complete twelve courses during the three semesters by taking two courses at a time. The coursework is composed of three parts: in-class coursework, online coursework, and project time. The in-class coursework is completed by attending classes once per week for 15 months. The online and project components are completed outside of in-class instruction. In using distance education for these two parts, students can be anywhere while completing the components. Students will be part of a cohort group who will attend all the courses together, forming an adult support group.

#### HIT Prior Learning Credit

Students who transfer fewer than 80 hours into the HIT Program will need to earn additional credit in order to graduate with 120 hours. They may earn this credit by taking additional coursework or by documenting prior learning. When all official college transcripts have been received and evaluated, an appointment will be made with an academic advisor who will review the student's prior learning plan sheet and discuss it with him or her. An estimate of the semester hours one can anticipate earning through prior learning will be made. Certificates and licenses that serve as documentation for requested academic credit must be submitted to the student's academic advisor prior to the end of the first semester. Please see the Prior Learning Credit section of this catalog to view the processes used to document prior learning.

## HIT COURSE DESCRIPTIONS

### Semester I

#### Course 1

##### **HLT 2100 Introduction to the Healthcare Industry (3)**

Introduces students to the history and fundamentals of the healthcare industry including: an overview of various healthcare entities with an emphasis on hospitals, healthcare financing, HR issues in healthcare, disease management, the pharmaceutical industry, the healthcare regulatory environment, accreditation and governing bodies, reimbursement and payment systems, public health and threats facing the U.S., as well as professional roles and job opportunities in healthcare.

#### Course 2

##### **HLT 2200 The Culture and Ethics of Health Care (3)**

Addresses job expectations in health care settings. It will discuss how care is organized inside a practice setting, privacy laws, and professional and ethical issues encountered in the workplace.

#### Course 3

##### **HLT 2300 Clinical Classification Systems and Health Care Terminology (3)**

An exploration of the coding systems related to health care. An in-depth review of specific terminology used by workers in health care and public health is also covered.

#### Course 4

##### **CIT 2150 Introduction to Information Technology (3)**

Provides a basic overview of computer architecture; data organization, representation and structure; structure of programming languages; networking and data communication. Includes basic terminology of computing.

### Semester II

#### Course 5

##### **HIT 3300 Introduction to Health Management Information Systems and Informatics (3)**

Introduction to health IT standards, health-related data structures, data collection and analysis, software applications and enterprise architecture in health care. Includes a consideration of telemedicine, cloud computing, and other technologies that impact the storage and analysis of healthcare information.

#### Course 6

##### **HIT 3400 Working with Health IT Systems (3)**

Students will work with simulated systems or real systems with simulated data. As they play the role of practitioners using these systems, they will learn what is happening inside. They will experience threats to security and appreciate the need for standards, high levels of usability, and how errors can occur.

#### Course 7

##### **CIT 2200 IT Project Management (3)**

Provides an opportunity for students to develop a working knowledge of project management in the IT environment. The course will introduce the student to accepted techniques in both project management and business analysis.

#### Course 8

##### **HIT 3000 Fundamentals of Health Workflow Process Analysis, Redesign, and Quality (3)**

Fundamentals of health workflow process analysis and redesign as a necessary component of complete practice automation. Includes topics of process validation and change management.

### Semester III

#### Course 9

##### **HIT 3600 Networking, Security, and Health Information Exchange (3)**

In-depth analysis of data mobility including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocols, federations and grids, the NHIN and other nationwide approaches. Also takes a significant look at system interfaces and messaging including the use of HL7.

#### Course 10

##### **HIT 3500 Electronic Health Records (3)**

A practical experience with a laboratory component, addressing approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end-users.

#### Course 11

##### **HIT 4000 Installation and Maintenance of Health IT Systems (3)**

Instruction in installation and maintenance of health IT systems, including testing prior to implementation. Introduction to principles underlying system configuration. Hands-on experiences in computer labs and on-site in health organizations. Includes a thorough review of the entire process from analysis and development of a RFP/RFI to implementation.

#### Course 12

##### **HIT 4300 Vendor-Based Clinical and Health Systems (3)**

Provides an overview of the most popular vendor systems highlighting the features of each as they would relate to practical deployments, and noting differences between the systems.

#### Course 13

##### **HIT 4900 Professional Health IT Practicum (4)**

An opportunity to apply learned skills in a hands-on health care information technology environment. A minimum of 150 hours are required. (This practicum may be waived with Director's approval).

## Information Technology Elective Courses

The accelerated IT degree completion programs (CIT and HIT) offer elective courses on a regular basis for students who need additional traditional credit or desire to complete a minor. Courses in other adult programs offered at the university such as MHR electives may also count as additional credit toward graduation credit requirements. Approved elective courses are the following:

### **CIT 2820 JavaScript Programming (3)**

Designed for those interested in Web development. Students will learn how to augment static Web pages by using the JavaScript language to create dynamic content and animations. Students will learn the JavaScript language including programming constructs, objects, using the document object model (DOM), form validation, and other dynamic effects. In addition, students will learn to perform event handling, and how to create and call functions. This course will involve students in hands-on learning and development of Web pages and sites containing JavaScript. Prerequisite: CIT 2800.

### **CIT 2850 Visual Website Design for Business Applications (3)**

Students taking this elective course will be exposed to the industry's leading visual Web site design tools that will enable them to visually build usable Web sites and publish them to the Internet for business purposes such as e-commerce, brand awareness, information about a company or product, and numerous other potential applications. Students will learn how to appropriately evaluate the desires of a company and gather the necessary information to design a Web site that will meet the needs of its customers. Basic graphic design is also briefly covered as a valuable tool to enhance a company's Web site. The course is designed for students interested in learning effective Web site design without the need to learn additional programming languages or coding skills. No prior technical ability is necessary, other than having basic computer skills such as those that are commonly used in any workplace environment.

### **CIT 2950 Digital Literacy and Social Networking for Competitive Businesses (3)**

The 21st century has brought about new challenges for businesses looking to succeed in the age of the Internet. This course is designed to help businesses turn today's new challenges into a competitive advantage. Business owners, managers, IT staff, and even motivated individuals will find this elective course invaluable in discovering the digital potential that exists right before them within their own organizations. Social networking tools will be a core component of this course to assist students in finding ways to gain an audience for their business among the hundreds of millions of online users. Digital skills will also be cultivated in a hands-on learning approach that will equip students with the proficiency they need to enhance the Internet presence of their organization.

### **CIT 3000 Human-Computer Interaction (3)**

Designed to teach how humans interact with hardware and software interfaces. Students will be introduced to the design, evaluation, and implementation of interactive systems and the human factors that influence them. The students will learn analysis and design techniques that will help them to evaluate users, styles, tasks, and other factors of the human-computer interface. How human behavior and cognition influence the human-computer interaction and information processing is a focus of the course. The course provides a foundation for students to be able to build effective computer interfaces that support human needs and improved productivity. Students are also introduced to HCI history and current research. Prerequisites: CIT 2000 or permission of instructor.

### **CIT 3520 ASP Programming (3)**

Designed to enhance student skills in the development of Web-based applications. The emphasis of this course will be on active server pages (ASP) using the .NET framework that is part of .NET Visual Studio. Students will create and integrate functionality into ASP Web forms. Extensive lab work in the Visual Studio .NET product in developing ASP .NET applications using HTML, CSS, and ASP objects is covered. The configuration and deployment of ASP applications is also introduced. Prerequisite: CIT 2800.

### **CIT 3530 Introduction to C# Programming (3)**

Designed to provide an introduction to the Microsoft Visual Studio environment for designing and developing software using Microsoft's Visual C# programming language. Desktop and basic Web-based solutions are discussed to provide the basics of the Microsoft Visual environment. Extensive lab time will help develop the skills necessary to design software solutions in a broad business environment.

### **CIT 3630 Introduction to Computer Forensics (3)**

Introduces students to the activities necessary to properly collect, preserve, present and prepare computer-based evidence for the purpose of criminal law enforcement or civil litigation. Organizational aspects of computer forensics will be discussed with an emphasis on the preparation of policies, procedures and governance pertinent to the criminal investigation of the ethical breach of information security in the business environment.

### **CIT 3810 Advanced Graphic Design (3)**

A continuation of CIT 3800, Graphic Design and Imaging. In this advanced studio-based class, students implement creative solutions for the fields of advertising and marketing. Students further their knowledge of corporate identity, trademarks, and visual presence while gaining an understanding of the cultural impact of their work. Emphasis is given to typographic implementation for challenging projects. Prerequisite: CIT 3800.

**CIT 3820 Introduction to Multimedia (3)**

An IT course designed to provide in-depth, hands-on instruction in designing and developing multimedia applications for Web-based use. Emphasis will be on video and sound. Students will gain experience with industry software used for designing multimedia such as Flash, Director and Dreamweaver. Extensive lab time will help to develop skills needed when designing and developing multimedia applications for the Web in the business environment.

**CIT 3900 Healthcare Information Systems (3)**

Introduces the student to the concepts necessary to understand the application of information technology in the healthcare environment. The student will be exposed to technical, organizational and management issues confronted by healthcare professionals in the selection, implementation, and management of healthcare information systems.

**CIT 4110 Servlets and JSP Programming (3)**

An IT core course designed to provide in-depth, hands-on instruction in integrating client and server-side programming with Web pages. Substantial coverage of applets, Java beans, servlets, and JavaServer Pages will be covered. A brief coverage of Enterprise Java Beans will be included. Extensive programming and lab time will help to develop skills needed when developing Web sites in a business environment. Prerequisite: CIT 2100.

**CIT 4320 Animation and Motion Graphics (3)**

Designed to teach students the necessary skills to effectively create and use digital animation and motion graphics. In addition to animation history and theories, students will learn all the major aspects of creating three dimensional animation and motion graphics for business and entertainment. Hands-on lab work with industry leading tools is a significant part of this course.

**CIT 4630 Advanced Computer Forensics (3)**

Builds on the material presented in CIT 3630. This course will present methods for responding to reported computer intrusions, conducting initial interviews with the victims of computer crime, and deciphering Microsoft Windows file systems, registries, and more. The course will cover techniques for examining suspects' computers and the presentation of technically complicated material to juries. Prerequisites: CIT 3630.

**CIT 4810 Introduction to E-Commerce (3)**

An IT course designed to provide in-depth, hands-on instruction in designing and developing e-commerce Web sites. Students will integrate the skills gained from other Web technology and programming courses to build effective e-commerce sites. Extensive lab time will help to develop skills needed when developing e-commerce Web sites in the business environment. Prerequisites: CIT 2800.

**CIT 4840 Advanced Multimedia (3)**

Designed to teach students the necessary skills to integrate much of what has been learned and developed in other IT digital graphic and multimedia courses. The focus will include extensive work in the advanced uses of products such as Macromedia Flash. Action scripting, visual programming, and human centered interface design are also explored and developed. On completing this course students will be prepared to communicate effectively using advanced multimedia techniques and knowledge of ActionScript programming, infused with purpose with their toolset of analytical and conceptual thinking techniques. Students will be skilled in making critical decisions to create innovative designs and programming of human-centered interfaces. Prerequisites: CIT 3800 and CIT 3820.

**CIT 4900 IT Internship (1-6)**

Students must partner with an organization of their choosing to work hands-on in the information technology industry. A partner should be selected with the help of the placement office that will provide a substantial learning experience in the area of the student's interest. A minimum of 55 hours of work in the information technology domain is expected per credit hour (maximum of 6 total hours for credit).

**CIT 4990 Special Topics in IT (3)**

An IT course designed to provide an opportunity to present specialized topics in information technology that may not be covered in other courses due to the speed of change in the field. Additionally, the course provides a mechanism by which students may pursue an area of research or independent study in the field of information technology.

**HIT 4990 Special Topics in Health Information Technology (3)**

Designed to provide an opportunity to present specialized topics in health information technology that may not be covered in other courses due to the speed of change in the field. Additionally, the course provides a mechanism by which students may pursue an area of research or independent study in the field of health information technology.

## ADMISSIONS POLICIES AND PROCEDURES

### Admissions Requirements

To be admitted to the BA program in Management and Human Relations, BS program in Computer Information Technology, and BS program in Health Information Technology the student must:

1. Complete at least 40 semester hours from a regionally accredited institution as evidenced by one official transcript sent directly from each college or university attended.\*
2. Complete the following 30 credit hours of general education core requirements:\*\*  
 Communications—6 semester hours (of which one course must be in English Composition)  
 Humanities/Fine Arts—3 semester hours (at least one course must be from the following: literature, philosophy, art or music appreciation, art or music history, fine arts, or history)  
 Natural Science and Math—6 semester hours  
 Social and Behavioral Sciences—9 semester hours  
 Six additional semester hours must be earned in any of the above areas.
3. Have earned a grade point average of 2.0 for all academic work completed.
4. Attain the minimum age of 23, OR minimum age of 21 with an associate's degree, OR minimum age of 21 with significant work experience.
5. Submit an application for admission.
6. Have prior (transfer) credit of a college math course (grade "C" or higher), OR CLEP test, OR the student must pass a math skills assessment in the College of Lifelong Learning office.
7. Have prior (transfer) credit of a college English course (grade "C" or higher), OR CLEP test, OR the student must pass a writing skills assessment in the College of Lifelong Learning office.
8. Pay the non-refundable \$100 enrollment fee. This enrollment fee applies toward tuition.
9. Complete an interview with an academic advisor, if applicable.

NOTE: All students are expected to have some proficiency with computer technology.

Additionally, for the BS programs in Computer Information Technology and Health Information Technology the student must demonstrate computer technology proficiency by one of the following:

1. Complete an introductory IT course at Trevecca or elsewhere; OR
2. Pass an IT assessment exam offered at the Trevecca Center for Leadership, Calling, and Service; OR

3. Pass an online training course approved by the Department of Information Technology; OR
4. Currently employed as an IT professional.

\*Prospective students who meet the other criteria but do not have the required semester hours for entrance or are lacking in the core requirements will be advised how to correct any deficiency. An admissions advisor will assist these students with the development of a written pre-admission educational plan.

\*\*General education deficiencies may be completed after admittance, but at least 20 hours must be completed prior to starting the program cohort. Three hours of appropriate prior learning credit may be used to meet one of the general education areas—with the exception of English Composition.

### Admission of International Students

Trevecca welcomes students from other countries. International students who wish to enter the University must file their applications and complete certified copies of official transcripts, certificates, diplomas, and degrees translated to English well in advance of the semester for which they seek admission.

International students must show evidence of ability to understand and use English sufficiently well to succeed in their work at Trevecca. All international students must demonstrate English proficiency in one of the following ways:

Submit a successful official TOEFL report.

- A minimum TOEFL score of 500 is required on the paper-based test; or
- A minimum score of 173 is required on the computer-based test; or
- A minimum score of 61 is required on the Internet-based test.

The TOEFL requirement can be waived if:

- A student has attended a school for at least two years whose medium of instruction is English and successfully passed English. The student must be able to provide verification that the school did teach in English and that the student was not enrolled in any English support courses, such as ESL classes, during that time; or
- A student may submit an official college-level transcript showing completion of course work at a "C" level (2.0 GPA) or better equivalent to TNU's English Composition (ENG 1020) from an accredited college or university.

The TOEFL examination is administered in many overseas testing centers. Students who wish to take the test should contact TOEFL, Educational Testing Service, Box 6151, Princeton, New Jersey 08541-6151 or [www.toefl.org](http://www.toefl.org).

All regular admission requirements must be completed before official acceptance will be granted, including evidence of financial resources sufficient to pay expenses while a student is at the University. Trevecca's Certification of Financial Support must be on file at the time an I-20 is issued. International students will have the same financial policy applied to them as does any other student. In addition, an advance deposit of

\$1,000 USD is held in escrow for the total period of enrollment. The deposit must be received prior to the issuance of the letter of acceptance. Unless there is documented proof of reading, writing, and math skills, international students will be required to register for developmental courses.

### Professional Student Status

Courses at Trevecca are available to students preparing for admission to one of Trevecca's degree-completion programs, or for students interested in professional development, or personal enrichment. Prospective students may apply to the University as a professional student in order to take accelerated electives and/or traditional coursework. To be accepted as professional student status, the student must:

- meet the minimum age requirement of 23 years of age; and
- submit an application and pay the application fee; and
- submit evidence of the right to do college work by presenting one of the following:
  1. high school diploma or equivalent
  2. official transcripts from all regionally accredited institutions previously attended.

In order to retain professional student status, a student must earn and maintain a 2.0 GPA.

Acceptance into Trevecca as a professional student does not ensure admission into one of Trevecca's degree-completion programs.

\*Any exceptions to the above admissions standards must be approved by the Adult Degree-Completion Admissions Committee.

### Assessment of Prior Learning

During the admissions process the applicant meets with an academic advisor who, on the basis of transcripts and a completed Prior Learning Plan Sheet, provides an estimate of the number of credits which might be earned by assessment of prior learning. There is no guarantee as to the number of credits to be eventually received. It is intended for guidance purposes only.

Students who wish to earn credit through prior learning are required to attend the Academic Options class (sixth night of the program) before submitting any prior learning documentation for evaluation.

The purpose of the Academic Options night is to further present all options for earning any additional credit. This class will only be required for students who entered the program with fewer than 84 semester hours. The options covered in this class will include in-depth discussions of: how to write LLPs using Kolb's model; how to properly submit training documents for credit evaluation; and CLEP and DANTES testing options. The student will create their own academic plan after being presented with all these options.

The prior-learning documentation is then submitted to the Office of Assessment. Faculty members who teach in the area where credit is being requested will evaluate the prior learning

relative to the number of credits requested and determine how many credits they will recommend to the department coordinator.

Certificates and licenses that serve as documentation for requested academic credit must be submitted to the student's academic advisor prior to the end of the first semester.

NOTE: A maximum of 24 hours can be earned through non-traditional methods.

## TUITION AND FEES SCHEDULE

### MHR PROGRAM

(38 SEM. HOURS)

#### Tuition

Tuition per credit hour*	\$507.00
1st semester	\$6,084.00
2nd semester	6,084.00
3rd semester (14 credit hours)	7,098.00
Total MHR investment	\$19,266.00
MHR elective course	\$287.00 per hour

\*Includes books, online class materials, and University parking pass, technology fee, and graduation fee

### CIT PROGRAM

(48 SEM. HOURS)

#### Tuition

Tuition per credit hour*	\$560.00
1st semester	\$6,720.00
2nd semester	6,720.00
3rd semester	6,720.00
4th semester	6,720.00
Total CIT investment	\$26,880.00
IT elective course	\$287.00 per hour

\*Includes books, online class materials, and University parking pass, technology fee, and graduation fee

### HIT PROGRAM

(40 SEM. HOURS)

#### Tuition

Tuition per credit hour*	\$560.00
1st semester	\$6,720.00
2nd semester	6,720.00
3rd semester (16 credit hours)	8,960.00
Total HIT investment	\$22,400.00
IT elective course	\$287.00 per hour

\*Includes books, online class materials, and University parking pass, technology fee, and graduation fee

## ALL PROGRAMS

**Fees**

Admission fee (to reserve class space)	100.00*
CLEP testing fee	87.00**
DANTES testing fee	90.00**
Transcription fee (per credit hour of testing)	25.00
Prior Learning Evaluation fee (per submission)	50.00
Transcription fee (per credit hour of PLC)	10.00
Directed study fee	50.00
Late registration fee	50.00
Computer elective lab fee	45.00
Group change fee	100.00
Reinstatement fee	100.00

\* Payment of \$100.00 Admission Fee is applied to tuition. It is non-refundable and non-transferable to anyone else or to another cohort group.

\*\* Includes Trevecca's \$10.00 testing fee.

**Methods of Payment**

Trevecca has established an agreement with Tuition Management Systems (TMS) to administer the University's tuition payment plan. An interest-free payment plan is available to enable students more easily to budget and afford education expenses. Students who are not prepared to pay their semester charges in full at the time of registration should contact the Accounting Office for information regarding the tuition payment plan.

If a student chooses not to participate in the Tuition Management Systems payment plan, then all charges are due and payable on or before the class start date. A late fee of 1.5% per month (18% annually) will be charged on any unpaid balance over thirty (30) days old until the account is paid in full. This policy applies to students who have applied for but have not yet received financial aid. Any student who has become delinquent through failure to make payment will be subject to disenrollment unless such matters are satisfactorily resolved with the Accounting Office. Students will not be allowed to register for subsequent semesters unless all obligations from a previous semester have been satisfactorily resolved.

If it becomes necessary to refer a student's account to an outside collection agency, the student will be responsible for all costs of collection, including reasonable attorneys' fees, if applicable.

Diplomas, certificates and transcripts will not be issued until all financial obligations to the University are paid in full. The University reserves the right to make financial changes for tuition and fees as approved by the Board of Trustees.

Questions regarding payment or account status may be answered by contacting the Accounting Office at 615-248-1240.

**Refund Policy**

The following refund policy applies to the refund of tuition and fees for students dropping a course or dropping out of the program.

1. Students will be charged in full for each course in which they have attended three or more sessions. Tuition for withdrawal prior to the third session will be refunded on the following basis:

Before 1st Class Meeting	100%
After 1st Class Meeting	75%
After 2nd Class Meeting	50%
After 3rd Class Meeting	0%

2. Students will also be charged in full for each course they have not officially dropped prior to the third night of the course.

3. There is no refund of the application, admission, or prior learning evaluation fees.

4. Group transfer is contingent on availability of space. There is a \$100 change-of-group fee. The ability to retain financial aid disbursements with the University is governed by current financial aid regulations.

Students must check with the Financial Aid Office concerning the fiscal ramifications of withdrawing from a course and/or changing groups.

**Financial Aid**

Financial Aid is available for MHR students at Trevecca Nazarene University. Students must complete the Free Application for Federal Student Aid (FAFSA) to qualify for federal assistance. The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure to include Trevecca's federal school code (003526) on your application.

Federal Pell Grants are awarded by the federal government to those students who are determined to be eligible after completing the FAFSA. A Federal Pell Grant is applied directly to your student account and does not have to be repaid. The amount is determined according to eligibility and the number of hours in which you enroll. Federal Pell Grants are not available to students who have already completed a bachelor's degree.

The Tennessee State Grant (TSAA) is a state grant awarded to eligible students who are Tennessee residents. This grant does not have to be repaid. Eligibility is determined by the FAFSA. Funds are usually limited and you must apply as early as possible after January 1.

There are two Federal Direct Programs available for student borrowers, subsidized and unsubsidized. All students who wish to borrow through either of these programs must complete the FAFSA each year.

A Federal Direct Subsidized Stafford Loan is a federal loan that must be repaid. Ability to participate in the Federal Direct Subsidized Stafford Loan Program is based on calculated need as determined by the FAFSA. The interest rate is fixed at 3.4%. "Subsidized" means that the interest on this loan is not paid by the student while he or she is enrolled in school.

A Federal Direct Unsubsidized Stafford Loan is also a federal loan that must be repaid. If a student is not eligible for the Federal Direct Subsidized Stafford Loan, as determined by the results of the FAFSA, a Federal Direct Unsubsidized Stafford Loan can be an alternative. "Unsubsidized" means that interest will accrue while the student is in school. The student can choose to pay the interest while in school or defer the interest and have it added to the principal balance. The interest on this loan is also fixed at 6.8%.

Federal Direct loan repayment begins six months after the student is no longer enrolled on a half-time basis.

Students who remain eligible for financial aid must make satisfactory progress toward a degree according to the academic probation and termination policies of the program. Students who withdraw from coursework in order to change groups should contact the Financial Aid Office concerning their eligibility for current and future financial aid.

A student must be admitted to the program and be taking at least six hours of course work before an award will be made. For additional information, please contact the Financial Aid Office at 615-248-1242.

### Academic Scholarships

Non-traditional students who are admitted into one of the adult degree-completion programs (Management and Human Relations, Criminal Justice, Computer Information Technology, and Health Information Technology) are eligible for academic scholarships as follows. Awards are determined at the time the student enters Trevecca and will establish the maximum academic award for that student during his/her time at the University. An applicant must qualify as an incoming student in order to receive an academic scholarship.

Academic Scholarship	GPA Required	Semester Amount
Prestige	3.60	\$2,700
Merit	3.40	\$1,750
Performance	3.20	\$1,250
Recognition	3.00	\$750

The non-traditional student must have a minimum cumulative GPA of 3.0 and have at least two full-time semesters or three full-time quarters (defined as at least 12 transferable credit hours per semester or at least 12 transferrable credit hours per quarter) prior to enrolling at Trevecca. Each recipient must

be enrolled full-time (12 hours per semester) at Trevecca and must be working to complete a bachelor's degree in order to receive an academic scholarship.

The academic scholarship awarded to a student will be renewed in each of the successive semesters of the particular degree-completion program provided that the student maintains a minimum cumulative GPA of 3.0. These scholarships will usually not be awarded beyond the standard (three or four) semesters of that particular program. Students who fail to maintain the required renewal GPA will forfeit their academic scholarship for the coming semester. Students who lose their original award level due to their GPA may regain their award level in future semesters if they raise their cumulative GPA to the required level.

All federal/state grants and private scholarships are credited first to the student's account to pay tuition costs. An exception would be any institutional/endowed scholarships specifically designated for tuition. All other institutional/endowed scholarships are to be applied to cover any remaining tuition, room, meal plan, and book expense. Institutional/endowed scholarships will be reduced if a credit remains on a student's account after the above listed expenses have been met with grants and scholarships. Students living in campus housing other than the dorms may use a credit balance resulting from grants and scholarships to cover rent, electricity, and the equivalent of a semester's meal charges in the cafeteria. Food expense for the summer will be based on a semester cost for the on-campus meal plan. Students living in non-campus housing will not be eligible to use a credit balance generated with institutional/endowed scholarships to cover living expenses.

It is the intent of the University to use institutional funds to cover direct expenses, so as to maximize the institution's scholarship funds and to be able to assist as many students as possible.

### Endowment Scholarship

The MHR endowment scholarship fund was established with a contribution from one MHR cohort to show appreciation for their gratifying educational experience. The purpose of the MHR endowment scholarship is to help ease the financial burden for adult degree-seeking students. Awards are made twice a year to select MHR students who demonstrate academic excellence, social responsibility, and financial need.

To be considered for university scholarships, students should complete a Free Application for Federal Student Aid as early as possible. The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Trevecca's code is 003526).

### Information on Veterans' Benefits

Veterans who have served on active duty since January 31, 1955, may be eligible for educational assistance. Application should be made to the Veterans Administration regional office having custody of the veteran's file. Certificates of eligibility to be used at registration will be issued by the appropriate regional



office of the Veteran's Administration to those who are eligible for educational benefits. Further information is available from the University registrar.

## REGISTRATION POLICIES

### Convocation/First Semester Registration

Convocation, held one week before the first class, is an orientation session. Curriculum and texts for first semester and assignments for the first week are provided. At Convocation students in the group will become acquainted with one another, will register for the program, will pay the first semester tuition, and will be issued a parking sticker. Students who fail to register during this time must register during the regular business hours and pay a \$50 late registration fee.

### Second and Third Semester Registration

Registration forms for future semesters will be distributed to each class.

## ACADEMIC POLICIES

### Graduation Requirements

In order for a student to receive the bachelor of arts degree in management and human relations, the following requirements must be met:

1. A total of 120 semester hours must be earned with a 2.0 grade point average and all general core education requirements met. No student may graduate with less than 25% of the required degree hours (exclusive of testing, PLC, and military credit) earned at Trevecca.
2. The 38 semester hours of the major must be taken at Trevecca with a minimum grade of C- in each course. No minor or second major is required.
3. In addition to the 38 hours earned through the MHR program, 82 additional semester hours must be earned to meet the degree completion requirements of 120 total semester hours. These 82 hours must consist of a minimum of 60 traditional hours. A maximum of 22 hours can be earned through non-traditional methods. The following limits by category are allowed to constitute the 82 hours:  
45 hours of testing (AP, CLEP, Dantes)  
22 hours of Prior Learning Credit (PLC, PST)  
22 hours of military experience credit
4. Application for graduation must be made by the 40th week of classes.
5. After MHR module completion, a student has six months to complete all requirements for the B.A. degree.

In order for a student to receive the bachelor of science degree in computer information technology, the following requirements must be met:

1. A total of 120 semester hours must be earned with a 2.0 grade point average and all general core education requirements met. No student may graduate with less than 25% of the required degree hours (exclusive of testing, PLC, and military credit) earned at Trevecca.
2. Based on a review of a student's transcripts, transfer credit may be awarded for IT courses in the core program. A minimum of 36 credit hours of the degree must be from CIT related coursework taken at Trevecca. The core CIT courses and any courses that count toward the minimum 36 credit hour requirement for IT courses taken at Trevecca must result in a minimum grade of a C-. No minor or second major is required.
3. In addition to the 48 hours earned through the CIT program, 72 additional semester hours must be earned to meet the degree-completion requirements of 120 total semester hours. These 72 hours must consist of a minimum of 48 traditional hours. A maximum of 24 hours can be earned through non-traditional methods. The following limits by category are allowed to constitute the 72 hours:  
45 hours of testing (AP, CLEP, Dantes)  
24 hours of Prior Learning Credit (PLC, PST)  
24 hours of military experience credit
4. Application for graduation must be made by the beginning of the final semester of classes.
5. After CIT program completion, a student has six months to complete all requirements for the B.S. degree.

In order for a student to receive the bachelor of science degree in health information technology, the following requirements must be met:

1. A total of 120 semester hours must be earned with a 2.0 grade point average and all general core education requirements met. No student may graduate with less than 25% of the required degree hours (exclusive of testing, PLC, and military credit) earned at Trevecca.
2. Based on a review of the student's transcripts, transfer credit may be awarded for health care or IT courses in the core program. A minimum of 30 credit hours must be from HIT related course work taken at Trevecca. The core HIT courses and any courses that count toward the minimum 30 hour credit hour requirement for HIT courses taken at Trevecca must result in a minimum grade of a C-. No academic minors are currently required or available for HIT students.

3. In addition to the 40 hours earned through the HIT program, 80 additional semester hours must be earned to meet the degree-completion requirements of 120 total semester hours. These 80 hours must consist of a minimum of 60 traditional hours. A maximum of 20 hours can be earned through non-traditional methods. The following limits by category are allowed to constitute the 80 hours:
  - 45 hours of testing (AP, CLEP, Dantes)
  - 24 hours of Prior Learning Credit (PLC, PST)
  - 24 hours of military experience credit
4. Application for graduation must be made by the beginning of the final semester of classes.
5. After HIT program completion, a student has six months to complete all requirements for the B.S. degree.

The following requirements must be met by all students in the Management and Human Relations, Computer Information Technology, and Health Information Technology Programs:

1. A student is to graduate under the terms of the academic catalog in effect at the time of his/her graduation or the one immediately preceding.
2. Students lacking no more than 6 semester hours by April 15 may participate in the formal commencement in May of that year. For the granting of a diploma, a student must have a plan to complete all degree requirements by the August graduation. The meeting of all degree requirements will be entered on the student's transcript and diplomas issued in December, May, or August.
3. March 15 is the deadline for submission of all prior learning documentation for which earned college credit may be used to qualify for participation in commencement. Evaluation of any work submitted after this deadline cannot be guaranteed.
4. Each student must submit an educational plan which indicates how he or she will meet all graduation requirements. The form must be completed by December 31 for May or August graduates. December graduates will submit an educational plan by June 30.

### Deadlines for Degree Completion

All requirements for the degree must be completed by the sixth-month anniversary of the student's last scheduled class session, or the student becomes inactive.

Students may request six-month extensions of the grace period (after the initial six-month period) by completing the appropriate application and paying a \$100 reinstatement fee for each six-month period requested.

To graduate, a student must be classified as active. For a December diploma, an application to graduate must be completed and sent to the Office of Academic Records by September 30. For a May or August diploma and regalia, the Office of Academic Records must receive the application to graduate by December 15.

Students who plan to earn prior learning credit for a December diploma must submit all life learning papers and Professional Schools and Training work sheets to their academic advisor by November 1 to have credit in the Office of Academic Records by December 31.

Students who plan to earn a May diploma must submit the above named prior learning papers to their academic advisor by March 15 to have credit in the Office of Academic Records Office by May 1.

Students who plan to earn prior learning credit for an August diploma must submit the above named prior learning papers to their academic advisor by July 1 to have credit in the Office of Academic Records by August 12.

When a student begins the MHR Program, there is a five year limit on acceptance of a project thesis for program completion. Students who have exceeded this time limit (or for various reasons have switched project thesis topics) must register, pay tuition, and complete the statistics course and three semesters of project thesis for program completion.

### Academic Advisor and Faculty

Each cohort group will be assigned an academic advisor from the College of Lifelong Learning who will maintain contact with the class. The academic advisor is an advisor to the group and to individual students. Students should contact their academic advisor regarding any problem related to their education. Course instruction will be assigned to either a Trevecca faculty member or an adjunct professor. Every professor will be qualified to teach that particular course based upon credentials and experience. The faculty of each degree-completion program are also available to students for assistance as needed.

### Prior Learning Credit

Some students in degree completion programs will need to earn additional credit in order to graduate with 120 hours. They may earn this credit by taking additional course work or by documenting prior learning. When all official college transcripts have been received and evaluated, an appointment will be made with a College of Lifelong Learning academic advisor who will review the student's prior learning plan sheet and discuss it with him or her. An estimate of the semester hours the student can anticipate earning through prior learning will be made. Certificates and licenses that serve as documentation for requested academic credit must be submitted to the student's academic advisor prior to the end of the first semester. The following processes are used to document prior learning:

#### Testing: CLEP and DANTES

College credit in specified areas may be received through the CLEP and DANTES standardized testing programs. The maximum number of semester hours that can be earned from CLEP or DANTES toward a degree at Trevecca is 45. CLEP or DANTES credit can be applied to the 60 hours needed to enter

the program. Official score reports from CLEP and DANTES must be sent to Trevecca.

### **Life Learning Papers (LLP)**

The College of Lifelong Learning office has a list of approved LLP topics in a variety of areas. Students write a paper for each subject area for which they are attempting to receive credit. Each paper is given to a professor of the discipline involved for evaluation and determination of college credit. College credit will be granted only for college-level learning in pre-approved academic areas. Through these papers students attempt to receive credit for college-level learning from life experience, not for the experience itself.

### **Military Service**

Credit may be given for military education. On presentation of a military transcript, credit is determined in accordance with American Council of Education guidelines by individual assessment according to Trevecca's guidelines.

### **Professional Schools and Training (PST)**

Professional schools and training credit may be given for courses taken in the professional environment, such as ABI, CPS, CLU, LOMA, REAL ESTATE, etc. Credit is evaluated in accordance with American Council of Education guidelines or by qualified Trevecca faculty.

### **Limitations of Student Load**

Students are not permitted to take any additional course work from Trevecca or other colleges while enrolled in the program, except by permission of the academic advisor. Students may take MHR and IT electives during the program with the approval of their academic advisor. Students may request permission to take additional course work when the degree-completion program course work is completed, by completing the transient course work form prior to registration.

It is the students' responsibility to acquire approval from their academic advisor before taking any course that will be applied toward the Trevecca Nazarene University degree. The University reserves the right to reject any course for a degree that has not been approved by the student's academic advisor.

### **Withdrawals from Courses or Programs**

The last day to drop out of a course in progress with a grade of "W," is prior to the third class meeting during regular business hours. If the student attends the third class session, a letter grade must be assigned.

In the case of an online or hybrid (online and in the classroom) class, the last day to drop the course with a grade of "W" is prior to the third week of class during regular business hours. If the student attends class or logs on during the third week, a letter grade must be assigned.

Students who drop out of a group due to an academic issue may continue in a later group with the approval of the academic advisor. The student must be in good standing and the group

they select must have space available. Any student withdrawing from a degree-completion program for the second time must be reinstated by the Adult Degree-Completion Admissions Committee if a third or subsequent re-enrollment is desired. A fee of \$100 is charged for changing groups. The \$100 fee will officially hold a place in the group requested but is not applied towards tuition.

Any student withdrawing from an entire program will be governed by the above regulation for the grade in any course in progress and given a grade of "W" for any subsequent courses for which registration has been completed. Any refund of tuition or fees will be governed by the Refund Policy which appears in the Financial Policies section.

Students who wish to withdraw must contact their academic advisor in the College of Lifelong Learning immediately to report that decision. Failure to do so will result in the students' earning Fs in the classes for which they are registered and not receiving reimbursement.

### **Course Repeat Policy**

Students may repeat courses by joining a later group, provided the group they select has space available. The repeat grade is the grade recorded as part of the GPA. A failed course may not be repeated by directed study. Students who repeat courses will be charged tuition and fees according to the financial schedule in the most current catalog.

### **Academic Probation and Program Termination**

A student receiving a grade of F or D in any course will be placed on academic probation until the course work is repeated with at least a grade of C-.

Students who receive an F in any course must immediately drop back to another group and retake the course.

Students who receive a D in any course (except Statistics and Project Thesis) may continue in the program but must repeat the course with another group.

Any MHR student who receives a D in any semester of Statistics and Project Thesis must immediately change groups and retake the course.

A student who receives two Fs, two Ds, or a combination of the two grades will be terminated from the degree-completion program or pre-program coursework (regardless if the two Fs or two Ds have been repeated). A student may apply to the Adult Degree-Completion Admissions Committee for readmission after 1 year from the date of termination. Any subsequent Fs or Ds will result in program termination. Readmission is not guaranteed.

A student who is terminated from a degree-completion program will be allowed to complete the course (with the exception of Project Thesis) in which he/she is currently enrolled.

## Academic Grievance Policy

A student with grievances or problems with the way a particular course is conducted and how his or her grades are assigned should first seek a solution with the professor of the course within 10 days of receiving the grade report. If a satisfactory solution is not reached, the student should file a written appeal with his or her academic advisor to help solve the problem. The appeal to the academic advisor must be filed within 10 days of the professor's final decision concerning the student's appeal. The advisor then has 10 days to consult with appropriate parties, including the Director of Graduate and Professional Studies, and respond to the student.

If no satisfactory solution results from the appeal to the academic advisor, the student may file a written appeal with the Dean of the School of Business and Technology, who will render a final decision. The appeal to the Dean of the School of Business and Technology must be filed within 10 days of the final decision by the academic advisor concerning the student's appeal. The Dean of the School of Business and Technology will have 10 days to notify the student of the final decision regarding the appeal. The decision by the Dean of the School of Business and Technology is final and cannot be appealed.

## Change of Grade

After a professor has assigned a grade in a course, changes may be made only for clerical error. All completed grade change forms must be initially filed in the College of Lifelong Learning office and approved by the Dean of the School of Business and Technology.

## Attendance

Trevecca's degree-completion programs are highly concentrated. Attendance is a prerequisite for student success in the course work and the personal and small group relationships facilitated in the class sessions. For that reason, there are no "free," "automatic," or "excused" absences. In the course of a year; however, there may be a few unavoidable absences. These absences must be arranged with the professor, preferably before class meets. If the absence is unavoidable and if the professor for that course is informed immediately, the following guidelines apply:

1. There is a limit of one absence during the course for which the professor can determine make-up arrangements. Therefore, a student cannot miss more than four (4) hours in any single course.
2. If a student misses more than four (4) hours within one course, the student must withdraw from the course with the grade of F.

The academic advisor will monitor attendance records.

Procedures on extreme absences are:

1. After the student's 4th and 5th absences, he/she will receive a written warning from the academic advisor regarding his/her future continuance in the program.
2. Students who have accumulated more than five absences (20 hours) will be terminated from the program.

NOTE: All prior absences DO carry over when changing groups except for repeated courses.

Professors record attendance at each class. The attendance report is sent to the Office of the College of Lifelong Learning before the next class session. Attendance records are essential to comply with federal regulations and accrediting agencies. Arriving late, leaving the classroom during instructional time, or leaving early counts against a student's attendance record and is recorded by the professor.

The penalty for an absence is at the discretion of the professor and will be outlined in the syllabus. An absence that is 'made up' (through attending another class session or completing a make up assignment as dictated by the professor) will still count against the student as an absence.

## Class Cancellation

A decision to cancel class due to inclement weather, faculty illness, or other reasons is made by the College of Lifelong Learning. Announcement of cancellation is sent to appropriate faculty and class representatives by 4:30 PM for evening classes and by 6:30 AM for Saturday classes. If class has not been cancelled by 4:30 PM or 6:30 AM as applicable, students should report to class at 6:00 PM for evening classes and 8:00 AM for Saturday classes.

If conditions change after 6:00 PM, the class and faculty member jointly decide appropriate action. All cancelled classes must be made up during the remaining weeks of the course. Faculty members will schedule a make-up session through the Office of the College of Lifelong Learning.

Class cancellations at off-site locations are governed by the cancellation decision for evening classes of the host community college or host institution. Students at off-site locations should contact their coordinator of student services for specific information.

Any variation from the class schedule outlined in the program calendar must receive prior approval from the program director.

## Grading System

Trevecca's grading system, based on class work and examinations, is as follows:

Description	Grade	Quality Points/Semester
Exceptional	A+	4.0
	A	4.0
	A-	3.7
Superior	B+	3.3
	B	3.0
	B-	2.7
Average	C+	2.3
	C	2.0
	*Passing	C-
Failing	D+	1.3
	D	1.0
	D-	0.7
	F	0.0

\*NOTE: A grade of lower than C- in a course must be repeated.

Incomplete	I	Given for sickness or emergency reasons near end of course and must be approved by the teacher and the program director. The "I" must be removed within five weeks or the grade becomes an "F."
In Progress	IP	No credit. Given for Project Thesis Part I and Project Thesis Part II to students who need additional time to complete coursework due to sickness or emergency reasons. The IP must be approved by the teacher and the program director. The IP must be removed by the end of the next course or after five weeks or the grade becomes an F.
Withdrawal	W	Granted to students who officially withdraw from a class by the day of the third class meeting. This grade may be assigned by the program director or school dean in the case of extenuating circumstances.
Withdraw Passing	WP	In programs with a project thesis, this grade is given for project thesis class to students who are up to date with PT requirements at the time they must withdraw from a group.
Withdraw Failing	WF	In programs with a project thesis, this grade is given for project thesis class to students who are not up to date with project thesis requirements at the time of withdrawal from a group.
Audit	N	No credit.

## Directed Study

A limited number of credit hours can be achieved by directed study in which students engage in individual research and further study in a particular subject area. Regular courses are not to be taken by directed study except in cases regarding unavoidable schedule conflicts with graduation requirements in the senior year. When regular courses are taught by directed study, they must have essentially the same requirements as those taught in the classroom including exams. A student is limited to 12 semester hours of credit by directed study.

Students on academic probation are not permitted to take courses by directed study. MHR course work may not be taken by directed study.

## Auditing Courses

With special permission from the program director, eligible students may audit course work. Auditing students must submit an admission application and pay all tuition and fees in advance. Auditing students are admitted on a space-available basis.

## SCHOLASTIC HONORS AND AWARDS

### Graduating Honors

Students of high scholastic standing will graduate with honors according to the following criteria for each honor rank:

CUM LAUDE	representing a cumulative standing of at least 3.5
MAGNA CUM LAUDE	representing a cumulative standing of at least 3.7
SUMMA CUM LAUDE	representing a standing of 3.9 or above

Phi Delta Lambda is the national honor society of the colleges of the Church of the Nazarene. Each college maintains a chapter; the one at Trevecca Nazarene University is the Zeta Chapter. Honors graduates are eligible for election to membership in this chapter. Elections are held each year by the faculty during the commencement season. Membership each year may not exceed 15 percent of the total undergraduate enrollment.

### Graduating Awards

#### MHR, CIT, and HIT Programs Student Awards

Phi Delta Lambda Award—graduating student with highest cumulative GPA of each degree-completion program.

Who's Who Among Students in American Universities and Colleges Award—one graduating student from each cohort group selected by the students and faculty of each cohort.

### MHR Program Student Awards

Outstanding MHR Student Award—graduating student selected by the department for outstanding achievement; the highest award given in MHR program.

Project Thesis Award—graduating student with the most outstanding project thesis.

### CIT Program Student Awards

Outstanding CIT Student Award—graduating student selected by the department for outstanding achievement; highest award given in CIT program.

Capstone Project Award—graduating student selected as the most outstanding of those participating in the IT Capstone experience as selected by participating companies, peers, and faculty.

### HIT Program Student Awards

Outstanding HIT Student Award—graduating student selected by the department for outstanding achievement; highest award given in HIT program.

## **STUDENT RIGHTS AND RESPONSIBILITIES IN THE ACADEMIC AREA**

Every student at Trevecca Nazarene University has the right to:

1. Respect as an individual and to forthright, friendly, tactful, and helpful treatment;
2. Positive answers to sincere questions;
3. The expectation that the course material reflects the current state of learning in the field;
4. Information in a printed syllabus as to student learning outcomes, requirements, evaluation procedures, and attendance policy;
5. Information from the teacher at regular intervals regarding individual progress in courses.
6. Assignments returned within a reasonable period of time, including corrections and criticisms of student work either orally or in writing.
7. Personal consultation with the teachers and academic advisor during regular posted office hours.
8. Due process for appeals about grades or academic matters relating to a course through the professor, academic advisor, and dean of the School of Business and Technology.
9. Employ Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act if it applies to him/her.

Every student at Trevecca Nazarene University also has the responsibility to:

1. Attend classes regularly and participate in class discussions.
2. Be on time for classes and registrations.
3. Complete all assignments on time to the best of his/her ability.
4. Know the academic policies of the University as stated in the program catalog, including requirements for graduation.
5. Maintain honesty and integrity in all academic work.
6. Take proper care of equipment and materials used in academic work, such as in the library.
7. Maintain appropriate conduct in the various areas on campus, such as the classroom and library.
8. Self-identify as an individual with a disability and follow published procedures for obtaining information, services, and reasonable accommodations if such conditions apply and accommodations are desired.
9. Comply with “Human Subjects” or “Research Requirements.” All research involving human subjects must be approved prior to initiating data collection in accordance with guidelines and procedures available from the Institutional Review Board. This information can be accessed on the Institutional Review Board web site: [www.treveca.edu/academics/research/index.html/IRB.html](http://www.treveca.edu/academics/research/index.html/IRB.html).

## **ACADEMIC HONESTY**

Academic honesty is expected of all students at Trevecca Nazarene University. It is an integral part of the educational process where learning takes place in an atmosphere of mutual trust and respect. Each student is responsible to maintain high standards of academic ethics, personal honesty, and moral integrity. Dishonest academic behavior will be dealt with fairly and firmly.

The following types of infractions may result in course failure and/or program termination:

1. Plagiarism, using another’s statements or thoughts without giving the source appropriate credit;
2. Cheating on an exam;
3. Unauthorized multiple submission of papers;
4. Submitting for credit a borrowed or purchased paper (e.g., life learning paper, PST work sheet, summary paper, etc.);
5. Defacing or unauthorized removal of course materials either from the classroom or library;
6. Dishonesty in reporting reading;
7. Signing the roll for someone who is not present in class;
8. Falsifying documentation.

**Identity Fraud**

Committing identity fraud is considered particularly serious and could have legal as well as institutional implications. Any student who has another individual impersonate or in any other way commit identity fraud in any course, assignment, exam, or any type of academic exercise will be permanently suspended from Trevecca Nazarene University.

**INTELLECTUAL PROPERTY RIGHTS POLICY**

This policy is meant to encourage and support faculty, staff, and student research; to protect the rights and interests of university constituents as well as the university itself; and to provide university constituents with information that will guide understanding of intellectual property and its application at Trevecca Nazarene University. All full-time or part-time faculty, administrators, and staff, student employees, and students, as well as non-employees who participate or intend to participate in teaching and/or research or scholarship projects at Trevecca Nazarene University are bound by this policy.

Trevecca Nazarene University is committed to complying with all applicable laws regarding copyright and other forms of intellectual property. Furthermore, this policy shall not be interpreted to limit the university's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements, and the like.

Questions of ownership, compensation, or other materials covered by this policy shall be resolved by the Executive Vice President (or his/her designee) in consultation with the University Provost and others, as appropriate.

**COPYRIGHT, PATENTS, AND TRADEMARKS****A. COPYRIGHT****General Copyright Policy**

Trevecca Nazarene University's policy is that all rights in copyright remain with the creator unless the work is a "work for hire," is commissioned by the university, or is otherwise subject to contractual obligations.

**Definition and Scope of Copyright Protection**

Under the federal copyright law, copyright subsists in "original works of authorship" that have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. These works include:

1. literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases, and bibliographies;
2. musical works, including any accompanying words;

3. dramatic works, including any accompanying music;
4. pantomimes and choreographic works (if fixed, as in notation or videotape);
5. pictorial, graphic and sculptural works, including photographs, diagrams, and sketches;
6. motion pictures and other audiovisual works, such as videotapes;
7. sound recordings; and
8. architectural works.

**Scope of Copyright Protection**

Subject to various exceptions and limitations provided for in the copyright law, the copyright owner has the exclusive right to reproduce the work, prepare derivative works, distribute copies by sale or otherwise, and display or perform the work publicly. Ownership of copyright is distinct from the ownership of any material object in which the work may be embodied.

**Books, Articles, and Similar Works, Including Unpatentable Software**

In accord with academic tradition, except to the extent required by the terms of funding agreements, Trevecca Nazarene University does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as papers, theses, and articles. The university claims no ownership of popular nonfiction, novels, poems, musical compositions, unpatentable software, or other works of artistic imagination that are not institutional works (see below under "Work for Hire"). Copyright in pedagogical, scholarly, or artistic works to which the university disclaims ownership under this policy shall be held by the creators regardless of whether the work constitutes a "work for hire" under copyright law.

**Ownership and Use of Course Materials (including class technology and videotapes of classroom activities)**

All course materials, such as syllabi, videotapes of classroom activities, websites, and such, developed by a Trevecca Nazarene faculty member belong to the faculty member unless grant or other outside funding sources dictate otherwise. Faculty ownership of such course materials does not, however, entitle the faculty member to any additional compensation from the university as a result of appropriately enrolled students' use of such materials. Faculty ownership of such course materials also does not preclude the university from using such materials for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Materials brought to Trevecca from other institutions are bound by any ownership constraints from the institution at which they were developed; barring none, they belong to the faculty member.

The use of images or materials of students for use outside of a currently enrolled class is not permitted without a signed release from students. This includes videotaping, website images, and class materials where the expectation of a student is that their purpose is for that particular course. If the purpose of the class is to create a website, video or other materials for future courses, this permission is not needed.

### **"Work for Hire"**

"Work for hire" is a legal term defined in the Copyright Act as "a work prepared by an employee within the scope of his or her employment." For instance, work assigned to programmers is "work for hire" as defined by law, as is software developed for university purposes by students and staff working collaboratively. This definition includes works prepared by employees in satisfaction of sponsored agreements between the university and outside agencies. Certain commissioned works also are works for hire if the parties so agree in writing. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work. Where a work is jointly developed by university faculty or staff or student employees and a non-university third-party, the copyright in the resulting work typically will be owned jointly by the university and the third party. In such instances, both the university and the other party would have nonexclusive rights to the work, subject to the duty to account to each other.

The university shall retain ownership of works created as institutional rather than personal efforts—that is, works created by administrators and staff for university purposes in the course of the creators' employment, university-commissioned faculty work, or works resulting from simultaneous or sequential contributions over time by numerous faculty, staff, and/or students. The employer (i.e., the university) by law is the "author," and hence the owner, of works for hire for copyright purposes; therefore, Trevecca Nazarene University owns all rights, intellectual and financial, in such works. Administrators, faculty, and staff who gain professional expertise through such work, however, may engage in professional activities (conferences, consulting, and such) that may result in compensation.

### **Works of Non-employees**

Under the Copyright Act, works of non-employees such as consultants, independent contractors, and such generally are owned by the creator and not by the university, unless there is a written agreement to the contrary. As it is the university's policy that the university shall retain ownership of such works (created as institutional rather than personal efforts, as described in "Work for Hire"), Trevecca will generally require a written agreement from non-employees that ownership of such works will be assigned to the university. Examples of works that the university may retain from non-employees are reports by consultants or subcontractors, computer software, architectural or engineering drawings, illustrations or designs, and artistic works.

### **Use of Copyrighted Material**

Trevecca Nazarene University is committed to complying with all applicable copyright laws; consequently, students and employees are expected to comply with these laws. Distribution of materials protected by copyright without permission of the copyright owner may be a violation of federal or state law. It is the responsibility of those reproducing materials to make sure the reproduction is consistent with U.S. Copyright Law (<http://www.copyright.gov/>).

Trevecca Nazarene University does not permit the unlawful reproduction or distribution of commercially copyrighted music, movies, and software. The university is committed to taking reasonable steps to avoid misuse of its computer network. If violations are discovered or suspected, university personnel may report infringement to appropriate authorities or take other action, including, but not limited to warning the user, removing the material, or terminating access to the material.

### **Use of the University Name in Copyright Notices**

The following notice should be placed on university-owned materials:

Copyright © [year] Trevecca Nazarene University. All Rights Reserved.

No other institutional or departmental name is to be used in the copyright notice, although the name and address of the department to which readers can direct inquiries may be listed. The date in the notice should be the year in which the work is first published, i.e. distributed to the public or any sizable audience.

Additionally, works may be registered with the United States Copyright Office using its official forms (<http://www.copyright.gov/forms/>).

### **Reconveyance of Copyright to Creator**

When copyright is assigned to Trevecca Nazarene University because of the provisions of this policy, the creator of the copyrighted material may make a request to the executive vice president that ownership be reconveyed back to the creator. Such a request can, at the discretion of the executive vice president, be granted if it does not: (1) violate any legal obligations of or to the university, (2) limit appropriate university uses of the materials, (3) create a real or potential conflict of interest for the creator, or (4) otherwise conflict with university goals or principles.

## **B. PATENTS**

Trevecca Nazarene University is an educational institution whose fundamental mission is to provide outstanding higher educational programs. The university recognizes that research, particularly that involving collaborative investigations with students and faculty, is a significant component of the educational process.



All potentially patentable ideas and inventions developed in whole or in part by university personnel in the course of their employment, or with more than incidental use of Trevecca Nazarene University resources, shall be disclosed in writing to the executive vice president. Written disclosure should include the (1) name of the inventor, (2) what was invented, (3) circumstances that led to the invention, and (4) the information as to what might be subsequent activities surrounding the invention. The Executive Team will then review the invention disclosure information submitted to decide if the university should seek a patent using university funds or to decline further action. If the university refuses to pursue application of the idea/invention, the inventor may then seek other aid outside the university to assess the patentability of the invention. If no action is taken, all patent rights revert to the inventor.

If there is positive action on an application, the university may wish to pursue evaluation of the invention from technical development consultants to ascertain whether there is sufficient interest and financial return that would make the acquisition of a patent feasible.

The remaining steps in the process are:

1. A patent is obtained or institutional steps are put into place to protect the invention as a trade secret. These steps may ensure that, in the event of not immediately applying for a patent, proper protection is maintained and limited disclosure and publication are delayed to a later date.
2. A patent, if any, is licensed and royalties are earned.
3. Legal enforcement of patent rights begin.

### **Sharing of Royalties**

Royalty distribution will be as follows. First, 100 % will accrue to the university for recovery of costs associated with the patent/license development. This would include all fees for preparing and prosecuting patents. All marketing and licensing fees would also be included. Second, the remaining income would be distributed between the university (60% of gross royalties) and the inventor(s) or their heirs (40% of gross royalties). Under certain conditions, the university may agree to accept a negotiated percentage of equity in place of all or some portion of the license or royalty fee(s).

## **C. TRADEMARKS**

Trade and service marks are distinctive words or graphic symbols identifying the original source of goods or services. Trade or service marks relating to goods or services distributed by the university shall be owned by the university. Examples include names and symbols used in conjunction with the university wordmark and logo and those names or symbols associated with university athletics, events, programs, software, or activities.

## **POLICIES FOR RESEARCH INVOLVING HUMAN SUBJECTS**

### **Institutional Review Board**

Trevecca Nazarene University's Institutional Review Board (IRB) is responsible for ensuring compliance with established federal and university procedural and ethical guidelines for research.

The mission of the Institutional Review Board is to:

Guard and protect the rights and well-being of human subjects,

Promote the integrity of researchers in demonstrating leadership and compassion in dealing with their research subjects,

Foster community respect for Trevecca's process in carrying out quality research while ensuring the dignity of research participants,

Ensure compliance with established federal and university procedural and ethical guidelines.

### **Responsibilities**

The Institutional Review Board will review all research involving human subjects. The IRB may approve, modify, or disapprove any research project not meeting the principles and ethical constraints of governmental or university guidelines concerning treatment of human subjects. The board will be responsible to review initial projects, projects continuing past a 12-month time frame, and any project where the methodology changes substantively.

### **Researchers under the auspices of the Institutional Review Board**

Everyone whose research involves human subjects should submit an application for approval:

All Trevecca faculty, staff, and administrators

All doctoral candidates

All students doing non-class related research (must be under the supervision of a faculty mentor)

All non-Trevecca persons applying to use Trevecca's students, faculty, staff, or administrators in their research

All faculty members requiring class-related research must submit a general outline of their students' projects to ensure the safety of human subjects and to establish accountability.

### **Training**

Any research involving humans or human tissues conducted under the auspices of Trevecca Nazarene University must be reviewed by the Trevecca Nazarene University Institutional Review Board (IRB). Research with minimal involvement of human participants, such as surveys or questionnaires, require some procedural IRB review. Anyone whose research project requires IRB review must submit a completed certificate indicating that he or she has completed the training.

The following people may require training, depending on their research:

- Doctoral students
- Doctoral advisors
- Students whose thesis research involves human subjects
- Thesis advisors of students whose thesis research involves human subjects
- Students conducting non-class-related research under the guidance of a faculty member

Researchers applying to use Trevecca Nazarene University's students, faculty, staff or administrators in their research

For further details and training instructions check Research on the Trevecca Web site:

<http://www.trevecca.edu/academics/research/index.html/IRB.html>

<http://www.trevecca.edu/academics/research/index.html/IRB.html>

### Contact Information

For questions about the Institutional Review Board, human subjects research, or other research-related issues, contact the Chair in the Institutional Review Board via email at [IRB@trevecca.edu](mailto:IRB@trevecca.edu) or by regular mail at the following address:

Institutional Review Board  
Office of Academic Affairs  
Trevecca Nazarene University  
333 Murfreesboro Road  
Nashville, TN 37210

## UNIVERSITY STANDARDS OF BEHAVIOR

As a Christian liberal arts university, Trevecca Nazarene University encourages each student to fully develop his or her God-given abilities. Developing these abilities in a Christian environment allows for supportive relationships with others that encourage students to achieve these positive ends. A standard of behavior that is positive, considerate of the rights and privileges of others, and based upon other ethical concepts will lead to achieving the most that life has to offer. The University asks that its students respect the values of Trevecca by refraining from

1. Illegal drug use;
2. Use of tobacco on the campus;
3. Use of alcohol on the campus;
4. Use of obscene language.

Community dress and grooming should be consistent with, and contribute to, a vital Christian witness.

Students who manifest behavior disruptive to the learning process will be dismissed from class. Future occurrences will result in program termination. This behavior includes non-professional conduct toward University personnel or students, violent conduct, harassment, or any type of threat to personal well being. A student who behaves in a manner that detracts from the mission of the University will be dismissed from the MHR Program and prohibited from taking any MHR classes.

Bringing children to class is prohibited regardless of the circumstances. Students who violate this policy will be asked to leave by their professor.

### Cellular Phone Usage

As a courtesy to the professor and other students, personal cellular phone calls should not be taken during class. In rare situations taking a personal call may be appropriate, but arrangements for those calls should be made in advance with the instructor. Students are asked to keep in mind the following:

1. Cell phones can be turned to vibrate. If a student receives a call, that person should leave the room and close the door before answering the call.
2. If a person's phone does not have a vibrate feature, then that person must turn off the phone.
3. During break times students may make calls or respond to messages.

## UNIVERSITY SERVICES

### Spiritual Life

Trevecca places special emphasis on the development of the spiritual life. Classes regularly open with prayer. Chapel services are held throughout the week: Tuesdays and Thursdays at 9:30 AM; Wednesday communion services at 10:00 AM; and announced spiritual life forums or special studies on Monday evenings at 6:30 PM Special prayer exercises and gatherings, a 40-day campus-wide intensive discipleship study, small-group accountability meetings, and regularly-scheduled spiritual-deepening weeks provide significant spiritual direction in the lives of students. Persons with spiritual needs are encouraged to contact the Office of the Chaplain.

### Dining Options

The cafeteria and The Hub are located in the Jernigan Student Center and are operated by Pioneer College Caterers, Inc. The Cube is located in the Boone Business Building and is also operated by Pioneer College Caterers, Inc. Continuous meals are served from 7 AM to 7 PM in the main dining hall. Hot food is available at times designated by an \*. The Subs to Order and Pizza Stations are open 11 AM to 7 PM Monday - Friday. A Cook to Order station is also available during all hot meal times.

**Cafeteria Hours (fall and spring semesters)**

Monday—Friday	*Breakfast	7:00 AM-	9:00 AM
	*Lunch	11:00 AM-	1:15 PM
	*Dinner	5:00 PM-	7:00 PM
Saturday	*Brunch	11:00 AM-	12:30 PM
Saturday	*Dinner	5:00 PM-	6:00 PM
Sunday	*Cont Breakfast	8:00 AM-	9:00 AM
	*Lunch	12:00 noon-	1:00 PM
	*Dinner	4:30 PM-	5:30 PM

**The Hub Hours (fall and spring semesters)**

Monday, Tuesday, Thursday, Friday	8:30 AM--	2:30 PM
	6:00 PM--	10:30 PM
Saturday Evening	6:00 PM--	10:30 PM
Wednesday and Sunday Evenings	8:00 PM--	10:30 PM

**The Cube Hours (fall and spring semesters)**

Monday—Saturday	11:00 AM--	1:00 PM
-----------------	------------	---------

**Bookstore**

The TNU Bookstore is located on the first floor of the Jernigan Student Center. The hours of operation are Monday through Thursday, 9:00 AM to 7:00 PM, Friday 9:00 AM to 5:00 PM, and Saturday 12:00 PM to 4:00 PM. The store sells all required and recommended textbooks and supplies, general school/office supplies, snacks, TNU logo clothing, greeting cards, giftware, some electronics, book bags, graduation supplies, as well as health and beauty items. Purchases may be made by cash, check or credit card [Visa or MasterCard].

**Library**

Waggoner Library houses the latest research technology including over 60,000 full text books and hundreds of journals searchable from databases, electronic reference tools, and Internet access. The library web site is available from the Internet 24/7 at <http://library.trevecca.edu>. Waggoner Library's collections consists of print and electronic books, print and full text electronic journals, videos, DVD's, music CD's, as well as Trevecca and Nazarene Church history. All electronic resources can be accessed off campus with proper authorization.

Located near the center of campus, the library is also a great place to study. Group study rooms provide a perfect place to collaborate on projects.

Regular semester library hours are as follows:

Monday - Thursday:	8:00 AM - midnight
Friday:	8:00 AM - 6:00 PM
Saturday:	10:00 AM - 5:00 PM
Sunday:	2:00 PM - 5:00 PM, 8:00 PM - midnight

Any changes in hours due to holidays or seasonal adjustments are updated on the library homepage.

The Trevecca student ID card serves as the library card. The barcode number on the student ID serves as the library barcode number and provides full remote access to all the library resources. Materials from other libraries can be requested through Interlibrary Loan at no cost to the student. An external book drop is located on the front porch entrance to the library for students returning materials after hours. Exemplary copies of the Project Thesis are placed on reserve at Waggoner Library as well as in all off site cooperating libraries.

Waggoner Library Contact Information:  
 Reference Desk 615-248-1570  
 Main Circulation Desk 615-248-1214  
 IRC Desk 615-248-1205  
 email questions to: [library@trevecca.edu](mailto:library@trevecca.edu)  
 virtual chat reference:  
<http://www.trevecca.edu/library/screens/ask.html>

**Career Services**

The University offers career services to its students and alumni that focus on the areas of self-assessment, career exploration, and job-search.

**Center for Leadership, Calling, and Service**

The Center for Leadership, Calling, and Service offers a variety of educational services for MHR students. Services in which you might be interested include:

- **Academic Services:** The Office of Academic Services provides individual writing, math, and study skills assistance by appointment. In addition to the individual assistance, Academic Services offers workshops ranging from such topics as time management and prioritizing tasks to MLA formatting, academic dishonesty, and plagiarism. To arrange for an individual appointment, find out the process for having a paper reviewed, or know the workshop schedule, please contact Donna Gray, Associate Director of Academic Services, at 248-1376 or [dgray@trevecca.edu](mailto:dgray@trevecca.edu).
- **Testing Services:** DANTES and CLEP testing is also a service provided by the Center for Leadership, Calling, and Service. Students who need information about testing hours and test scheduling should contact the testing office at 248-1346.

- **Services for Students with Disabilities:** Trevecca is committed to the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as the University strives to be an inclusive community for students. A wide range of accommodations is available to provide access to Trevecca's facilities, academics, and programs. Individuals seeking accommodations for any type of disability are encouraged to contact the coordinator of student disability services in the Center for Leadership, Calling, and Service at 248-1463 for information concerning the documentation of a disability and the procedure for implementing accommodations.

### ITS Policy

Information Technology Services (ITS) is located on the lower level of the Adams Administration Building. ITS provides computer, printer, network, and telecommunications support for our campus community.

Acceptable Use Policies:

**The Acceptable Use Policies are located at <http://its.trevecca.edu/acceptable.use.policies>. By using the technology provided by Trevecca Nazarene University, you agree to abide by the Acceptable Use Policies. Please read the Acceptable Use Policies in their entirety to ensure that you understand all the terms and conditions contained therein:**

Network Acceptable Use Policy

E-Mail Acceptable Use Policy

Internet Acceptable Use Policy

Wireless Acceptable Use Policy

**Any violation of these or other University policies may result in disciplinary action, including the termination of your network, e-mail, and/or internet access.**

For more information about the services provided by the ITS Department, visit <http://its.trevecca.edu> and click the New Student Information link or any other link that may be more specific to your interest.

For assistance, please contact the ITS HelpDesk: [helpdesk@trevecca.edu](mailto:helpdesk@trevecca.edu) or 615-248-1223.

### CLL Drop Box

The CLL drop box is a receptacle located next to the College of Lifelong Learning office in the Boone Business Building. Interoffice campus mail may be deposited in this container. Please allow three-day delivery for most late work items. Use of the CLL drop box does not guarantee acceptance of late work.

### Class Representatives

Class representatives from each group will be selected to:

1. Serve as a liaison between the group and the CLL office;
2. Meet with the academic advisor to discuss class interests, concerns, etc.;
3. Coordinate the student group social activities within the class organization;
4. Perform other duties as needed;
5. Encourage students to provide feedback with the student curriculum evaluation form;
6. Call class members regarding class cancellation.

### INSTITUTIONAL POLICY ON PRIVACY

Trevecca Nazarene University informs students annually through the Student Handbook of the Family Educational Rights and Privacy Act of 1974, as amended. This act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings, and to establish guidelines for the release of or access to student records. Students also have the right to file complaints with the Family Educational Right and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

**PROGRAM ADMINISTRATION**

**DAVID PHILLIPS**, Dean, College of Lifelong Learning, 2011—

BA, Point Loma Nazarene University, 1973; MA, Azusa Pacific University, 1986; MDiv, Azusa Pacific University, 1989; DMin, Fuller Theological Seminary, 1998; MAED, University of Phoenix, 2004; MSED, Capella University, 2010.

**JAMES T. HIATT**, Dean, School of Business and Technology; Professor of Business, 1983—

BS, Trevecca Nazarene University, 1976; JD, University of Tennessee, 1979; MBA, Middle Tennessee State University, 1991.

**EDWARD C. ANTHONY**, Director, Graduate and Professional Studies; Professor of Information Technology and Management, 2002—

BS, Southern Connecticut State University, 1979; MS, Southern Connecticut State University, 1982; MBA, University of New Haven, 1991; ScD, University of New Haven, 1996.

**OTHER UNIVERSITY OFFICES****PRESIDENT**

Dan Boone, DMin

**PROVOST**

Stephen M. Pusey, PhD

**ASSOCIATE PROVOST AND DEAN OF ACADEMIC AFFAIRS**

Carol Maxson, EdD

**DEAN, MILLARD REED SCHOOL OF RELIGION**

Tim Green, PhD

**DEAN, SCHOOL OF BUSINESS AND TECHNOLOGY**

Jim Hiatt, JD

**DEAN, SCHOOL OF ARTS AND SCIENCES**

Lena Welch, EdD

**CHAIR, SOCIAL AND BEHAVIORAL SCIENCES**

Michael Christian, PhD

**DIRECTOR OF LIBRARY SERVICES**

Ruth Kinnersley, EdD

**CLL DEPARTMENTAL LIBRARIAN**

Priscilla F. Speer, MLS

**REGISTRAR**

Becky Niece, MA

**DEAN OF STUDENT DEVELOPMENT**

Stephen A. Harris, MS

**EXECUTIVE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

David Caldwell, MBA, CPA

**DIRECTOR OF FINANCIAL SERVICES**

Chuck Seaman, MBA

**ASSOCIATE DIRECTOR OF FINANCIAL AID**

Eddie White, MPA

**PROGRAM FACULTY****University Teaching Faculty**

**JAMES E. AGEE, III**, Associate Professor of Business, 2000—  
BBA, Eastern Nazarene College, 1994; PhD, University at Albany, 2000.

**EDWARD C. ANTHONY**, Director, Graduate and Professional Studies; Professor of Information Technology and Management, 2002—  
BS, Southern Connecticut State University, 1979; MS, Southern Connecticut State University, 1982; MBA, University of New Haven, 1991; ScD, University of New Haven, 1996.

**ANDREW M. BERRY**, Assistant Professor of Information Technology, 2009—

BS, Trevecca Nazarene University, 2005; MS, Trevecca Nazarene University, 2007.

**STEPHEN M. BLAKEMAN**, Associate Professor of Mathematics, 1993—

BS, Trevecca Nazarene University, 1977; MA, Indiana University, 1987.

**T. ROBINSON BLANN**, Professor of English, 1981—

BA, Vanderbilt University, 1971; MA, Emory University, 1973; DA, Middle Tennessee State University, 1987.

**JONATHAN B. BURCH**, Associate Professor of Management, 2000—

BA, Trevecca Nazarene University, 1997; MBA, Trevecca Nazarene University, 1999; EdD, Trevecca Nazarene University, 2003.

**KENNETH J. BURGER**, Professor of Marketing and Management, 2003—

BS, North Dakota State University, 1967; MBA, Kent State University; DBA, University of Kentucky, 1981.

**PAM COSTA**, Administration Manager, College of Lifelong Learning, 2002—

BA, Trevecca Nazarene University, 1992; MA, Trevecca Nazarene University, 2008.

**BRYCE E. FOX**, Associate Professor of Christian Education and Youth Ministry, 2002—  
BA, Olivet Nazarene University, 1986; MA, Asbury Theological Seminary, 1995; PhD, Indiana University, 2001.

**JEFFREY D. FRAME**, Associate Professor of Drama and Communication, 1990—  
BA, Eastern Nazarene College, 1985; MA, Emerson College, 1988.

**GRAHAM HILLARD**, Assistant Professor of English, 2007—  
BA, Union University, 2002; MFA, New York University, 2005.

**J. ALLEN JINETTE**, Assistant Professor of Accounting, 2004—  
BBA, Middle Tennessee State University, 1992; MS, Middle Tennessee State University, 1993; MPA, Georgia State University, 2000; PhD, The University of Mississippi, 2010; CPA Tennessee.

**DON E. KINTNER**, Professor of Psychology, 1989—  
BS, Trevecca Nazarene University, 1975; MS, Tennessee State University, 1985; EdD, Tennessee State University, 1998.

**MICHAEL J. LEIH**, Chair, Department of Information Technology; Associate Professor of Information Technology, 2009—  
BA, Point Loma Nazarene College, 1988; MS, California State University at Fullerton, 1994; PhD, Claremont Graduate University, 2009.

**J. DOUGLAS LEPTER**, Professor of Communication, 1992—  
BA, Eastern Nazarene College, 1972; MA, Eastern Nazarene College, 1973; ThM, Asbury Theological Seminary, 1990; PhD, University of Kentucky, 1996.

**CAROL A. MAXSON**, Associate Provost and Dean of Academic Affairs, Professor of Education and Leadership Studies, 2007—  
BA, Olivet Nazarene University, 1988; MAE, Olivet Nazarene University, 1990; EdD, Nova Southeastern University, 2000.

**AMY MURPHY**, Coordinator of Disability Services, 2002—  
BA, James Madison University, 1995; MA, Trevecca Nazarene University, 1998; MA, Trevecca Nazarene University, 2008.

**ROY PHILIP**, Associate Professor of Marketing, 2005—  
BCom, Bishop Heber College, 1990; MBA, Bishop Heber College, 1994; DBA, Anderson University, 2009.

**DAVID PHILLIPS**, Dean, College of Lifelong Learning, Professor of Leadership Studies, 2011—  
BA, Point Loma Nazarene University, 1973; MA, Azusa Pacific University, 1986; MDiv, Azusa Pacific University, 1989; DMin, Fuller Theological Seminary, 1998; MAED, University of Phoenix, 2004; MSED, Capella University, 2010.

**JULIE RIGSBY**, Coordinator of Student Services, College of Lifelong Learning, 2001—  
BA, Trevecca Nazarene University, 1998; MEd, Trevecca Nazarene University, 2000.

**PRISCILLA M. SPEER**, Assistant Professor of Library and Information Science, 1978—  
BA, Trevecca Nazarene University, 1978; MLS, George Peabody College of Vanderbilt University, 1979.

**SAMUEL K. STUECKLE**, Professor of Mathematics, 1996—  
BS, Northwest Nazarene University, 1980; PhD, Clemson University, 1985.

**TY J. TABERNIK**, Associate Professor of Information Technology, 2006—  
BA, Trevecca Nazarene University, 2000; MS, Purdue University, 2002; MBA, Trevecca Nazarene University, 2005; PhD, Capella University, 2008.

### Adjunct Faculty

**ERIN ANDERSON**, BS, Wayne State College, 2000; MBA, Middle Tennessee State University, 2002.

**BRANDON ARBUCKLE**, BS, Olivet Nazarene University, 1994; MMFT, Trevecca Nazarene University, 2000; MA, Trevecca Nazarene University, 2007.

**RONALD ASTA**, BA, Columbia College, 1982; MA, Webster University, 1987.

**LARRY BUESS**, BA, Olivet Nazarene University, 1963; MAT, Purdue University, 1968; MS, George Peabody College of Vanderbilt University, 1976; MS, University of Evansville, 1987.

**MARVIN BUNDE**, BS, Trevecca Nazarene University, 1990; MA, Trevecca Nazarene University, 1992; EdD, Trevecca Nazarene University, 2005.

**MELINDA BURCH**, BS, Trevecca Nazarene University, 1994; MAE, Austin Peay State University, 1998; PhD, Vanderbilt University, 2002.

**SHANE CALLAHAN**, BS, Park University, 2000; MS, Trevecca Nazarene University, 2004.

**DON DUNLAP**, BA, Trevecca Nazarene University, 1969; MDiv, Nazarene Theological Seminary, 1973.

**BRENT FANCHIER**, BA, Trevecca Nazarene University, 2003; MSM, Trevecca Nazarene University, 2006.

**DENNIS FARRELL**, BS, Michigan State University, 1982; MEd, Vanderbilt University, 1991.

**STUART GARBER**, BS., Trevecca Nazarene University, 1988; MBA., Vanderbilt University, 1994.

**MARILIA GERGES**, BS, Campinas State University, 1980; MS, Michigan State University, 1984; PhD, Michigan State University, 1991.

**LYNN GOODMAN**, BS, State University of West Georgia, 1972; MS, University of Tennessee Knoxville, 1972; EdD, East Tennessee State University, 1999.

**JAN GREATHOUSE**, BA, Trevecca Nazarene University, 1967; MA, Vanderbilt University, 1973

**JOHN GUNN**, BA, Trevecca Nazarene University, 1985; MEd, Tennessee State University, 1987; MDiv, Nazarene Theological Seminary, 1995; EdD, Trevecca Nazarene University, 2005.

**WILLIAM HALBERT**, BA, Ouachita Baptist College, 1959; MRE, Southern Baptist Theological Seminary, 1965; MA, George Peabody College of Vanderbilt University, 1974; PhD, George Peabody College of Vanderbilt University, 1980.

**KELLIE HOLLAND**, BA, Trevecca Nazarene University, 1998; MA, Trevecca Nazarene University, 2001; EdD, Trevecca Nazarene University, 2004.

**ROBERT JARED**, BA, Trevecca Nazarene University, 1978; MA, Scarritt College for Christian Workers, 1980; MDiv, Nazarene Theological Seminary, 1983; PhD, Southern Baptist Theological Seminary, 1989.

**SARAH JOHNSON**, BA, Asbury College, 1999; MA, Trevecca Nazarene University, 2003.

**PORTER KING**, BS, Murray State University, 1957; MEd, Murray State University, 1960; MA, George Peabody College of Vanderbilt University, 1968; EdS, George Peabody College of Vanderbilt University, 1970; PhD, George Peabody College of Vanderbilt University, 1972.

**BRENT LAWRENCE**, BA, Trevecca Nazarene University, 2000; MDiv, Vanderbilt University, 2005.

**JEFF LILIENTHAL**, BS, Olivet Nazarene University, 1980; MS, Tennessee State University, 1991.

**EUGENE PIONTEK**, BMe, University of Detroit; MBA, Rochester Institute of Technology, 1973.

**CHRISTINE PHILLIPS**, BA, Colorado Christian University, 1996; MA, University of Colorado, 2001; PhD, University of Denver, 2009.

**JEFFREY PRICE**, BA, Trevecca Nazarene University, 2008; MBA, Trevecca Nazarene University, 2011.

**ROBIN ROSE**, BA, Vanderbilt University, 1980; MBA, Vanderbilt University, 1982.

**JAIME SANCHEZ**, BA, National University of Mexico, 1979; MA, National University of Mexico, 1989; DA, Middle Tennessee State University, 1998.

**JENNIFER SHOWALTER**, BS, Trevecca Nazarene University, 1997; MA, Nazarene Theological Seminary, 2001.

**JIM SHULL**, BS, United States Naval Academy, 1963.

**ROBERT SNODGRASS**, BA, Trevecca Nazarene University, 1968; MEd, Millersville University, 1994.

**HAROLD STEWART**, BS, Sterling College, 1958; MS, University of Kansas, 1960; PhD, Colorado State University, 1965.

**ANNETTA SYKES**, BS, University of Indianapolis, 1979; BA, Covenant Foundation College, 1980; MA, Anderson University, 1987.

**AMY TALLMAN**, BA, Olivet Nazarene University, 1999; MA, DePaul University, 2003.

**RAY WHITEAKER**, BS, Southern Illinois University at Carbondale, 1984; MA, Webster University, 1995.

**CHERIE WILLIAMS**, BS, Middle Tennessee State University, 1974; MEd, Middle Tennessee State University, 1982; EdD, Trevecca Nazarene University, 2004.

## ADDITIONAL UNIVERSITY SERVICES

The following information may be helpful for students who encounter questions related to university life.

<b>SUBJECT</b>	<b>CONTACT</b>	<b>PHONE</b>
Academic Advising	Academic Advisor	248-1529
Activities (University)	Student Development	248-1245
Academic Appeals	Instructor/Academic Advisor	248-1529
Center for Leadership, Calling, and Service		248-1346
Admissions	Marcus Lackey	248-1529
Athletics (Intramurals/Games)	Fran Parham	248-1271
Attendance	Academic Advisor	248-1529
Billing	Student Accounts	248-1240
Books/Materials	Starr Perry	248-1542
Change of Address	Beverly Lee	248-1529
Chaplain	Tim Green	248-1386
Class Registration	Beverly Lee	248-1529
CLEP and DANTES Testing	Center for Leadership, Calling, and Service	248-1346
Counseling (Career)	Center for Leadership, Calling, and Service	248-1237
Counseling (Personal)	Center for Leadership, Calling, and Service	248 1237
Degree Completion Deadlines	Academic Advisor	248-1529
Financial Aid	Financial Aid Counselor	248-1242
Grades	Instructor/Academic Advisor	248-1529
Health Services	Clinic	248-1261
ITS Help Desk (Computers)	ITS Help Desk	248-1223
Library Services	Waggoner Library	248-1214
Department E-mail Address		management@trevecca.edu
Department Web Page		www.trevecca.edu/mhr
Department Fax Number		248-1700
Phone Numbers	Trevecca Switchboard	248-1200
Safety	Trevecca Security	248-1296
Supplies	TNU Bookstore	248-1218
Tickets/Citations	Trevecca Security	248-1296
Transient Coursework	Academic Advisor	248-1529
Tuition Reimbursement	Student Accounts	248-1240



# Index

<b>A</b>	
About this Catalog .....	4
Academic Advisor and Faculty .....	25
Academic Grievance Policy .....	27
ACADEMIC HONESTY .....	29
Academic Policies.....	24
Academic Probation and Program Termination .....	26
Academic Program .....	9, 13, 16
Academic Scholarships .....	23
Accreditation.....	4
Additional University Services.....	39
Adjunct Faculty.....	37
Admission of International Students .....	20
Admissions Policies and Procedures.....	20
Admissions Requirements .....	20
Adult Degree Completion Catalog.....	1
Assessment of Prior Learning.....	21
Attendance .....	27
Auditing Courses .....	28
<b>B</b>	
Bookstore.....	34
<b>C</b>	
Career Services .....	34
Cellular Phone Usage.....	33
Center for Leadership, Calling, and Service .....	34
Change of Grade.....	27
CIT Academic Minors .....	14
CIT Course Descriptions .....	14
CIT Coursework.....	14
CIT General Description .....	13
CIT Prior Learning Credit .....	14
CIT Student Learning Outcomes.....	13
Class Cancellation.....	27
Class Representatives.....	35
CLL Drop Box.....	35
College of Lifelong Learning Adult Degree-Completion Programs.....	4
Computer Information Technology Program Calendar 2011-2012 .....	13
Convocation/First Semester Registration .....	24
Course 16 .....	15
Course 1 .....	9, 14, 17
Course 10 .....	10, 15, 17
Course 11 .....	15, 17
Course 11, Part I.....	10
Course 11, Part II .....	10
Course 11, Part III .....	10
Course 12 .....	15, 17
Course 13 .....	15, 17
Course 14 .....	15
Course 15 .....	15
Course 2 .....	9, 14, 17
Course 3 .....	10, 14, 17
Course 4 .....	10, 14, 17
Course 5 .....	10, 14, 17
Course 6 .....	10, 14, 17
Course 7 .....	10, 15, 17
Course 8 .....	10, 15, 17
Course 9 .....	10, 15, 17
Course Repeat Policy.....	26
<b>D</b>	
Deadlines for Degree Completion .....	25
Department of Information Technology Mission Statement .....	13
Dining Options .....	33
Directed Study .....	28
<b>E</b>	
Endowment Scholarship.....	23
<b>F</b>	
FERPA.....	5
Financial Aid .....	22
From the Dean.....	6
From the Director .....	6
From the President .....	6
From the University Provost.....	6
<b>G</b>	
Grading System .....	28
Graduating Awards.....	28
Graduating Honors .....	28
Graduation Requirements .....	24
Greetings .....	6
<b>H</b>	
Health Information Technology Program Calendar 2011-2012 .....	16
HIT Course Descriptions .....	17
HIT Coursework.....	16
HIT General Description .....	16
HIT Prior Learning Credit .....	16
HIT Student Learning Outcomes.....	16
<b>I</b>	
Identity Fraud .....	30
Information on Veterans' Benefits .....	23
Information Technology Elective Courses .....	18
Institutional Operational Goals (Values Statement) .....	7
Institutional Policy on Privacy .....	35
INTELLECTUAL PROPERTY RIGHTS POLICY .....	30
ITS Policy .....	35

<b>L</b>	
Library .....	34
Life Learning Papers (LLP).....	26
Limitations of Student Load.....	26
Location.....	7
<b>M</b>	
Management and Human Relations Program Calendar 2011-2012.....	8
Methods of Payment.....	22
MHR Academic Minors .....	9
MHR Course Descriptions .....	9
MHR Coursework.....	9
MHR Elective Courses.....	11
MHR General Description .....	9
MHR Prior Learning Credit .....	9
Military Service.....	26
Mission .....	8
Mission Statement .....	7
<b>N</b>	
Nondiscrimination Policy .....	5
<b>O</b>	
Other University Offices.....	36
<b>P</b>	
POLICIES FOR RESEARCH INVOLVING HUMAN SUBJECTS ...	32
Prior Learning Credit.....	25
Professional Schools and Training (PST).....	26
Professional Student Status.....	21
Program Administration .....	36
Program Faculty.....	36
Project Thesis.....	9
<b>R</b>	
Refund Policy .....	22
Registration Policies .....	24
<b>S</b>	
Scholastic Honors and Awards.....	28
Second and Third Semester Registration .....	24
Semester I.....	9, 14, 17
Semester II.....	10, 14, 17
Semester III .....	10, 15, 17
Semester IV .....	15
Spiritual Life.....	33
Statement of Purpose.....	7
Student Learning Outcomes.....	8
Student Rights and Responsibilities in the Academic Area.....	29
<b>T</b>	
Testing	
CLEP and DANTES.....	25
The Accelerated IT Program Concept .....	13
The BA Program in Management and Human Relations .....	8
The BS Program in Computer Information Technology (CIT).....	13
The BS Program in Health Information Technology (HIT).....	16
The MHR Concept.....	8
Trevecca Nazarene University.....	7
Tuition and Fees Schedule.....	21
<b>U</b>	
University Academic Calendar 2011-2012 .....	5
University Services.....	33
University Standards of Behavior .....	33
University Teaching Faculty .....	36
<b>W</b>	
Withdrawals from Courses or Programs .....	26