



Bachelor of Science Program in
Computer Information Technology

Catalog 2009-2010

Bachelor of Science Program in Computer Information Technology

CATALOG • 2009 – 2010

COMPUTER INFORMATION TECHNOLOGY PROGRAM
615-248-1529 • 1-800-818-4256
WWW.TREVECCA.EDU/BSIT

CATALOG SUPPLEMENT

2009 – 2010
TREVECCA NAZARENE UNIVERSITY
333 MURFREESBORO ROAD
NASHVILLE, TN 37210

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Computer Information Technology Program

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. Each graduate program and each degree completion program provide additional information in each program's supplemental catalog; 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.

ACCREDITATION

Trevecca Nazarene University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelors, masters, and doctorate 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

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, equal opportunity employment practices, 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, 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, handicap, 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.

UNIVERSITY ACADEMIC CALENDAR 2009-2010

Faculty/Administrator Workshops.....	August 20-27
President's Dinner.....	August 22
Beginning of Fall Semester.....	September 1*
Graduation Application Deadline-	
December 2009 Graduates.....	September 30
Fall Board of Trustees Meeting.....	November 5-7
Homecoming.....	November 6-7
Thanksgiving Break.....	November 25-27
End of Fall Semester.....	December 17
Graduation Application Deadline-	
May/August 2010 Graduates.....	December 31
Beginning of Spring Semester.....	January 13
Spring Board of Trustees Meeting.....	March 18-20
Top Nazarene Talent (TNT) at TNU.....	April 15-17
End of Spring Semester.....	May 5*
Baccalaureate.....	May 7
Commencement.....	May 8
Beginning of Summer Semester.....	May 10*
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, the Computer Information Technology Program, and the Criminal Justice Program are structured on the basis of three or four consecutive semesters beginning at the start date for a cohort group. Dates for these programs are listed in the appropriate program catalog and should be referred to by the student enrolled in each program.

INFORMATION TECHNOLOGY PROGRAM CALENDAR 2009-2010

CLASS SCHEDULES (main campus)

IT- 1	Convocation/Semester I	September 14, 2009	Monday
	Semester II	February 1, 2010	
	Semester III	June 7, 2010	
	Semester IV	October 18, 2010	
	Program Ends	February 28, 2011	
IT- 2	Convocation/Semester I	September 7, 2010	Tuesday
	Semester II	February 1, 2011	
	Semester III	June 7, 2011	
	Semester IV	October 11, 2011	
	Program Ends	February 21, 2012	

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 the BSCIT Program of Trevecca Nazarene University. We have created this program for people like you. Rare, but very real.

Dan Boone, D. Min.

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 BSCIT curriculum, the delivery system, and the manner in which we relate to you as a student. Thank you for choosing to be a part of our community and for taking on this new challenge in your life.

Stephen Pusey, B.A., M.A., Ph.D.

University Provost

From the Dean

The School of Business and Management seeks to provide a quality learning environment that calls students to excellence in the marketplace.

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 Management. If I may be of help to you, please do not hesitate to let me know.

James T. Hiatt, B.S., J.D., MBA

Dean, School of Business and Management

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, co-educational, comprehensive institution of higher learning that exists to meet the higher educational needs of the Church of the Nazarene. 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 of the Church of the Nazarene in the southeastern United States, Trevecca is guided by the doctrines and principles for conduct of the denomination. The school emphasizes the authority of the Bible, as well as the doctrine, experience, and ethic of Christian holiness as interpreted by the Wesleyan tradition. The university welcomes students of any religious affiliation who subscribe to its ideals and standards.

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

The university's 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. The university also provides a variety of nontraditional and continuing education professional programs at the undergraduate and graduate levels. All university programs seek to prepare individuals for positions of leadership and service in their chosen careers.

To achieve its purpose, Trevecca employs faculty, administrators, and staff who seek to provide a supportive and challenging environment in which every student can realize his or her full potential in Christ. Therefore, employees must be committed Christians who are professionally qualified and fully committed to the mission and purpose of the school.

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 BSCIT 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. Others, because of distance, have difficulty accessing quality IT programs. To meet the needs of the working adult, Trevecca Nazarene University is pleased to offer the BSCIT Program. Features of this program 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.

THE DEPARTMENT OF MANAGEMENT AND ADULT STUDIES MISSION STATEMENT

The MAS Department exists to provide quality educational opportunities which dynamically respond to the unique and ever-changing needs of the marketplace. We strive to create innovative, state-of-the-art programs, not bound by traditional constraints. The department functions from a Christian world view and is committed to continual improvement.

THE ACCELERATED BS IN COMPUTER INFORMATION TECHNOLOGY (BSCIT)

Mission

The Trevecca Institute of Computer Information Technology provides education, based on Christian principles, in information technology to prepare students for lives of service and leadership in the IT field, which honor and glorify God.

Objectives

- Provide students a state-of the art information technology program with content that matches the best programs in the country.
- Assist students in acquiring skills in the four key information technology domains of software development, databases, networks, and web technologies.
- Provide education that is rigorous and challenging to the students and motivates them to reach beyond their expectations.
- Prepare students to be successful in the field of information technology.

Learning Outcomes

- To apply Bible-based Christian world-view decision-making to ethical issues in the information technology discipline.
- To demonstrate problem-solving and decision-making skills in creating information technology solutions to solve business problems.
- To create information technology solutions using programming, Web, database, and networking technologies.
- To use design and modeling tools to design information technology solutions.
- To conduct systems analysis and create a plan for solving business problems using information technology.
- To understand the components and process of managing an IT project.
- To demonstrate effective skills in presenting and critiquing IT project solutions.

ACADEMIC PROGRAM

General Description

The B.S. in Computer Information Technology at Trevecca is designed to help adults who have at least 48 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.

The program is administered jointly by the Trevecca Institute of Computer Information Technology (TICIT) and the Department of Management and Adult Studies (MAS). The directors of the MAS and TICIT are joint directors of the program. Generally, when approvals of the program director are needed either of these directors will serve in that capacity.

Coursework

The B.S. 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 every Monday evening for 17 months. There are four semesters of four courses each. Each semester is 4 months in length. The student completes 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 every Monday for 17 months. The online and project components are completed outside of in-class instruction. The online portion of each course is 11 hours and the project portion is 15 hours per course. 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.

Prior Learning Credit

Students who transfer fewer than 72 hours into the BSCIT 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 MAS 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. 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 48 hours needed to enter the program. Official score reports from CLEP and DANTES must be sent to Trevecca.

Life Learning Papers (LLP)

The Department of Management and Adult Studies 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. This credit is determined 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 in IT as well as other professional areas, such as MCSA, CSP, A+, Network+, CCNA, CCP, MCP, OCP, CFP, CPS, CLU, LOMA, etc.

Model

The BSCIT Program uses a blended learning approach to student learning. The program blends a combination of traditional classroom instruction, online learning, and project-based activities. The program emphasizes the use of distance technologies for content delivery and collaboration. This minimizes the need for the student's physical presence at a particular location while still providing a rigorous and challenging learning experience for the student. As a result of this approach the following are important elements of the program:

Adobe Acrobat Connect Professional will be used to conduct interactive distance learning meetings and project collaborations. It will support synchronous video and voice over IP (VoIP) along with interactive whiteboarding, session recording, and much more. Policies regarding the use of distance education in the program can be found later in this catalog.

The program will also use a course management system for the delivery of course content. All assignments, quizzes, video and audio files, presentation materials, etc. will be available via this system. All grading, attendance, and communication will also occur using this system.

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 & design, human factors, interface design, modeling, and technical communication skills.

Course 2

CIT 2640 Hardware and Operating Systems (3)

This course is 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 3

CIT 2500 IT Networking and Security (3)

This course is 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.

Course 4

CIT 2200 IT Project Management (3)

This course is designed to provide 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.

Semester II

Course 5

CIT 2700 Database Design and Programming I (3)

This IT course is 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 3710 Database Design and Programming II (3)

This IT course is 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 7

CIT 3700 Database Administration (3)

This IT course is 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 8

CIT 4600 IT and Biblical Ethics (3)

This course is 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)**

This course 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)**

This course is 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)**

This course 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 websites from the ground up. Concepts of prototyping, flow-charting, and information architecture are instilled while students build fully functional websites in both individual and team environments. Prerequisites: CIT 2800 or ITI 2800.

Course 12**CIT 3540 Web Programming with PHP/MySQL (3)**

This course is 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)**

This course is 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)**

This IT core course is 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)**

This IT core course is 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)**

This course is 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.

Academic Minors

In addition to the 48 hours of coursework in the BSCIT major, students may also earn a minor in a specialized IT area or another area of interest. The degree earned is a B.S. 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 BSCIT 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 start of the student's first semester of the BSCIT Program.

Academic Advisor and Faculty

Each group will be assigned an academic advisor from the Department of Management and Adult Studies 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 the Trevecca Institute of Computer Information Technology, who are the primary professors for the BSCIT Program, are also available to students for assistance as needed.

Trevecca Nazarene University & Nazarene Bible College Consortial Agreement:

Students in the BSCIT Program may take Nazarene Bible College online courses through their status as current Trevecca Nazarene University students and be awarded credit through Trevecca. These courses may count toward general education and elective requirements, but may not replace courses in the 48-hour major in BSCIT. Courses may not duplicate a course that is already part of their transcript record.

For more information on the Nazarene Bible College online education program, including catalog and course descriptions, visit the Nazarene Bible College website at:
<http://online.nbc.edu/>.

BSCIT Elective Courses

The BSCIT Program offers 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)

This course is 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 3000 Human-Computer Interaction (3)

This course is 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)

This course is 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)

This course is 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)

This course will introduce 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)

This course is 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)

This IT course is 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)

This course will introduce 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)

This IT core course is 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)

The course is 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)

This course will build 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)

This IT course is 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)

The course is 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)

This IT course is 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.

Admissions Policies and Procedures

Admissions Requirements

To be admitted to the BSCIT Program the student must:

1. Complete at least 48 semester hours from a regionally accredited institution as evidenced by one official transcript sent directly from the college or university*.
2. Complete the following 24 credit hours of general education core requirements **:
 - Communications and Humanities—9 semester hours (of which one course must be in English Composition)
 - 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 before graduation for a total of 30 general education hours.
3. Have earned a grade point average of 2.0 for all academic work completed.
4. Submit an application for admission.
5. Pass a math skills assessment in the MAS Office.
6. Demonstrate computer technology proficiency by one of the following:
 - Complete an introductory IT course at Trevecca or elsewhere; or
 - Pass an IT assessment exam offered at the Trevecca Center for Leadership, Calling, and Service; or
 - Pass an online training course approved by the TICIT; or
 - Currently employed as an IT professional.
7. Indicate college-level writing skills by passing a writing sample in the MAS Office.

8. Pay the \$25 application fee and \$100 admission fee (Both are nonrefundable; the admission fee applies to tuition).

9. Complete an interview with an academic advisor, if applicable.

NOTE: Upon acceptance into the program, students must notify their respective academic advisor or the program director of any health impairment or disability.

*Prospective students who meet the other criteria but do not have at least 48 semester hours or are lacking in the core requirements will be advised how to correct any deficiency.

**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.

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. Only Immigrants (Lawful Permanent Residents) and Nonimmigrants in which study is incident to their visa status will be admitted. (Lawful Permanent Residents are those holding an I-551 stamp in a passport or in possession of the form I-551 Alien Registration Card—"Green Card.")

Special Student Status

The BSCIT special student is a non-degree seeking student approved to take elective modules for professional and personal development after meeting the following requirements:

1. Submit an application for admission
2. Pay the \$25 application fee
3. Submit evidence of the right to do college work (i.e., high school diploma or equivalent, college transcript, etc.)
4. Pay all tuition and fees and register by the published deadline

** The BSCIT special student is not approved to enter the degree program.

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 complete the Academic Options class before submitting any prior learning documentation for evaluation.

The purpose of the Academic Options class is to further present all options for earning any additional credit. This class will only be required for students who entered the program with less than 72 semester hours. The options covered in this class will include in-depth discussions of: how to write Life Learning Papers using Kolb's model; how to properly submit training documents for credit evaluation; and CLEP and DANTES testing options. Students will create their own academic plans 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 of the BSCIT Program.

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

Tuition and Fees Schedule

BSCIT PROGRAM
(48 SEM. HOURS)

Tuition

	\$23,136.00
1st semester	\$5,784.00
2nd semester	5,784.00
3rd semester	5,784.00
4th semester	5,784.00
BSCIT elective course	\$271.00 per hour

Fees

Application fee (nonrefundable)	\$25.00
Admission fee (to reserve class space)	100.00*
CLEP testing fee	82.00
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
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.

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. Interest 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 dis-enrollment 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 module or dropping out of the program.

- Students will be charged in full for each module 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%
- Students will also be charged in full for each module they have not officially dropped prior to the third night of the module.
- There is no refund of the application, admission, or prior learning evaluation fees.
- 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 BSCIT 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. Make sure to include Trevecca's federal school code (003526) on your application.

Pell Grants are awarded by the federal government to those students who are determined to be eligible after completing the FAFSA. A 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. Pell Grants are not available to students who have already completed a bachelor's degree.

The Tennessee State Grant 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 before the priority date of February 25.

There are two Stafford Loan 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 Subsidized Stafford Loan is a federal loan that must be repaid. Ability to participate in the Subsidized Stafford Loan Program is based on calculated need as determined by the FAFSA. The interest rate is fixed at 6%. "Subsidized" means that the interest on this loan is not paid by the student while he or she is enrolled in school.

An Unsubsidized Stafford Loan is also a federal loan that must be repaid. If a student is not eligible for the Subsidized Stafford Loan, as determined by the results of the FAFSA, an 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%.

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, or Computer 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. A student must qualify as an incoming freshman or transfer 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 (defined as at least 12 transferable credit hours per semester) prior to enrolling at Trevecca.

The academic scholarship awarded to an incoming 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.

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 holding the veteran's file. Further information is available from the University Director of Academic Records. Trevecca Nazarene University is a proud participant in the Yellow Ribbon Program. Students eligible for funding through the Yellow Ribbon Program should contact Diane Whetstone in Trevecca's Office of Financial Services.

Registration and Financial 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 and will register for the program, will pay the first semester tuition, will be introduced to campus technologies, and will be issued a parking sticker and a library card. Students who fail to register during this time must register during the regular business hours and pay a \$50 late registration fee.

Second, Third, and Fourth -Semester Registration

Registration forms for semester II, III, and IV will be distributed to each class.

Academic Policies

Graduation Requirements

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.
2. A student is to graduate under the terms of the BSCIT Program Catalog in effect at the time of his/her graduation or the one immediately preceding.
3. Based on a review of a student's transcripts, transfer credit may be awarded for IT courses in the core program. A minimum of 48 credit hours of the degree must be from courses taken at Trevecca. The core BSCIT courses and any courses that count toward the minimum 30 credit requirement for IT courses taken at Trevecca must result in a minimum grade of a C-. No minor or second major is required.
4. In addition to the 48 hours earned through the BSCIT 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. 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
 NOTE: A maximum of 24 hours can be earned through non-traditional methods.
5. Application for graduation must be made by the beginning of the final semester of classes.
6. 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.

7. 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.
8. After BSCIT Program completion, a student has six months to complete all requirements for the B.S. degree.
9. 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 and 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 Worksheets to the Office of Assessment 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 the Office of Assessment 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 the Office of Assessment by July 1 to have credit in the Office of Academic Records by August 12.

When a student begins the BSCIT Program, there is a three year limit on completing the degree. Students may petition the Directors of the Adult studies and the TICIT for an extension due to extenuating circumstances. The decision of the directors will be final.

Limitations of Student Load

Students are not permitted to take any additional coursework from Trevecca or other colleges while enrolled in the program, except by permission of the academic advisor. Students may take BSCIT or other adult studies electives during the program with the approval of their academic advisor. Students may request permission to take additional coursework when the BSCIT coursework is completed, by completing the transient coursework form prior to registration.

It is the student's responsibility to acquire approval from the 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 the Program

The last day to drop out of a course in progress with a grade of "W," is prior to the third week of class during regular business hours. If the student attends class or participates in the online class discussion 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 the BSCIT Program for the second time must be reinstated by the Adult Degree-Completion Admissions Committee if a third or subsequent reenrollment is desired. A fee of \$100 is charged for changing groups. The \$100 fee will officially hold a place in the BSCIT group requested but is not applied towards tuition.

Any student withdrawing from the 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 the MAS Office 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 a course by joining a later group, provided the group they select has space available. The repeat grade is the grade recorded as part of the G.P.A. 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 coursework is repeated with at least a grade of C-.

A student who receives an F in any course must immediately drop back to another group and retake the course unless special permission is given from the Director of the Trevecca Institute of Computer Information Technology and the Chair of the Department of Management and Adult Studies for the student to continue in his or her group. Students wishing to receive special permission to continue in their group must file a written appeal to their academic advisor within 10 days of the issuance of the grade report.

Students who receive a D in any course may continue in the program but must repeat the course with another group.

A student who receives two Fs, two Ds, or a combination of the two grades will be terminated from the pre-BSCIT or BSCIT Program (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 the program will be allowed to complete the course 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. If a satisfactory solution is not reached, the student should file a written appeal with their academic advisor to help solve the problem. The appeal to the academic advisor must be filed within 10 days of the issuance of the grade report. The Director of the Trevecca Institute of Computer Information Technology then has 10 days to consult with appropriate parties, including the Director of Academic Advising, 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 Management, who will render a final decision. The appeal to the Dean of the School of Business and Management must be filed within 30 days of the issuance of the grade report.

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 MAS Office and approved by the Dean of the School of Business and Management

Attendance

This program is highly concentrated. For that reason, there are no “free,” “automatic,” or “excused” absences. Over the course of the program, 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. 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 has accumulated 32 hours of absences, and again after 36 hours of 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 36 hours of absences 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. Attendance records are essential to comply with federal regulations and accrediting agencies. Arriving late 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 program director. Announcement of cancellation is sent to appropriate faculty and class representatives by 4:30 P.M. If class has not been cancelled by 4:30 P.M., students should report to class at 6:00 P.M.

If conditions change after 6:00 P.M., 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 MAS office.

Any variation from the class schedule outlined in the program calendar must receive prior approval from the MAS Chair or TICIT 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-	1.7
	D+	1.3
	D	1.0
Failing	D-	0.7
	F	0.0

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

Incomplete	I	Given for sickness or emergency reasons near end of module 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 module 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 vice president for academic affairs in the case of extenuating circumstances.
Withdraw Passing	WP	Granted for project thesis module to students who are up-to-date with PT requirements at the time they must withdraw from a group.
Withdraw Failing	WF	Given for project thesis module 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 last 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. BSCIT core coursework may not be taken by directed study.

Auditing Courses

With special permission from the TICIT program director, eligible students may audit BSCIT coursework. 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 cumulative 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.

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 course objectives, 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, program director, and vice president for academic affairs, who has the right to make a decision on whether or not to refer the matter to the Academic Council;
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;

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 worksheet, 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;
9. 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.

Graduating Awards

Phi Delta Lambda Award—Graduating student with highest cumulative GPA.

Division Award—Graduating student selected by the department for outstanding achievement; the highest award given.

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.

Who's Who Among Students in American Universities and Colleges Award—One graduating student from each of the classes selected by the students and faculty of each class.

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.

A student who behaves in a manner that detracts from the mission of the University will be dismissed from the BSCIT Program and prohibited from taking any BSCIT 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 a.m.; Wednesday communion services at 10:00 a.m.; and announced spiritual life forums or special studies on Monday evenings at 6:30. 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 A.M. to 7 P.M. Hot food is available at times designated by an *. The grill station is available from 1 P.M. to 4 P.M. The grill station serves items during dinner on Monday, Tuesday, Thursday, and Friday nights.

Cafeteria Hours (fall and spring semesters)

Monday—Friday	*Breakfast	7:00 A.M.--	9:00 A.M.
	*Lunch	11:00 A.M.--	1:15 P.M.
	*Dinner	5:00 P.M.--	7:00 P.M.
Saturday	*Brunch	11:00 A.M.--	12:30 P.M.
Saturday	*Dinner	4:30 P.M.--	5:30 P.M.
Sunday	*Cont Breakfast	8:00 A.M.--	9:00 A.M.
	*Lunch	12:00 noon--	1:00 P.M.
	*Dinner	4:30 P.M.--	5:30 P.M.

The Hub Hours (fall and spring semesters)

Monday—Friday	8:30 A.M.--	2:30 P.M.
	6:00 P.M.--	10:30 P.M.
Saturday Evening	6:00 P.M.--	10:30 P.M.
Wednesday and Sunday Evenings	8:00 P.M.--	10:30 P.M.

The Cube Hours (fall and spring semesters)

Monday—Friday 11:00 A.M.-- 1:00 P.M.

Bookstore

The TNU Bookstore is located on the first floor of the Jernigan Student Center. The hours of operation are Monday through Friday, 8:30 AM – 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	8:00am	–	12:00am
Friday	8:00am	–	6:00 pm
Saturday	10:00am	–	5:00pm
Sunday	2:00pm	–	5:00pm
	8:00pm		12:00am

Any changes in library 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

virtual chat reference:

<http://www.trevecca.edu/library/screens/ask.html>

Career Planning and Placement

The University offers career counseling 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 BSCIT students. Services in which you might be interested include:

- **Academic Support Services:** writing tutors are available by appointment to review students' papers and to provide assistance with grammar and mechanics; individualized instruction in mathematics, reading skills, vocabulary improvement, writing improvement, and assistance with study skills development. In addition, workshops dealing with such issues as time management, proofreading, and academic honesty are given throughout the year.
- **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.
- **Adult Student Advocate:** Mrs. Becky Headrick is your advocate at the university. Call her if you need assistance with any university issue. She can be reached at 248-1663.

Computer Lab

Trevecca has 3 computer labs that are located in the Center for Leadership, Calling, and Service, Boone Business Building, and the Mackey Building. During normal school semesters, lab hours are as follows:

Center for Leadership, Calling, and Service

Mon-Thu:	7:30 A.M.	to	10:00 P.M.
Fri-Sat:	7:30 A.M.	to	5:00 P.M.
Sun:	1:00 P.M.	to	5:00 P.M.

Boone Business Building

Mon-Fri:	7:30 A.M.	to	10:00 P.M.
Sat:	7:30 A.M.	to	5:00 P.M.
Sun:	CLOSED		

Mackey Building

Mon-Fri	7:30 A.M.	to	10:00 P.M.
Sat:	7:30 A.M.	to	5:00 P.M.
Sun:	CLOSED		

Technical support is available Monday, Tuesday, Thursday, and Friday from 7:30 A.M. to 10:00 P.M., Wednesday from 7:30 A.M. to 7:00 P.M., and Saturday from 7:00 A.M. to 4:00 P.M. with a call to the ITS Help Desk, 248-1223.

ITS keeps all labs open during the breaks and the summer. Students who need information about the schedule of lab hours during breaks and during the summer need to call the ITS Help

Desk, 248-1223, or check the schedule on the ITS website, <http://www.trevecca.edu/its/lab.schedule>.

If the Center for Leadership, Calling, and Service lab is closed, students are encouraged to use the computers available in the Waggoner Library.

MAS Drop Box

The MAS drop box is a receptacle located next to the MAS 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 MAS drop box does not guarantee acceptance of late work.

Class Representatives

One class representative from each group will be selected to:

1. Serve as a liaison between the group and the MAS 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 described by the class representative's job description;
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.

MAS Department Administration

JAMES T. HIATT, J.D.

Dean, School of Business and Management

ERIN ANDERSON, M.B.A.

Chair, Department of Management and Adult Studies; Director, Management and Human Relations Program

CANDIS THORNTON, M.A.

Assistant Director for MHR Academic Advising

GERRON SHOWALTER, B.S.

Assistant Director for Administration

MARCUS LACKEY, B.A.

MHR Admissions Counselor

PAM COSTA, M.A.

MHR Academic Advisor

JANNA WILLIAMS, B.S.

Assistant to the Director
Coordinator of Student Services, Volunteer State Community College
615-248-1555

JULIE RIGSBY, M.E.

Coordinator of Student Services, Motlow State Community College
1-800-654-4877 ext.1594

COLLEEN FARRELL, B.A.

Coordinator of Student Services, Columbia State Community College
931-540-2811

ANNETTA SYKES, M.A.

Coordinator of Student Services, North Central Institute, Clarksville, TN
931-431-2667

JOSEPH GARMON, B.S.

Coordinator of Student Services, Roane State Community College at the Cumberland Higher Education Center in Crossville, TN
931-456-9880

DARLA SANSOM, B.A.

Coordinator of Student Services, Columbia State Community College at the Williamson County Campus in Franklin, TN
615-336-9693

Other University Offices

PRESIDENT

Dan Boone, D. Min.

PROVOST

Stephen M. Pusey, Ph.D.

ASSOCIATE PROVOST AND DEAN OF ACADEMIC AFFAIRS

Carol Maxson, Ed.D.

ASSISTANT TO THE PROVOST

Phyllis Flannery, M.A.

DEAN, MILLARD REED SCHOOL OF RELIGION

Tim Green, Ph. D.

DEAN, SCHOOL OF BUSINESS AND MANAGEMENT

Jim Hiatt, J.D.

DEAN, SCHOOL OF ARTS AND SCIENCES

Lena Welch, Ed.D.

CHAIR, SOCIAL & BEHAVIORAL SCIENCES

Lena Welch, Ed.D.

DIRECTOR OF LIBRARY SERVICES

Ruth Kinnersley, M.L.S.

MAS DIVISIONAL LIBRARIAN

Priscilla F. Speer, M.L.S.

REGISTRAR

Becky Niece, M.A.

DEAN OF STUDENT DEVELOPMENT

Stephen A. Harris, M.S.

EXECUTIVE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

Mark Myers, M.B.A., C.P.A.

DIRECTOR OF FINANCIAL SERVICES

Chuck Seaman, M.B.A.

ASSISTANT DIRECTOR OF FINANCIAL AID

Eddie White, M.P.A.

B.S. Program Faculty

Teaching Faculty

ED ANTHONY, B.S., M.S., M.B.A., Sc.D.

TYCHON TABERNIK, M.S., M.B.A., Ph.D.

ANDREW BERRY, B.S, M.S

MICHAEL LEIH, B.A, M.S, Ph.D.

Additional University Services

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

SUBJECT	CONTACT	PHONE
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	Debbie Paul	248-1346
Admissions	Marcus Lackey	248-1529
Athletics (Intramurals/Games)	Fran Parham	248-1271
Attendance	Instructor/Academic Advisor	248-1529
Billing	Ciara Cunningham	248-1432
Books/Materials	Starr Perry	248-1542
Change of Address	Beverly Lee	248-1541
Chaplain	Tim Green	248-1386
Class Registration	Beverly Lee	248-1541
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	248-1236
Library Services	Waggoner Library	248-1214
MAS Department E-mail Address		management@trevecca.edu
MAS Department Web Page		www.trevecca.edu/mhr
MAS 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	Accounting Office	248-1315

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