



**MACON JUNIOR COLLEGE**

**CATALOG**

**1968-1969**

**ORIENTATION**

September 16-18, 1968

**FALL QUARTER REGISTRATION**

September 19-21, 1968

**APPLICATION MUST BE COMPLETED BY**

August 31, 1968

**DIRECTORY OF CORRESPONDENCE**

**ADMISSIONS, TRANSCRIPTS OF ACADEMIC RECORD**

Director of Admission and Registration

**FINANCIAL AID**

Dean of Students

**ACADEMIC AND SCHOLASTIC MATTERS**

Dean of Academic Affairs

**EXPENSES AND METHOD OF PAYMENT**

Comptroller

**GIFTS AND BEQUESTS**

President

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**BULLETIN OF MACON JUNIOR COLLEGE**

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Volume I

May, 1968

Number 1

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**MACON  
JUNIOR  
COLLEGE**

**CATALOG**

**1968-1969**

**CALENDAR  
GENERAL INFORMATION  
ADMISSION POLICIES  
AND PROCEDURES  
FEES AND EXPENSES  
ACADEMIC POLICIES  
STUDENT SERVICES  
AND ACTIVITIES  
ACADEMIC PROGRAMS  
COURSES OF INSTRUCTION**

## CALENDAR FOR 1968-69

### FALL QUARTER, 1968

August	31	Last day to apply for admission to Fall Quarter
September	16-18	Freshman orientation
September	19-21	Registration
September	23	Classes begin
September	23-25	Late registration
October	26	Mid-term
November	20	Final date for dropping a course
November	21-24	Thanksgiving holidays
December	9-11	Final examinations
December	16	Christmas recess

### WINTER QUARTER, 1969

December	12	Last day to apply for admission to Winter Quarter
January	2-4	Registration
January	6	Classes begin
January	6-8	Late registration
February	8	Mid-term
March	8	Final date for dropping a course
March	17-19	Final examinations

### SPRING QUARTER, 1969

March	1	Last day to apply for admission to Spring Quarter
March	21-22	Registration
March	24	Classes begin
March	24-26	Late registration
April	26	Mid-term
May	17	Final date for dropping a course
June	2-4	Final examinations

### SUMMER QUARTER, 1969

May	16	Last day to apply for admission to Summer Quarter
June	6	Registration
June	9	Classes begin
June	9-11	Late registration
July	4	Holiday
July	12	Mid-term
August	2	Final date for dropping a course
August	18-20	Final examinations

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# REGENTS, UNIVERSITY SYSTEM OF GEORGIA

244 WASHINGTON STREET, S.W.

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State at Large	William S. Morris, III.....	Augusta (January 5, 1967-January 1, 1974)
State at Large	Jack Adair.....	Atlanta (January 13, 1965-January 1, 1971)
State at Large	Roy V. Harris.....	Augusta (February 17, 1967-January 1, 1974)
State at Large	John A. Bell, Jr.....	Dublin (January 1, 1963-January 1, 1970)
State at Large	Carey Williams.....	Greensboro (January 1, 1962-January 1, 1969)
First	Anton F. Solms, Jr.....	Savannah (January 1, 1962-January 1, 1969)
Second	John I. Spooner.....	Donalsonville (January 8, 1968-January 1, 1975)
Third	T. Hiram Stanley.....	Columbus (January 13, 1965-January 1, 1972)
Fourth	H. G. Pattillo.....	Decatur (February 5, 1965-January 1, 1970)
Fifth	W. Lee Burge.....	Atlanta (January 8, 1968-January 1, 1975)
Sixth	James C. Owen, Jr.....	Griffin (February 5, 1965-January 1, 1971)
Seventh	James V. Carmichael.....	Marietta (January 19, 1966-January 1, 1973)
Eighth	John W. Langdale.....	Valdosta (January 13, 1964-January 1, 1971)
Ninth	James A. Dunlap.....	Gainesville (January 10, 1966-January 1, 1973)
Tenth	G. L. Dickens, Jr.....	Milledgeville (February 5, 1965-January 1, 1972)

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Jack H. Ragland, M.B.A., University of Georgia, C.P.A.....Comptroller

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## FACULTY

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EVELYN TOLER, M.A., University of Georgia  
Instructor of Mathematics

JAMES E. ZARANEK, M.S., West Virginia University  
Instructor of Mathematics

# I. GENERAL INFORMATION

## HISTORY

A thorough study of the actual and projected population growth of the Bibb County-Houston County area of central Georgia, and in particular the growth patterns of the age groups graduating from high school and entering college, led the staff of the Board of Regents of the University System of Georgia to recommend in June, 1965, that a community junior college be developed in that area "as soon as possible and hopefully to open in the Fall of 1968." In October of the same year the Board of Regents adopted a resolution approving the establishment of a college in Bibb County to be operated as a separate unit of the University System of Georgia.

The civic leadership and governmental officials of Bibb County immediately began the campaign for community support in compliance with Regents' policies requiring that funds for acquisition of a site, for its development, and for the construction of initial buildings be derived from local sources. The Bibb County Board of Commissioners held an election on May 31, 1966, through which the voters of that county approved, by a margin of approximately 4 to 1, the issuance of \$4,500,000 of bonds to provide funds for the above-mentioned purposes. Within a matter of days afterward a beautifully wooded, rolling site of 167 acres was officially selected and in late summer a contract was signed which transferred authority to the Board of Regents for the further development of this new college. Thus, Macon Junior College became the twenty-fifth institution of the University System of Georgia, and, as recommended by the staff in 1965, it will open in the Fall of 1968, owned and governed by the Board of Regents of the University System of Georgia.

## STATEMENT OF PURPOSE

Macon Junior College, as a community junior college, is charged by the Board of Regents to supply the instructional resources necessary to meet the educational needs of the seven-county area of Bibb, Crawford, Houston, Jones, Monroe, Peach, and Twiggs through the first two years of college-level work.

Dedication to teaching on the part of its faculty, as well as the ability to teach, and the desire to learn on the part of its students, as well as the ability to learn, are essential ingredients of the environment which Macon Junior College hopes to create and maintain. The College will enlist the talents of intellect and leadership of its faculty and its stu-

dents, in addition to those of its officers, in its continuing search for the best way in which to bring the resources of all to bear on the problems of learning.

The primary objective of Macon Junior College in assuming its responsibility in the community is to guide its students to a level of understanding which not only prepares them to assimilate knowledge but to use it in the pursuit of truth and in the service of mankind.

The channels through which its objectives are pursued include—

- College Transfer Programs*—the first two years of regular college studies provided at a level of quality sufficient to assure the student transferring to a senior college or university that he is as well-prepared for upper division study as his counterpart who attended the senior institution for his freshman and sophomore work.
- Occupational Programs*—two years of a combination of regular college courses and employment-oriented courses designed specifically for the occupational objective of the program.
- Continuing Education Programs*—non-credit courses, including short courses and conferences, offered in response to the expressed interests of the adults in the community. Typical examples include art and music appreciation, world affairs, agricultural management, selective buying, investments, food preservation, etc.
- Developmental Programs*—non-credit courses designed to assist potential college students in overcoming specific academic weaknesses. A student will often be advised to take some regular college courses along with a developmental course, depending upon the extent of his academic weaknesses.
- Cultural Programs*—insofar as possible concerts, lectures, forums, dramatic presentations, debates, art shows, exhibits and the like will be open to the public as a means of enhancing the cultural values of the community.

### ACCREDITATION

Macon Junior College is listed by the Southern Association of Colleges and Schools as a Correspondent. According to the Southern Association "Correspondent is a classification of collegiate institutions which have given evidence of sound planning and the resources to implement these plans, have indicated their intent to work toward accreditation, and appear to have the potential of attaining this goal." The College will continue to work toward accomplishing this objective at the earliest

possible date. Meanwhile, however, its credits will be accepted by all institutions within the University System of Georgia. Acceptance of its credits by colleges and universities outside of the System is a recognized prerogative of those institutions, a prerogative applicable to a student transferring from any institution.

## DEGREE PROGRAMS

Macon Junior College offers two-year, college transfer programs leading to the following degrees:

*Associate in Arts* with a concentration in Art, English, French, History, Music, Philosophy, Political Science, Psychology, Sociology, or Spanish.

*Associate in Business Administration* for a student interested in pursuing the bachelor's degree in Accounting, Business Administration, Economics, Management, or Marketing.

*Associate in Science* with a concentration in Biology, Chemistry, Mathematics, or Physics.

A two-year, occupational program in dental hygiene will be offered leading to the Associate in Science in Dental Hygiene.

## FACILITIES

The campus lies between Columbus Road (Highway 80) and relocated Highway 80, immediately west of Interstate Highway 475. Seven buildings should be ready for occupancy when the College opens. These include the library, the lecture hall complex, the science building, the physical education building, the classroom building, the central utilities building, and the maintenance building.

The library will initially serve as a multipurpose facility, housing the functions ultimately to be distributed among the library, the student center, and the administration building. Thus, one will find in it the bookstore, facilities for student organizations and publications, snack bar and dining hall, and administrative offices, as well as the usual library functions. An initial library of approximately 10,000 volumes has been projected as the basic requirement of Macon Junior College at its opening. The library will be a two-story building of 47,386 sq. ft.

The lecture hall complex is a hexagonally shaped building containing six lecture rooms, two of 144-student capacity, two of 96-student capacity, and two of 48-student capacity. From a central core the aural and visual aids desired in support of a lecture can be provided for any one or all six of these lecture rooms. A backscreen projection system will be utilized in which the film or slide projector, mounted in the central core, will

project to the backside of a ground glass screen mounted in the front of the lecture room and controlled by the lecturer from the front of the classroom. This facility will permit utilization of the most modern instructional tools as supplements to lectures and small group discussion.

The science building contains well-equipped laboratories required for freshman and sophomore instruction in biology, chemistry and physics. In addition it provides office space for thirty faculty members, two division chairmen, and the clerical help necessary to support them. It is a building of slightly over 20,000 sq. ft.

The classroom building is a facility of approximately 20,000 sq. ft. providing office space for twenty-four faculty members, two division chairmen, and clerical staff. It contains thirteen classrooms, and, in addition, laboratories for engineering drawing, art and accounting.

The physical education building provides the usual facilities for instruction, dressing rooms and locker storage for students, and office space for faculty and clerical staff. Several tennis courts and an outdoor basketball court will be available when the College opens. Long range plans call for a gymnasium and swimming pool.

The central utilities building and the maintenance building complete the picture for the first phase of construction. The central utilities plant will provide the hot water and chilled water required for heating and air-conditioning of all buildings on the campus.

Future plans call for a student center, a second classroom building, a second science building, a second lecture hall complex, an administration building, and, as mentioned earlier, a gymnasium and swimming pool. The second classroom building has already been authorized by the Board of Regents. Construction should begin about midyear, 1968.

All buildings in the initial phase are built on a so-called 5 by 5 module. This means that practically any interior wall can be dismantled and moved easily in either direction in increments of 5 feet. This provides a degree of flexibility which modern school construction demands with the rapid changes that are taking place in teaching practices, primarily those employing the supplemental aural and visual aids. It provides for adjustment also in such things as classroom sizes, office sizes, arrangement of space, corrections for imbalances in the distribution of space between offices, conference rooms, small, medium and large classrooms, etc.

## II. ADMISSION POLICIES AND PROCEDURES

### ADMISSION POLICIES

The College encourages all interested students to apply who believe themselves prepared to pursue a college-level program of study.

The College reserves the right to require any applicant for admission to take whatever achievement and aptitude tests it judges appropriate for the proper placement of its students.

The College reserves the right of all final decisions concerning admission, assignment of credit for prior work, and the determination of academic class status.

The College reserves the right also to reject the application of any applicant who is not a *legal resident* of the State of Georgia (legal resident is defined later in this section of the catalog).

### BEGINNING FRESHMAN STUDENTS

An applicant for admission to credit courses should be able to demonstrate scholastic competence as evidenced by graduation from an accredited high school with an average of C or better, or an equivalency certificate approved by the State Department of Education. The prospective student must also have provided the College with his scores on the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board (CEEB). For application forms, time and place of administration, and other pertinent information concerning the SAT, please contact your high school counselor or principal, or write to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.

### TRANSFER STUDENTS

Any student with a satisfactory record from an accredited college, university, or extension center may apply for advanced standing in a program of study at this College. Official transcripts of *all* previous college work must be supplied to the Office of Admissions and Registration before transfer of credit will be allowed. Failure to report on the application form previous attendance at any institution of higher education constitutes fraudulent enrollment and may result in loss of credit for all courses taken subsequently at Macon Junior College. The College will accept a maximum of 45 quarter hours of transfer credit toward the associate degree. No course passed with a grade less than C will be accepted for transfer credit and applied toward the associate degree.

## **ADVANCED STANDING**

A student may request to be examined for the content of any course offered at Macon Junior College. He will be allowed a maximum of 30 quarter hours of credit for work passed in this manner. The student is cautioned against viewing this as a short-cut to course credit. It is expected that far more outside work will be required to gain credit for a course by this system than by the usual system of class attendance. This option is open to qualified high school students as well as those currently enrolled in the College.

## **TRANSIENT STUDENTS**

Any student regularly enrolled in an accredited college may apply for temporary registration. An applicant for admission as a transient student must present a statement from the dean or registrar of the institution that he last attended recommending his admission as a transient student.

## **STUDENTS WITH INSUFFICIENT ACADEMIC PREPARATION**

All college courses are developed on the premise that students will have an educational foundation which has adequately prepared them to grasp the essentials requisite to learning a given course content. Some entering students will find that they do not have the preparation required in certain courses and in that event will be required to make up such deficiencies generally through the completion of non-credit remedial course work specific to the credit course program. A student weak in either English or mathematics will be encouraged to take regular credit courses along with developmental work in the subject in which he is weak. A student who must take both developmental English and mathematics will be encouraged to limit his work to these two courses until his weaknesses are overcome.

## **LEGAL RESIDENTS**

According to the policies of the Board of Regents of the University System of Georgia an applicant is a legal resident of the State under the following circumstances:

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon a showing by him that his supporting parent or guardian has been legally domiciled in Georgia for a period of at least twelve

months immediately preceding the date of registration or re-registration.

2. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of appointment, and then only upon proper showing that such appointment was not made to avoid the payment of the non-resident fee.
3. If a student is over 21 years of age, he may register as a resident student only upon a showing that he has been domiciled in Georgia for at least twelve months prior to the registration date. Any period of time during which a person is enrolled as a student in any educational institution in Georgia may not be counted as a part of the twelve months' domicile and residence herein required when it appears that the student came into the State and remained in the State for the primary purpose of attending a school or college.
4. A full-time faculty member in an institution of the University System, his wife, and minor children may register for courses on the payment of resident fees, even though the faculty member has not been in residence in Georgia for a period of twelve months.
5. If the parents or legal guardian of a minor changes residence to another state following a period of residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve months' period the student may continue his registration only upon the payment of fees at the non-resident rate.
6. Military personnel stationed in Georgia, and their dependents, may become eligible to enroll in institutions of the University System as resident students provided they file with the institution in which they wish to enroll the following materials:
  - (a) A statement from the appropriate military official as to the applicant's "home of record";
  - (b) Evidence that applicant, if under 21 years of age, is eligible to vote in Georgia;
  - (c) Evidence that applicant, if under 21 years of age, is the child of parents who are eligible to vote in Georgia;
  - (d) Evidence that applicant, or his parents filed an income tax return in Georgia during the preceding year;

- (e) Other evidence showing that a legal domicile has been established in Georgia.
- 7. Foreign students who attend institutions of the University System under the sponsorship of recognized civic or religious groups may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
- 8. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a Declaration of Intention to become a citizen of the United States shall have the same privilege of qualifying for resident status for fee purposes as has a citizen of the United States.
- 9. Teachers in the public schools of Georgia and their dependents may enroll as students in the University System institutions on payment of resident fees, when it appears that such teachers have resided in Georgia for nine months, that they were engaged in teaching during this nine months' period, and that they have been employed to teach in Georgia during the ensuing school year.
- 10. In the event that a woman who is a resident of Georgia and who is a student in an institution of the University System marries a non-resident of the State, the woman will continue to be eligible to attend the institution on payment of resident fees, provided that her enrollment is continuous.
- 11. If a woman who is not a resident of Georgia marries a man who is a resident of Georgia, the woman will not be eligible to register as a resident student in a University System institution until she has been domiciled in the State of Georgia for a period of twelve months immediately preceding the date of registration.

### **PROCEDURE FOR ADMISSION**

- 1. Request an application form from the Office of Admissions and Registration. Complete and return it at the earliest possible date.
- 2. An official transcript of your high school record should be requested from the Principal's office and sent directly to the College from the high school.

3. An applicant who is not a graduate of an accredited high school should send to the Office of Admissions and Registration a Georgia State Department of Education Equivalency Certificate or evidence of passing such an equivalency examination.
4. Result of the SAT should be sent directly to the Office of Admissions and Registration.
5. Transfer students should have transcripts of *all* college work sent directly to the Office of Admissions and Registration.
6. The completed application, including SAT scores and high school transcripts for a beginning freshman, transcripts of all college work for transfer students, must be received in the Office of Admissions and Registration *no later than 20 days prior to registration*.
7. The applicant will be notified of his eligibility for admission as quickly as it can be ascertained from the information contained in his completed file.
8. Upon notification of eligibility status, the student will receive information and direction for registration which should be explicitly followed. Any questions concerning admission should be directed to the Office of Admissions and Registration. Please do not hesitate to ask questions on any point that needs further clarification.

### **III. FEES AND EXPENSES**

All fees are payable at the time of registration for each quarter. Payment may be made in cash or by check. If a check given in payment of fees, books, or supplies is not paid upon presentation to the bank on which it was drawn, the student's registration will be cancelled. He will then be charged the maximum service charge for late registration before he is permitted to re-register. Fees and charges are subject to change at the end of any quarter.

#### **APPLICATION FEE**

Macon Junior College does not charge an application fee.

#### **MATRICULATION FEE**

Enrollment cost of a student registering for twelve or more credit hours will be \$70.00 per quarter. Students registering for fewer than twelve credit hours will be required to pay a matriculation fee of \$6.00 per credit hour.

#### **NON-RESIDENT TUITION**

Students who are non-residents of Georgia and who register for twelve or more credit hours will be required to pay a tuition of \$75.00 in addition to the matriculation fee. (See Section II, Page 13 for definition of non-resident student). Non-resident students registering for fewer than twelve credit hours will be required to pay \$6.00 per credit hour in addition to the matriculation fee.

#### **STUDENT ACTIVITY AND SERVICE FEE**

Each student will be assessed \$10.00 per quarter to finance all extra-curricular college expenses, such as publications, recreation, guest artists and lecturers, etc.

#### **LATE REGISTRATION FEE**

Students who do not register and pay fees at the time designated for registration will be charged a late registration fee of \$5.00 for the first day after registration, plus \$3.00 for each additional day thereafter.

#### **COST OF TRANSCRIPTS**

Any student requesting a transcript of his grades will be provided one transcript free of charge, but will be charged \$1.00 for each additional transcript.

## GRADUATION EXPENSE

Each graduating student will be requested to pay an additional fee of \$10.00 at the beginning of his final quarter to cover the expense of a diploma and the use of cap and gown.

## FEE REFUNDS

Students who withdraw of their own volition from the college may be refunded a portion of the matriculation and non-resident fees at the following rate:

<i>Withdrawal Petition</i>	<i>Percent Refund</i>
First week following registration.....	80
Second week following registration.....	60
Third week following registration.....	40
Fourth week following registration.....	20

There will be no refunds after the end of the fourth week of classes. Petition for withdrawal must be submitted to the Dean of Students' office and forms for withdrawal may be obtained from that office.

## IV. ACADEMIC POLICIES

The unit of credit in the University System of Georgia is the quarter hour. It represents 50 minutes of class work per week for one quarter, or its equivalent. A laboratory of two or three clock hours per week earns one credit hour. Studio work is normally equated similarly. The courses of instruction listed in the final section of the catalog designate the credit hours and clock hours of each course.

### CLASSIFICATION OF COURSES

Within the University System of Georgia courses are numbered according to the level at which they are normally scheduled.

Non-credit	.....	0- 99
Freshman	.....	100-199
Sophomore	.....	200-299

A student is occasionally permitted to take a course numbered 200-299 while a freshman, or a course numbered less than 200 while a sophomore. Generally, however, an attempt is made to schedule a student's program of study in accordance with this numbering system.

### CLASSIFICATION OF STUDENTS

#### *According to Work Completed*

Students are classified as freshman or sophomores depending upon the number of quarter hours of work successfully completed.

Freshman	.....	0-45 quarter hours
Sophomore	.....	46-90 quarter hours

#### *According to Load*

Students are classified as part-time, full-time or auditors depending upon the number of quarter hours of work in which they are enrolled for credit in a given quarter.

**Part-time:** Less than 12 quarter hours. A student working full time is encouraged to restrict his load to no more than two courses.

**Full-time:** 12 quarter hours or more. A normal load is 14-16 quarter hours. A load in excess of 19 quarter hours must be approved by the Chairman of the Division.

**Auditor:** A student may be permitted to register for a course for no credit with the permission of the instructor and the Chairman of the Division concerned. The audit fee is the same as the matriculation fee for a part-time student.

## GRADING SYSTEM

The grading system for all institutions of the University System of Georgia is as follows:

<i>Letter Grade</i>	<i>Numerical Span</i>	<i>Quality Points per Quarter Hour</i>
A	90-100	-----4
B	80- 89	-----3
C	70- 79	-----2
D	60- 69	-----1
F	Below 60	-----0
I	Incomplete—This grade indicates that a student was unable to complete a course for reasons beyond his control. An I automatically becomes an F if not removed by end of the next quarter of matriculation in which the course is offered. Neither credits nor quality points are earned until a course is completed.	
AU	Audit—Neither credits nor quality points are earned in a course audited.	
W	Withdrawal from a course while passing (see subsequent section on Program Changes).	
WF	Withdrawal from a course while failing (see subsequent section on Program Changes).	

## ACADEMIC ADVISEMENT

A student is encouraged to select a major field of study as soon as his ultimate educational objectives are clear to him. The faculty stands ready to advise him both before and after he makes his selection. The student should seek the advice of the Chairman of the Division in which his major field of study lies or in which his general interests lie. Each student will be assigned to a faculty adviser who will help to plan the student's program according to his interests and abilities, his academic achievement and aptitude.

Most faculty advising will take place prior to registration. A beginning freshman will be advised during the orientation period. Continuing students will be advised toward the end of each quarter in preparation for registration for the succeeding quarter. A student should feel free to consult with his faculty adviser on academic matters at any time.

## PROGRAM CHANGES

A beginning student is often undecided about his career objectives. The faculty and counseling staff of Macon Junior College will work closely with a student in an effort to arrive at the academic program appropriate to his interests and abilities. However, as the student experiences the various courses included in his program he may feel, for a variety of reasons, that a course change or even a change of program is advisable. There is no penalty in either case, but the student and his advisers are expected to plan each quarter's work with such care that course changes are unnecessary after a student has registered for a given quarter. Regardless of the care exercised changes are occasionally justified and are permitted under the following guidelines:

### *Adding a Course for Credit.*

With approval of the Chairman of the Division in which he is registered a student may add a course provided the addition is completed and filed in the Office of Admissions and Registration prior to the third hour of instruction in the course.

### *Dropping a Course*

With approval of the Chairman of the Division in which he is registered a student may drop a course without officially recording the drop provided the drop is completed and filed in the Office of Admissions and Registration prior to the fifth hour of instruction in the course. A student withdrawing from a course between the fifth hour of instruction and mid-term will be assigned a *W*. A student withdrawing from a course after mid-term will receive a *W* or *WF*, the former if passing, the latter if failing. No course may be dropped during the last two weeks of instruction prior to final examinations.

### *Change of Section*

Section changes are permitted only when a student, repeating a course he has failed, finds himself assigned to the instructor under whom he failed the course.

## WITHDRAWAL FROM THE COLLEGE

With the approval of the Chairman of the Division in which he is enrolled a student may withdraw from the College without having grades recorded in those courses for which he is registered at the time of his resignation, provided that his resignation is completed before mid-term. A student who resigns or is dropped by the College after mid-term and before the final date for resigning as indicated in the College calendar will receive grades of *W* or *WF* in each course unless his resignation is caused by illness or other extenuating circumstances, as determined by the Chairman of the Division in which he is enrolled. A student with-

drawing or dropped by the College after the final date for resigning will be assigned grades of *I* or *F*.

### GRADE POINT AVERAGE

A student's Grade Point Average (GPA) is calculated by dividing his total quality points by the quarter hours of credit in which they were earned. For example, if in a given quarter he made all *A*'s he would have a GPA of 4.0, all *B*'s would yield a GPA of 3.0, and all *C*'s a GPA of 2.0. If he took 4 courses of 4 credits each and made an *A*, a *B*, a *C*, and a *D* his GPA would be calculated as follows:

Quality Points x Credit Hours = Total Quality Points

4.0	x	4	=16
3.0	x	4	=12
2.0	x	4	= 8
1.0	x	4	= 4
			<hr style="width: 100%; border: 0.5px solid black;"/> 40

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credit Hours}} = \frac{40}{16} = 2.5$$

A GPA of 2.5 lies midway between a *C* and a *B*.

### MINIMUM ACADEMIC STANDARDS

A cumulative GPA of 2.0, or *C*, is the minimum standard of progress toward graduation or transfer. In an effort to give a student every reasonable chance to satisfactorily complete the two-year associate degree program Macon Junior College will apply the following minimum standards:

#### *Scholastic Warning*

A student will be placed on scholastic warning if his GPA for any quarter falls below 1.5. There is no official penalty for being warned.

#### *Scholastic Probation*

A student will be placed on scholastic probation if he fails to make a GPA of 2.0 in the quarter subsequent to receiving scholastic warning. A student will also be placed on scholastic probation who has accumulated:

45 credits and a GPA less than 1.75.

60 credits and a GPA less than 1.80.

75 credits and a GPA less than 1.90.

### *Scholastic Dismissal*

A student will be dismissed if he fails to make a GPA of 2.0 in the quarter subsequent to being placed on scholastic probation. A student dismissed for scholastic reasons may not re-enroll before the expiration of one full academic quarter. He must make application for readmission not later than 30 days prior to registration for the quarter to which he seeks readmission. A student who has been scholastically dismissed a second time will not be readmitted.

### **ACADEMIC HONORS**

A student making a GPA of 3.5 in a given quarter will be included on the Dean's List for that quarter. A student who makes the Dean's List for at least four quarters and completes the associate degree program with an overall average of 3.5 will be designated a Dean's Scholar and will graduate with honors.

### **RESIDENCE, CORRESPONDENCE AND EXTENSION CREDIT**

A minimum of 45 quarter hours of credit must be taken in residence at Macon Junior College to earn the associate degree. A student must be in residence as he earns his final 30 quarter hours of credit. Not more than 45 quarter hours may be earned by correspondence or extension.

## **V. STUDENT SERVICES AND ACTIVITIES**

As a complement to the services offered by the faculty through the instructional program of the College, the Office of the Dean of Students administers several important programs. Although these programs are often categorized as non-academic, they are considered by the staff of Macon Junior College to be an integral part of the total program of the College. Each program contributes in one way or another to the student's extracurricular life on campus and all are designed to meet some basic need or interest of the student beyond that of direct instruction.

### **ORIENTATION**

New freshmen are required to attend a series of events prior to registration designed to familiarize them with all facets of the College's operation. These events include introduction of administrative officials and faculty, review of regulations, description of student activities, and a tour of facilities. Placement examinations are given during this period to help determine the appropriate course levels in English, foreign languages, and mathematics at which a student should begin study of those subjects. A student may gain advanced placement with sufficiently high scores, and a student scoring low may enhance his chances of ultimate success by enrolling in the appropriate developmental courses. The orientation period is also used by the student and his faculty adviser to work out a program of study for the quarter about to begin.

### **COUNSELING SERVICES**

While the faculty stands ready to advise a student regarding his academic program there are occasions when the student needs the assistance of well-trained professionals. The services of such professionals are available to the student in the Office of Counseling Services upon the request of the student or by referral. The services of this office can be helpful to a student who is undecided about his educational and vocational objectives, to one who needs advice in planning for effective utilization of the time he spends studying, and to others whose efficiency is reduced by personal problems. For effective counseling vocational aptitude tests, achievement tests, and other tests are sometimes recommended. The results are interpreted to the student in private conference, and he is advised of appropriate action in light of the results. These services are available to the student at no cost, and the records maintained in this office are held in strict confidence.

## STUDENT CONDUCT

Only through the maintenance of a high sense of ethics can educational excellence be achieved. To this end the faculty, administration and staff are dedicated to serve in the best interest of the student and thereby the College. The rules of this College will be limited in number and general in nature serving to clarify the rights and responsibilities of the individual and the College and not to serve as infringements of the academic prerogatives of either.

The student at Macon Junior College is expected to act as a mature and responsible member of the College community and of the community at large. Neither academic dishonesty nor an abridgement of the rights of other students in their pursuit of educational goals will be tolerated. Any breach of these basic standards will be considered as grounds for dismissal from the College.

A violation of the rules of honesty such as cheating, plagiarism or falsification of any scholastic work or record, or the countenance of such behavior, will reflect discredit on the individual in question and on the College as a whole. Offenders are subject to dismissal from the College. Individual or collective conduct which interferes with the normal administrative, instructional, and other official business of the College infringes upon the rights of other students to pursue their educational objectives at the qualitative level characteristic of the institution. Such conduct will result in dismissal of the offender(s). These standards are not meant to be totally inclusive in terms of all specific situations which act to dishonor the student and his College but instead are intended to be comprehensive in terms of those principles of behavior which protect the integrity and honor of the scholarly institution. Persons acting in violation of these principles are subject to dismissal from this College pending a review by the Committee on Standards of Conduct.

## STUDENT ACTIVITIES AND ORGANIZATIONS

The College will conduct a variety of extracurricular activities to enrich the educational experience of the student. All registered students are encouraged to participate in the activities and organizations of his choice. These will include student government, social activities, student publications, honorary organizations, and professional organizations.

### *Student Government:*

During the first quarter of operation the Dean of Students and the Committee on Student Affairs will select a group of students to work with them in the development of a set of bylaws to guide the election of student body officers and in accordance with which its student council will function. It is expected that the students of Macon Junior College will elect their first student body officers before the end of the first year.

### *Social Activities:*

The social activities of the student body of Macon Junior College will be conducted through the Office of the Dean of Students and will be sponsored by the student council and by honorary and professional student organizations in accordance with the bylaws of the student council.

### *Student Publications:*

It is expected that a College newspaper and a College annual will be published by the students of Macon Junior College under the supervision of a faculty adviser responsible to the Dean of Students.

### *Student Organizations:*

It is expected that a number of honorary, professional, and service organizations will emerge in the early years of the College's operation, and the bylaws of the student council will provide guidelines for their establishment. All student organizations will be conducted through the Office of the Dean of Students.

## **FINANCIAL AID**

Students in need of supplementary financial aid should apply to the Office of the Dean of Students. Financial aid is frequently available to full-time students in the form of scholarships, grants, and loans.

## **STUDENT EMPLOYMENT**

The Office of the Dean of Students will maintain a list of part-time jobs available to students on-campus and in the Macon area. A scholastic average of at least 2.0 must be maintained if a student is to fill a part-time position under College sponsorship.

## **VETERANS**

A former service man of the United States Armed Forces with an honorable discharge should apply for his Certification of Eligibility and Entitlement from the Veterans Administration. Receipt of his certification will advise the veteran of his educational rights, privileges and benefits under the public law which applies to him. War orphans may also be eligible for educational benefits and should check with the Veterans Administration Office in their region. Veterans should apply for admission to this College under regular admissions procedure. Upon presentation of honorable discharge papers to the Registrar, the veteran will be exempt from courses in Health and Physical Education.

## **HOUSING**

As a commuter college, no dormitories, residence halls, fraternity or sorority houses are available nor does the College sponsor any off campus housing. However, assistance in locating a suitable dwelling may be given by the Office of Student Services.

## VI. ACADEMIC PROGRAMS

Macon Junior College, as a member institution of the University System of Georgia, has worked closely with the other members of the System in developing a Core Curriculum of six quarters in practically all of the major fields of study in which a student might choose to pursue the baccalaureate degree. Credits earned with a grade of C or better as a part of the programs presented in this section will transfer to any institution within the University System of Georgia and apply toward the baccalaureate degree in the same program. Private institutions in Georgia and both public and private institutions outside of the state are free to exercise their prerogatives in the transfer of credit. A student is advised to familiarize himself with the transfer policies of any such institution to which he plans ultimately to transfer.

As a result of extensive study within the University System the following Core Curriculum has been adopted by all member institutions.

### CORE CURRICULUM

<i>Areas of Study</i>	<i>Minimum Quarter Hours Required</i>
I. Humanities, including, but not limited to, grammar and composition and literature .....	20
II. Mathematics and the natural sciences, including, but not limited to, mathematics and a 10-hour sequence of laboratory courses in the biological or physical sciences .....	20
III. Social sciences, including, but not limited to, history and American government .....	20
IV. Courses appropriate to the major field of the student	30
<b>Total</b>	<b>90</b>

(Military and physical education requirements are to be over and above the core curriculum requirement of 90 quarter hours.)

Within the areas of study mentioned above Macon Junior College plans to offer courses<sup>1</sup> in many of the traditional disciplines:

<b>I. Humanities</b>  Art English French Music Philosophy Spanish	<b>II. Mathematics and Natural Sciences</b>  Biology Chemistry Mathematics Physics	<b>III. Social Sciences</b>  History Political Science Psychology Sociology Economics
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<sup>1</sup>A complete list of courses is included in a subsequent section of the catalog.

In addition to the courses offered in the traditional disciplines of English, history, mathematics, etc., Macon Junior College will devote a considerable amount of time and effort toward the development of interdisciplinary courses or sequences of courses within an area of study or across two or more areas of study. For example, courses in literature, art, music, and philosophy can be integrated into a sequence with an entirely different objective than those of individual courses in each of these fields. Cultural Science, a three-course sequence in the social sciences, is planned as the first interdisciplinary sequence to be offered by Macon Junior College. The courses included in this sequence will be applicable to the requirement of 20 quarter hours of work in the social sciences area. Any interdisciplinary courses developed in the future will apply similarly to the requirements of the core curriculum.

All of the regular classes at Macon Junior College will be scheduled on Monday, Tuesday, Thursday, and Friday. Wednesday will be used for the scheduling of special programs of general interest to the student body, the faculty, and the public. Responsibility for these special programs will be rotated from quarter to quarter among the faculties of Humanities, Sciences, Social Sciences, and Business and Economics. The content of these special programs will relate immediately to contemporary issues and ideas which concern our American culture. A student may earn one credit for each quarter of participation in these programs and he is required to earn at least three such credits. These credits will also apply toward the requirements of the core curriculum.

### **THE DIVISION OF BUSINESS AND ECONOMICS**

The faculty of the Division of Business and Economics offers courses in Accounting and Economics leading to the Associate in Business Administration. Completion of the recommended program of study at Macon Junior College will prepare a student for work toward the bachelor's degree in accounting, economics, finance, business administration, management, marketing, and real estate and insurance. The detailed curriculum which follows is offered as a guide to the student and his adviser in preparing a schedule of the work that must be completed for the associate degree. The program is flexible, and, within the rules and regulations outlined in earlier sections of the catalog, the student is free to make adjustments to fit his individual abilities and the time available to him for study. He should consult with his adviser when considering such an adjustment.

## CURRICULUM GUIDE FOR ASSOCIATE IN BUSINESS ADMINISTRATION

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	*Humanities Elective	4
Economics 105	4	Economics 106	4	Economics 133	4
History 100	4	Political Science 101	4	Mathematics 100	4
Contemporary Culture	1	Contemporary Culture	1	Contemporary Culture	1
Library Science	1	Physical Education	1	Physical Education	1
Physical Education	1				
	15		14		14
Accounting 201	4	Accounting 202	4	Cultural Science 202	4
Mathematics 235	4	Laboratory Science		Laboratory Science	
*Humanities Elective	4	Elective	5	Elective	5
Cultural Science 101	4	Cultural Science 201	4	Sociology 105	4
Physical Education	1	Elective	4	*Humanities Elective	4
	17	Physical Education	1	Physical Education	1
			18		18

Total Hours: 96

\*Humanities elective—Students must schedule English 103 or 201 and two courses from the following subject fields: art, music, philosophy.

## THE DIVISION OF HUMANITIES

The faculty of the Division of Humanities is responsible for instruction in Art, English, French, Music, Philosophy, and Spanish leading to the Associate in Arts with a concentration in each of these major fields. Detailed curricula, on a quarter by quarter basis, are provided below as a guide to the student through his two years at Macon Junior College. These should not be construed as inflexible, but in most instances the curriculum represents the surest path toward completion of requirements in the shortest possible time. A student is free to alter his program as the need arises and after he has consulted with his faculty adviser, within the rules outlined in earlier sections of this catalog.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN ART

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	English 103 or 201	4
Art 120	4	Art 130	4	Art 140	4
*Elective	5	History 100	4	Mathematics Elective	4
Library Science	1	*Elective	5	Cultural Science 101	4
Contemporary Culture	1	Physical Education	1	Physical Education	1
Physical Education	1				
	16		18		17
Political Science 101	4	*Elective	5	*Elective	5
Art 216	4	Cultural Science 201	4	Cultural Science 202	4
Art 280	4	Art 217	4	Art 218	4
Science Elective	4-5	Art 281	4	†Humanities Elective	4
Physical Education	1	Contemporary Culture	1	Contemporary Culture	1
	17-18	Physical Education	1	Physical Education	1
			19		19

Total Hours: 102-103

\*Elective—Foreign language (10 hours) or laboratory science (10 hours). A student placing at the level of language 103 should schedule courses 103 and 104 in the first two quarters, and schedule his laboratory science in his last two quarters. A student who places at the level of language 101 should take his laboratory science in his first two quarters and defer beginning language 101 until his fifth quarter.

†Humanities elective—Students are required to take music or philosophy.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN ENGLISH

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	English 201	4
Political Science 101	4	History Elective	4	Social Science Elective	4
*Elective	5	*Elective	5	Mathematics Elective	4
Library Science	1	Contemporary Culture	1	Cultural Science 101	4
Contemporary Culture	1	Physical Education	1	Physical Education	1
Physical Education	1				
	16		15		17
English 202	4	*Elective	5	*Elective	5
†Humanities Elective	4	Elective	4	Elective	4
Science Elective	4-5	English Elective	4	†Humanities Elective	4
Cultural Science 201	4	Cultural Science 202	4	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	17-18		18		15

Total Hours: 98-99

\*Elective—Foreign language (10 hours) or laboratory science (10 hours). A student placing at the level of language 103 should schedule courses 103 and 104 in the first two quarters, and schedule his laboratory science in his last two quarters. A student who places at the level of language 101 should take his laboratory science in his first two quarters and defer beginning language 101 until his fifth quarter.

†Humanities elective—Students must choose eight hours of credit from two of the following: art, music, philosophy.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN FOREIGN LANGUAGE

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	English 201	4
Political Science 101	4	History 100	4	Mathematics Elective	4
†Foreign Language 103	5	Foreign Language 104	5	Foreign Language 106	4
Library Science	1	Contemporary Culture	1	Cultural Science 101	4
Contemporary Culture	1	Physical Education	1	Physical Education	1
Physical Education	1				
	16		15		17
*Humanities Elective	4	Science Elective	5	Science Elective	5
Foreign Language 201	4	Foreign Language 202	4	*Humanities Elective	4
Science Elective	4-5	Elective	4	Elective	4
Cultural Science 201	4	Cultural Science 202	4	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	17-18		18		15

Total Hours: 98-99

\*Humanities elective—Students must choose eight hours of credit from two of the following: art: music, philosophy.

†A student who is not prepared to begin his language study with course 103 will start with either course 101 or 102, as determined by examination.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN MUSIC

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
Music 130 (A)	2	Music 130 (B)	2	Music 130 (C)	2
Music 180 (A)	2	Music 180 (B)	2	Music 180 (C)	2
Music 101 (A)	1	Music 101 (B)	1	Music 101 (C)	1
*Elective	5	*Elective	5	Mathematics Elective	4
English 101	4	English 102	4	English Elective	4
Political Science 101	4	History 100	4	Cultural Science 101	4
Physical Education	1	Physical Education	1	Physical Education	1
	19		19		18
Music 280 (A)	2	Music 280 (B)	2	Music 280 (C)	2
Music 201 (A)	1	Music 201 (B)	1	Music 201 (C)	1
Science Elective	4-5	*Elective	5	*Elective	5
Music 230 (A)	2	Music 122	2	Music 230 (C)	2
Cultural Science 201	4	Music 230 (B)	2	†Humanities Elective	4
Contemporary Culture	1	Cultural Science 202	4	Contemporary Culture	1
Physical Education	1	Contemporary Culture	1	Physical Education	1
	15-16	Physical Education	1		16
			18	Total Hours: 105-106	16

\*Elective—Foreign language (10 hours) or laboratory science (10 hours). A student placing at the level of language 103 should schedule courses 103 and 104 in the first two quarters, and schedule his laboratory science in his last two quarters. A student who places at the level of language 101 should take his laboratory science in his first two quarters and defer beginning language 101 until his fifth quarter.

†Humanities elective—Students are required to take four hours of either art or philosophy.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN PHILOSOPHY

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	English Elective	4
Political Science 101	4	History 100	4	Cultural Science 101	4
*Elective	5	*Elective	5	Philosophy 104	4
Library Science	1	Contemporary Culture	1	Mathematics Elective	4
Contemporary Culture	1	Physical Education	1	Physical Education	1
Physical Education	1				
	16		15		17
†Elective	4	*Elective	5	*Elective	5
Cultural Science 201	4	Cultural Science 202	4	†Elective	4
Philosophy 258	4	†Elective	4	†Elective	4
Science Elective	4-5	†Elective	4	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	17-18		18	Total Hours: 98-99	15

\*Elective—Foreign language (10 hours) or laboratory science (10 hours). A student placing at the level of language 103 should schedule courses 103 and 104 in the first two quarters, and schedule his laboratory science in his last two quarters. A student who places at the level of language 101 should take his laboratory science in his first two quarters and defer beginning language 101 until his fifth quarter.

†Electives—Students are required to take four hours in either art or music.

## THE DIVISION OF SCIENCES

The faculty of the Division of Sciences offers courses in Biology, Chemistry, Mathematics, Physics, and Dental Hygiene leading to the Associate in Science with a concentration in each of these major fields. In addition to these opportunities for concentrated study, programs are also available by which a student may prepare for further study in the fields of medicine, medical technology, pharmacy, dentistry, and veterinary medicine. As an aid to the student and his adviser in scheduling a two-year program of study at Macon Junior College a detailed curriculum in each of these fields is provided below. A student is free to adjust the schedule by which he completes the recommended work in accordance with his individual abilities and the extracurricular demands which may be placed on his time. These adjustments should be made with the concurrence of his adviser and within the limits imposed by the rules and regulations outlined in earlier sections of the catalog.

### CURRICULUM GUIDE FOR ASSOCIATE IN SCIENCE IN BIOLOGY

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
Biology 101	5	Biology 102	5	Chemistry 121	5
English 101	4	English 102	4	English Elective	4
Mathematics 100	4	Mathematics 101	4	*Elective	4-5
History 100	4	Political Science 101	4	Cultural Science 101	4
Library Science	1	Physical Education	1	Physical Education	1
Physical Education	1				
	19		18		18-19
Chemistry 122	5	*Elective	4-5	*Elective	4-5
*Elective	4-5	*Elective	4-5	*Elective	4-5
†Humanities Elective	4	Cultural Science 202	4	†Humanities Elective	4
Cultural Science 201	4	Contemporary Culture	2	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	18-19		15-17		14-16
				Total Hours: 102-108	

\*A student will want to use the electives indicated to meet the requirements of the senior college to which he plans to transfer. Possibilities include additional mathematics or biology, physics, and foreign languages.

†Humanities elective—Students must choose eight hours from the following subjects: art, music philosophy.

### CURRICULUM GUIDE FOR ASSOCIATE IN SCIENCE IN CHEMISTRY

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
Chemistry 121	5	Chemistry 122	5	Chemistry 223	5
Mathematics 100	4	Mathematics 101	4	Mathematics 253	4
English 101	4	English 102	4	English Elective	4
Contemporary Culture	1	History 101	4	Political Science 101	4
Library Science	1	Physical Education	1	Physical Education	1
Physical Education	1				
	16		18		18
Chemistry 280	6	*Humanities Elective	4	*Humanities Elective	4
Mathematics 254	4	Mathematics 255	4	Mathematics 256	4
Physics 137	5	Physics 138	5	Physics 239	5
Contemporary Culture	1	Cultural Science 101	4	Cultural Science 102	4
Physical Education	1	Physical Education	1	Contemporary Culture	1
	17		18		19
				Total Hours: 106	

\*Humanities elective—Students must choose eight hours of credit from two of the following: art, music, philosophy.

## CURRICULUM GUIDE FOR ASSOCIATE IN SCIENCE IN DENTAL HYGIENE

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
Biology 111	5	Biology 112	5	Chemistry 245	5
English 101	4	Chemistry 111	5	History 101	4
Mathematics 107	4	English 102	4	Clinical Dental Hygiene	4
Oral Anatomy and Histology	4	Prophylaxis Technics and Periodontology	3	Dental Materials and Assisting Technics	4
Prophylaxis Technics	2	Radiology	2	Physical Education	1
Physical Education	1	Physical Education	1		
	20		20		18
Biology 211	5	Contemporary Culture	1	Contemporary Culture	1
Contemporary Culture	1	English 208	4	•Humanities Elective	4
Clinical Dental Hygiene	5	Political Science 101	4	Sociology 101	4
General and Oral Pathology	4	Psychology 258	4	Clinical Dental Hygiene	5
Physical Education	1	Clinical Dental Hygiene	5	Community Dental Health	2
	16	Physical Education	1	Physical Education	1
			19		17

Total Hours: 110

\*Humanities elective—Students must choose from the following subjects: art, music, philosophy.

## CURRICULUM GUIDE FOR ASSOCIATE IN SCIENCE IN MATHEMATICS

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	English 103 or 201	4
Mathematics 101	4	Mathematics 253	4	Mathematics 254	4
Chemistry 121	5	Chemistry 122	5	Cultural Science 101	4
Library Science	1	Contemporary Culture	1	•Humanities Elective	4
Physical Education	1	Physical Education	1	Contemporary Culture	1
	15		15	Physical Education	1
					18
Mathematics 255	4	Mathematics 256	4	Mathematics 257	4
†Elective	5	†Elective	5	•Humanities Elective	4
History 100	4	Political Science 101	4	Electives	8
Cultural Science 201	4	Cultural Science 202	4	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	18		18		18

Total Hours: 102

\*Humanities elective—Students must choose eight hours from two of the following subjects: art, music, or philosophy.

†Elective—Foreign language (10 hours) or Physics 127 and 128 (10 hours).

## CURRICULUM GUIDE FOR ASSOCIATE IN SCIENCE IN PHYSICS

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
Mathematics 101	4	Mathematics 253	4	Mathematics 254	4
English 101	4	English 102	4	English Elective	4
Chemistry 121	5	Chemistry 122	5	*Humanities Elective	4
Library Science	1	Contemporary Culture	1	Contemporary Culture	1
Physical Education	1	Physical Education	1	Cultural Science	4
	15		15	Physical Education	1
					18
Mathematics 255	4	Mathematics 256	4	Mathematics 257	4
Physics 137	5	Physics 138	5	Physics 239	5
Cultural Science 201	4	Cultural Science 202	4	*Humanities Elective	4
History 100	4	Political Science 101	4	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	18		18		15
				Total Hours: 99	

\*Humanities elective—Students must choose eight hours from two of the following subjects: art, music, or philosophy.

## CURRICULUM GUIDE FOR PRE-ENGINEERING

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	History 100	4
Mathematics 253	4	Mathematics 254	4	Mathematics 255	4
Chemistry 121	5	Chemistry 122	5	*Humanities Elective	4
Engineering Graphics 113	2	Engineering Graphics 114	2	Political Science 101	4
Physical Education	1	Physical Education	1	Engineering Graphics 115	2
	16		16	Physical Education	1
					19

\*Humanities electives include art, music and philosophy.

## CURRICULUM GUIDE FOR ASSOCIATE IN SCIENCE IN PRE-MEDICINE, MEDICAL TECHNOLOGY, PRE-DENTISTRY, AND PRE-PHARMACY

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	English Elective	4
Biology 101	5	Biology 102	5	Biology Elective	5
Mathematics 100	4	Mathematics 101	4	Chemistry 121	5
Library Science	1	Contemporary Culture	1	Cultural Science 101	4
Contemporary Culture	1	Physical Education	1	Physical Education	1
Physical Education	1				
	16		15		19
Physics 101	5	Physics 102	5	Chemistry 280	5
Chemistry 122	5	Chemistry 223	5	*Humanities Elective	4
Political Science 101	4	History 100	4	Cultural Science 202	4
*Humanities Elective	4	Cultural Science 201	4	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	19		19		15
				Total Hours: 103	

\*Humanities elective—Students must choose eight hours from two of the following subjects: art, music, philosophy.

## DIVISION OF SOCIAL SCIENCES

The faculty of the Division of Social Sciences offers courses in History, Political Science, Psychology, and Sociology leading to the Associate in Arts or the Associate in Science with a concentration in each of these major fields. By the appropriate combination of courses in the social sciences and in other areas a student can also complete two years of preparation for the study of law. To assist the student and his adviser in scheduling two years of work leading to the associate degree at Macon Junior College detailed curricula follow. A student's abilities and the extent of extracurricular demands on his time will combine occasionally to require adjustment of this recommended schedule. The student is free to make adjustments as necessary with the recommendation of his adviser and within the rules and regulations outlined in earlier sections of the catalog.

### CURRICULUM GUIDE FOR ASSOCIATE IN SCIENCE IN EDUCATION

<i>First Quarter</i>	<i>Second Quarter</i>	<i>Third Quarter</i>
English 101 4	English 102 4	History 252 4
Political Science 101 4	*Laboratory Science 5	*Laboratory Science 5
†Humanities Elective 4	Elective 5	Elective 5
Library Science 1	History 251 4	Contemporary Culture 1
Contemporary Culture 1	Contemporary Culture 1	†Humanities Elective 4
Physical Education 1	Physical Education 1	Physical Education 1
15	15	15
Mathematics Elective 4	*Laboratory Science 5	*Laboratory Science 5
Cultural Science 101 4	Elective 5	Elective 5
†Humanities Elective 4	English 208 4	Cultural Science 202 4
Physical Education 1	Cultural Science 201 4	Education 103 4
Psychology 101 4	Physical Education 1	Physical Education 1
17	4	4
	18	
		Total Hours: 98 18

\*Laboratory Science elective—Students must include both biological science (10 hours) and physical science (10 hours).

†Humanities elective—Students must choose English 103 or 201 and two courses from the following: art, music, philosophy.

‡Elective—Students are advised to consider psychology 201, 212 or 258.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN HISTORY

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	Mathematics Elective	4
*Elective	5	*Elective	5	†Humanities Elective	4
History 111	4	History 112	4	Political Science 101	4
Contemporary Culture	1	Contemporary Culture	1	Cultural Science 101	4
Library Science	1	Physical Education	1	Contemporary Culture	1
Physical Education	1			Physical Education	1
	16		15		18
Science Elective	4-5	*Elective	5	*Elective	5
†Humanities Elective	4	History 251	4	History 252	4
Cultural Science 201	4	Cultural Science 202	4	†Humanities Elective	4
Contemporary Culture	1	Elective	4	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	14-15		18		15
				<b>Total Hours: 96-97</b>	

\*Elective—Foreign language (10 hours) or laboratory science (10 hours). A student placing at the level of language 103 should schedule courses 103 and 104 in the first two quarters, and schedule his laboratory science in his last two quarters. A student who places at the level of language 101 should take his laboratory science in his first two quarters and defer beginning language 101 until his fifth quarter.

†Humanities elective—Students must choose eight hours from two of the following subjects: art, music, philosophy; and either English 103 or 201.

## CURRICULUM GUIDE FOR ASSOCIATE IN SCIENCE IN PHYSICAL EDUCATION

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	*Humanities Elective	4
Physical Education	3	Physical Education	3	Cultural Science 101	4
Political Science 101	4	History 100	4	Physical Education	3
Library Science	1	Elective	4	Mathematics Elective	4
Contemporary Culture	1	Contemporary Culture	1	Contemporary Culture	1
Physical Education	1	Physical Education	1	Physical Education	1
	14		17		17
*Humanities Elective	4	Laboratory Science	5	Laboratory Science	5
Cultural Science 201	4	Cultural Science 202	4	Elective	4
Science Elective	4-5	†Humanities Elective	4	Education 103	4
Physical Education	3	Physical Education	3	Physical Education	3
Physical Education	1	Physical Education	1	Physical Education	1
	16-17		17		17
				<b>Total Hours: 98-99</b>	

\*Humanities elective—Students must choose eight hours from two of the following subjects: art, music, philosophy; and either English 103 or 201.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN POLITICAL SCIENCE AND PRE-LAW

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	†Humanities Elective	4
*Elective	5	*Elective	5	Cultural Science 101	4
Political Science 101	4	History 251	4	History 252	4
Library Science	1	Contemporary Culture	1	Mathematics Elective	4
Contemporary Culture	1	Physical Education	1	Physical Education	1
Physical Education	1				
	16		15		17
†Humanities Elective	4	*Elective	5	*Elective	5
Cultural Science 201	4	Cultural Science 202	4	Contemporary Culture	1
Political Science 202	4	†Humanities Elective	4	Political Science 204	4
Physical Education	1	Physical Education	1	Physical Education	1
Science Elective	4-5	Political Science 203	4	Elective	4
	17-18		18		15
				Total Hours: 98-99	

\*Elective—Foreign language (10 hours) or laboratory science (10 hours). A student placing at the level of language 103 should schedule courses 103 and 104 in the first two quarters, and schedule his laboratory science in his last two quarters. A student who places at the level of language 101 should take his laboratory science in his first two quarters and defer beginning language 101 until his fifth quarter.

†Humanities elective—Students must choose eight hours from two of the following subjects: art, music, philosophy; and either English 103 or 201.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN PSYCHOLOGY

<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
English 101	4	English 102	4	†Humanities Elective	4
*Elective	5	*Elective	5	Cultural Science 101	4
Political Science 101	4	History 251	4	History 252	4
Library Science	1	Contemporary Culture	1	Mathematics Elective	4
Contemporary Culture	1	Physical Education	1	Physical Education	1
Physical Education	1				
	16		15		17
*Humanities Elective	4	*Elective	5	*Elective	5
Cultural Science 201	4	Cultural Science 202	4	Contemporary Culture	1
Psychology 101	4	†Humanities Elective	4	Psychology 258	4
Elective	4	Psychology 201	4	Mathematics 200	4
Physical Education	1	Physical Education	1	Physical Education	1
	17		18		15
				Total Hours: 98	

\*Elective—Foreign language (10 hours) or laboratory science (10 hours). A student placing at the level of language 103 should schedule courses 103 and 104 in the first two quarters, and schedule his laboratory science in his last two quarters. A student who places at the level of language 101 should take his laboratory science in his first two quarters and defer beginning language 101 until his fifth quarter.

†Humanities elective—Students must choose eight hours from two of the following subjects: art, music, philosophy; and either English 103 or 201.

## CURRICULUM GUIDE FOR ASSOCIATE IN ARTS IN SOCIOLOGY

<i>First Quarter</i>	<i>Second Quarter</i>	<i>Third Quarter</i>
English 101 4	English 102 4	†Humanities Elective 4
*Elective 5	*Elective 5	Cultural Science 101 4
Political Science 101 4	History 251 4	History 252 4
Library Science 1	Contemporary Culture 1	Mathematics Elective 4
Contemporary Culture 1	Physical Education 1	Physical Education 1
Physical Education 1		
<hr style="width: 100%; border: 0.5px solid black;"/> 16	<hr style="width: 100%; border: 0.5px solid black;"/> 15	<hr style="width: 100%; border: 0.5px solid black;"/> 17
†Humanities Elective 4	*Elective 5	*Elective 5
Cultural Science 201 4	Cultural Science 202 4	Contemporary Culture 1
Sociology 105 4	Sociology 260 4	Sociology 293 4
Physical Education 1	Physical Education 1	Physical Education 1
Elective 4	†Humanities Elective 4	Mathematics 200 4
<hr style="width: 100%; border: 0.5px solid black;"/> 17	<hr style="width: 100%; border: 0.5px solid black;"/> 18	<hr style="width: 100%; border: 0.5px solid black;"/> 15
		Total Hours: 98

\*Elective—Foreign language (10 hours) or laboratory science (10 hours). A student placing at the level of language 103 should schedule courses 103 and 104 in the first two quarters, and schedule his laboratory science in his last two quarters. A student who places at the level of language 101 should take his laboratory science in his first two quarters and defer beginning language 101 until his fifth quarter.

†Humanities elective—Students must choose eight hours from two of the following subjects: art, music, philosophy; and either English 103 or 201.

## VII. COURSES OF INSTRUCTION

The list of courses which follows includes those which Macon Junior College expects to offer during the first two years of operation. In some disciplines, for example English and history, both freshman and sophomore courses will be offered during the first year, while in other disciplines only the freshman courses will be offered. In one discipline, physics, projected enrollments suggest deferment of the first course until the second year of operation.

This list of courses does not include all possible course offerings. The faculty and administration will continually review the need for additional courses and the need for change among those listed. Additions and adjustments will be made as necessary in the interest of the student. No changes will be made which would disadvantage the student in his pursuit of his expressed educational goals.

### ART

- Art 120                      *Art Structure.* 4 credits.  
Drawing and painting from slides, still life, figure, and landscape. Charcoal, pen, brush and ink, and various media are used. Illustrated lectures and discussions. Four sessions of two hours each.
- Art 130                      *Art Structure.* 4 credits. Prerequisite: Art 120 or permission of instructor.  
Drawing and painting with emphasis on improving observation and composition. Three-dimensional problems in wood, clay, plaster, and paper. Illustrated lectures and discussions. Four sessions of two hours each.
- Art 140                      *Art Structure.* 4 credits. Prerequisite: Art 120, 130 or permission of instructor.  
Drawing, painting, and three-dimensional design. Combination and continuation of principles stressed in Art 120 and 130. Illustrated lectures and discussions. Four sessions of two hours each.

- Art 200                    *Art Appreciation and Experience*. 4 credits. (Not open to art majors)
- An understanding of the visual arts built upon an exposure to the painting, sculpture, architecture, and other arts of contemporary and historical times. Illustrated lectures, related reading and studio experience.
- Art 216, 217, 218       *Drawing*. 4 credits each course. Prerequisite: Art 120, 130, 140 or permission of instructor.
- Drawing from setups, figures, landscapes, and objects. Charcoal, pen, brush and ink, acrylic, and various media are used. Four laboratory periods of two hours each.
- Art 280, 281              *Art History*. 4 credits each course.
- A survey of world art from prehistoric times through the Renaissance to the present.

## BIOLOGY

- By 101, 102              *Principles of Biology*. 5 credits each.
- An introductory study of biological principles emphasizing man as a biological organism in a changing environment. Four hours of lecture and recitation, one two-hour laboratory per week.
- By 111, 112              *Anatomy and Physiology*. 5 credits each.
- Structure and functions of the organ systems. Four hours of lecture, one two-hour laboratory per week.
- By 211                    *Introductory Microbiology*. 5 credits. Prerequisite: Biology 112
- An introductory study of autotrophic and heterotrophic microorganisms; their systematics, ecology, and physiology.

## BUSINESS ADMINISTRATION

- BA 105                    *Principles of Economics.* 4 credits.  
An analysis of principles and policies of economics. The structure and operation of the American economy, price and wage determination, and monetary and fiscal policy.
- BA 106                    *Principles of Economics.* 4 credits. Prerequisite: BA 105  
A further study of principles and policies started in BA 105, including current economic problems, international economic and comparative economic systems.
- BA 133                    *Economic Development of the U.S.* 4 credits.  
American economic development from the colonial period to the present; economic factors involved in industrial growth and the resulting economic problems.
- BA 201                    *Principles of Accounting.* 4 credits.  
An introduction to basic accounting theory, concepts, and procedures. The sequence of accounting procedures and the construction and interpretation of financial statements.
- BA 202                    *Principles of Accounting.* 4 credits. Prerequisite: BA 201  
Accounting principles and theories as an aid to management. Partnerships and corporations. Cost accounting fundamentals. Accounting as an aid to decision-making.
- BA 225                    *Business Communications.* 4 credits.  
The nature of communication. Includes a management-oriented, critical approach to oral and written communication. The value of communication as a public relations tool, the psychological reasoning behind techniques and methods of various types of business communications.

## CHEMISTRY

- Cy 111, 112      *General Chemistry*. 5 credits each.  
The history, philosophy, and elementary principles of chemistry. An introduction to organic chemistry and biochemistry is included. This sequence is designed for students planning to take no additional chemistry. Four hours of lecture and recitation, one three-hour laboratory per week.
- Cy 121, 122  
and 123      *Principles of Chemistry*. 5 credits each.  
Credit for or registration in Math 100 is required for Chemistry 121. A systematic and rigorous treatment of the fundamental principles of Chemistry. Laboratory work will include qualitative analysis. Four hours of lecture and recitation, one three-hour laboratory period per week.
- Cy 245      *Basic Organic Chemistry and Biochemistry*. 5 credits.  
Prerequisite: Chemistry 111  
Fundamental elements of organic chemistry and biochemistry, emphasizing biochemical changes taking place during life processes. Four hours of lecture and one two-hour laboratory per week.
- Cy 280      *Quantitative Analysis*. 6 credits. Prerequisite: Chemistry 123.  
Principals and methodology of quantitative and selective isolation and measurement of characteristic inorganic materials. Four hours of lecture and recitation, two three-hour laboratory periods per week.

## CONTEMPORARY CULTURE

- CC 100A, B,  
C, etc.      *Contemporary Culture*. 1 credit each.  
Contemporary issues and ideas which affect current dynamics and represent apparent trends in the affairs of man. Open-end sessions scheduled each Wednesday utilizing visiting lecturers and artists. A minimum of three credits are required for the associate degree.

## CULTURAL SCIENCE

CS 101, 201, 202     *The Science of Culture*. 4 credits each.

A study of the complex affairs of the individual interacting with the multiple organizations of civilization reflecting a view of man's heritage and the effects of changes by discovery and synthesis.

## DENTAL HYGIENE

DH 111     *Prophylaxis Technics*. 2 credits.

A study of the technics of removing stains and deposits from the exposed surface of the teeth. Includes practice in the use of instruments following demonstration by instructor. One hour of lecture and three hours of laboratory.

DH 112     *Oral Anatomy and Histology*. 4 credits.

A study of the development, structure, anatomy, and function of the primary dentition, permanent dentition, and supporting tissues. Also includes the histology of the major tissues of the body and oral cavity, with emphasis on the latter. Two hours of lecture and four hours of laboratory.

DH 121     *Prophylaxis Technics and Periodontology*. 3 credits.

Lecture coverage of the diseases of the periodontium and treatment of these diseases. Students practice the technics of dental prophylaxis and demonstrations are made in sterilization technics and the maintenance and care of instruments and equipment. Two hours of lecture and two hours of laboratory.

DH 122     *Radiology*. 2 credits.

A survey of the principles of X-ray production and basic interpretation of dental roentgenographs. Emphasis is placed on the correct positioning of film, angulation of the machine, and developing of film. Three hours of lecture, demonstration, and laboratory.

DH 131

*Clinical Dental Hygiene.* 4 credits.

A continuation of DH 121. Introduction to oral physical therapy measures; discussion of chairside and group dental health education, including caries control and home-care methods; preparation of clinic records, including charting of the teeth; and demonstration of the application of topical fluoride. Two hours of lecture and two four-hour clinic periods.

DH 132

*Dental Materials and Assisting Technics.* 4 credits.

A survey of the properties of materials used in dentistry and technics of manipulation of these materials. Also includes direct assisting procedures in the various specialties of dentistry. Two hours of lecture and four hours of laboratory.

DH 211

*Clinical Dental Hygiene.* 5 credits.

A continuation of DH 131. Includes: (1) Study of the properties, dosage, and effects of therapeutic drugs and anesthetics, especially those used in dentistry; and (2) study of the causes of office emergency situations and the first aid treatment of the patient. Two hours of lecture and four four-hour clinic periods.

DH 212

*General and Oral Pathology.* 4 credits.

Concepts of disease processes with emphasis placed upon those diseases with oral manifestations and systematic diseases which call for precautionary measures during dental treatment. Four hours of lecture.

DH 221

*Clinical Dental Hygiene.* 5 credits.

A continuation of DH 211. Advanced study and application of dental hygiene technics. Included are: (1) lectures describing the dental specialties and their utilization of dental hygienists, and (2) the providing of dental hygiene services to population groups with special needs. Two hours of lecture and four four-hour clinic periods.

DH 231

*Clinical Dental Hygiene.* 5 credits.

A continuation of DH 221. Advanced study and application of dental hygiene technics. Includes lectures on: (1) ethics in dental hygiene, (2) legal regulations of the practice of dental hygiene and dentistry, and (3) administrative procedures in the dental office—appointments, recall systems, records, and bookkeeping, etc. Two hours of lecture and four four-hour clinic periods.

DH 232

*Community Dental Health.* 2 credits.

A survey of methods used to determine the dental health status of the community and of preventive measures used to improve the dental health of the population. Topics included are sampling, epidemiological indexes, fluoridation, evaluation of educational materials, and evaluation of scientific reports. Two hours of lecture.

## **EDUCATION**

Ed 103

*Introduction to Education.* 4 credits.

A consideration of the professional aspects of teaching, including a survey of general responsibilities, opportunities, and problems of the varied fields of education and related areas.

## **ENGINEERING GRAPHICS**

EG 113

*Engineering Drawing.* 2 credits.

Lettering; use of instruments; geometric construction; orthographic projection; auxiliary views; point, line, and plane problems, pictorials, sketching; base dimensioning; sections. Six hours of laboratory.

EG 114

*Descriptive Geometry.* 2 credits.

Application of revolution method to solution of problems involving points, lines, and planes; intersection and development of surfaces; warped surfaces. Six hours of laboratory.

EG 115

*Engineering Graphics.* 2 credits.

Sections and conventions; dimensioning; detail sketches; working pictorial sketches; assembly drawings; reproduction processes; graphical arithmetic, algebra, and calculus; monographs. Six hours of laboratory.

## ENGLISH

Eh 99

*Developmental English.* No credit.

Designed to insure adequate strength through preparation for those students whose backgrounds and educational experiences have been insufficient to equip them to meet course requirements for comprehensive English.

Eh 101, 102  
and 103

*Literature and Composition.* 4 credits each.

Reading and analysis of exemplary writing, and the translation of insights gained into effective composition.

Eh 201, 202

*Western World Literature.* 4 credits each.

A survey of European and American literature.

Eh 281, 282

*English Literature.* 4 credits each.

A study of selected works of the major English writers.

Eh 208

*Fundamentals of Speech.* 4 credits.

An introductory course in speech, with emphasis given to basic diction, speech composition, talks, oral reading, discussion, and effective communication.

## FRENCH

Fh 101, 102

*Elementary French.* 5 credits each.

Pronunciation and conversation, sentence patterns and structure. Four hours of lecture and recitation, and at least one hour of laboratory each week.

- Fh 103, 104      *Intermediate French*. 5 credits each.  
 Extensive and intensive reading. Four hours of lecture and recitation and at least one hour of laboratory each week.
- Fh 106            *Conversation and Composition*. 4 credits.  
 Four hours of lecture and recitation each week.
- Fh 201, 202      *Introduction to French Literature*. 4 credits each.  
 Four hours of lecture and recitation each week.

## HISTORY

- Hy 100            *Survey of American History*. 4 credits.  
 An introduction emphasizing major themes and problems of United States and Georgia history. Meets the State requirement in national and state history.
- Hy 111            *History of Western Civilization I*. 4 credits.  
 The first course examines early sources of Western culture in the Ancient Near-East, Greece and Rome, the formation of a distinctive Western culture in the Middle Ages and the beginnings of reorientation of that culture in early modern times.
- Hy 112            *History of Western Civilization II*. 4 credits.  
 The second course briefly touches on the beginnings of reorientation of Western culture in early modern times, analyzes the influence of the Enlightenment and considers in greater detail the directions of Western culture in the nineteenth and twentieth centuries.
- Hy 251, and 252   *American History to 1865*. 4 credits each.  
 A survey stressing conflicting interpretations of major problems of U.S. history to 1865. Recommended strongly by the department for students pursuing associate of arts programs in history and other social sciences. Meets the State requirement in national and state constitution.

## LIBRARY SCIENCE

LS 101

*Effective Use of the Library.* 1 credit.

Lectures and research problems designed to acquaint the student with the basic fundamentals of research and bibliography-making through the use of general and special reference books, indexes and the card catalog.

## MATHEMATICS

During the week of orientation a placement examination is given in mathematics to determine the course with which a student should begin his study of mathematics with reasonable hope of success. Two units of high school algebra should prepare him to score at the level required to begin with course 100. A unit of trigonometry, in addition to two units of algebra, should normally prepare him to score at the level to begin course 101. The superior student will often score one level above the normal. The superior student with a half-unit or a unit of mathematics beyond trigonometry may score high enough to begin calculus, course 253. Georgia Tech does not grant credit for graduation in engineering and the physical sciences for mathematics below the level of course 235; all other institutions within the University System do. Credit will be given toward the associate degree for course 100 and/or course 101 if skipped by a sufficiently high score on the placement examination.

Ms 99

*Developmental Mathematics.* No credit.

A developmental course in elementary and intermediate algebra for students scoring below the level necessary to begin course 100. Four hours of lecture and recitation per week.

Ms 100

*College Algebra.* 4 credits.

The number system, absolute values, inequalities, functions, graphs, exponents, and logarithms. Four hours of lecture and recitation per week.

Ms 101

*Trigonometry and Algebra.* 4 credits.

Analytic trigonometry and further study of algebra. Four hours of lecture and recitation per week.

- Ms 107                    *Introduction to Contemporary Mathematics.* 4 credits.  
A survey of the concepts and applications of contemporary mathematics.
- Ms 200                    *Elementary Statistics.* 4 credits.  
An introduction to the statistical treatment of data including sampling, classification, frequency distribution, measures of central tendency, normal curve probability, error theory, correlation, simple analysis of variance and Chi Square.
- Ms 253, 254  
and 255                    *Analytic Geometry and Calculus.* 4 credits each.  
Analytic geometry and introductory differential and integral calculus. Four hours of lecture and recitation per week.
- Ms 256, 257                    *Calculus.* 4 credits each. Prerequisite: Mathematics 255.  
Application of the calculus, infinite series, advanced analytic geometry, vectors, differential calculus of functions of several variables, vector differential calculus.

## MUSIC

- Mu 100                    *Introduction to Music.* 4 credits.  
Systematic study of elements of music for those seeking musical literacy for its cultural value. A course for non-music majors.
- Mu 101, 201                    *Ensemble.* 1 credit each quarter.  
The College expects to sponsor a choral ensemble, a jazz ensemble, and other ensembles as the musicianship of its students permits. Music majors are required to participate in an ensemble each quarter in residence.
- Mu 122                    *Introduction to Music Literature.* 2 credits.  
An introductory survey of the music in the standard repertory of today.

## LIBRARY SCIENCE

LS 101

*Effective Use of the Library.* 1 credit.

Lectures and research problems designed to acquaint the student with the basic fundamentals of research and bibliography-making through the use of general and special reference books, indexes and the card catalog.

## MATHEMATICS

During the week of orientation a placement examination is given in mathematics to determine the course with which a student should begin his study of mathematics with reasonable hope of success. Two units of high school algebra should prepare him to score at the level required to begin with course 100. A unit of trigonometry, in addition to two units of algebra, should normally prepare him to score at the level to begin course 101. The superior student will often score one level above the normal. The superior student with a half-unit or a unit of mathematics beyond trigonometry may score high enough to begin calculus, course 253. Georgia Tech does not grant credit for graduation in engineering and the physical sciences for mathematics below the level of course 235; all other institutions within the University System do. Credit will be given toward the associate degree for course 100 and/or course 101 if skipped by a sufficiently high score on the placement examination.

Ms 99

*Developmental Mathematics.* No credit.

A developmental course in elementary and intermediate algebra for students scoring below the level necessary to begin course 100. Four hours of lecture and recitation per week.

Ms 100

*College Algebra.* 4 credits.

The number system, absolute values, inequalities, functions, graphs, exponents, and logarithms. Four hours of lecture and recitation per week.

Ms 101

*Trigonometry and Algebra.* 4 credits.

Analytic trigonometry and further study of algebra. Four hours of lecture and recitation per week.

Ms 107                    *Introduction to Contemporary Mathematics.* 4 credits.

A survey of the concepts and applications of contemporary mathematics.

Ms 200                    *Elementary Statistics.* 4 credits.

An introduction to the statistical treatment of data including sampling, classification, frequency distribution, measures of central tendency, normal curve probability, error theory, correlation, simple analysis of variance and Chi Square.

Ms 253, 254             *Analytic Geometry and Calculus.* 4 credits each.

and 255                    Analytic geometry and introductory differential and integral calculus. Four hours of lecture and recitation per week.

Ms 256, 257             *Calculus.* 4 credits each. Prerequisite: Mathematics 255.

Application of the calculus, infinite series, advanced analytic geometry, vectors, differential calculus of functions of several variables, vector differential calculus.

## MUSIC

Mu 100                    *Introduction to Music.* 4 credits.

Systematic study of elements of music for those seeking musical literacy for its cultural value. A course for non-music majors.

Mu 101, 201             *Ensemble.* 1 credit each quarter.

The College expects to sponsor a choral ensemble, a jazz ensemble, and other ensembles as the musicianship of its students permits. Music majors are required to participate in an ensemble each quarter in residence.

Mu 122                    *Introduction to Music Literature.* 2 credits.

An introductory survey of the music in the standard repertory of today.

Mu 130, 230      *Music Theory.* 2 credits each quarter.  
Harmony, sight-singing, and dictation.

Mu 180, 280      *Applied Music.* 2 credits each quarter.  
Music majors are required to take two twenty-five minute lessons per week each quarter in residence. A list of approved instructors of music is available through the faculty of music.

## PHILOSOPHY

Py 104      *Introduction to Philosophy.* 4 credits.  
The fundamentals of philosophy, including its meaning, functions, vocabulary, and typical problems; the relationship of philosophy to science, the humanities, and the social sciences.

Py 258      *Logic.* 4 credits.  
The principles and problems of critical thinking.

## PHYSICAL EDUCATION

PE      Full-time students are required to complete two hours of physical education per week for one credit each quarter subject to the following exceptions: (1) it would be injurious to health; (2) it would cause undue hardship because of employment or marital status; (3) the student is a veteran who has completed six months of active service, or (4) the student would be reluctant to participate because of age. Exceptions will be made by the Academic Dean upon the petition of the student supported by physician's statement, employer's statement, discharge papers, or other appropriate evidence.

A variety of individual and team activities will be scheduled each quarter from which the student may choose one appropriate to his interests.

## PHYSICS

Ps 127, 128

*Introductory Physics.* 5 credits each.

Credit for Math 101 is required for course 127. The history, philosophy, and fundamental laws of physics. This sequence is designed for students planning to take no additional physics. Four hours of lecture and recitation, one three-hour laboratory per week.

Ps 137, 138  
and 239

*Principles of Physics.* 5 credits each.

Credit for Math 253 and registration in Math 254 is required for course 137. A systematic and rigorous treatment of the fundamental laws and theories of mechanics, heat, sound, light, electricity, and magnetism; the third course treats atomic, nuclear, and molecular structure. Four hours of lecture and recitation, one three-hour laboratory per week.

## POLITICAL SCIENCE

PS 101

*American Government.* 4 credits.

An introduction to the major branches of U.S. and Georgia government and their functions. Meets State requirement in national and state constitution.

PS 202

*American Government.* 4 credits.

An introduction to the major branches of U.S. government and their functions. Designed for Associate of Arts candidates in political science.

PS 203

*Comparative Politics.* 4 credits.

A comparative survey of major political systems, including the totalitarian systems of Soviet Russia and Nazi Germany and the democratic systems of Great Britain and France.

PS 204

*Political Processes and Pressures.* 4 credits.

A survey of those related but extra-legislative forces affecting political action, including historical concepts and recent trends. Problems of the voter; political parties and machines; lobby groups and attempts at regulation; civic reform and responses.

## PSYCHOLOGY

Psy 101

*Introduction to General Psychology.* 4 credits.

A study of the scientific basis of behavior with particular relevance to human behavior, but including generalizations from other forms of life.

Experimental and clinical evidence will be presented for various theories of learning, motivation, perception, and personality, including description of abnormality and its consequences.

Psy 201

*General Psychology.* 4 credits.

A review of the theoretical frames of reference and schools of thought in the context of a systematic development of fundamental concepts, illustrating the scientific method in testing psychological theories, and individual difference.

Psy 212

*Foundations of Human Development.* 4 credits.

Study of the human organism integrating the physiological processes from conception to old age with the psychological dynamics affecting behavior as the individual interacts within his social-culture milieu.

Psy 258

*Psychology of Adjustment.* 4 credits.

An orientation to the parameters of normalcy and the minor variants of human behavior, emphasizing theories of the development of personality and such problems as stress, frustration, and conflict with related problem solutions both adjustive and neurotic.

## SOCIOLOGY

- Sy 105      *Introduction to Sociology.* 4 credits.  
An analysis of those forces within and between groups affecting the individual's interaction with society, emphasizing the influencing of behavior through peer reinforcement and perception of community custom, attitudes, politics, class status, religion, and related culturally developed social events.
- Sy 260      *Contemporary Social Problems.* 4 credits.  
A study of the individual's development as a product of social processes and of problems related to conflicts between the self, minorities, and dominant societies. Social determinants and consequence of disruptive patterns of behavior involving delinquency, discrimination, prejudice, addictions, poverty, family break-up, violence, and generally non-conforming transitions will be analyzed.
- Sy 293      *Family and Community Relations.* 4 credits.  
A study of these two primary social institutions with special emphasis given to the problems and adjustments of courtship, marriage, milieu changes and differential standards and values of men and women in our societies.

## SPANISH

- Sh 101, 102      *Elementary Spanish.* 5 credits each.  
Pronunciation and conversation, sentence patterns and structure. Four hours of lecture and recitation, and at least one hour of laboratory each week.
- Sh 103, 104      *Intermediate Spanish.* 5 credits each.  
Extensive and intensive reading. Four hours of lecture and recitation and at least one hour of laboratory each week.

Sh 106

*Conversation and Composition.* 4 credits.

Four hours of lecture and recitation each week.

Sh 201, 202

*Introduction to Spanish Literature.* 4 credits each.

Four hours of lecture and recitation each week.

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