

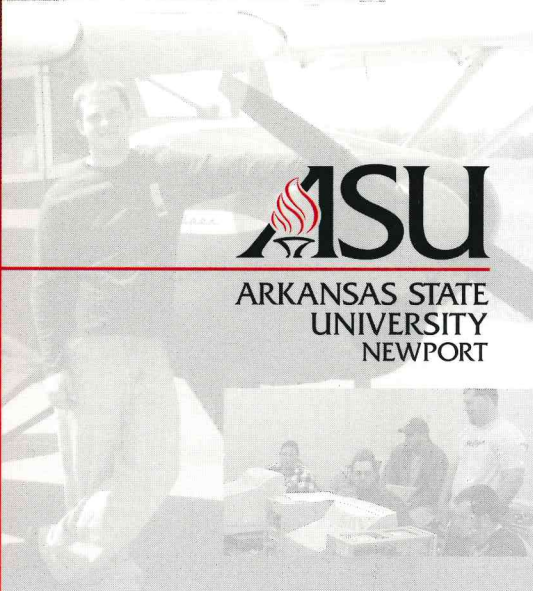
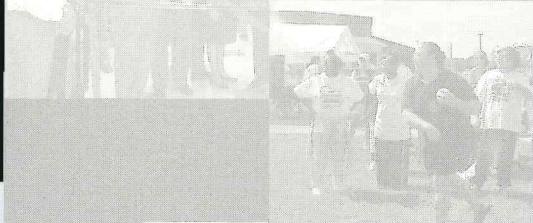


"Your Community College"



**ARKANSAS STATE
NEWPORT**

2003-2004 Catalog
Student Handbook



ARKANSAS STATE
UNIVERSITY
NEWPORT

ARKANSAS STATE UNIVERSITY-NEWPORT

CATALOG/*Student Handbook*

2003-2004

Message from the Chancellor

Arkansas State University-Newport is committed to providing a high-quality educational experience for all students. We are dedicated to providing a safe and secure campus environment for all students and faculty. We are committed to providing a high-quality educational experience for all students and faculty. We are committed to providing a high-quality educational experience for all students and faculty.

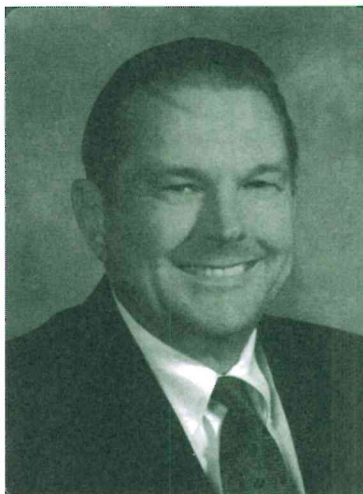
7648 Victory Blvd.
Newport, AR 72112
(870) 512-7800
(800) 976-1676
Fax: (870) 512-7807

www.asun.edu

May 15, 2003

Chancellor

Arkansas State University-Newport



Message from the Chancellor

Arkansas State University-Newport maintains its commitment to meet the educational needs of each student by providing the highest quality technical programs, transfer programs, and support services. We have an outstanding professional faculty who will work with you to identify and accomplish your educational goals. The college is truly a great place to start and finish.

Arkansas State University-Newport contributes significantly to the economic development of the county and the Northeast Arkansas region. It provides comprehensive training and technical support for businesses and industries within the region. The college is committed to the enhancement of quality of life, cultural enrichment, and community spirit necessary for its success and the success of the people it serves.

Whatever collegiate or professional goal you may have, we look forward to assisting you in making your experiences at Arkansas State University-Newport rewarding and successful.

Larry N. Williams, Ed.D.
Chancellor
Arkansas State University-Newport

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Mission Statement

Arkansas State University-Newport is a public, open access, equal opportunity, two-year campus of Arkansas State University. Our mission is to provide affordable, quality education. Programs and services include associate degrees, certificates, continuing education, workforce development, adult education, academic support services, and student support services. These programs and services are designed primarily to assist traditional and non-traditional Arkansas students in determining and achieving their educational, personal, and career goals.

Reaching beyond Northeast Arkansas, we promote educational mobility and cultural diversity through partnerships with local schools, other higher educational institutions, and distance learning. In addition to academic programs, Arkansas State University-Newport enhances the quality of life for students and citizens of the region by providing cultural enrichment activities.

Equal Opportunity/Affirmative Action

Arkansas State University-Newport is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of Arkansas State University-Newport are accessible to the handicapped. Any questions regarding this policy should be addressed to: Equal Opportunity/Affirmative Action, Arkansas State University-Newport, 7648 Victory Blvd., Newport, AR 72112, (870) 512-7800.

Policy Statement

Policies and procedures stated in this catalog--from admission through graduation--require continuing evaluation, review, and approval by appropriate University officials. All statements reflect policies in existence at the time this catalog went to press, and the University reserves the right to change policies at any time without prior notice.

University officials determine whether students have satisfactorily met admission, retention, or graduation requirements. Arkansas State University-Newport reserves the right to require a student to withdraw from the University for cause at any time.

UNIVERSITY GOALS

In order to implement the mission, the University has established the following institutional goals:

1. To expand the institution's role in the economic development of the Arkansas Delta Region.
2. To strengthen collaboration and working partnerships with other education service providers, business and industry employers and community members.
3. To ensure excellence in all areas of institutional performance.
4. To secure additional funding for institutional development and advancement.
5. To expand and improve physical and technological facilities of the institution.
6. To ensure institutional development which attracts and retains quality students and faculty.
7. To provide a supporting and challenging environment which enables and motivates students from diverse backgrounds to achieve their educational goals.
8. To strengthen students' commitments to individual lifelong learning, career development and community leadership.
9. To demonstrate accountability to multiple customer groups.

BOARD OF TRUSTEES

It is the purpose of the Board of Trustees for Arkansas State University to represent the people of Arkansas in formulating those operational policies that will implement the mission of this University as it strives to fulfill the educational needs of its public. All actions of this Board shall be executed within the constitutional prescriptions of the Constitution of the State of Arkansas. It is the intent and desire of the Board of Trustees to consider those matters pertinent to the welfare of the University and to receive full information in its decision-making process.

ACCREDITATION

ASU-Newport is accredited by
The Higher Learning Commission
a commission of the

North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
www.ncacihe.org

PROGRAM ACCREDITATIONS

Commercial Driver Training

Professional Truck Driver Institute
2200 Mill Road
Alexandria, VA 22314

CERTIFICATIONS/ASSOCIATIONS

Aviation

University Aviation Association
3410 Skyway Drive
Auburn, AL 36830
(334) 844-2434

Nursing

Arkansas State Board of Nursing
University Tower Bldg., Suite 800
1123 South University Avenue
Little Rock, AR 72204

INSTITUTIONAL MEMBERSHIPS

Association for Supervision and Curriculum Development
1703 North Beaugard Street
Alexandria, VA 22311-1714

Arkansas Institutional Research Organization
SAU Tech Station
Camden, AR 71701

American Council on International Intercultural Education
Oakton Community College
1600 East Golf Road
Des Plains, IL 60016

EDUCause
4772 Walnut Street, Suite 206
Boulder, CO 80301-2538

Arkansas Association for Developmental Education
114 East Capital
Little Rock, AR 72201

Arkansas Distance Learning
P.O. Box 2268
Harrison, AR 72602-2268

Two-Year College English Association SW
1400 College Drive
Waco, TX 76708

Arkansas Association of Two-Year Colleges
114 East Capitol Avenue
Little Rock, AR 72201

Arkansas Institutional Research Organization
Southern Arkansas University Tech
SAU Tech Station
Camden, AR 71701

Arkansas State Chamber of Commerce
410 South Cross
Little Rock, AR 72203
www.statechamber-aia.dina.org

Newport Area Chamber of Commerce
210 Elm Street
Newport, AR 72112
www.newportchamber.net

American Statistical Association
Department 79081
Baltimore, MD 21279-0081
1-888-231-3473

Arkansas Council for Women in Higher Education
C/O Jana Crank, President
University of Arkansas Community College-Hope
2500 South Main Street
PO Box 140
Hope, Arkansas 71802-0140
870-777-5722

Arkansas Trucking Association
PO Box 3476
Little Rock, AR 72203
www.arkansastrucking.com

General Fees and Expenses

FISCAL AFFAIRS

Student fees are payable at the time of registration. The following fees are assessed for each semester. The amount of the fee is indicated in the fee schedule. The fee schedule is subject to change without notice. The fee schedule is subject to change without notice. The fee schedule is subject to change without notice.

FEES FOR STUDENTS	FEES FOR STUDENTS
1. Tuition	1. Tuition
2. Room and Board	2. Room and Board
3. Textbooks	3. Textbooks
4. Transportation	4. Transportation
5. Miscellaneous	5. Miscellaneous
6. Health Insurance	6. Health Insurance
7. Student Activity	7. Student Activity
8. Student Union	8. Student Union
9. Student Government	9. Student Government
10. Student Council	10. Student Council
11. Student Association	11. Student Association
12. Student Organization	12. Student Organization
13. Student Club	13. Student Club
14. Student Society	14. Student Society
15. Student League	15. Student League
16. Student Team	16. Student Team
17. Student Group	17. Student Group
18. Student Chapter	18. Student Chapter
19. Student Branch	19. Student Branch
20. Student Chapter	20. Student Chapter

ASSOCIATION FEES	ASSOCIATION FEES
1. Association Fee	1. Association Fee
2. Association Fee	2. Association Fee
3. Association Fee	3. Association Fee
4. Association Fee	4. Association Fee
5. Association Fee	5. Association Fee
6. Association Fee	6. Association Fee
7. Association Fee	7. Association Fee
8. Association Fee	8. Association Fee
9. Association Fee	9. Association Fee
10. Association Fee	10. Association Fee
11. Association Fee	11. Association Fee
12. Association Fee	12. Association Fee
13. Association Fee	13. Association Fee
14. Association Fee	14. Association Fee
15. Association Fee	15. Association Fee
16. Association Fee	16. Association Fee
17. Association Fee	17. Association Fee
18. Association Fee	18. Association Fee
19. Association Fee	19. Association Fee
20. Association Fee	20. Association Fee

For information on the above fees, please contact the Student Union.

General Fees and Expenses

Student fees are payable at the time of registration, and registration is not considered complete until fees are paid. Students must pay all fees before attending classes. Payment of tuition may be made with cash, check, or bankcard (VISA or Mastercard). The University reserves the right to change the amount of fees or to add new ones at any time such action is deemed necessary. When the catalog went to press, the fees were as follows:

FEES (PER SEMESTER, Subject to change without notice)

Tuition Fee Per Credit Hour.....	\$60
Tuition Fee Per Credit Hour (out-of-state).....	\$102
Late Registration Added Fee.....	\$20
Vehicle Registration (per year).....	\$10
Quality Improvement Fee (per hour).....	\$5
Class Lab Fee (per lab) includes science, English, & business.....	\$20
NET Test for SPN.....	\$20
FAA Exam Fee (if ASUN student).....	\$40
FAA Exam Fee (if not ASUN student).....	\$70
ACT Fee.....	\$25
ASSET Fee.....	\$30

AVIATION FEES:*

- 1st semester - Private Pilot Lab Part I 9.5 Hobbs Hours
approximately \$752.50
- 2nd semester - Private Pilot Lab Part II 30.5 Hobbs Hours
approximately \$2,130
- 3rd semester-Commercial Cert. Lab Part I 54 Hobbs Hours
approximately \$3,640
- 4th semester-Instrument Cert. Lab 40 Hobbs Hours
approximately \$2,480
- additional hours may be purchased at a rate of
\$65 solo; \$80 dual

*Fees may vary according to individual training.

For COMMERCIAL DRIVER TRAINING costs - page 79

Refund of Fees Schedule

Refunds must be claimed at the time of withdrawal through the Business Office. This applies to both special and regular students. The refund schedule is as follows:

	Fall and Spring Semester	Five-Week and Eight-Week Terms
First Week	100%	100%-2 days 50%-3 days
Second and Third Week.....	60%	None
Over three weeks	None	None

The refund schedule applies to the total tuition charge rather than the amount paid at the time of withdrawal.

Withdrawals

A student withdrawing from ASUN must obtain a withdrawal application from the Registrar's Office and have it processed by the appropriate ASUN officials, including the Director of Admissions/Registrar and Business Office. Refunds will be made according to the Refund of Fees Schedule which appears in this section of the catalog.

Proper withdrawal will protect the student's academic records by enabling them to receive "W"s in all courses and will provide for refund of fees when appropriate. Students considering withdrawal are strongly encouraged to consult with the counseling staff before doing so. A student withdrawing from a course must get a change of schedule form from the Director of Admissions/Registrar's Office, pay fee at the Business Office, and return the form to the Director of Admissions/Registrar's Office in order to be officially withdrawn from the class.

Tuition Waiver for Senior Citizens

Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at Arkansas State University-Newport without a tuition charge. Proof of age must be presented at the time of registration. This waiver does not apply to noncredit classes, assessment fees, or any other fee collected by the university.

ARKANSAS STATE UNIVERSITY-NEWPORT SAFETY GUIDELINES

It is the intention of Arkansas State University-Newport's administration to provide a safe and healthy environment that is conducive to learning. Safety will take precedence over expediency of shortcuts. Arkansas State University-Newport will work toward risk prevention while improving safety policies and procedures. Every attempt will be made to reduce the possibility of accident occurrences. Protection of students, employees, the public, university property and operations are paramount. Arkansas State University-Newport considers no phase of the operation more important than the health and safety of the student body. Arkansas State University-Newport's buildings, streets, and grounds are constructed according to the rules and laws of the State of Arkansas. Arkansas State University-Newport also complies with the provisions, as appropriate, of the National Fire Protection Association, the NFPA Life Safety Codes, Southern Standard Building Codes, Arkansas Department of Labor, and the Arkansas Department of Health Regulations.

Our primary goal is to achieve the greatest degree of freedom from risk and to provide a safe and healthy learning atmosphere.

Smoking Policy

The smoking policy for Arkansas State University-Newport is as follows:

1. Smoking is prohibited in all university buildings and vehicles.
2. Smoking is permitted only in designated areas outside buildings. Such areas shall be located not closer than twenty (20) feet to any door or entrance.
3. Employees who smoke may smoke in designated outside areas during their scheduled breaks.
4. Standard disciplinary procedures shall be followed for students, staff, and faculty who fail to abide by this policy.
5. Smoking is permitted in the covered area with picnic tables just outside the east rear doors of the main building.

TRESPASSING POLICY

Arkansas State University-Newport's mission is to promote academic freedom and discussion. However, those who are disruptive to university operations, hinder or impede the educational process for students, faculty, and staff, may be prohibited from coming on campus or attending university functions. Violations of any university policy could result in arrest and criminal prosecution.

ACADEMIC AFFAIRS

ASU-Newport Calendar 2003 - 2004

ASUN is closed on the following recognized holidays: Christmas, New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving.

All Associate of Arts and Associate of Science degree seeking students who have more than 45 hours must take the Arkansas Assessment of General Education test. See class schedule for test dates.

FALL 2003

through August 15.....Open Registration/Change of Schedule
August 19.....Adjunct Faculty Conference (5:00pm)
August 18 - 20.....Pre-session Conference
August 25.....Late Registration Fee
August 21 - 31.....Extended Registration
August 25Regular Classes begin
August 30Saturday Classes begin
August 31.....Last day to register or add courses
September 1Labor Day Holiday
October 10-16.....Midterm Exams
November 17 -21.....Advisory week for Spring Classes
November 17 - 21.....Pre-registration for Spring Classes
(returning students only)
November 24-29.....Fall Break/Thanksgiving Holidays
December 1 - 19.....Open Registration for Spring
December 9.....Last day to withdraw
December 9.....Study Day
December 8.....Last Day of Class
December 10-16Final Exams
December 18.....Grades Due in Admissions

SPRING 2004

November 17 -21.....Advisory week for Spring Classes
November 17 - 21.....Pre-registration for Spring Classes
(Returning Students Only)
January 5 - 6.....Pre-session Conference
January 6.....Adjunct Faculty Conference (5:00PM)
January 7 - January 9.....Open Registration/Change of Schedule

January 12.....	Night Classes begin
January 12.....	Day Classes begin
January 12.....	Late Registration Fee
January 17	Saturday Classes begin
January 12 - 18.....	extended Registration
January 18	Last day to register or add courses
January 19	Martin Luther King, Jr.'s Birthday Observed
February 27 - March 4.....	Midterm Exams
March 15-20.....	Spring Break
April 12 -16.....	Advisory Week for Summer/Fall
April 12 -16.....	Preregistration for Summer/Fall (returning students only)
April 26.....	Last Day of Class
April 27.....	Last day to withdraw
April 27.....	Study Day
April 28-May 4.....	Final Exams
May 8	(3:00 P.M.)..... Commencement

SUMMER 2004

INTERCESSION

(May 12 - May 28)

May 12.....	Registration
May 12.....	Classes Begin
May 12.....	Last Day to Register/Add Classes
May 27.....	Last Day to Withdraw
May 27.....	Last Day of Class
May 28.....	Final Exams

FIRST SUMMER TERM

**Classes - Monday thru Thursday
(June 1 - July 1)**

May 31.....	Memorial Day Holiday Observed
through June 1	Registra- tion
June 1.....	Classes begin
June 1.....	Last day to register or add courses
June 30.....	Last day to withdraw from the University
June 30.....	Last Day of Class

July 1.....Final exams

EIGHT-WEEK SUMMER TERM
Classes - Monday thru Thursday
(June 14 - August 10)

through June 14.....Registration
 June 14.....Classes Begin
 June 14.....Last Day to Register
 July 4.....Independence Day
 August 9.....Last Day to Withdraw
 August 10.....Final Exams

SECOND SUMMER TERM - 2004
Classes - Monday thru Thursday
(July 6 - August 10)

July 4.....Independence Day Holiday
 through July 6.....Registration
 July 6.....Classes Begin
 August 9.....Last day to withdraw
 August 9.....Last Day of Class
 August 10.....Final exams

ACADEMIC POLICIES

General Information

Arkansas State University-Newport has an "open door" admission policy. This policy is designed to enhance access to educational opportunities. Nevertheless, the prospective student is reminded that standards of quality are maintained and that students may be required to remove deficiencies before entering certain programs or courses.

Communications concerning admission should be addressed to the Director of Admissions/ Registrar, Arkansas State University-Newport, 7648 Victory Blvd., Newport, AR 72112. Persons wishing to telephone the Admissions Office may call (870) 512-7800 or 1-800-976-1676, Fax: (870) 512-7825 or the web site www.asun.edu

Applying for Admission

Prospective students should submit the following required credentials prior to the date of desired registration:

1. An application for admission.
2. American College Test (ACT) Student Profile Report. (In accordance with state law, ACT scores are required for placement in math, English, and reading.)
3. An official high school transcript that includes date of graduation or results of the General Education Development test (GED) or official transcripts from previous colleges or universities. (A tentative admission decision can be made on the basis of a seven-semester high school transcript.)
4. Provide proof of immunization for rubella and measles. (Arkansas state law requires all full-time students born after 1-1-57 to provide proof of immunization.)

Students who misrepresent facts on applications for admission will be dropped from the University and their admission cancelled immediately.

Admissions Categories

Arkansas State University-Newport grants admission in the following categories:

1. Unconditional Admission

Applicants who will be considered for unconditional admission are:

- A. Graduates from accredited high schools meeting unconditional criteria, or
- B. Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation, or
- C. Students transferring from an institution of higher learning who have a cumulative grade point average of 2.00 or better and have not been dropped from the last institution attended. Official transcripts must be sent from each college or university attended.

2. Conditional Admission

Students not meeting the requirements for unconditional admission may be granted conditional admission. Such admission will be granted only with approval of the Vice Chancellor of Academic Affairs. Students admitted in this category are:

- A. Applicants from high schools not accredited by the state.
- B. Transfer students who do not have the 2.00 GPA may be admitted conditionally if they are eligible to return to the university most recently attended, or if they have been out of school for a fall or spring semester.
- C. Applicants without a high school diploma or GED who have acceptable ACT scores may petition the committee for conditional admission. The University believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the University. Assistance in obtaining a GED is readily available through the Adult Education program within the Arkansas State University-Newport service area.

All students enrolled under conditional admission must take all required remedial courses during their first 15 hours at the

University. During subsequent enrollment terms, students who were granted conditional admission will be subject to University policy as outlined in the Academic Probation and Suspension section of this catalog.

3. Special Students

A part-time student who does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may be permitted to enroll as a special student. He/she may be admitted upon submission of an application for admission without transcripts of previous work and shall be classified as a special student.

4. Accelerated High School Student Admission

A. Summer Enrollment:

High school students who have a "B" average (3.00 on 4.00 scale), and are recommended by their high school principal or superintendent may enroll as full-time university students at Arkansas State University-Newport during the summer session.

B. Concurrent Enrollment:

High school students who meet the prescribed criteria (outlined below) adopted by the Arkansas Higher Education Coordinating Board (AHECB) and are recommended by their high school principal or superintendent may enroll in university courses while in high school when the combined enrollments do not exceed a normal academic load.

AHECB-Adopted Criteria for Concurrent Enrollment

Each student must meet the criteria stated under either I or II below:

I. Presentation of standardized test scores and high school grades.

A. Score at the 80th percentile on national norms on that portion of the ACT, PSAT, or SAT related to the subject matter area of the course(s). (Have a composite score at the 80th percentile if the subject matter is not related to a portion of one of these tests) and

B. High school grades of either:

1. A GPA of 3.50 (on a 4.00 scale) in high school courses in the subject matter. For ninth grade students, courses in the previous two school years shall be included or

2. An overall GPA of 3.50 (on a 4.00 scale). For ninth grade students, courses in the previous two school years shall be included.

II. Individual evaluation based on other performance criteria.

Students may be selected through a process determined to be appropriate by the high school principal and based on performance criteria which justify waiver of the standardized test scores and the grade point average criteria contained in I, A and B above.

To be considered under this program, a student must submit an application for admission and a letter of recommendation from the high school principal or superintendent stating that the student meets all prescribed criteria.

Students applying for admission under provisions in item II above must provide a statement from the superintendent or principal outlining the selection process and performance criteria deemed to justify waiving the test scores and grade point requirements. Arkansas State University-Newport reserves the right to determine whether the criteria meet the University's admission standards. Students who have earned university credit while still in high school are expected to submit all credentials after graduation from high school.

5. Transient Students

A student enrolled and seeking a degree at another college or university may enroll as a "transient student" and have a record of his/her credits forwarded to the "home" institution. Generally, such enrollment will apply only to summer terms. No transcript is required; however, an Application for Admission should be filed along with a "Letter of Standing" from the institution to which the credit should be sent.

6. Academic Clemency

Academic clemency is a onetime, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after a prolonged separation from college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions.

Requirements to be satisfied by a student prior to requesting academic clemency toward an undergraduate degree are as follows:

1. Separation from all academic institutions for at least five years and then,
2. Formal application filed with the Director of Admissions and Records.

Upon approval by the Director of Admissions and Records, the student will be granted academic clemency. The student's permanent record will remain a record of all work; however, the student will forfeit the use (for degree purposes at Arkansas State University-Newport) of any college or university credit earned prior to the five years separation indicated above. The date of the clemency will coincide with the date of reentry following the prolonged separation and the permanent record will note that a fresh start was made and the date of the fresh start. The record will also carry the notation, "Academic Clemency granted - (date of fresh start)."

7. Admission and Enrollment of International Students

In addition to regular procedures, special conditions apply to the admission and enrollment of international students. Requirements, including a minimum TOEFL (Test of English as a Foreign Language) score of 500 on paper test or 173 on computer based test, proof of immunization and proof of financial resources. The completed application and all supporting documentation must be received in the Admissions Office at least three (3) months prior to the desired enrollment date. There are no university funds available for financial aid to international students. Complete details of special admissions and enrollment procedures are available from the Director of Admissions/Registrar's Office.

Student Classification

Beginning students as well as transfer and continuing students with fewer than 30 semester credit hours are classified as freshmen; and students with 30-72 hours of credit are classified as sophomores.

Student Academic Load

The maximum academic load shall not exceed eighteen hours per semester in fall or spring, three hours in intercession, or fifteen total hours in the summer, without special approval from the Vice Chancellor for Academic Affairs. Courses taken concurrently at other institutions will be considered in calculating the maximum load.

Academic Advisors

Each student should have an academic advisor. These are faculty members assigned to a student for the purpose of helping to plan a course of study, approving schedules, and approving changes of schedules.

All students who select an area of major interest will be assigned to advisors in the area selected. Students who do not select a major upon enrolling may be assigned to a general advisor and at any enrollment after a major has been selected may be assigned to an advisor in the area selected.

A student may request a change of advisor by completing a form and returning it to the Admission's Office.

Registration

Courses are offered in fall, spring, intercession and summer sessions. Registration dates and times are published on each term class schedule. Registration will be permitted only at scheduled times.

Changes in Schedule and Withdrawal from a Course

Changes in a student's schedule will be made without charge if the announced schedule is altered, i.e., cancelled classes, etc. A fee may be charged for any other class changes made after the student completes registration. Students will be permitted to change schedules

during the times listed on each class schedule. A student withdrawing from a course must get a Change of Schedule form from the Director of Admissions/Registrar's Office, get the signature of the advisor and the instructor, pay a fee at the Business Office, and return the form to the Director of Admissions/Registrar's Office in order to be officially withdrawn and to avoid receiving an "F" in the course.

Withdrawals may be made up to the last regularly scheduled class meeting. Change of schedule forms may be obtained in the Director of Admissions/Registrar's Office.

Attendance Policy

Arkansas State University-Newport has a class attendance policy which requires each student to meet a prescribed number of classes during each course. Failure to do so may affect grades and credits and may result in the student's being dropped from the class with a failing grade.

It is the practice of Arkansas State University-Newport to allow students to participate in university-sponsored events, even when those events cause them to be absent from class. Students participating in university-sponsored events will be given reasonable opportunities to make up missed assignments and exams.

Students enrolled in freshmen or sophomore level courses numbered 1000-2000 may during a semester miss no more than twice the number of lectures, recitations, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Students who miss more than the maximum number of freshman or sophomore level classes may be assigned a grade of "F" for the course. Students who may be assigned a grade of "F" in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course.

In determining whether excessive absences will result in a failing grade, consideration shall be given to extenuating circumstances related to such absence and academic status.

Because of State Board of Nursing requirements, the Practical Nursing department of Arkansas State University-Newport has a more stringent attendance policy which is outlined in the departmental guide.

Inclement Weather Policy

ASUN remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the university. Regional and local news media will publicize the closing. Students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her instructors upon return to explain the circumstances and to determine the need to complete any missed assignments.

The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the faculty member.

Requesting a Transcript

All transcript requests must be made in person or in writing to the Director of Admissions/Registrar's Office. Transcripts are provided free of charge unless ten or more are ordered at one time. A charge of \$1.00 each is required when 10 or more transcripts are requested. Transcripts will not be issued if the student has past due financial obligations to ASUN or the transcript is on academic hold.

Withdrawals

A student withdrawing from ASUN must obtain a withdrawal application from the Registrar's Office and have it processed by the appropriate ASUN officials, including the Director of Admissions/Registrar and Business Office. Refunds will be made according to the Refund of Fees Schedule which appears in this section of the catalog.

Proper withdrawal will protect the student's academic records by enabling them to receive "W"s in all courses and will provide for refund of fees when appropriate. Students considering withdrawal are strongly encouraged to consult with the counseling staff before doing so. A student withdrawing from a course must get a change of schedule form from the Director of Admissions/Registrar's Office, pay fee at the Business Office, and return the form to the Director of Admissions/Registrar's Office in order to be officially withdrawn from the class.

Grading System

Letter grades are used to indicate the following qualities:

A = Excellent	AU = Audit
B = Good	P = Pass (a C or better)
C = Satisfactory	NP = Not Pass
D = Poor	
F = Failure	
I = Incomplete	
W = Withdrawals	

An incomplete grade (I) not removed within one spring or fall semester will be recorded as an "F." Incompletes are for emergencies near the end of the semester. Prior approval of the Vice Chancellor for Academic Affairs is required. Grade reports are issued to the student at the end of each semester.

Grade Points

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of hours credit by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted. Grades in developmental classes or grades of N or NP are not counted in computing the grade point average. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

Academic Probation and Suspension

A student will be placed on academic probation at the close of any enrollment period in which the student's cumulative grade point average is below 2.00. The student will be removed from academic probation at the close of any enrollment period when the student's cumulative grade point average is 2.00 or above.

A student will be suspended for poor scholarship when:

1. The student has attempted 15 semester hours of work (excluding remedial course work) and has a cumulative grade point average of less than 1.00.

2. The student has attempted 30 semester hours of work (including repeat courses) and has a cumulative grade point average of less than 1.25.
3. The student has attempted 45 semester hours of work (including repeat courses) and has a cumulative grade point average of less than 1.45.
4. The student has attempted 60 semester hours of work (including repeat courses) and has a cumulative grade point average of less than 1.65.

A student who has been suspended for poor scholarship may petition for readmission by:

1. Obtaining a petition form and a current transcript from the Director of Admissions/Registrar's Office.
2. Submitting the completed petition and the transcript to the Vice Chancellor for Academic Affairs. Readmission is not automatic; each case will be judged on merit.

Repetition of Courses

Students may repeat up to 18 semester hours and have only the last grade counted in computing the cumulative grade point average, although all grades will remain on the permanent record. If the student does not elect to count the last grade, then all grades in that course will be counted in the cumulative grade point average.

The "Repetition of Courses" policy applies only to coursework repeated at the institution where the course was initially taken or to coursework taken last at ASU-Newport. The maximum number of 18 semester hours will include coursework done at all accredited institutions.

Developmental courses are not included in this policy.

Non-Traditional Credits (Maximum 30 hours)

Credits earned through non-traditional methods are awarded upon evaluation by the Registrar. Credits from technical schools of the Armed Forces are evaluated according to the recommendations of the American Council on Education in *A Guide to the Evaluation of Educational Experiences in the Armed Forces*.

Credit by Examination

College Level Examination Program (CLEP)

Arkansas State University-Newport awards up to 30 semester hours of university credit through the College Level Examination Program (CLEP). The rationale for this credit by examination program is as follows: if one has achieved a college level of education in one or more subjects, one is rewarded by receiving the credit without taking the course(s).

There are two types of CLEP exams, General and Subject. The institution awards credit for successful scores on two General exams and several of the Subject exams. Students who plan to transfer from Arkansas State University-Newport to another institution should become familiar with that institution's CLEP policy before taking CLEP exams. Results of CLEP examinations transferred to Arkansas State University-Newport from other institutions will be accepted under the same rules as other transfer credits. Transfer CLEP credit will not be accepted on another institution's evaluation unless the student has actually attended that institution.

If CLEP exam scores indicate that one is eligible to receive college credit, this credit shall be recorded on the permanent record without grades or grade points after the student has earned credit at Arkansas State University-Newport for a full summer or a semester. Anyone may take the CLEP test; however, CLEP credit is not awarded for a course which the student has already completed. This is true regardless of the grade made in the course. CLEP credit is not awarded for a course when the student has already completed a more advanced course at ASUN. If a student is currently enrolled in any of the courses in which he/she is eligible for credit through CLEP, it is his/her responsibility to either officially drop the course and inform the Registrar of the action or continue in the course until it is completed and thus receive no CLEP credit for it.

For information on CLEP or other testing programs, students should contact the Admission's Office or the Counselor located in Walton Hall.

Advanced Placement (AP)

The Advanced Placement Program, sponsored by the College Board, offers high school students the opportunity to participate in challenging college-level course work. Students can receive credit, advanced placement, or both from many colleges and universities. ASU-Newport awards AP credit as shown in the chart below.

AP Exam	Minimum AP Score for Credit	ASU-Newport Credit
Biology	Three	BIOL 1004
Chemistry	Three	CHEM 1014
English Lit/ Comp or Lang/ Comp English	Three	ENG 1003
	Four	ENG 1003 and ENG 1023
Foreign Language	Three (plus completion FREN 20013 or SPAN 20013)	FREN 1013 or SPAN 1003
Math (Calculus AB)	Four	MATH 2205
(Calculus BC)	Four	MATH 2215
Physics B	Four	PHYS 2054
Physics C (Mechanics)	Four	PHYS 2074
Physics D (Electricity and Magnetism)	Four	PHYS 2084
European History	Four	HIST 1023
American History	Three	HIST 2763
American History	Four	HIST 2763 and HIST 2773
Studio Art (General Portfolio)	Three	ART 1013

AP credit is not awarded for a course the student has already completed at the college/university level.

AP credit granted at other institutions is not automatically transferable to Arkansas State University-Newport. Students who wish to transfer AP credit must submit official documentation of earned scores.

Students who establish their eligibility to receive AP credit shall have credit recorded without grade points on their permanent record after they have been enrolled at Arkansas State University-Newport for a full summer or semester.

MILITARY CREDIT

Military evaluation credits may be awarded to Arkansas State University-Newport degree-seeking students who are properly admitted and have earned credit at Arkansas State University-Newport.

Credits will be awarded for comparable Arkansas State University-Newport courses in accordance with the most recent American Council on Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*.

A maximum of 15 hours of non-comparable courses to be counted as electives can be accepted. If elective course work exceeds 15 hours, the student must select the 15 hours to be used. Original certificates or copies certified by an appropriate military official are required prior to document evaluation.

Auditing Courses

Students are permitted to audit courses at Arkansas State University-Newport. Audit students will pay the regular fee as indicated in the section entitled Fees and Expenses. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term.

Continuing Education Units (CEU)

Participants of seminars and other noncredit programs earn one CEU for each ten clock hours of classroom instruction attended.

Applying for Degrees and Certificates

If continuously enrolled, students may graduate under the Arkansas State University-Newport catalog in effect when they first enrolled. If enrollment has not been continuous, they may graduate under the current catalog or the first catalog of their continuous enrollment. Students who have been out of school no more than two consecutive semesters and can finish their program with no more than twelve hours may continue under the catalog under which they originally entered. Students must apply for a degree or certificate on or before the application deadline announced in each spring course schedule. During the semester they complete their degree requirements, students should

notify the Director of Admissions/Registrar's Office of their intent to graduate. The deadline for making plans to participate in graduation exercises will be approximately six weeks before the end of spring semester each year. A cap and gown can be purchased from the Bookstore for an extra fee.

Academic Distinction

Academic achievement is recognized in the following ways at Arkansas State University-Newport:

1. A Chancellor's List is published at the end of each fall and spring semester for all students who have a 4.0 GPA with at least 12 credit hours (excluding developmental classes).
2. An Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 12 credit hours with a GPA of 3.5 to 3.99 (excluding developmental classes).
3. Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receive a scholastic achievement certificate from ASUN.
4. At Commencement, graduates who have a cumulative 3.8 GPA will be awarded the Chancellor's Award for Academic Excellence.

Arkansas Assessment of General Education (AAGE)

All students seeking the Associate of Arts or the Associate of Science degree are required to take the Arkansas Assessment of General Education (AAGE) upon completion of forty-five (45) hours of work (not counting developmental courses). Information and schedules for this test are available in the Counselor's Office and will be publicized in advance of each testing session. Failure to take this test may delay students' further registration or their transfer to another state institution.

Records Policy

The information contained in student records is generally regarded as private and confidential. Public information is an exception and is given to any inquirer unless the student requests nondisclosure for the enrollment period.

Public information includes the following data: full or part-time status, classification (freshman, sophomore, etc.) Degrees, date degrees were conferred, terms enrolled, name, picture, and address.

At the time students register for courses, they may notify the Director of Admissions/Registrar in writing that public information relating to them may not be released.

Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Admissions office.

Additional information on education records is released only upon written student request except to the following persons:

1. Arkansas State University-Newport staff with legitimate need for access to information.
2. Federal, state, and local officials as specified by law.
3. Research and accreditation representatives.

Arkansas State University-Newport intends to comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 which was designed to protect the privacy of educational records to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act.

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Admissions office along with information about types of student records maintained at Arkansas State University-Newport, the procedure for gaining access to records, and the procedure for challenging the contents of those records.

Library

As the academic heart of the campus, the Library provides resources and services for students, faculty, and staff. The collection and services support coursework and research, along with providing recreational reading for users. Researchers have access to book, periodical, audiovisual, and microform collections. A wide range of electronic resources and services supplement these collections. Additional resources are access to the Internet, the library catalog, user education, and a curriculum lab. The Library, located in Samuel Moore Walton Hall, is open 60 hours each week, except during the summer and during semester breaks when shorter hours are maintained. Additional information is available on the library web site at www.asun.edu.

The Learning Center

The Learning Center provides free tutoring services to any Arkansas State University-Newport student who wants help. Full-time staff members, as well as tutors and computer programs, are available to provide assistance. Students may use the Learning Center's word processing programs to prepare papers.

Appointments are not necessary, but computers are available on a first come, first served basis. The Learning Center is open during library hours that are posted for each academic term.

Distance Education Library Services

The library is in the process of increasing distance education services. For example, some of the library's on-line databases can be accessed through a password, and the on-line catalog is Internet accessible. The library staff will answer reference questions submitted by telephone or email. Distance education students are encouraged to telephone or email the library staff concerning their research needs. If possible, distance education students should visit the library in person to take full advantage of the library's materials and services.

IDENTIFICATION CARDS

ASU-Newport Student I.D. Cards are optional. Any student desiring an ASU-Newport Student ID may get one through the Admissions Office. This card must be shown for admittance to athletic events (on the Jonesboro campus), recreational activities, check cashing, library, and for identification purposes whenever necessary. Student I.D. Cards are property of the University and are subject to being revoked in the case of abuse. Student I.D. Cards are issued in the Admission's Office. Students must present a valid driver's license or other official form of identification in order to obtain an I.D., and must be enrolled in the current semester.

COMPUTER AND NETWORK USE POLICY

PREAMBLE

Arkansas State University-Newport makes every reasonable effort to protect the rights of the users of its computing facilities while balancing those rights against the needs of the entire user community. Computing and networking resources are provided to support the academic instruction, research, and service components of this campus. These resources are for the sole use of ASUN students, faculty, staff, and other authorized users to accomplish the mission of the University. In accordance with the university mission and the Code of Conduct, it is assumed that expectations established for behavior will also be applied to the world of cyberspace.

RIGHTS AND RESPONSIBILITIES

Arkansas State University-Newport expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because Arkansas State University-Newport is a state agency, all information stored in computers owned or operated by ASUN is presumed to be a public record and subject to disclosure under the Arkansas Freedom of Information Act unless exempt under the law.

Users do not own accounts on university computers, but are granted the privilege of exclusive use. While users are entitled to privacy regarding information contained on these accounts, the Electronic Communications Privacy Act authorizes system administrators and

other university employees to access user files. By utilizing ASUN computing and network resources, you give consent to accessing and monitoring by system administrators and other university employees of any electronic communications, including stored communications, in order to enforce this policy or to protect the integrity of computer systems or the rights or property of the university. System administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on university computer facilities are considered 'education records' under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. Section 1232(g)).

ENFORCEMENT

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education.

Repeated minor infractions or misconduct that is more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment, or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, employer, or other appropriate university office for further action. If the individual is a student, the matter may be referred to the Office of Student Services/Financial Aid for disciplinary action.

Any offense that violates local, state, or federal laws may result in the immediate loss of all university computing privileges and will be referred to appropriate university offices and/or other law enforcement authorities.

STANDARDS

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account.
 - Using the campus network to gain unauthorized access to any computer systems.
 - Connecting unauthorized equipment to the campus network.
 - Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
 - Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
 - Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage, or to place excessive load on a computer system or network. This includes, but not limited to, programs known as computer viruses, Trojan Horses, and worms.
 - Deliberately wasting/overloading computer resources, such as printing too many copies of a document.
 - Violating terms of applicable software licensing agreements or copyright laws.
 - Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
 - Using university resources for commercial activity such as creating products or services for sale.
 - Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
 - Initiating or propagating electronic chain letters.
 - Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. 'spamming,' 'flooding,' or 'bombing.'
 - Forging the identity of a user or machine in an electronic communication.
 - Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or university regulations.
 - Displaying obscene, lewd, or sexually harassing images or text in a public computer facility or location that can be in view of others.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

SEXUAL HARASSMENT POLICY

ASU-Newport is committed to creating and maintaining a university community that is free from all forms of sexual harassment. ASU-Newport will not tolerate sexual harassment in relation to the evaluation of employee or student performance, nor will the university tolerate such behavior in the context of collegial and/or coworker interaction. Such conduct is an abuse of authority and position. ASU-Newport maintains as its official policy that sexual harassment of either employees or students will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other university activities;
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive university environment.

Supervisors and faculty members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students, respectively. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and faculty members to behave in such a manner that their words and actions cannot reasonably be perceived as coercive.

All members of the university community are urged to report incidents of sexual harassment to the Human Resources Office Supervisor. Additional information regarding this policy and filing a grievance is available from the Department of Human Resources Office.

CAMPUS COMPLAINT LOG

In complying with the 1998 Higher Education reauthorization Amendment (34 CFR 602.26(b) 11), Arkansas State University-Newport has established a policy to maintain records of formal, written student complaints filed with the offices of the Chancellor, the Vice Chancellor for Fiscal Affairs, the Vice Chancellor for Academic Affairs,

or the Vice Chancellor for Student Affairs. The records include information about the disposition of the complaint, including any referred to external agencies for final resolution. Records are available for the next Higher Learning Commission – A Commission of North Central Association of Colleges and Schools comprehensive evaluation team for review but all subjects involved will remain anonymous.

Complaints, for the purpose of the Commission compliance, will be limited to those made formally in writing, signed by a student, and addressed and submitted to one of the designated Institutional Compliance Officers. Complaints from parents, employees, etc., will not be tracked for purposes of this policy. Established institutional grievance procedures will not be considered as a complaint for purposes of this policy.

The Institutional Compliance Officer will use the “Student Complaint Log” for maintaining records of complaints.

The information will be placed on one central log maintained in the Office of the Vice Chancellor for Academic Affairs for two (2) years. Questions concerning these policies should be directed to the Vice Chancellor for Academic Affairs.

ACADEMIC DIVISIONS

The academic organization of Arkansas State University-Newport includes the following: Applied Arts, Education and Social Science, English and Fine Arts, Mathematics and Science, Distance Learning and Continuing Education. Each division has a substructure and is supervised by a division chair.

Division of Occupational Studies

Duane Doyle, Division Chair

- Aviation
- Driver Training
- Nursing
- Business
- Computer Systems Technology
- Diesel Technology
- EMT

Division of University Studies

Ike Wheeler, Division Chair

- English
- Fine Arts
- Psychology
- Education
- Social Sciences
- Health and PE
- Mathematics
- Biological Science
- Physical Science

Continuing Education/Community Outreach

Patricia Calhoun, Director

DEGREES



DEGREES

Associate of Applied Science in Bus Tech/Computer Apps
Associate of Applied Science in Bus Tech/Legal Assistant
Associate of Applied Science in Bus Tech/Marketing & Mgmt
Associate of Applied Science in Bus Tech/Medical Records
Associate of Applied Science in Bus Tech/Office Systems
Associate of Applied Science in Computer Sys Technology
Associate of Applied Science in Early Childhood Edu
Associate of Applied Science in General Technology
Associate of Applied Science in Paramedics
Associate of Arts
Associate of Arts - Aviation Emphasis
Associate of Arts - Business Emphasis
Associate of Arts in Computer Information Systems
Associate of Arts - Criminology Emphasis
Associate of Arts - Teaching/Early Childhood Edu Emphasis
Associate of Arts in Teaching/Middle School/Lang & Soc Studies
Associate of Arts in Teaching/Middle School/Math & Science
Associate of General Education
Associate of Science in Health Sciences

TECHNICAL CERTIFICATES

Computer Information Systems
Computerized Accounting
Diesel Technology
Office Occupations
Practical Nursing

******Curriculum is subject to change without notice******

ASSOCIATE OF APPLIED SCIENCE

Business Technology-Computer Applications

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
UNIV	1001	Freshman Seminar

General Education Core (18 hrs)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
SPCH	1203	Oral Communication
SOC	2213	Principles of Sociology OR
SOC	2233	Introduction to Cultural Anthropology
MATH	1023	College Algebra
ECON	2313	Principles of Macroeconomics

Business Core (18 hrs)

MKTG	1013	Introduction to Business
ACCT	2003	Principles of Accounting I
BSYS	1513	Introduction to Keyboarding
BSYS	2563	Business Communications
BUAD	2093	Internship
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II

Major Requirements Core (20hrs)

ACCT	2013	Principles of Accounting II OR
ACCT	2033	Computerized Accounting
MIS	2033	Visual Basic Programming
MIS	2203	Structured Programming Using COBOL
MIS	2874	Structured Programming in the C Language
MIS	2403	Intro To Database Management OR
BSYS	2583	Spreadsheets for Managerial Decisions
*CST Elective (upon approval of advisor and CST faculty)		

Select 3 courses (9 hours)

MIS	2813	Desktop Publishing Applications
MIS	2403	Intro to Database Management OR
BSYS	2583	Spreadsheets for Managerial Decisions
MIS	1513	Microcomputer Applications II
MIS	2111	Special Topics in Computer Applications
MIS	2112	Special Topics in Computer Applications
MIS	2113	Special Topics in Computer Applications

ACCT	2013	Principles of Accounting II OR
ACCT	2033	Computerized Accounting
MIS	2013	Web Page Design
MIS	2023	Computer Animation
CST	(Upon approval of advisor and CST faculty)	

Required Hours (65)

ASSOCIATE OF APPLIED SCIENCE Business Technology-Legal Assistant

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
UNIV	1001	Freshman Seminar

General Education Core (18 Hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
SPCH	1203	Oral Communication
PSY	2013	Introduction to Psychology
MATH	1003	Intermediate Algebra OR
MATH	1203	College Algebra
ECON	2313	Principles of Macroeconomics OR
ECON	2333	Economic Issues and Concepts

Business Core (18 Hours)

MKTG	1013	Introduction to Business
ACCT	2003	Principles of Accounting I
BSYS	1513	Introduction to Keyboarding
BSYS	2563	Business Communications
BUAD	2093	Internship
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II

Major Requirements (30 Hours)

ACCT	2033	Computerized Accounting
LAW	2023	Legal Environment of Business
BSYS	2413	Word Processing I
BSYS	2593	Legal Transcription
BSYS	2503	Business Office Skills
BSYS	1523	Keyboarding I
BSYS	2543	Keyboarding II
BSYS	2553	Business Machines
BSYS	2533	Internet, Intranet & Email Apps for Bus OR
MIS	2813	Desktop Publishing Applications
CRIM	1023	Introduction to Criminal Justice
POSC	2103	Introduction to United States Government

Required Hours (66)

ASSOCIATE OF APPLIED SCIENCE

Business Technology-Marketing/Management

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

General Education Core (18 hrs)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
SPCH	1203	Oral Communication
SOC	2213	Principles of Sociology OR
SOC	2233	Introduction to Cultural Anthropology
MATH	1023	College Algebra
ECON	2313	Principles of Macroeconomics

Business Core (18 hrs)

MKTG	1013	Introduction to Business
ACCT	2003	Principles of Accounting I
BSYS	1513	Introduction to Keyboarding
BSYS	2563	Business Communications
BUAD	2093	Internship
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II

Major Requirements (18 hrs)

ACCT	2013	Principles of Accounting II
LAW	2023	The Legal Environment of Business
ECON	2323	Principles of Microeconomics
MATH	2143	Business Calculus
QM	2113	Business Statistics I
MGMT	2003	Introduction to Management

Major Electives (15 hrs)

CIS Electives (6 hrs)

MIS	1513	Microcomputer Applications II
MIS	2013	Web Page Design
MIS	2813	Desktop Publishing Applications
BSYS	2583	Spreadsheets for Managerial Decisions

MIS 2403 Introduction to Database Management

*CST CST Elective (must have approval of advisor & CST faculty)

Business Related Electives (9 hrs)

MGMT 2083 Introduction to Retail Store Management

MGMT 2043 Supervisory Management

MGMT 2153 Small Business Management

MGMT 2163 Management of Marketing Organizations

ACCT 2033 Computerized Accounting

*CST CST Elective (must have approval of advisor & CST faculty)

Required Hours (69)

ASSOCIATE OF APPLIED SCIENCE
Business Technology-Medical Records
(ASU-Newport & ASU-Searcy)

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)

General Education Core (19 hrs)

UNIV	1001	Freshman Seminar (ASUN)
ENG	1003	Freshman English I (ASUN)
ENG	1013	Freshman English II (ASUN)
SPCH	1203	Oral Communication (ASUN)
PSY	2013	Introduction to Psychology (ASUN)
MATH	1003	Intermediate Algebra (or higher) (ASUN)
ECON	2313	Principles of Macroeconomics OR (ASUN)
ECON	2333	Economic Issues and Concepts (ASUN)

Business Core (15 hrs)

MKTG	1013	Introduction to Business (ASUN)
ACCT	2003	Principles of Accounting I (ASUN)
BSYS	1513	Introduction to Keyboarding OR (ASUN)
MTA	1504	Keyboarding (ASUS)
BSYS	2563	Business Communications (ASUN)
MIS	1503	Microcomputer Applications I OR (ASUN)
MIS	1513	Microcomputer Applications II OR (ASUN)
MTA	1704	Software Applications/Word Processing (ASUS)

Major Requirements (32 hrs)

MTA	1605	Medical Office Procedures (ASUS)
MTA	1304	Body Structure and Function (ASUS)
BSYS	1523	Keyboarding I (ASUN)
MTA	1804	Medical Terminology I (ASUS)
MTA	1904	Medical Terminology II (ASUS)
MTA	1404	Coding (ASUS)
BSYS	2573	Medical Transcription OR (ASUN)
MTA	1204	Medical Transcription (ASUS)
INT	2005	Internship/OJT (ASUS)

Select 1 course (3 hrs) - (ASUN)

MGMT	2003	Introduction to Management
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QM	2113	Business Statistics
MGMT	2043	Supervisory Management
MGMT	2153	Small Business Management
MGMT	2063	Management of Marketing Organizations
MGMT	2073	Promotions Management
MGMT	2083	Introduction to Retail Store Management

Required Hours (69)

ASSOCIATE OF APPLIED SCIENCE

Business Technology-Office Systems

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
UNIV	1001	Freshman Seminar

General Education Core (18 hrs)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
SPCH	1203	Oral Communication
SOC	2213	Principles of Sociology OR
SOC	2233	Introduction to Cultural Anthropology
MATH	1003	Intermediate Algebra OR
MATH	1023	College Algebra
ECON	2313	Principles of Macroeconomics OR
ECON	2333	Economic Issues and Concepts

Business Core (18 hrs)

MKTG	1013	Introduction to Business
ACCT	2003	Principles of Accounting I
BSYS	1513	Introduction to Keyboarding
BSYS	2563	Business Communications
BUAD	2093	Internship
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II

Major Requirements (30 hrs)

ACCT	2033	Computerized Accounting
BSYS	2413	Word Processing I
BSYS	2503	Business Office Skills
BSYS	1523	Keyboarding I
BSYS	2543	Keyboarding II
BSYS	2553	Business Machines
BSYS	2513	Machine Transcription
BSYS	2813	Desktop Publishing Applications

Select 2 courses:

BSYS	2533	Internet, Intranet & Email Apps for Bus
MIS	1513	Microcomputer Applications II
BSYS	2583	Spreadsheets for Managerial Decisions

Required Hours (66)

ASSOCIATE OF APPLIED SCIENCE

Computer Systems Technology

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
UNIV	1001	Freshman Seminar

CORE CURRICULUM

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (4 hours)

Math (3 hours)

MATH	2143	Business Calculus
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Electricity (4 hours)

ELEC	1004	Basic Electricity & Electronics
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Computer Science Technology (44 hours)

CST	1104	Intro to Computer Hardware/Software
CST	1024	Microcomputer Operating Systems
CST	1154	Introduction to Microcomputer Programming
CST	1114	Networking Essentials - Cisco I
CST	1124	Router Technologies - Cisco II
CST	2134	Local Area Network I
CST	2164	Software Applications
CST	2174	Local Area Network II
CST	2194	Microcomputer Installation & Troubleshooting
CST	2214	Advanced Router Technologies - Cisco III
CST	2224	WAN Technologies - Cisco IV

*Fast Track Cisco courses. If one or more Fast Track Cisco courses are taken, additional courses will be required. Cisco courses and Business/Technical Electives must equal 16 hours. Electives must be approved by CST advisors.

*CST	1125	Networking Router Tech - Cisco I & II
*CST	2225	Adv. LAN & WAN Tech - Cisco III & IV

Business/Technical Electives (6-8 hours)

ASSOCIATE OF APPLIED SCIENCE

Early Childhood Education

ASU-Newport/ASU-Searcy

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)

General Education Core (23 hours) - ASUN

UNIV	1001	Freshman Seminar
ENG	1003	Freshman English I
ENG	1013	Freshman English II
PSY	2013	Introduction to Psychology OR
PSY	2533	Life-span Development
MATH	1003	Intermediate Algebra (or higher)
BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab
PE	1623	Concepts of Fitness
ART	2503	Fine Arts Visual OR
THEA	2503	Fine Arts Theatre OR
SPCH	1203	Oral Communication

Business Requirements (10 hours)

ECE	1504	Business Administration - ASUS
MIS	1503	Microcomputer Applications - ASUN
MATH	1403	Finance, Budget & Business Math - ASUS

Major Requirements (34 hours) - ASUS

ECE	1203	Special Needs
ECE	1003	Safety
ECE	1103	Nutrition
ECE	1602	Child Guidance and Discipline
ECE	1303	Child Growth and Development
ECE	1705	Curriculum Development
ECE	1101	Infant/Toddler Curriculum
ECE	1502	Personal & Professional Development
ECE	1702	Family Relationships
ECE	1805	Methods and Materials Practicum
FINT	2005	Internship/OJT OR
FREL	2005	Related Laboratory

Required Hours (67)

ASSOCIATE OF APPLIED SCIENCE General Technology

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

General Education Core (15 hrs)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1023	College Algebra
MIS	1503	Microcomputer Applications I
-----	-----	Social Science Elective

Major Technical Discipline (24-30 hrs)

Support Area Curriculum (15-21 hrs)

Required Hours (60-63 hrs)

ASSOCIATE OF APPLIED SCIENCE
Paramedics
ASU-Newport/ASU-Searcy

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)

General Education (ASUN)

UNIV	1001	Freshman Seminar
ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1003	Intermediate Algebra (or higher)
BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab
PSY	2013	Introduction to Psychology
SOC	2213	Principles of Sociology
MIS	1503	Microcomputer Applications I

Major Requirements (ASUS)

EMT	1107	Basic Emergency Medical Technology
BIOL	1013	Essentials of Anatomy and Physiology
EMT	2014	Paramedic I
EMT	2111	Paramedic II
EMT	2304	Paramedic III
EMT	2406	Paramedic IV

Required Hours (68)

ASSOCIATE OF ARTS

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

CORE CURRICULUM (43 HOURS)

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 hours)

Math (3 hours)

Math	1023	College Algebra
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Social Science (12 hours)

3 hrs from the following:

HIST	2763	History to 1876 OR
HIST	2773	History since 1876 OR
POSC	2103	Intro to US Government

3 hrs from the following:

HIST	1013	World Civilization to 1660 OR
HIST	1023	World Civilization since 1660

6 hrs electives from HIST, SOC, ECON, PSY, POSC, or GEOG

Arts and Humanities (12 hours)

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual OR
MUS	2503	Fine Arts Musical OR
THEA	2503	Fine Arts Theatre

6 hrs from the following:

ENG	2003	Intro to Literature of Western World I
ENG	2013	Intro to Literature of Western World II
PHIL	1103	Intro to Philosophy

Physical Education (2 hours)

Electives (19 hours)

A minimum of 62 hrs (with a minimum 2.00 GPA) must be taken to receive the Associate of Arts Degree from ASUN. At least 19 hrs of electives must be selected with approval of advisor.

ASSOCIATE OF ARTS Aviation

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

CORE CURRICULUM (49 HOURS)

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 hours)

BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab
PHYS	2054	General Physics I
PHYS	2054	General Physics I Lab

Math (3 hours)

MATH	1023	College Algebra
MATH	1033	Plane Trigonometry

Social Science (12 hours)

3 hrs from the following:

HIST	2763	History to 1876 OR
HIST	2773	History since 1876 OR
POSC	2103	Intro to US Government

3 hrs from the following:

HIST	1013	World Civilization to 1660 OR
HIST	1023	World Civilization since 1660

6 hrs electives from HIST, SOC, ECON, PSY, POSC, or GEOG

Arts and Humanities (12 hours)

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual OR
MUS	2503	Fine Arts Musical OR
THEA	2503	Fine Arts Theatre

6 hrs from the following:

ENG	2003	Intro to Literature of Western World I
ENG	2013	Intro to Literature of Western World II
PHIL	1103	Intro to Philosophy

Physical Education (2 hours)

Student may not enroll in aviation courses until prerequisites are completed.

Aviation (16 hrs)

AVN	1013	Intro to Aeronautics
AVN	1021	Intro to Aeronautics Lab
AVN	1161	Private Pilot Certification
AVN	1171	Private Pilot Certification Lab
AVN	2031	Commercial Pilot Certification
AVN	2052	Commercial Pilot Certification Lab
AVN	2071	Instrument Pilot Certification
AVN	2083	Instrument Pilot Certification Lab
AVN	2383	Instrument Flight Preparation/Procedures

Total-Aviation-Required Hours (62)

Currently, ASU-Newport conducts flight training under Federal Aviation Regulations (FARs), part 61. However, all training is done by standards of, or greater than, FAR part 141 while pursuance of part 141 certification is in process. Credit for prior flight training may be granted upon review. Once a student is enrolled, only flight training courses earned at ASU-Newport will be applied toward the completion of course requirements.

Admission to the Program

The student must assume the responsibility to engage in an in-depth study of aviation and flight training, and comply with all policies and procedures set forth by the University.

1. Admission to Arkansas State University-Newport.
2. Eligible to enroll in Freshman English I and College Algebra.
3. A second-class medical certificate issued by an FAA Aviation Medical Examiner (AME) (a list of examiners is available from the Admission's Office).
4. Ability to comply with all FAA regulations in the pursuance of an FAA pilot license.

For additional information, contact Jonathon Moss, Director (870) 512-7836.

ASSOCIATE OF ARTS DEGREE PLAN BUSINESS

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
MATH	1023	College Algebra (if Math ACT below 24)
UNIV	1001	Freshman Seminar
BSYS	1513	Introduction to Keyboarding*

CORE CURRICULUM (43 HOURS)

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 hours) - (Must be one Life Science and one Physical Science)

Math (3 hours)

MATH	2143	Business Calculus
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Social Science (12 hours)

3 hrs from the following:

HIST	2763	History to 1876 OR
HIST	2773	History since 1876 OR
POSC	2103	Intro to US Government

3 hrs from the following:

HIST	1013	World Civilization to 1660 OR
HIST	1023	World Civilization since 1660

6 hrs from the following:

ECON	2313	Principles of Macroeconomics
SOC	2213	Principles of Sociology OR
SOC	2233	Intro to Anthropology

Arts and Humanities (12 hours)

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual OR
MUS	2503	Fine Arts Musical OR
THEA	2503	Fine Arts Theatre
ENG	2003	Intro to Literature of Western World I
ENG	2013	Intro to Literature of Western World II

Physical Education (2 hours)

*All candidates for the associate degree who do not have keyboard competency should enroll in BSYS 1513 Introduction to Keyboarding.

BUSINESS CORE CURRICULUM (21 HOURS)

ACCT	2003	Principles of Accounting I* **
ACCT	2003	Principles of Accounting II**
MIS	1503	Microcomputer Applications I** OR
MIS	1503	Microcomputer Applications II
ECON	2323	Principles of Microeconomics**
QM	2113	Business Statistics**
BSYS	2563	Business Communications
LAW	2023	Legal Environment of Business

* This course must be completed with a grade "C" or better.

** These courses must be completed before Upper-level business courses can be taken at ASU-Jonesboro. A student planning to transfer to another four-year institution should check with that institution's degree and course requirements for business majors.

Business Electives: These courses should be approved by the advisor. Courses should be transferable to a 4-year institution as degree requirements or as electives. Students who change majors or choice of transfer institutions after selecting electives may encounter difficulty in transferability/or financial aid.

Required Hours 62

ASSOCIATE OF ARTS Computer Information Systems

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
MATH	1023	College Algebra (if Math ACT below 24)
UNIV	1001	Freshman Seminar

Note: All candidates for the associate degree who do not have keyboard competency should enroll in BSYS 1513 Introduction to Keyboarding

CORE CURRICULUM (43 HOURS)

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 hours) - (Must be one Life Science and one Physical Science)

Math (3 hours)

MATH	2143	Business Calculus
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Social Science (12 hours)

3 hrs from the following:

HIST	2763	History to 1876 OR
HIST	2773	History since 1876 OR
POSC	2103	Intro to US Government

3 hrs from the following:

HIST	1013	World Civilization to 1660 OR
HIST	1023	World Civilization since 1660

6 hrs from the following:

ECON	2313	Principles of Macroeconomics
SOC	2213	Principles of Sociology
SOC	2233	Intro to Anthropology

Arts and Humanities (12 hours)

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual OR
MUS	2503	Fine Arts Musical OR
THEA	2503	Fine Arts Theatre

6 hrs from the following:

ENG	2003	Intro to Literature of Western World I
ENG	2013	Intro to Literature of Western World II
PHIL	1103	Intro to Philosophy

Physical Education (2 hours)**COMPUTER INFORMATION SYSTEMS CORE (18 hours)**

MIS	1503	Microcomputer Applications I
MIS	2403	Intro to Database Management
ECON	2313	Principles of Microeconomics
QM	2113	Business Statistics
ACCT	2003	Principles of Accounting I
ACCT	2013	Principles of Accounting II

Select 1 course from:

MIS	2033	Visual Basic Programming
MIS	2203	Structured Programming Using COBOL

BUSINESS/COMPUTER ELECTIVES (to total 70-72 hours)

Select three courses from this group which will fill specific degree requirements at a four-year school. Students should consult with their academic advisor for further information on requirements at specific schools.

ACCT	2033	Computerized Accounting
BSYS	2583	Spreadsheets for Managerial Decisions
MIS	1513	Microcomputer Applications II
MIS	2013	Web Page Design
MIS	2023	Computer Animation
MIS	2033	Visual Basic Programming
MIS	2111	Special Topics in Computer Applications
MIS	2203	Structured Programming Using COBOL
MIS	2403	Intro to Database Management
MIS	2813	Desktop Publishing Applications
MIS	2874	Structured Programming in the C Language

*CST

*CST

***Only on approval of advisor and CST faculty**

Required Hours (70)

ASSOCIATE OF ARTS Criminology

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
MATH	1023	College Algebra (if Math ACT below 24)
UNIV	1001	Freshman Seminar

CORE CURRICULUM (43 HOURS)

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 hours)

Math (3 hours)

Math	1023	College Algebra
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Social Science (12 hours)

3 hrs from the following:

HIST	2763	History to 1876 OR
HIST	2773	History since 1876 OR
POSC	2103	Intro to US Government

3 hrs from the following:

HIST	1013	World Civilization to 1660 OR
HIST	1023	World Civilization since 1660

6 hrs electives from HIST, SOC, ECON, PSY, POSC, or GEOG

PSY	2013	Introduction to Psychology
SOC	2213	Principles of Sociology

Arts and Humanities (12 hours)

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual OR
MUS	2503	Fine Arts Musical OR
THEA	2503	Fine Arts Theatre

6 hrs from the following:

ENG	2003	Intro to Literature of Western World I
ENG	2013	Intro to Literature of Western World II
PHIL	1103	Intro to Philosophy

Physical Education (2 hours)

A minimum of 62 hrs (with a minimum 2.00 GPA) must be taken to receive the Associate of Arts Degree from ASUN. At least 18 hrs of electives must be selected with approval of advisor.

CRIMINOLOGY ELECTIVES (to total 62-64 hours)

CRIM	1023	Introduction to Criminal Justice
CRIM	2043	Community Relations in the Adm of Justice
CRIM	2253	Criminal Investigation
CRIM	2263	Criminal Evidence and Procedure
SOC	2223	Social Problems
SPAN	1013	Elementary Spanish I**
SPAN	1023	Elementary Spanish II**
SPAN	2013	Intermediate Spanish I**
SPAN	2023	Intermediate Spanish II**

** Check 4-year program for degree requirement on foreign language.

Required Hours (62)

ASSOCIATE OF ARTS

Early Childhood Education (P-4)

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

CORE CURRICULUM

General Education Core (43 Hours)

ENG	1003	Freshman English I (grade C or above)
ENG	1013	Freshman English II (grade C or above)
BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab
PHSC	1203	Physical Science
PHSC	1201	Physical Science Lab
MATH	1203	College Algebra (grade C or above)
HIST	2763	United States to 1876 OR
HIST	2773	United States since 1876
HIST	1013	World Civilization to 1660 OR
HIST	1023	World Civilization since 1660
PSY	2013	Introduction to Psychology
PHIL	1103	Introduction to Philosophy
SPCH	1203	Oral Communication (grade C or above)
ART	2503	Fine Arts-Visual OR
MUS	2503	Fine Arts-Musical OR
THEA	2503	Fine Arts-Theatre
PE	1623	Concepts of Fitness

6 hours from the following:

POSC	2103	Introduction to United States Government
ENG	2003	Intro to Literature of the Western World I
ENG	2013	Intro to Literature of the Western World II

Major Requirements (20 hours)

EDU	2023	Introduction of Teaching
ECH	2012	Survey of Early Childhood Education
ECH	2023	Child Development
ARED	2703	Public School Art for the Classroom Teacher
PE	2803	P.E. for the Elementary Grades

MATH	2113	Math for Elementary Teachers I
MATH	2123	Math for Elementary Teachers II

Total-AA in Early Childhood Edu (P-4)-Required Hours (63)

ASSOCIATE OF ARTS IN TEACHING
Middle School Emphasis
Language Arts/Social Studies Specialty

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (8 hours)

PHSC	1203	Physical Science
PHSC	1201	Physical Science Lab
BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab

Math (3 hours)

MATH	1023	College Algebra
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Social Science (21 hours)

HIST	2763	US History to 1876 OR
HIST	2773	US History since 1876 OR
HIST	1013	World Civilization to 1660 OR
HIST	1023	World Civilization since 1660
GEOG	2613	Introduction to Geography
POSC	2103	Intro to United States Government
PSY	2013	Introduction to Psychology
HIST	2083	History of Arkansas

Arts and Humanities (15 hours)

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual OR
MUS	2503	Fine Arts Musical OR
THEA	2503	Fine Arts Theatre
ENG	2003	Intro to Literature of the Western World I
ENG	2013	Intro to Literature of the Western World II
ENG	2583	Literature for Adolescents

Physical Education (3 hours)

PE	1623	Concepts of Fitness
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Education Courses

EDU 2023 Introduction to Teaching

EDU 2013 Introduction to K-12 Computing

Required Hours (62)

ASSOCIATE OF ARTS IN TEACHING
Middle School Emphasis
Math/Science Specialty

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

English (6 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II

Lab Sciences (12 hours)

PHSC	1203	Physical Science
PHSC	1201	Physical Science Lab
BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab
CHEM	1013	General Chemistry I
CHEM	1011	General Chemistry I Lab

Math (3 hours)

MATH	1023	College Algebra
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Social Science (15 hours)

HIST	2763	US History to 1876	OR
HIST	2773	US History since 1876	
HIST	1013	World Civilization to 1660	OR
HIST	1023	World Civilization since 1660	
GEOG	2613	Introduction to Geography	
PSY	2013	Introduction to Psychology	
HIST	2083	History of Arkansas	

Arts and Humanities (12 hours)

SPCH	1203	Oral Communication	
ART	2503	Fine Arts Visual	OR
MUS	2503	Fine Arts Musical	OR
THEA	2503	Fine Arts Theatre	
ENG	2003	Intro to Literature of the Western World I	
ENG	2013	Intro to Literature of the Western World II	

Physical Education (3 hours)

PE	1623	Concepts of Fitness
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Education Courses

EDU	2023	Introduction to Teaching
EDU	2013	Introduction to K-12 Computing
MATH	2113	Math for Teachers I
MATH	2123	Math for Teachers II

Required Hours (63)

ASSOCIATE OF GENERAL EDUCATION

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
UNIV	1001	Freshman Seminar

CORE CURRICULUM (29 hours)

English and Communication (9 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
SPCH	1203	Oral Communication
BSYS	2553	Business Communications

Lab Sciences (4 hours)

Math (3 hours)

MATH	1003	Intermediate Algebra	OR
MATH	1023	College Algebra	

Social Science (9 hours)

3 hours from the following:

HIST	2763	US History to 1876	OR
HIST	2773	US History since 1876	OR
POSC	2103	Introduction to US Government	
6 hours electives from MIS, ACCT, ECON, or PSY			

Arts and Humanities (3 hours)

ENG	2003	Intro to Lit of the Western World I	OR
ENG	2013	Intro to Lit of the Western World II	OR
PHIL	1103	Introduction to Philosophy	OR
ART	2503	Fine Arts Visual	OR
MUS	2503	Fine Arts Musical	OR
THEA	2503	Fine Arts Theatre	
ART	(any Art)		

Physical Education (1 hours)

Electives (at least 31 hours)
Required Hours (60)

ASSOCIATE OF SCIENCE IN HEALTH SCIENCES

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
MATH	1023	College Algebra (if Math ACT below 24)
UNIV	1001	Freshman Seminar

CORE CURRICULUM

English & Communications (12 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
ENG	2003	Intro to Lit of the Western World I OR
ENG	2013	Intro to Lit of the Western World II OR
SPCH	1203	Oral Communication

Lab Sciences (8 hours)

Math (2 hours)

MATH	1023	College Algebra
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Social Science (9 hours)

3 hours from the following:

HIST	2763	US History to 1876
HIST	2773	US History since 1876
POSC	2103	Intro to US Government

3 hours from the following:

HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660

3 hours from the following:

HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660
HIST	2763	US History to 1876
HIST	2773	US History since 1876
POSC	2103	Intro to US Government
GEOG	2603	World Regional Geography
SOC	2213	Principles of Sociology
PSY	2013	Intro to Psychology

Arts and Humanities (6 hours)**3 hours from the following:**

ART	2503	Fine Arts Visual
MUS	2503	Fine Arts Musical
THEA	2503	Fine Arts Theatre

3 hours from the following:

ENG	2003	Intro to Lit of the Western World I
ENG	2013	Intro to Lit of the Western World II
PHIL	1103	Introduction to Philosophy

Social or Behavior Science Elective (3 hours)**Required Electives (at least 25 hours)**

PHYS	1103	Fundamental Physics I Fundamental Physics I Lab
PHYS	2084	Fundamental Physics II Fundamental Physics II Lab
CHEM	1013	General Chemistry I
CHEM	1011	General Chemistry I Lab
MATH	2205	Calculus I
MATH	2215	Calculus II
MATH	2255	Calculus III
SOC	2213	Principles of Sociology
PE	1623	Concepts of Fitness
BIOL	2103	Microbiology
BIOL	2101	Microbiology Lab
ZOOL	1303	General Zoology I
ZOOL	1301	General Zoology I Lab
ZOOL	2003	Human Anatomy & Physiology I
ZOOL	2001	Human Anatomy & Physiology I Lab
ZOOL	2013	Human Anatomy & Physiology II
ZOOL	2011	Human Anatomy & Physiology II Lab
CHEM	1033	Intro to Organic and Biochemistry
CHEM	1031	Intro to Organic and Biochemistry Lab
MIS	1503	Microcomputer Applications I

TECHNICAL CERTIFICATES



TECHNICAL CERTIFICATE

Computer Information Systems

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
UNIV	1001	Freshman Seminar

Requirements (30 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
ACCT	2003	Principles of Accounting I
MIS	1503	Microcomputer Applications I
MIS	2033	Visual Basic Programming
MATH	1003	Intermediate Algebra (or higher)

Select 2 courses:

MIS	2583	Spreadsheets for Managerial Decisions
MIS	2813	Desktop Publishing Applications
MIS	1513	Microcomputer Applications II
MIS	2403	Introduction to Database Management
ACCT	2033	Computerized Accounting
MIS	2013	Web Page Design
MIS	2023	Computer Animation
BSYS	2413	Word Processing I

Required (30 hours)

TECHNICAL CERTIFICATE

Computerized Accounting

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
BSYS	1513	Introduction to Keyboarding
UNIV	1001	Freshman Seminar

Requirements: (30 hours)

ENG	1003	Freshman English I
MATH	1003	Intermediate Algebra OR
MATH	1023	College Algebra
ACCT	2003	Principles of Accounting I
ACCT	2033	Computerized Accounting
BSYS	2413	Word Processing I
BSYS	2553	Business Machines
BSYS	2503	Business Office Skills
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II
BSYS	2583	Spreadsheets for Managerial Decisions

Select one of the following:

BSYS	1523	Keyboarding I
BSYS	2543	Keyboarding II

Required (30 hours)

TECHNICAL CERTIFICATE

Diesel Technology

READ	0023	Developmental Reading (if Reading ACT below 19)
UNIV	1001	Freshman Seminar

CORE CURRICULUM (34 hours)

ENG	0003	Language Development (required if ACT 0-13) OR
ENG	0033	Writing Tutorial (required if ACT 14-18)
MATH	1103	Technical Math
DMT	1102	Heavy Duty Clutches
DMT	1202	Diesel Engines
DMT	1302	Diesel Fuel Systems
DMT	1402	Heavy Duty Gasoline Engines
DMT	1502	Heavy Duty Transmissions
DMT	1602	Air Conditioning Systems
DMT	1702	Hydraulics
DMT	1802	Electrical Systems
DMT	1902	Brake Systems
DMT	1512	Applications Lab*
DMT	1513	Applications Lab*
DMT	1522	Applications Lab*
DMT	1523	Applications Lab*

* Students must complete a total of ten hours of Applications Lab to complete certificate requirements.

TECHNICAL CERTIFICATE Office Occupations

Possible Prerequisites:

ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0003	Developmental Algebra (if Math ACT below 17)
BSYS	1513	Introduction to Keyboarding
UNIV	1001	Freshman Seminar

Requirements: (33 hours)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1003	Intermediate Algebra OR
MATH	1023	College Algebra
BSYS	1523	Keyboarding I
BSYS	2413	Word Processing I
BSYS	2553	Business Machines
BSYS	2513	Machine Transcription
BSYS	2503	Business Office Skills
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II

Select one of the following:

BSYS	2533	Internet, Intranet and Email Apps for Bus
BSYS	2583	Spreadsheets for Managerial Decisions
MIS	1513	Microcomputer Applications II
MIS	2813	Desktop Publishing Applications

Required (33 hours)

TECHNICAL CERTIFICATE Practical Nursing

Possible Prerequisites:

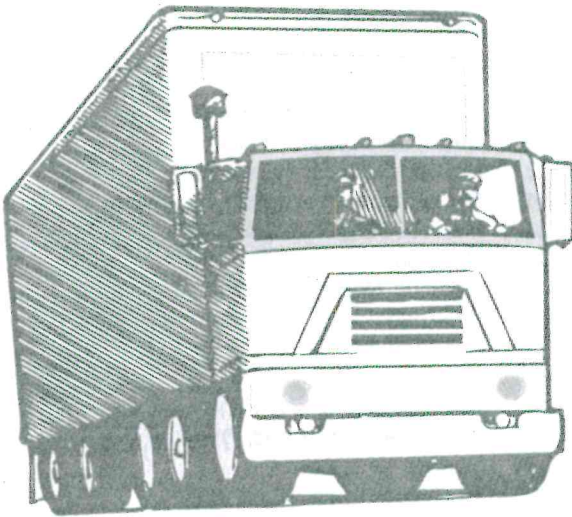
ENG	0003	Language Development (if ACT 0-13)
ENG	0033	Writing Tutorial (if ACT 14-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
ENG	1003	Freshman English I
MATH	0003	Developmental Algebra (if Math ACT below 17)
MATH	1003	Intermediate Algebra or
MATH	1023	College Algebra
UNIV	1001	Freshman Seminar

CORE CURRICULUM: (54 hours)

SPN	1001	Vocational/Legal/Ethical Concepts
SPN	1106	Basic Concepts of Nursing I
SPN	1202	Medical/Surgical Nursing I
SPN	1304	Basic Concepts of Nursing II
SPN	1405	Medical/Surgical Nursing II
SPN	1502	Nutrition
SPN	1601	Geriatric Nursing
SPN	1602	Pharmacology I
SPN	1702	Pharmacology II
SPN	1801	Mental Health
SPN	1804	Body Structure and Function OR
ZOOL	2004	Human Anatomy and Physiology I
SPN	1902	Nursing of Children
SPN	2501	Medical/Surgical Nursing III
SPN	2702	Medical/Surgical Nursing IV
SPN	2603	Nursing of Mothers and Infants
SPN	1103	Clinic I
SPN	1207	Clinic II
SPN	1303	Clinic III
SPN	1403	Clinic IV

Required (54 hours)

ARKANSAS COMMERCIAL DRIVER TRAINING INSTITUTE



**Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112
(800) 470-5440
(870) 512-7887
FAX: (870) 512-7886
E-mail: tlarson@asun.edu
www.asun.edu**

CERTIFICATE OF PROFICIENCY

TRUCK DRIVER TRAINING

The Arkansas Commercial Driver Training Institute is a public-private partnership which provides an intensive training for Arkansas based motor carriers and non-Arkansas motor carriers in an effort to meet the growing demand for commercial drivers at a reasonable cost.

Driver training began at ASU-Newport in 1987, with a federally funded program. Contracts with major motor carriers were added in 1992. ASU-Newport has extensive experience in training commercial drivers and currently trains 70 percent of the students enrolled in driver training programs in the state of Arkansas. The campus is located directly off of Highway 67 six miles from the center of Newport, Arkansas on thirty-nine acres. A 23,000 square foot building for the Institute was completed in December, 1996. Although most students choose to drive to the Institute, bus and train connections are available.

Private companies provide housing which is three (3) to six (6) miles from the campus. The housing is conveniently located within a short driving distance to local restaurants, medical facilities, and churches.

The Institute starts a new class every week. Classes are from approximately 6:00 a.m. until 5:15 p.m., seven (7) days a week. Night driving is scheduled periodically. Equipment used for training consists primarily of conventional tractors and 48 & 53 foot trailers (dry vans, reefers, and flatbeds). A simulator is used during training for additional practice in shifting.

Upon completion of the program, students will have obtained their CDL Class A driver's license, and receive a Certificate of Proficiency.

PROGRAM PHILOSOPHY AND OBJECTIVES

The program is designed to train entry level drivers to help meet the growing demand by carriers for qualified personnel.

In our short term training programs, three weeks (210 clock hours), we feel that with the right attitude and hard work that our students are on their way to becoming "professional drivers."

ENTRANCE REQUIREMENTS

The students must possess the skills to enter the job market so they will be qualified to obtain a job as entry level drivers with the ability to safely operate commercial vehicles.

Must be at least 18 years of age

Must pass the DOT physical

Must pass a drug screen

Must have a valid drivers license

Other requirements depending on funding resources

ATTENDANCE

Students must be on time for all classes. More than one unexcused tardy can result in disciplinary action. Absences may require additional training from the student. Unexcused absences of 8 hours or more may result in dismissal. Excused absences may be made up, when possible and necessary to meet proficiency requirements.

WITHDRAWALS

Students may withdraw at any time during the course and receive a "W".

GRADING SYSTEM

Upon completion of the course the student is given one letter grade which is an average of classroom scores, road skills tests, and range skills.

Classroom Scores 25% of grade

Range & Road test75% of grade

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

below 60 = F

To satisfactorily complete the course students must:

(1) Score at least 80% in each of the following subjects: General Knowledge, Combination Vehicles, Air-Brakes, and Hazardous Materials. (2) Obtain CDL permit. (3) Score at least 80% on final road and range skills.

CURRICULUM

Classes will meet each day from approximately 6:00 a.m. to 5:15 p.m. Each class will be divided into two parts with one half of the students in the classroom and the other half on the range and road at alternate times.

<u>Day /Class</u>	<u>Range & Road</u>
1. Orientation/Paperwork	None
2. Safety & Range Rules	Backing
3. General Knowledge	Space Management
4. Hours of Service, Maps	Backing, Visual Search
5. CDL Test	Backing, Coupling, Shifting
6. None	Vehicle Com., Speed Mgmt.
7. Control Systems, Veh. Insp.	Backing, Shifting
8. None	Vehicle Com., Speed Mgmt.
9. DDC, Smith System, Accident Proced., Vis. Search	Shifting, Backing
10. Space Mgmt. Cargo	Shifting, Backing
11. Trip Planning, Com. Skills	Basic Control, Space Mgmt.
12. Haz. Percep., Skid Avoid	Basic Control on Street
13. Extreme Driving Conditions, Hazards	Emergency Maneuvers Space Mgmt, Hz. Percep.
14. Ident. Maint. Diag. Reporting	None
15. Haz. Percep. Night Driving	CDL, PTI, Range Test, Night Driving
16. Hours of Service, Trip Test, Visual Search	CDL, PTI, Skills
17. Trip Plan., Com. Skills	Space Mgmt.
18. Control Syst. Final Log Test Life on Road, Cargo	None
19. Cargo, Trip, Malfunctions	CDL, Road Test
20. Clean Equipment, Paperwork Company Orientation	None

*Curriculum is subject to change without notice and may include independent study.

***Estimated Break-Down of Expenses for 3 week Term**

Tuition \$900

Fees.....\$300

(Due first day of class; 2 checks,
\$900 to ASU-Newport; and a fee
of \$300 to Northeast Arkansas Higher
Education Charitable Foundation)

Housing..... \$275

(Provided by outside sources. Due when
checking into apartment, \$10 Key Deposit
that will be refunded after check out)
(Furnish your own linen)

Other Expenses Include: D.O.T. Physical, NIDA Drug
Test, CDL Packet, and Final CDL License. (Prices vary
on an individual basis.)

*Expenses are subject to change without notice.

***Estimated Break-Down of Expenses for 4 week Term**
Same as the 3-week except for the following:

Tuition \$1170

Fees.....\$300

(Due first day of class; 2 check,
\$1170 to ASU-Newport;
\$300 to ASU-Newport Charitable Foundation)

Housing..... \$320

(Provided by outside sources. Due when
checking into apartment, \$10 Key Deposit
that will be refunded after check out)
(Furnish your own linen)

*Expenses are subject to change without notice.

TUITION REFUND POLICY (If student pays tuition)

The tuition refund policy is as follows:

100% of the tuition will be refunded if the student leaves
during the first week of enrollment. "Thereafter, no refund will
apply.

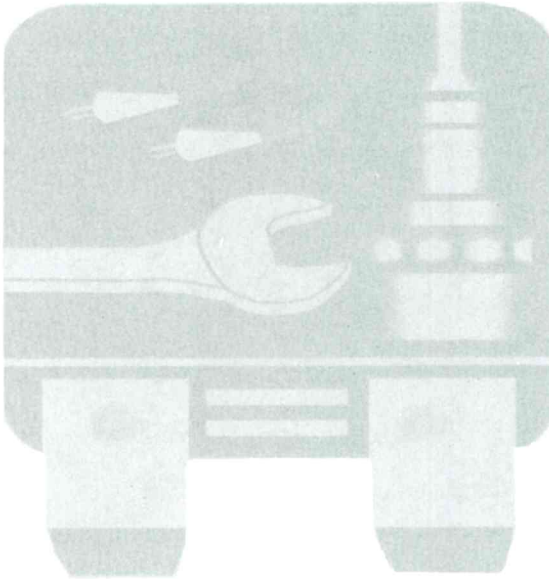
HOLIDAYS

Holidays observed during the two weeks of Christmas break.

PLACEMENT

Completers may be placed in one of several available trucking companies.

TECHNICAL CERTIFICATE DIESEL TECHNOLOGY



CONTACT:

**Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112
Work (870) 512-7800
(800) 976-1676
E-mail: instructor@asun.edu**

TECHNICAL CERTIFICATE DIESEL TECHNOLOGY

Recent years have seen some remarkable changes in the field of truck technology. According to the U.S. Department of Labor, in 1965 a competent automotive technician would have needed to be familiar with enough information to fill about 25,000 pages in a set of technical manuals. By 1990, the estimate had grown to nearly 465,000 pages. Since 1990, technology has accelerated at a blinding speed. The trucks of today are high-tech marvels of modern engineering. For instance: 20 years ago, the truck's electrical system was used to start the engine, charge the batteries, and operate the lighting system. Today, one would be hard-pressed to find a system anywhere on the vehicle that did not use some form of electronic control. Microprocessors are standard equipment on today's vehicles, being utilized for everything from air conditioning to engine and transmission controls to collision avoidance systems. For today's technician, effective training has become absolutely essential. In an effort to meet the ever-increasing challenge of providing a source of well trained technicians for our dealerships, Barloworld Freightliner and Arkansas State University at Newport have joined resources in a unique partnership that links 21st century technology with proven educational leadership.

Upon successful completion of this unique one year program, the student will receive a Technical Certificate in Freightliner Diesel Technology from Arkansas State University. In addition, the student and his/her sponsoring dealership will receive a number of credits through Freightliner Corporation which will count toward each dealership's annual training requirements.

<u>Spring</u>	<u>10 weeks of class</u>	<u>5 weeks of Internship</u>	
<u>Number</u>	<u>Title</u>	<u>Clock Hrs</u>	<u>Credit Hrs</u>
FL 1002	Service & Maint.	30	2
FL 1153	Electrical Prob. Solv	45	3
FL 1032	Brakes/ABS	30	2
MIS 1443	Technical Computer Apps	45	3
DMT 1512	Applications Lab		2
FL 1602	Internship		<u>2</u>
		Total	14

<u>Summer</u>	<u>10 weeks of class</u>	<u>5 weeks of Internship</u>	
<u>Number</u>	<u>Title</u>	<u>Clock Hrs</u>	<u>Credit Hrs</u>
ENG 1233	Technical Composition	45	3
FL 1052	HVAC Service & Diag	30	2
FL 1612	Internship		<u>2</u>
		Total	7

CDL Class B

<u>Fall</u>		<u>10 weeks of class</u>	<u>5 weeks of Internship</u>	
<u>Number</u>		<u>Title</u>	<u>Clock Hrs</u>	<u>Credit Hrs</u>
MATH 1103		Technical Mathematics	45	3
PSY 1013		Consumer Psychology	45	3
DMT 1202		Diesel Engines	30	2
DMT 1302		Diesel Fuel Systems	15	1
DMT 1502		Heavy Duty Transmissions	30	2
DMT 1522		Applications Lab		2
FL 1622		Internship		<u>2</u>
				Total 15

36 Credit Hours Technical Certificate in Applied Diesel Technology

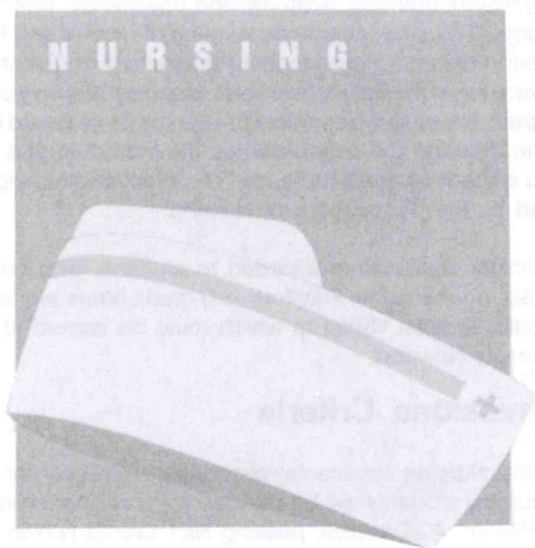
Diesel Technology - Course Requirements:

FL	1002	Service & Maintenance
DMT	1202	Diesel Engines
DMT	1302	Diesel Fuel Systems
DMT	1502	Heavy Duty Transmissions
DMT	1512, DMT 1522	Applications Lab
FL	1502	HVAC Service and Diagnostics
FL	1153	Electrical Problem Solving
FL	1032	Brakes/ABS
FL	1602, FL1612, FL1622	Freightliner Internship

Diesel Technology - General Edu Courses

MIS	1443	Technical Computer Applications
ENG	1233	Technical Composition
MATH	1103	Technical Mathematics
PSY	1013	Consumer Psychology

PRACTICAL NURSING



CONTACT:

Arkansas State University-Newport
7648 Victory Blvd.

Paula Breckenridge, R.N.

(870) 512-7833

or

Kim Drury, R.N.

(870) 512-7818

PRACTICAL NURSING

The Practical Nursing program provides the student with the basic knowledge and skills for passing the State Board of Nursing Licensure Examination and for the satisfactory performance of nursing skills in the health field. Instruction consists of theory and supervised practice in the following areas: basic nursing procedures; personal, family, and community health; nutrition; anatomy and physiology; pharmacology; medical-surgical nursing; pediatrics; nursing of mother and infant; and mental health nursing. Clinical training is planned to give the student varied experience in the health care field. Upon satisfactory completion of the program, the student is eligible to take the State Board of Nursing Examination. Passing the exam assures the individual of a license to practice as a licensed practical nurse. The Practical Nursing program is approved by the State Board of Nursing.

A technical certificate is awarded to students who complete all departmental requirements. Fifty-four (54) credit hours are required for this certificate, at least fifteen of which must be earned at Arkansas State University-Newport.

PN Admissions Criteria

Practical Nursing applicants must apply each year for the class. Practical Nursing students will be selected for enrollment based on the following criteria: ACT scores, passing NET scores (which has to be taken every year), an interview. (There is a fee for the NET test) Additional points may be awarded in the selection process for advanced coursework and work experience. Before enrollment, all pre-requisites must also be completed. **PN applicants are responsible for turning in their completed application packets by the application deadlines to the Admissions Office.**

For additional information on specific deadlines and criteria, applicants should contact Phyllis Loftin in the Admissions Office.

Prerequisites

Completed PN application packets, which must include a PN application, high school/GED transcript, all official college transcripts, ACT scores, passing Net Scores, MMR shot record, and work verification letters, must be sent to the attention of PN Applications, Admissions Office.

Applicants for the Practical Nursing program must meet all unconditional admission criteria as listed in the admissions section of this catalog.

Applicants must also be at least 17 years of age and complete the following prerequisite courses with a "C" or higher before entering the Practical Nursing program.

MATH	0003	Developmental Algebra (or Higher)
ENG	0003	Language Development (or Higher)
READ	0003	Reading Improvement (if needed)
UNIV	1001	Freshman Seminar

Students accepted into the program will be required to obtain a physical from the physician of their choice stating that the student is physically capable of performing the duties of a practical nurse and is free from any communicable disease. A form for the physical may be obtained from the Admissions office.

Any student who is, or has been convicted of a crime must report this conviction to the Director of the PN program immediately. The student must check "yes" to the question on the Arkansas application and provide a letter of explanation, a copy of the court docket and evidence/documentation that all fines and restitution has been paid. Each case will be evaluated on an individual basis. The student may or may not be required to make an appearance before the State Board of Nursing and ask permission to write the NCLEX-PN. The results of the criminal background check must be received prior to issuance of a permanent license. A state criminal background check will be required for all applicants for initial licensees for RNs, LPNs, LPTNs, RNP's and APNs. The background check will be conducted by the Arkansas State Police and shall be completed no earlier than twelve (12) months prior to application for initial licensure. The fee of \$15 will be incurred by the student.

The Nursing substance abuse policy includes random drug testing. (See Practical Nursing Policy & Procedures Handbook for details.)

Students must pass PN exit exam before taking state boards.

Practical Nursing students are required to meet more stringent attendance and grading guidelines. Students are required to maintain a 76% average in each class in which they are enrolled. The attendance requirements are explained in detail in the Practical Nursing Policy & Procedures Handbook.

READMISSION OR TRANSFER

Any applicant for readmission or transfer from another school will follow the PN selection criteria for program admission. If a student is interested in transferring or readmission, a review of the student's transcript will be conducted, and the appropriate semester for admission will be determined. If no courses are available during a semester that the transfer or readmitted student needs, the student will not be admitted in that semester but can apply for the following semester. Students who have unsuccessfully completed the program are allowed to reapply a second time, but **will not** be considered a third time for admission.

If a student is accepted into the program, a complete transcript review will be done by the Director of Admissions/Registrar or a designee to determine the course or courses for which the student will be given credit.

CLASSROOM AND HOSPITAL SCHEDULE

Practical Nursing students spend the first weeks of the course in classroom sessions Monday through Friday (8:00 a.m. to 3:00 p.m.). During the remaining weeks the students are in clinical practice three days a week. They also spend two days a week in classroom study at the school. The majority of clinical experience is during the day (6:30 a.m. to 3:00 p.m.); however, the students will work two or three weeks on evening duty*.

Affiliated Clinical Facilities

Harris Hospital, Inc.

Newport Hospital & Clinic

Regional Health Care

Pinedale Nursing Home

Woodruff County Nursing Home - McCrory, AR

*Students are required to rotate through facilities during their clinical training.

Dates for Net Testing may be obtained by calling Phyllis Loftin, Admissions Office, (870) 512-7842.

Major Requirements:

SPN	1001	Vocational, Legal, & Ethical Concepts
SPN	1106	Basic Concepts of Nursing I
SPN	1304	Basic Concepts of Nursing II
SPN	1804	Body Structure & Function
SPN	1202	Medical/Surgical Nursing I
SPN	1405	Medical/Surgical Nursing II
SPN	2501	Medical/Surgical Nursing III
SPN	2702	Medical/Surgical Nursing IV
SPN	1502	Nutrition
SPN	1601	Geriatric Nursing
SPN	1902	Nursing of Children
SPN	1602	Pharmacology I
SPN	1702	Pharmacology II
SPN	2603	Nursing of Mothers and Infants
SPN	1801	Mental Health
SPN	1103	Clinic I
SPN	1207	Clinic II
SPN	1303	Clinic III
SPN	1403	Clinic IV

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

ACCT 2003 Principles of Accounting I

The accounting cycle for merchandising and service-oriented business organizations. Primary emphasis is on financial accounting principles applicable to measuring assets, liabilities, and owners' equity.

ACCT 2013 Principles of Accounting II

Special measurement problems for partnerships and corporations. Part of the course covers accounting for manufacturing companies and managerial use of accounting data and reports for decision making. Prerequisite: ACCT 2003 with a grade of "C" or better.

ACCT 2023 Fundamental Accounting Concepts

This course is designed to develop an understanding of basic accounting concepts, with secondary emphasis on procedural mechanics. Also included is the development of an understanding of the language and environment of business, an appreciation of accounting methodology, and skills in problem solving. (This course does not fill a degree requirement for business majors).

ACCT 2033 Computerized Accounting

Students' knowledge of accounting concepts and principles is reinforced through use of the computer. Instruction is provided in computer operations using commercially available accounting software. Students concerned about transferability should check with their transfer institution. Prerequisite: ACCT 2003.

AGEC 1003 Introduction to Agricultural Economics

Basic economic principles and their application to agriculture. This course deals briefly with production, distribution, value, price, credit, land value, marketing, and related problems.

AGRI 1211 Introductory Seminar in Agriculture

A series of lectures dealing with agriculture as a profession and with the various possible majors and job opportunities.

ARED 2703 Public School Art for the Classroom Teacher

A course designed to give future elementary teachers the basic knowledge and skill to lead students through creative experiences in the visual arts. Emphasis will also be placed on how the creative process is valuable to the total education of the child. Prerequisite: 30 hours (not including remedial courses) plus Fine Arts-Visual (ART 2503).

ART 1013 Design I

The study of the elements and principles of two-dimensional design.

ART 1033 Drawing I

A studio course in which the concepts of linear perspective, value studies, contrast, contour, and technique are taught by using a variety of subjects from still life to live models. A variety of media will also be explored. Six hours per week.

ART 1043 Drawing II

Continuation of ART 1033. Light and shade drawing with emphasis on original illustration using the human form. Prerequisite: ART 1033. Six hours per week.

ART 2063 Painting I

A studio course which utilizes the elements and principles of art. In addition to the language of art, value studies, contrast, and technique will be taught. Six hours per week. Prerequisite: ART 1033 or consent of instructor.

ART 2073 Painting II

A continuation of ART 2063. Six hours per week. Prerequisite: ART 2063 or consent of instructor.

ART 2093 Ceramics I

An introductory course in creative clay processes. Emphasis is placed upon the hand building techniques of coil, slab, pinch, and wheel thrown pot methods along with glazing and firing procedures. Surface and glaze treatments are explored for visual as well as tactile purposes. Six hours per week.

ART 2103 Ceramics II

Continuation of Introduction to Ceramics work. Emphasis is placed upon sculpture, slab, and wheel thrown pot methods along with glazing and firing procedures. Prerequisite: ART 2093.

ART 2503 Fine Arts-Visual

An introduction to visual arts for all students regardless of background or experience. The purpose is to help the student to develop criteria for appreciation of painting, sculpture, and architecture. Three lecture hours per week.

AVN 1013 Introduction to Aeronautics

Beginning with an overview of aviation, the course covers basic and advanced aerodynamics, navigation, safety, weather, aircraft

performance, flight planning, introduction to aircraft systems, and FAA regulations. Includes technical data necessary for the FAA Private and Commercial Pilot Certificates.

AVN 1021 Introduction to Aeronautics Lab

Flight instruction to prepare the student pilot for the first supervised solo flight. Includes pre-flighting the aircraft, taxiing, takeoff and landings, and basic flight maneuvers. Emphasis is on safety and good decision-making. Co-requisite: AVN 1013.

AVN 1161 Private Pilot Certification

Ground school instruction in preparation for the FAA Private Pilot written examination. The course will provide classroom lecture, directed readings, classroom study periods, and computer lab study and test preparation periods, necessary for the knowledge to pass the FAA written examination. Prerequisites: AVN 1013 and AVN 1021.

AVN 1171 Private Pilot Certification Lab

Flight instruction necessary to complete requirements for the FAA Private Pilot Certificate. Prerequisite: AVN 1013 and AVN 1021; Co-requisite: AVN 1161

AVN 2071 Instrument Pilot Certification

Preparation for FAA Instrument Pilot written examination. Course completion requires passing the FAA Instrument written exam. Ground instruction includes weather and weather services flight instruments, navigation, regulations and procedures, departure, enroute, arrival and approach.

AVN 2083 Instrument Pilot Certification Lab

Flight instruction to prepare the student pilot for Instrument Pilot Certification. Instruction emphasizes weather and weather services, flight instruments, navigation, regulations and procedures, departure, enroute, arrival and approach. Co-requisite: AVN 2071.

BIOL 1001 Biological Science Lab

Two hours per week. Co-requisite: BIOL 1003 or consent of instructor. (Lab fee required)

BIOL 1003 Biological Science

A study of the similarity and diversity of life on earth. Lecture three hours. This course is a prerequisite for most other BIOL and ZOOL courses.

BIOL 2013 Introduction to Nutrition

A study of human nutritional needs over the human life span. Individual nutrients, their nature, functions, and their processing by

the human body. Dietary analyses and evaluations. Food labels and their interpretation, weight control, exercise, food safety, relationships of nutrition to health and the environment.

BIOL 2101 Microbiology Lab

Laboratory three hours per week. Co-requisite: BIOL 2103 or consent of instructor. (Lab fee required).

BIOL 2103 Microbiology

A study of microorganisms, in particular, bacteria, involving their structure and function at the molecular level, and interaction of these organisms with humans and their environment. Prerequisite: BIOL 1003 or consent of instructor. Knowledge of basic chemistry strongly recommended. Lecture three hours.

BOT 1103 Biology of Plants

A study of plant structures and their functions and the evolution, diversity, and ecology of plants. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 1003. (Lab fee required).

BSYS 1513 Introduction to Keyboarding

Instruction in and application of the basic skills and techniques of keyboarding on microcomputers. Three hours per week plus laboratory time. For beginners only.

BSYS 1523 Keyboarding I

This course is for persons with some keyboarding skill. The major emphasis is on skill development. Instruction is provided on microcomputers. Three hours per week plus laboratory time. Prerequisite: BSYS 1513 or keyboarding speed of at least 40 words per minute.

BSYS 2413 Word Processing I

Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time. Prerequisite: Keyboarding speed of at least 40 words per minute, MIS 1503 or equivalent, or consent of instructor.

BSYS 2503 Business Office Skills

Development of professional skills, knowledge, attitudes, and other competencies necessary for employees in business occupations. Includes filing emphasis, word processing concepts, and career enhancement skills. Prerequisite: Keyboarding ability or consent of instructor.

BSYS 2513 Machine Transcription

Instruction and practice in operation of transcribing machines. Includes review of basic language skills and preparation of business documents from machine-recorded materials using microcomputers. Three hours per week plus laboratory time. Prerequisite: keyboarding speed of at least 40 words per minute or consent of the instructor.

BSYS 2533 Internet, Intranet, and E-mail Applications for Business

This is a course to teach students about the Internet, Intranet, and E-mail. They will develop technology skills and research strategies using the Internet. Prerequisite: basic computer competency.

BSYS 2543 Keyboarding II

Skill development is continued at a higher level. Instruction is provided using microcomputers. Emphasis is placed on the production of business letters, statistical tables, manuscripts, business forms, word processing, and related typing projects. Three hours per week plus laboratory time. Prerequisite: BSYS 1523 or keyboarding speed of at least 55 words per minute.

BSYS 2553 Business Machines

Instruction and practice in the operation of electronic display and printing calculators, and computerized spreadsheets, with emphasis on business application problems.

BSYS 2563 Business Communications

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentations. Prerequisite: ENG 1003, ENG 1013 and keyboarding ability.

BSYS 2573 Medical Transcription

Instruction and practice in transcribing from medical audiocassette tapes. Areas of concentration include urinary, musculoskeletal, cardiovascular, integumentary, reproductive, nervous, digestive, endocrine, lymphatic, and respiratory systems. Three hours per week plus laboratory time. Prerequisite: Knowledge of medical terminology and keyboarding speed of at least 40 words per minute or consent of the instructor.

BSYS 2583 Spreadsheets For Managerial Decisions

The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. Prerequisite: MIS 1503 or consent of instructor. Students concerned

about transferability should check with their transfer institution.

BSYS 2593 Legal Transcription

Instruction and practice in transcribing from legal audiocassette tapes. Areas of concentration include litigation, civil actions, criminal law, probate, and contracts. Three hours per week plus laboratory time. Prerequisite: Keyboarding speed of at least 40 words per minute or consent of the instructor.

BUAD 2093 Internship

An employment experience relating to the student's major within the AAS in Business Technology. An instructor will monitor the student's progress with the supervising employer. The student will submit a journal describing the experience and will be evaluated by the employer at the end of the internship. Prerequisite: Consent of instructor, completion of 45 hours toward an AAS degree and a 2.0 GPA.

CHEM 1003 Introduction to Chemistry

Fundamentals of chemistry and a survey of topics for students with no previous training in chemistry. The purpose of this course is to provide the necessary background to enter CHEM 1013. Lecture three hours per week. Prerequisite: MATH 1003 or equivalent.

CHEM 1011 General Chemistry I Lab

Three hours per week lab. Co-requisite: CHEM 1013. (Lab fee required) Credit for this course is contingent upon earlier or simultaneous completion of CHEM 1013.

CHEM 1013 General Chemistry I

Fundamental laws and theories of chemistry. Lecture three hours. Co-requisite: MATH 1023.

CHEM 1021 General Chemistry II Lab

Three hours per week lab. Co-requisite: CHEM 1023 (lab fee required). Credit for this course is contingent upon earlier or simultaneous completion of CHEM 1023.

CHEM 1023 General Chemistry II

Continuation of CHEM 1013. Lecture three hours. Prerequisite: CHEM 1013 and MATH 1023.

CHEM 1031 Introduction to Organic and Biochemistry Lab

Three hours per week lab. Co-requisite: CHEM 1033 (lab fee required)

CHEM 1033 Introduction to Organic and Biochemistry

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy. Lecture three hours. Prerequisite: CHEM 1013.

CHEM 2051 Investigations in Chemistry

One-hour class. Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory technique. Prerequisite: CHEM 1013 and consent of Instructor. (This course may be taken for one, two, or three hours of credit, depending on the level of complexity and time involved in assignments.)

CHEM 2052 Investigations in Chemistry

Same as CHEM 2051 but a two-hour class. (This course may be taken for one, two, or three hours of credit, depending on the level of complexity and time involved in assignments.)

CHEM 2053 Investigations in Chemistry

Same as CHEM 2051 but a three-hour class. (This course may be taken for one, two, or three hours of credit, depending on the level of complexity and time involved in assignments.)

CHEM 2101 Organic Chemistry I Lab

Three hours per week lab. Co-requisite: CHEM 2103 (lab fee required) Credit for this course is contingent upon earlier or simultaneous completion of CHEM 2103.

CHEM 2103 Organic Chemistry I

Structure and bonding in organic compounds, conformational analysis, stereochemistry, introduction to reaction mechanisms and spectroscopic characterization of organic molecules. Lecture three hours, prerequisite: CHEM 1023.

CHEM 2111 Organic Chemistry II Lab

Three hours per week lab. Co-requisite: CHEM 2113 (lab fee required) Credit for this course is contingent upon earlier or simultaneous completion of CHEM 2113.

CHEM 2113 Organic Chemistry II

Organic transformations, carbonyl chemistry, carbon-carbon bond formation, reaction mechanisms, stereochemistry and regiochemistry of synthetic processes. Lecture three hours. Prerequisite: CHEM 2103

CRIM 1023 Introduction to Criminal Justice

This course is intended to expose the student to the workings of criminal justice systems, exploring the historical development, current operation, and future trends of criminal justice. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies and correctional practices. Content includes not only practices in the U.S., but also other cultures and their systems of justice.

CRIM 2043 Community Relations in the Adm of Justice

Provides an understanding of the complex factors in human relations. The philosophy of law enforcement is examined with the emphasis on the social forces which create social change and disturbance.

CRIM 2253 Criminal Investigation

Includes fundamentals and theory of an investigation, conduct at crime scenes, collection and presentation of physical evidence, and methods used in the police service laboratory.

CRIM 2263 Criminal Evidence and Procedure

Rules of Evidence of import at the operational level in law enforcement and criminal procedures, personal conduct of the officer as a witness, examination of safeguarding personal and constitutional liberties.

CST 1024 Microcomputer Operating Systems

Instruction of the current microcomputer operating systems. Purpose of the OS, application of essential commands, file and disk management, directory organization, creating and modifying batch files, and system configurations will be studied. Both theory and hands-on application will be emphasized. Lecture three hours and lab three hours (lab fee required).

CST 1104 Introduction to Computer Hardware/Software

An introductory course for the beginning Computer Systems student including such topics as computer hardware, software, and firmware, and terminology. It is the first course in preparation toward the A+ certification. Lecture three hours, lab three hours (lab fee required).

CST 1114 Networking Essentials - Cisco I

It is the first of four courses preparing the student to sit for the Cisco Certified Networking Associate certification exam. It is the study of router hardware and software. Topic include the OSI model, data link and network layer devices, IP addresses, subnet

masking, ARP, RARP, cabling, topologies, wiring closets, basic electrical and electronic issues in networks, and TCP/IP network-layer protocols. Lecture three hours and lab three hours (lab fee required).

CST 1124 Router Technologies - Cisco II

The second of four courses preparing the student to sit for the Cisco Certified Network Associate Certification exam. It is the study of router hardware and software. Topics include TCP/IP transport-layer protocols, flow control, IOS, router configuration, IP address configuration, RIP and IGRP routing protocols, IP traffic filtering, and routing problem solving. Lecture three hours and lab three hours (lab fee required). Prerequisite: CST 1114

CST 1125 Networking and Router Tech - Cisco I & II

A combination of the first two of four courses preparing the student to sit for the Cisco Certified Network Associate certification exam. It is the study of router hardware and software. Topics include the OSI model, data link and network layer devices, IP addresses, subnet masking, ARP, RARP, cabling, topologies, wiring closets, basic electrical and electronic issues in networks, TCP/IP transport-layer protocols, flow control, IOS, router configuration, IP address configuration, RIP and IGRP routing protocols, IP traffic filtering, and routing problem solving. Lecture three hours, lab three hours (lab fee required). Independent structured laboratory three hours. Fast track course — consent of instructor required.

CST 1154 Introduction to Microcomputer Programming

A study of a structured programming language with applications. Topics covered: structured design, flow charting, and coding. Emphasis will be on planning, writing, and debugging programs. Lecture three hours and lab three hours (lab fee required). Prerequisite: CST 1104 or consent of instructor.

CST 2134 Local Area Network I

The study of the most current version of Microsoft NT Server/Workstation. Topics include current LAN topology, hardware requirements, installing and maintaining the network software, and file server setup and maintenance. It prepares the student to sit for the appropriate Microsoft Certified Professional exam. Both theory and hands-on application will be emphasized. Lecture three hours, lab three hours (lab fee required).

CST 2164 Software Application

This course provides instruction and exposure to application software used in business and industry. Study will include

techniques on installing, customizing, and troubleshooting the software. Students will be required to give instructional presentations of the software. Lecture three hours, lab three hours (lab fee required). Prerequisite: CST 1104

CST 2174 Local Area Network II

The study of the most current version of Novell NetWare. Topics include hardware requirements, basic and customized server installation, NDS and NDPS administration, and log-in scripts. It prepares the student to sit for the Certified Network Administrator certification exam. Both theory and hands-on application will be emphasized. Lecture three hours, lab three hours (lab fee required).

CST 2194 Microcomputer Systems Installation and Troubleshooting

It is the final course in preparing the student to sit for the A+ certification exam. It is the study of installation and troubleshooting of a microcomputer system. Techniques of installing, maintaining and troubleshooting a microcomputer system will be studied. Laboratory sessions will include hardware, operating system, and software installation, testing and troubleshooting (isolation down to the card level) techniques and preventive maintenance. Lecture three hours, lab three hours (lab fee required). Co-requisite: CST major with second semester standing or consent of instructor.

CST 2214 Advanced Router Technologies - Cisco III

The third of four courses preparing the student to sit for the Cisco Certified Network Associate certification exam. It is a continuation of the study of router hardware and software. Topics include LAN switching, VLANs; LAN design, IGRP and access lists. Lecture three hours, lab three hours (lab fee required). Prerequisite: CST 1124

CST 2224 WAN Technologies- Cisco IV

The final of four courses preparing the student to sit for the Cisco Certified Network Associate certification exam. It is a continuation of the study of router hardware and software. Topics include WAN theory and design, WAN technology, PPP, frame relay, ISDN and network troubleshooting. Lecture three hours, lab three hours (lab fee required). Prerequisite: CST 2214

CST 2225 Adv LAN & WAN Technologies - Cisco III & IV

The final two of four courses preparing the student to sit for the Cisco Certified Network Associate certification exam. It is a continuation of the study of router hardware and software. Topics

include LAN switching, VLANs; LAN Design; IGRP; Access Lists; WANs; WAN Design; PPP; ISDN; Frame Relay; all CCNA Exam-related learning objectives. Lecture three hours, lab three hours (lab fee required). Independent structured laboratory three hours. Fast track course — consent of instructor required.

DMT 1202 Diesel Engines (30 Clock Hours)

A study of the basic diesel engine construction, operation, and principles. This includes fuel injection systems, removal and replacement, engine timing and troubleshooting. Safety and the use of special tools will be emphasized.

DMT 1302 Diesel Fuel Systems (15 Clock Hours)

A study of fuel injection systems (pressured tried type and distributor type) and operational principles to include removal and replacement of pumps and injectors, timing, and troubleshooting. Safety and the use of special tools will be emphasized.

DMT 1502 Heavy Duty Transmissions (30 Clock Hours)

Introduction to heavy duty transmissions, mechanical transmission and differentials. Safety and special tools will be emphasized.

DMT 1512, DMT 1522 Applications Lab

A skills application class designed to give students an opportunity to apply diesel mechanics techniques with both static and live models. Use of hand tools, power tools, and safety are stressed.

DTI 1109 Commercial Driver Training

This four-week course covers motor operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, and principles of maneuvering; laws and regulations, log books, bill of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. Course consist of approximately 210 clock hours of class/lab time and 44 clock hours of behind the wheel time.

ECH 2012 Survey of Early Childhood Education

This course will provide a study of the history, theory, and practice of Early Childhood Education in context as well as supervised observation and experience in the Early Childhood field. The knowledge gained from this study will give the student an understanding of this special area of education, direct experiences with children, and it will also assist one in deciding whether a career in Early Childhood Education is a good choice for them.

ECH 2023 Child Development

The course is a study of the nature and development of children from prebirth to the middle years of childhood. It includes physical, cognitive, and psychosocial development. Students preparing to work with children need to understand clearly the complex, dynamic process of development in children. This knowledge can lead to having realistic expectations for children, can help us respond appropriately to children's actual behavior, and can help us recognize when departures from normal are truly significant.

ECON 2313 Principles of Macroeconomics

Analysis of whole economic systems, particularly the U.S. Economy. Emphasis is placed on analysis of economic problems and their possible solutions. Topics include inflation, unemployment, national income, and the monetary system. ECON 2313 and ECON 2323 may not be taken concurrently. Prerequisite: MATH 1003 or ACT Math score of 19 or higher.

ECON 2323 Principles of Microeconomics

Analysis of the decision making of individual units of economics: households, business firms, and the government. Topics include price determination, production, income distribution, market structures, and international economics. ECON 2313 and ECON 2323 may not be taken concurrently. Prerequisite: MATH 1003 or ACT Math score of 19 or higher.

ECON 2333 Economic Issues and Concepts

An introduction to the fundamental issues impacting economic decision-making in American industry, as well as the global environment. The emphasis of the course is on current economic problems and issues, as well as solutions to the problems.

EDU 2013 Introduction to K-12 Computing

An introduction to the use of technology for the classroom teacher. Emphasis will be on the computer as a instructional, administration, and information-gathering tool. (Not an ASU Jonesboro program)

EDU 2023 Introduction to Teaching

An introduction to the teaching profession. Provides a basic understanding of the foundations of the education system in the United States and the role of teachers. Course requires 30 hours of observation and directed experiences in a public school.

EDU 2033 Child and Adolescent Development

A study of the nature and development of the child and adolescent, including physical, cognitive, and psychosocial development.

ENG 0003 Language Development

A course designed to improve writing skills through exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Students with ACT scores 0 - 13 in English must take this course. (This is a non-credit course.)

ENG 0033 Writing Tutorial

Intensive, individualized work on the basic strategy, organization, diction, and grammar of the collegiate essay. To be taken in conjunction with Freshman English I. Students with ACT scores 14 - 18 in English must take this course. (This is a non-credit course.)

ENG 1003 Freshman English I

Instruction in expository essay form, structure, and style. Prerequisite: ACT scores of 19 or better on reading and English or successful completion of Language Development and/or Writing Tutorial and Reading Improvement.

ENG 1013 Freshman English II

A continuation of ENG 1003 with the addition of research papers and literary genres. Prerequisite: ENG 1003.

ENG 1033 Technical Communication

A course designed for students in technical programs to prepare them to demonstrate a high level of effectiveness in handling the demands of communication in their jobs. Prerequisite: ENG 1003.

ENG 1233 Technical Composition

This course will include exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Instruction will include skills in completing repair orders, learning abbreviations, and writing complete, concise descriptions of mechanical problems. Class meets two hours daily for 5 weeks with additional lab work.

ENG 2003 Intro to Literature of the Western World I

A study of literature from antiquity through the Renaissance, reflecting the major philosophical, religious, and literary trends of these time periods. Prerequisite: ENG 1003 and ENG 1013.

ENG 2013 Intro to Literature of the Western World II

A continuation of ENG 2003, from the Renaissance to the present. Prerequisite: ENG 1013.

ENG 2023 Creative Writing

Instruction and practice in writing poetry and fiction. Prerequisite: ENG 1003 or consent of instructor.

ENG 2483 Bible as Literature I

Analytical/critical study of selected books of the Bible with emphasis on the Old Testament including component genres, literary qualities, and influence.

ENG 2493 Popular Literature

One or more selected topics of popular literature—for example, science fiction, fantasy, sport, detective fiction, and the best seller.

ENG 2503 Bible as Literature II

Analytical/critical study of selected books of the Bible with emphasis on the New Testament including component genres, literary qualities, and influence.

ENG 2583 Literature for Adolescents

A seminar focusing on novels, poetry, short stories, and drama suitable for young adult students in the upper elementary grades, middle school, and high school. Prerequisite: ENG 1013

ENG 2603 Bible As Literature III**ENG 2623 Introduction to Mythology**

A survey of world mythologies, including archetype, hero, creation, flood, apocalyptic, and afterlife characteristics that cultivate literary interpretive skills. Prerequisite: ENG 1013 or consent of instructor.

ENG 2903 Understanding Movies

This course will introduce students to the notion of viewing and understanding movies critically, and seeing them in a larger artistic and cultural context. Students will not learn movie history, but how movie history influences the movies they recognize and enjoy. They will not study genres to learn which movie goes in which column, but will explore how the notion of genre continues to determine which movies get made, and which don't.

ENG 3613 Introduction to Folklore

Survey of form in American folk culture. Includes collection, classification, and analysis of folklore within the context of form. Prerequisite: ENG 1013 or consent of instructor.

FL 1002 Service & Maintenance (30 Clock Hours)

This course begins with an overview of the various types of Technical Service Publications and vehicle identification. It then

examines specific service and maintenance operations and procedures by vehicle system. The student will learn how to diagnose problems and make necessary adjustments and repairs using the appropriate technical data. Lecture two hours with supplemental lab time.

FL 1032 Brakes/ABS (30 Clock Hours)

This course provides students with information on Heavy Truck brake systems and components. The student will learn how the system is designed to operate, and what to look for when the brake system is not performing as designed. In addition, this course covers the operation of Anti-Lock systems along with appropriate troubleshooting and repair techniques. Lecture two hours with supplemental lab time.

FL 1153 Electrical Problem Solving (45 Clock Hours)

This course covers basic electrical theory including both series and parallel circuits, and proper troubleshooting techniques to be used when isolating vehicles electrical problems. The use of a digital multimeter is covered, as well as how to troubleshoot key electrical circuits such as charging and starting systems. In addition, the student will also learn to use electrical schematics and harness drawings to analyze vehicle circuits. Lecture three hours with supplemental lab time.

FL 1502 HVAC Service and Diagnostics (30 Clock Hours)

In this class, students will be trained in proper refrigerant recovery and recycling procedures, safety precautions, purging, flushing, evacuation, recharging and performance testing of mobile air conditioning systems. This course also covers troubleshooting and diagnostic procedures for the various electronic controls systems that are used on Freightliner vehicles. Lecture two hours with supplemental lab time.

FL1602, FL1612, FL1622 Freightliner Internship

This course is designed to give the student the opportunity to apply acquired skills in a fully functional service facility. Students will gain valuable "hands on" experience as they learn the specific details of the day to day operation of his/her sponsoring service department. This allows the student's technical education to be reinforced, while at the same time providing a tool for department managers to provide feedback to training instructors regarding each individual's personal performance.

FR 1013 Elementary French I

Elementary French I is designed to teach French language and culture as complementary facets of a single reality. Students will

learn authentic, unsimplified French and use it in the context of actual communication. Elementary French I is designed as a foundation course for students who intend to focus on careers based on either a primary or secondary use of the language. There is no prerequisite for Elementary French I.

FR 1023 Elementary French II

Elementary French II is a continuation of FR 1013. The prerequisite for Elementary French II is FR 1013 or at least one year of high school French.

FR 2013 Intermediate French I

Intermediate French I is a continuation of FR 1023. The prerequisite for Intermediate French I is FR 1023 or two years of high school French.

FR 2023 Intermediate French II

Intermediate French II is a continuation of FR 2013. The prerequisite for Intermediate French II is FR 2013 or consent of the instructor.

GEOG 2603 World Regional Geography

A general survey of geographic regions of the world emphasizing culture, demography, and economic and social patterns.

GEOG 2613 Introduction to Geography

Emphasizes the physical and cultural patterns of the world.

HIST 1013 World Civilization to 1660

A survey of world civilizations from prehistory to 1660.

HIST 1023 World Civilization since 1660

A survey of world civilizations from 1660 to present.

HIST 2763 The United States to 1876

A survey of the development of social, political and economic institutions in the United States from the age of exploration and discovery to reconstruction.

HIST 2773 The United States Since 1876

A survey of changing social, political and economic policies in the United States from reconstruction to the present.

HIST 2083 History of Arkansas

A survey of Arkansas history from the pre-Colombian period to the present.

HIST 2093 Russian History

Russian history is a one-semester survey covering the origins and development of Russian society, politics and culture from the 900s CE to the present. Points of emphasis will be the emergence of Kievan Rus, the Mongol invasions and the rise of the Grand Duchy of Muscovy, the creation of the tsarist regime and the establishment of the Romanov dynasty, the conflict between traditionalists and modernizers from the time of Peter the Great, Russian interaction with western Europe in the early modern period, the Bolshevik Revolution and the rise and fall of the Soviet regime. Religious, economic and literary themes will also play a major role.

HIST 2893 American Minorities

A survey course involving the study of several minority groups in American society from colonial times to the present. The major emphasis will be on African Americans and Native Americans. The course will also examine the contributions of Oriental and Hispanic minorities to the development of American culture.

HLTH 2513 Principles of Personal Health

A study of principles, problems, and practices involved in the improvement of individual and community health. The course is designed to stimulate a greater appreciation and understanding of health for more intelligent self direction of health behavior and safety awareness.

**HLTH 2523 First Aid and Safety
(Responding to Emergencies)**

Fundamentals, techniques, and practice of first aid as prescribed by the Responding to Emergencies course of the American Red Cross. Emphasis is given to programs of accident prevention in school, home, recreation and traffic. Certification may be earned in standard first aid and community CPR (adult, infant, and child) through the American Red Cross.

HLTH 2553 Basic Physiology of Activity

A basic study of the organs and systems of the human body, with particular emphasis on the effects of physical activity on the functioning of the system.

HLTH 2883 Foundations of Health Education

The study of the school's role in providing a sound school and community health program. To broaden the scope of health knowledge and to provide an awareness of the school's influence in assisting in the transmission of useful health practices for family, school, and community life. (On demand)

HUM 2003 Introduction to Humanities

This course is a study of the history, literature, arts, and philosophy of ancient cultures, reflects the major historical, artistic, and philosophical trends of different time periods. Prerequisite: ENG 1013 or consent of instructor.

LAW 2023 Legal Environment of Business

Introduction to the fundamental concepts of the American legal system, especially as it relates to business. Areas of concentration include contracts, torts, sales, agency, negotiable instruments, and government regulation.

MATH 0003 Developmental Algebra

An introduction to fundamental algebraic concepts. Algebraic topics include real numbers, linear equations, linear inequalities, integral exponents, polynomials, factoring, and graphing linear equations. (This is a non-credit course.)

MATH 0503 Pre-Algebra

Arithmetic, including fractions and percents, will be reviewed. The use of formulas and calculators will be treated. Exercises to prepare for the concept of algebraic variables will be worked. Linear equations will be solved. Application problems will appear. (This is a non-credit course.)

MATH 1003 Intermediate Algebra

Review and development of fundamental concepts with additional topics including absolute value equations and inequalities, systems of linear equations, rational exponents, radical expressions, and solving quadratic equations. Prerequisite: MATH 0003 or acceptable ACT score and high school Algebra I. (Credit earned not applicable toward Associate of Arts or Associate of Science degrees.)

MATH 1021 Graphing Calculator Skills

Recommended for Intermediate Algebra students who will take College Algebra. Requires students to purchase the TI-83 graphing calculator. Concentrates on basic operations, with parentheses, all function buttons, graphing basic functions, changing the viewing window, all zoom operations, point plotting from a table, and some basic programming on the calculator. Not open to students who have completed College Algebra or higher.

MATH 1023 College Algebra

A study of quadratic equations and inequalities. Polynomial, rational, exponential, and logarithmic functions. This includes graphing functions, combining functions, inverse functions. Solving systems of linear and nonlinear equations and use of matrices and

determinants are also included. Emphasis will be placed on applications and problem solving. Prerequisite: MATH 1003 or acceptable ACT score and high school Algebra II.

MATH 1033 Plane Trigonometry

A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers. Prerequisite: MATH 1023 or consent of instructor.

MATH 1103 Technical Mathematics

Designed for students in vocational programs, this course includes a review of arithmetic, calculator use, linear and angular measurement, use of formulas and equations, elementary applications of geometry and basic statistics. (Credit earned not applicable toward an Associate of Arts degree.)

MATH 2033 Applied Statistical Analysis

A practical course dealing with various types of control charts, sampling systems, and problem solving techniques. The statistical techniques investigated are approached primarily as a means of achieving results required by cost-conscious industrial management.

MATH 2043 Advanced Statistical Analysis

A study of advanced statistical procedures and their application to process control and design. Topics covered include regression analysis, design of experiments, loss function, and reliability. Prerequisite: MATH 2033

MATH 2113 Mathematics for Teachers I

An introduction to the mathematical concepts underlying the traditional computational techniques for elementary school mathematics with the NCTM (National Council of Teachers of Mathematics) Curriculum and Evaluation Standards for school mathematics as a foundation and a guideline. Emphasis will be placed on applications and problem solving. Prerequisite: MATH 1023 or higher level of mathematics.

MATH 2123 Mathematics for Teachers II

Probability and statistics, geometry, and concepts of measurement in elementary school mathematics, with the NCTM Curriculum and Evaluation Standards for school mathematics as a foundation and a guideline. Emphasis will be placed on applications and problem solving. Prerequisite: MATH 2113.

MATH 2143 Business Calculus

Topics in elementary differential and integral calculus, stressing applications in business and economics. Prerequisite: MATH 1023

MATH 2153 Calculus with Technical Applications

Topics in elementary differential and integral calculus, stressing applications in electronics and technology. Prerequisite: MATH 1033 or consent of instructor.

MATH 2183 Discrete Structures

This course is recommended for the major in Mid-Level Education with the Math & Science Speciality. Topics include sets and functions, partially ordered sets, trees and graphs, algorithms, symbolic logic, Boolean algebra, combinations, and probability modeling. Prerequisite: MATH 1033.

MATH 2194 Survey of Calculus

This course is recommended for the major in Mid-Level Education with the Math & Science Speciality. Survey of the basic concepts of calculus, including limits, derivatives, exponential and logarithmic functions, integrals, and series and sequences. Prerequisite: MATH 1023.

MATH 2204 Calculus I

First course, including analytic geometry, functions and limits, differentials and integrals, and transcendental functions. Prerequisites: MATH 1023 and 1033 or consent of instructor.

MATH 2214 Calculus II

Second course, including techniques of integration, sequences and series, conic sections, polar coordinates, and vectors. Prerequisite: MATH 2204

MATH 2233 Applied Statistics

A study of elementary statistics for students in the biological, physical, or social sciences. Prerequisite: MATH 1023.

MATH 2254 Calculus III

This course is to provide the student with more advanced concepts in integral calculus, vectors and other topics, so that these concepts may be applied in problem-solving situations as well as used in further course work. Prerequisite: MATH 2214

MGMT 2003 Introduction to Management

Introduction to management techniques and organizational structure. Fundamentals of various approaches to managing: planning; decision making; strategic management; organizing and coordinating work; authority, delegation, and decentralization; organizational design; interpersonal skills; leadership; organizational effectiveness; control methods; and organizational change and development.

MGMT 2023 Introduction to Managerial Finance

An introductory course in financial management, providing the framework with which to analyze and make decisions regarding the financial resources of both the business firm and the individual. Topical areas include financial planning, asset management, valuation, and investment decision making. Prerequisites: ACCT 2003, ACCT 2013, and ECON 2313 or 2323 recommended or consent of instructor

MGMT 2043 Supervisory Management

Responsibilities of first line supervisor; development of techniques and skills in employee communications, decision making, motivation, leadership and training.

MGMT 2063 Management of Marketing Organizations

An introductory survey course that examines various critical issues involved in the transfer of goods and services from the producer to the consumer. Emphasis is placed on managerial planning and execution, policy formulation, contemporary operating methods, and performance appraisal to achieve organizational effectiveness. Prerequisites: ACCT 2003 and ECON 2313 recommended.

MGMT 2073 Promotions Management

A course designed to improve the student's knowledge of promotion within the larger area of marketing. Special emphasis is placed on understanding consumer behavior and how producers/sellers can effectively communicate with buyers. Advertising and sales promotion concepts are examined to demonstrate how the marketing manager approaches the task of determining basic promotional strategy and administering promotional programs.

MGMT 2083 Introduction to Retail Store Management

A course designed to aid students seeking a general knowledge of contemporary issues in retailing within the larger area of marketing. Emphasis is placed on decision making relative to such integrated variables as store location and layout, sales promotion, buying, pricing, personnel management, credit and stock control.

MGMT 2153 Small Business Management

Organizing and operating the small business, with emphasis on personal qualifications, small business techniques, capital requirements, forms of organization, location, and sources for assistance. Prerequisite: ACCT 2003 recommended or consent of instructor.

MIS 1443 Technical Computer Applications

This course will include PC Basics, browsing and searching the Web, sending e-mails and attachments, writing and printing documents, spreadsheets and databases, working with graphics, and working with industry specific software. Class meets one hour daily for 10 weeks with additional lab work.

MIS 1503 Microcomputer Applications I

An introductory course to the components of microcomputer systems and in the application of software packages for microcomputer systems. Students will gain "hands on" experience using popular business application software including word processing, e-mail operations, spreadsheets, databases, and presentation graphics.

MIS 1513 Microcomputer Applications II

An intermediate course in the application of software packages for microcomputers with emphasis on common business functions. Students will gain an increased level of understanding of operating systems and environments, and the integration of word processing, spreadsheet applications, databases, and presentation graphics. Prerequisite: MIS 1503 or consent of instructor.

MIS 2013 Web Page Design

This course provides instruction on the development of web pages using basic HTML and web page authoring software. Students should be familiar with the internet and the World Wide Web. Students will be provided with a thorough introduction of HTML and basic web page design concepts. Prerequisite: MIS 1503 or consent of instructor. This course may not transfer for credit to some universities.

MIS 2023 Computer Animation

An introduction to computer animation concepts through application. Course concentrates on composition and manipulation, masking and layering, sound effects, animation rendering, and other animation techniques. Students will learn terminology, principles, and theories behind successful animation. A variety of sophisticated software programs will be used during the course. Prerequisite: MIS 1503 or consent of instructor. Students concerned about transferability should check with their transfer institution.

MIS 2033 Visual Basic Programming

An introduction to object oriented high level programming language. Emphasis will be on designing full featured GUI applications that exploit the key features of Microsoft Windows.

Prerequisite: MIS 1503 or consent of instructor.

MIS 2203 Structured Programming Using COBOL

A study of COBOL computer language, including input/output operations, arithmetic computations, comparing, control breaks, and table processing. Emphasis is placed on typical business applications. Prerequisite: MIS 1503 or consent of instructor.

MIS 2403 Introduction to Database Management

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security, and integrity. Surveys current generalized database management systems. Prerequisites: MIS 1503 or consent of instructor.

MIS 2813 Desktop Publishing Applications

An introduction to desktop publishing concepts. Course concentrates on design, creation, formatting and revision of business documents using microcomputers with desktop publishing software. Students will learn terminology, layout techniques, graphics creation and manipulation, text integration and other desktop publishing principles. Prerequisites: MIS 1503, BSYS 2413, or consent of instructor. Keyboard familiarity is essential.

MIS 2874 Structured Programming in the C Language

Structured design in software development will be emphasized, along with usage of the many software modules available in most libraries that come with C compilers. Prerequisites: MIS 2203 and/or 2033 or consent of instructor.

MIS 25- 1 Special Topics in Computer Applications

MIS 25- 2 Special Topics in Computer Applications

MIS 25- 3 Special Topics in Computer Applications

MKTG 1013 Introduction to Business

A survey course to acquaint beginning students with the major institutions and practices in the business world and to provide the elementary concepts of business.

MUS 1403 Music Fundamentals

The study of music elements beginning with the properties of sound and concluding with triad construction and recognition. Instruction will include beginning sight singing and ear training. No previous musical training is necessary. Open to all university students. MUS 1403 may be used as a preparatory course for Music Theory I.

MUS 2503 Fine Arts-Musical

An introduction to music for the listener who has had no formal training. The purpose is to help the student develop criteria for appreciation of music. Three lecture hours per week.

PE 1001 Recreational Games

The course is designed for individuals who wish to be introduced to a variety of recreational games. It is designed to develop the basic skills, knowledge, and techniques of badminton, pickle ball, volleyball, table tennis, shuffleboard, racquetball, wallyball, horseshoes and various board games.

PE 1012 Fitness for Life

A course designed for students who wish to improve their personal physical fitness. Activities in the course will provide the student with the opportunity to develop physical strength, cardiovascular endurance, and flexibility. The student will have the opportunity to be certified in ARC/Adult CPR. Motivational materials provided by the instructor will be included in this study so that students can assess and select future fitness activities.

PE 1022 Aerobics I

The purpose of this course is to provide an understanding and personal appreciation of the relationship of physical activity and fitness to health so that the individual will select an appropriate personal life-style for optimal lifelong health and well being. The course is a conditioning class consisting of physical fitness tests, weight room activities, and cardiovascular conditioning. Emphasis upon self-improvement as related to fitness, conditioning, strength development, weight loss or gain, and decreasing or increasing body measurements.

PE 1032 Aerobics II

Aerobics II is a continuation of Aerobics I. The basic concepts of physical fitness are covered. Especially emphasized are CPR, structure and function of the musculoskeletal system, care and prevention of sports injuries and smoking. Methods and techniques of developing strength, flexibility, cardiovascular fitness, utilizing jogging, self-improvement exercises and weight training. Prerequisite: PE 1002 or consent of instructor.

PE 1421 Beginning Racquetball

Designed for individuals who wish to learn the basic fundamentals of racquetball. The course includes the fundamental skills and techniques needed to play racquetball successfully. It also includes the knowledge of rules, terminology, etiquette, and strategy.

PE 1461 Archery

Fundamentals, techniques, and practice in recreational archery.

PE 1471 Bowling

The course is designed for individuals who wish to learn the basic fundamentals of bowling. The course includes the fundamental skills and techniques of bowling. It also includes the knowledge of the rules, terminology, history, scoring, strategy, and safety practices. (On demand)

PE 1481 Beginning Tennis

Introduction to the basic skills, rules, and strategy of tennis.

PE 1491 Badminton

Introduction to the basic skills, rules, and strategy of badminton.

PE 1501 Beginning Golf

An introduction to the basic skills, rules, and strategy of golf.

PE 1601 Soccer

Introduction to the basic skills, rules, and strategy of soccer.

PE 1611 Basketball

Introduction to the basic skills, rules, and strategy of basketball.

PE 1621 Volleyball

Introduction to the basic skills, rules, and strategy of volleyball.

PE 1623 Concepts of Fitness

Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a quality life; provides opportunities for psychomotor development. A required course of physical education majors. The course may be taken by the general population.

PE 1651 Softball

Introduction to the basic skills, rules, and strategy of softball.

PE 1841 Ballroom Dancing

The techniques of the following dances: Foxtrot, Polka, Waltz, Basic Moves, Country Western, Swing, others.

PE 1861 Aerobics Dancing/Exercise I

The principles and concepts of exercise as related to the enhancement of personal appearance; cardiovascular development

PE 1871 Aerobics Dancing/Exercise II

A continuation of PE 1861. Prerequisite: PE 1861

PE 1883 Foundations of Physical Education

An introductory course designed for the prospective physical education major. Areas of special emphasis are history, principles, scope of program, relationship of physical education to general education, current professional literature, and vocational opportunities.

PE 2421 Intermediate Racquetball

Review of the game of racquetball: rules, etiquette, and selection of equipment. Develop racquetball skills with emphasis upon serves, backhand, and strategy. For students who have already acquired basic skills. Prerequisite: PE 1421

PE 2481 Intermediate Tennis

Instruction in skill, strategy, and techniques of tennis. Prerequisite: PE 1485

PE 2501 Intermediate Golf

Instruction in skills, strategy, and techniques of golf for students who have already acquired basic skills in golf. Prerequisite: PE 1501

PE 2792 Folk and Square Dancing

The study and practice of folk dances of various countries, with emphasis on performing and calling square dances.

PE 2803 Physical Education for Elementary Grades

A course designed to assist prospective elementary teachers in planning and conducting a well-rounded program. Emphasis is placed on proper selection of activities, program organization, and teaching procedures. For course transferability, see an advisor.

PE 2811 American Square and Round Dance

The techniques and basics in square and round dancing.

PE 2892 Fitness and Motor Development

A basic orientation and screening course for physical education majors. Motor ability and physical fitness testing will be used. (For physical education majors only, on demand)

PHIL 1103 Introduction to Philosophy

An examination of the basic problems of philosophy as evidenced in the major schools of philosophical thought. Includes historical and contemporary readings.

PHSC 1201 Physical Science Lab

Two hour per week lab. Co-requisite: PHSC 1203

PHSC 1203 Physical Science

An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentrating on selected topics from physics, chemistry, earth science, and astronomy. Lecture three hours. Prerequisite: MATH 1003 or equivalent or consent of instructor.

POSC 2103 Introduction to United States Government

A survey of the structure and process of American national government. Focus on the constitution, government, and politics of the United States.

POSC 2203 State and Local Government

An examination of the basic principles and problems with state and local governments and the administration of their programs.

POSC 2323 Principles of International Relations

A survey of contemporary international problems and issues as they relate to the foreign policies of the major powers.

PSY 1013 Consumer Psychology

This course will cover basic psychology concepts and specific concepts that relate to industry specific skills necessary for the workplace. Dealing specifically with customer relation issues will be a focus of the course. Class meets one hour daily for 10 weeks with additional lab work.

QM 2113 Business Statistics

Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression and correlation. Prerequisite: MIS 1503 and either MATH 1023 or MATH 2143.

READ 0003 Reading Improvement

A course designed to help students improve reading and comprehension skills as well as reading habits. Students with ACT reading scores below 19 must take this course. Lecture 3 hours, laboratory 1 hour per week.

READ 1023 Rapid Reading

A course designed for those who wish to improve existing reading skills. Primarily a laboratory course, its purpose is to increase reading speed and comprehension. Prerequisites: Students must have an ACT score of 19 or above or have

successfully completed Reading Improvement.

SCED 2514 Introduction to Secondary Teaching

Introduces prospective educators to the historical, philosophical, legal, political, and technological factors affecting American education. Includes thirty clock hours of field/campus-based experiences.

SOC 2213 Principles of Sociology

A survey of origin, development, structure, and functioning of human relationships, and the factors influencing group life.

SOC 2223 Social Problems

Application of sociological concepts and methods of the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. Prerequisite: SOC 2213 or consent of instructor.

SOC 2233 Introduction to Cultural Anthropology

Students will examine the concept of culture, cultural processes and several anthropological theories. Topics will include Introduction to Anthropology, Culture and Communications, Economic Systems, Kinship and Descent, Sex, Marriage and the Family, Religious Beliefs, Behavior, and Symbolism. Prerequisite: SOC 2213 or consent of instructor.

SPAN 1013 Elementary Spanish I

Elementary Spanish I is designed to teach Spanish language and culture as complementary facets of a single reality. Students will learn authentic, unsimplified Spanish and use it in the context of actual communication. Elementary Spanish I is designed as a foundation course for students who intend to focus on careers based on either a primary or secondary use of the language. There is no prerequisite for Elementary Spanish I.

SPAN 1023 Elementary Spanish II

Elementary Spanish II is a continuation of Elementary Spanish I. The prerequisite for Elementary Spanish II is SPAN 1013 or at least one year of high school Spanish.

SPAN 2013 Intermediate Spanish I

Intermediate Spanish I is a continuation of Elementary Spanish II. The prerequisite for Intermediate Spanish I is SPAN 1023 or two years of high school Spanish.

SPAN 2023 Intermediate Spanish II

Intermediate Spanish II is a continuation of Intermediate Spanish I. The prerequisite for Intermediate Spanish II is SPAN 2013 or consent of the instructor.

SPCH 1203 Oral Communication

A basic speech course in which an understanding of the fundamentals of communication theory and a proficiency in the use of oral communication skills are developed. The course also serves as a prerequisite for all other speech courses unless exemption is granted by the division.

SPCH 2233 Oral Interpretation

The theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature.

SPCH 2243 Interpersonal Communication

The primary aim of this course is to introduce the student to the basic concepts and theories necessary for the study of interpersonal communications and to provide the student with the opportunity to gain and practice new interpersonal skills in an open, helpful, accepting environment.

SPED 2613 Introduction to Exceptional Children

An introduction to the characteristics of exceptional individuals and the field of special education. Course requires an outside observation.

SPN 1001 Vocational, Legal and Ethical Concepts

This course includes personal development; ethical, legal and social responsibilities with the patient, family and co-workers; communication skills; vocational responsibilities of the practical nurse; delegation of duties; nursing organizations; and local, state and national health resources. Prerequisite: None

SPN 1103 Clinic I

This clinical will emphasize basic nursing principles in conjunction with the geriatric patient and the medical/surgical patient. This clinical will be taught in the nursing home and the hospitals. Co-requisite: SPN 1106 and SPN 1202. Prerequisites: SPN 1001, SPN 1804, and SPN 1601

SPN 1106 Basic Concepts of Nursing I

Covers the fundamental principles, skills, delegation, and attitudes needed to give nursing care. Scientific rationale concerning common procedures used in the care of the sick will be discussed and demonstrated. Competency will be demonstrated in the clinical setting. The prevention of the spread of disease,

safety, and comfort measures will be taught. The student will be taught the development of responsibility to make, to report, and to record observations using the nursing care process. Co-requisite: SPN 1001

SPN 1202 Medical/Surgical Nursing I

Covers the common condition of illness and nursing care of adult patients in acute, subacute or convalescent stages of illness, of both short and long term duration, including nutrition and administration of drugs. Co-requisite: SPN 1106

SPN 1207 Clinic II

This clinical will continue to build on basic nursing principles. However, the emphasis will be placed on medical/surgical nursing of the adult patient. Medical/surgical nursing of children will be initiated. This clinical will include administration of medication. Co-requisites: SPN 1702, SPN 1304, and SPN 1405. Prerequisite: SPN 1103

SPN 1303 Clinic III

This clinical is aimed at refining those skills for medical/surgical nursing of the adult and children. Basic nursing principles will be applied in the process. This clinical will also include nursing of mother and infants. Co-requisite: SPN 2501. Prerequisites: SPN 1207, SPN 1902, SPN 1304, and SPN 1405

SPN 1304 Basic Concepts of Nursing II

Continuation of SPN 1106. Prerequisite: SPN 1106

SPN 1403 Clinic IV

Continuation of SPN 1303. Prerequisite: SPN 1303.

SPN 1405 Medical/Surgical Nursing II

Continuation of the study of common conditions of illness and nursing care of adult patients in acute, subacute or convalescent stages of illness, including administration of drugs. Prerequisite: SPN 1202. Co-requisite: SPN 1304

SPN 1502 Nutrition

Covers the principles of good nutrition for all age groups. There is a brief description of special diets for treatment in diseases or body system disorders. *The student applies the principles of diet therapy by making menus for modified diets.* The basic four groups are taught as well as the importance of good nutrition. Prerequisite SPN 1202, SPN 1405. Co-requisite: SPN 2501

SPN 1601 Geriatric Nursing

This course includes the normal aging process, characteristics of aging, special problems associated with aging and experience in the care of the aging patient. Co-requisite: SPN 1106

SPN 1602 Pharmacology I

Covers the development of skills in converting measurements between household-apothecary-metric systems; figuring dosages of drugs with instruction in formulas for calculation of dosages for infants and children. Also covers intravenous infusion rate calculation, temperature conversion from Celsius to Fahrenheit. Prerequisite: MATH 0003 or higher.

SPN 1702 Pharmacology II

Pharmaceuticals presented as they affect the various body systems. The student is given instruction in the administration of drugs that includes usual dosage, expected actions, side effects, contra-indications, and appropriate observations. The student is provided adequate practice in learning correct techniques. Prerequisite: SPN 1602

SPN 1801 Mental Health

Includes an introduction of common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses.

SPN 1804 Body Structure and Function

Covers anatomy and physiology of the human body in all its systems - a foundation for understanding the principles of maintaining positive health as well as understanding the deviations from the normal.

SPN 1902 Nursing of Children

This includes the principles of growth and development; nursing the infant through adolescence; the behavior of well and sick children.

SPN 2501 Medical/Surgical Nursing III

Continuation of SPN 1405. Prerequisite: SPN 1405

SPN 2702 Medical/Surgical Nursing IV

Continuation of SPN 2501. Prerequisite: SPN 2501

SPN 2603 Nursing of Mothers and Infants

Covers the expected physiologic changes during the antepartum, intrapartum and postpartum periods, as well as unexpected physiologic changes in these periods. The students are instructed in nursing care of the expectant mother and the newborn infant.

SW 2203 Introduction to Social Work

This is the required introductory course for social work majors. Students will examine the emerging profession of social work and its role in various social programs. A history of social welfare events and philosophies will be given in order to assess present services. This is a basic overview course and not an in-depth study of social work. This course is not intended to teach how to interview, how to be a counselor, or how to conduct case management. This course will, however, teach assessment of adequacy/inadequacy of resources, prevailing attitudes and influences, and trends during various periods of history.

THEA 1203 Introduction to Theatre

A study of basic principles and techniques of drama with emphasis on analytic reading of representative traditional and contemporary plays and the theatrical traditions, terminology, and techniques for the production of dramatic works. Prerequisite: ENG 1003 or consent of instructor.

THEA 1213 Beginning Acting

Study of theories and styles of acting. Group and individual projects in different types and periods of roles and plays.

THEA 2251 Theatre Workshop I

Open to all interested students. Major plays will be produced; students will work both on stage and backstage.

THEA 2261 Theatre Workshop II

Continuation of THEA 2251

THEA 2223 Fundamentals of Stagecraft

Basic construction, painting, and rigging of scenic units. Fundamentals of backstage organization. Classroom theory is supplemented by laboratory sessions in the scene shop and by assignment in production crews.

THEA 2233 Stage Makeup

Basic principles of stage makeup application and design. Emphasis will be placed on the design of makeup for characters in shows as well as introduction into prosthetics and special effects makeup.

THEA 2243 Stage Costume Construction

The exploration of the history and design of costumes through a variety of projects. Prerequisite: THEA 2223 or consent of instructor.

THEA 2271 Theatre Workshop III

The second year in the workshop sequence. Open to all interested students by permission of the instructor or by completion of THEA 2251 and THEA 2261

THEA 2273 Theatre Practicum

A special theatre workshop to provide experience in all phases of theatre including lighting, costume and scene building, props, house managing, and acting.

THEA 2281 Theatre Workshop IV

Continuation of THEA 2271

THEA 2503 Fine Arts Theatre

Introduction to the creative process and history of theatre. Provides students with an appreciation of how various artistic elements combine to produce theatrical presentations. Students will explore the human experience through the theatre arts. Attendance at theatre presentations is required.

ZOOL 1304 General Zoology I

A study of the evolution, form, structure, function and reproduction of invertebrate animals. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 1003. (Lab fee required).

ZOOL 1314 General Zoology II

A study of the evolution, form, structure, function and reproduction of vertebrate animals. Lecture three hours, laboratory three hours per week. Prerequisite: BIOL 1003. (Lab fee required).

ZOOL 1004 Basic Human Anatomy and Physiology

A course in physiology wherein the functions of each of the organ systems are studied. Emphasis will be placed on the nervous, musculoskeletal, cardiovascular, respiratory, excretory, and endocrine systems. Designed for majors in medical technology, radiology, home economics, physical education, psychology, and secondary education with teaching emphasis in biology. Lecture three hours. Laboratory three hours. Prerequisites: BIOL 1003 or consent of instructor. (Lab fee required)

ZOOL 2003 Human Anatomy and Physiology I

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Lecture three hours. Prerequisite: BIOL 1003 or consent of instructor.

ZOOL 2001 Human Anatomy and Physiology I Lab

Laboratory three hours per week. Co-requisite: ZOOL 2003 (lab fee required)

ZOOL 2013 Human Anatomy and Physiology II

Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. Lecture three hours. Prerequisite: ZOOL 2003 or consent of the instructor.

ZOOL 2011 Human Anatomy and Physiology II Lab

Laboratory three hours per week. Co-requisite: ZOOL 2013 (lab fee required)

Student Rights, Freedom, and Responsibility At Arkansas State University-Newport

STUDENT SERVICES

Student Rights, Freedoms, and Responsibilities At Arkansas State University-Newport

Arkansas State University-Newport is a community of scholars whose members include its faculty, students, and administrators. It is a forum where ideas are discovered, discussed, and tested and not a market place where statistics are auctioned, nor a podium for the dissemination of propaganda. The basic purposes of the university are the enlargement, dissemination, and application of knowledge. These are achieved through classroom instruction, research, special lectures, concerts, discussion groups, seminars, experimentation, out-of-class activities, and leadership development.

The basis for achievement of these purposes is freedom of expression and assembly. Without this freedom, effective testing of ideas cease and teaching, learning, and research are rendered ineffective. Yet absolute freedom in all aspects of life leads to anarchy, just as absolute order leads to tyranny. Both anarchy and tyranny are antithetical to the purposes and necessities of the university. Therefore, the university always must strive for that balance between maximum freedom and necessary order, which promotes its basic purposes by providing an environment most conducive to many faceted activities of teaching, learning, and research.

The student, as a member of the academic community has both rights and responsibilities. The most essential right is the right to learn, and the university has a duty to provide for the student those privileges, opportunities, and protections that best promote the learning process. The student has a responsibility to other members of the academic community, the most important being to refrain from interference with the rights of others, which are equally essential to the purposes and processes of the university.

Regulations governing the activities and conduct of student groups and individual students are not comprehensive codes of desirable conduct; rather, they are limited to meeting the practical, routine necessities of a complex community and to the prohibition or limitation of behavior, which cannot be condoned because it interferes with the basic purpose, necessities and processes of the academic community, or with rights essential to other members of that community.

The student is not only a member of the academic community-he/she is also a citizen of the larger society. The university will use every method at its disposal to ensure that the campus environment is conducive to the learning process. It cannot condone those activities designed to disrupt and destroy the basic functions of the university.

Each student has an obligation to the larger society, which is the responsibility of the legal and judicial authorities of the city, county, and state. The university cannot be expected to shelter a student from the reality of this obligation.

The university, in its relationship to each student, recognizes rights of freedom of speech and due process when the student's right to continue as a student is in question. A student who feels that his/her constitutional rights have been violated and who has not found satisfactory relief within the university structure has access to the judicial process of the civil courts.

In order to protect student rights, to facilitate the definition of student responsibilities, to preserve necessary order, and to provide avenues through which students may seek to effect change, the guidelines in the following pages are established.

ACADEMIC RIGHTS AND RESPONSIBILITIES

The freedom and effectiveness of the educational process depend upon the provision of satisfactory conditions and opportunities for learning. The responsibility to secure, respect, and protect such opportunities and conditions must be shared by all members of the academic community. The faculty has the central role in the educational process and has the primary responsibility for the intellectual content and integrity of the university.

It is the faculty's role to encourage discussion, inquiry, and expression among students and to act as an intellectual guide and counselor. They should foster honest academic conduct and evaluate students fairly and accurately. They should not exploit students for private advantage, and they should respect the faculty-student fiduciary relationship.

The establishment and maintenance of the proper faculty and student relationships are basic to the university's function. This relationship should be founded on mutual respect and understanding and assumes a common dedication to the educational discussions as between well-intentioned and reasonable persons.

The Academic Responsibilities of the Student

1. The student is responsible for being informed about academic requirements, both general and specific, for completing a degree program.
2. The student is responsible for learning the content of a course

of study according to standards of performance established by the faculty.

3. The student's behavior in the classroom shall be conducive to the learning process for all concerned.

The Academic Rights of the Student

1. The student shall be free to take reasonable exception to data and views offered in the classroom, and to express differences of opinion without fear of penalty.
2. The student has a right to protection against improper disclosure of information concerning grades, health, or character that an instructor acquires in the course of his/her professional relationship with the student.
3. The student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course.
4. The student has the right to accurate and clearly stated information in order to determine:
 - (a) the general requirements for establishing and maintaining an acceptable academic standing;
 - (b) his/her overall academic relationship with the university and any special conditions that apply;
 - (c) the graduation requirements for a particular curriculum and major.

The student has a right to be governed by educationally justifiable academic regulations.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Process by Which ASUN Students May Request Waiver or Variance of University Policies And Grieve Alleged Violations of Academic Rights

Under certain circumstances, Arkansas State University-Newport students have the right to request a waiver or variance of university policies and/or procedures and to grieve alleged violations of their academic rights. A request for a waiver or variance is a request for exception to requirements or regulations because of extenuating circumstances. A grievance is a complaint alleging that one or more of the "academic rights of students" have been violated.

Procedure for Requesting Waiver or Variance of Policy

The academic requirements, rules, and regulations of the university are published in the catalog. For the purpose of providing an avenue of appeal for students who have reason to believe that an exception

to the stated requirements, rules, and regulations should be made, the following committees shall be established:

STUDENT GRIEVANCE PROCEDURE PROLOGUE

A grievance is a complaint alleging that one or more of the academic rights for students' has been violated.

These procedures do not apply to student complaints involving alleged sexual harassment. In such cases, the student should contact the Director of Human Resources for direction on appropriate steps to follow.

In cases where the alleged grievance is based upon a complaint involving discrimination because of race, color, religion, age, disability, sex, or national origin, the following deadlines and procedures do apply. In addition, the student shall notify the Director of Human Resources.

In any case of grievance involving a grade, the student must first accept the disputed grade for the course in order to be eligible to grieve the grade.

Procedure

Step 1. Since the faculty has the primary responsibility for course development, course delivery, and the assessment of student achievement, any student who has a complaint related to a course should first consult with the course instructor within 10 working days of the complaint issue/incident and try to resolve the complaint. If the grievance involves a faculty member who is no longer employed at the university, they should move to step two of this process. (For issues or complaint issue/incident with the university employee involved with the complaint.) If the complaint is resolved, the grievance process ends.

Step 2. If the complaint is not resolved by the student consulting with the instructor (or other person involved), and if the student wishes to pursue the complaint further, the student shall consult with the division chair within 15 working days of the complaint issue/incident. The appropriate chair shall attempt to resolve the complaint, and shall notify the student in writing, copying the individual against whom the complaint has been filed, of the resolution or lack thereof within 10 working days of the student's first consultation with the chair. If the complaint is resolved, the grievance process ends.

Step 3. If the complaint is not resolved in step two and if the student wishes to pursue the complaint further, the student shall file a written complaint with the division chair within 35 working days from the

complaint issue/incident. The written complaint must specify the academic right(s) the student alleges has (have) been violated and must include:

- a. Date and details of the alleged violation.
- b. Any available evidence of the alleged violation
- c. Names, addresses, and phone numbers of witnesses to the violation;
- d. The requested remedy to the alleged violation.

The chair shall investigate the complaint using whatever processes are appropriate including, but not limited to, written responses from, or interviews with, faculty members, other students, and other parties. The chair shall notify the student in writing, copying to the individual against whom the complaint has been filed, of the chair's finding and recommendation within 10 working days of receipt of the written complaint. If both parties in the complaint accept the recommendation, they will sign a statement to that effect and the grievance process ends. The chair shall retain the written records of the process for five calendar years. Upon request, the chair shall provide either or both parties with copies of all information gathered during the investigation.

Step 4. If either party believes that the complaint has not been resolved in step three that party may appeal to the Vice Chancellor for Academic Affairs. The appeal must be filed within 10 working days of the date of notification in step three, shall be in writing, shall address the recommendation in step three, and shall address why that recommendation is not acceptable; e.g., that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evidence, and/or a significant procedural error took place. The written appeal shall not normally present new evidence regarding the grievance. All previous written materials regarding the grievance shall be forwarded to the Vice Chancellor for Academic Affairs by the division chair upon request of either party. The Vice Chancellor for Academic Affairs may resolve the complaint to the mutual satisfaction of both parties, in which case the grievance process ends with a written statement of resolution signed by the student and the individual against whom the complaint has been filed. If the complaint has been resolved at this point, the Vice Chancellor for Academic Affairs retains the written records of the process for five calendar years.

Step 5. If the complaint is not resolved in step four, the Vice Chancellor for Academic Affairs shall appoint, within ten working days of completion of the step four processes, a student hearing committee.

STUDENT HEARING COMMITTEE

The Student Hearing Committee shall be organized in the following manner. At the beginning of each fall semester, two faculty members and one student will be appointed.

When a hearing committee must be convened, the hearing shall take place no sooner than five, and no later than 10 working days after the hearing committee is appointed, unless there is a compelling reason why another time must be selected. At a prearranged time prior to the hearing, the members of the hearing committee will meet with the Vice Chancellor for Academic Affairs to receive its charge and all relevant background materials. The individual against whom the complaint is made and the student will then withdraw and the hearing committee will elect a chair to preside at the subsequent hearing.

The hearing will be conducted in private. Participants will be admitted for their participation only, and then asked to leave. The proceedings will be tape-recorded, but the final deliberations of the committee will not be recorded.

The student and the individual against whom the complaint has been filed each may have one person present during the hearing to advise them. Those persons may not address the hearing committee, speak on behalf of the student or individual against whom the complaint has been filed, question witnesses, or otherwise actively participate in the hearing. A university attorney may also attend the hearing and may advise the committee but may not question witnesses or otherwise actively participate in the hearing. The student and the individual against whom the complaint has been filed must appear in person and answer questions from members of the hearing committee. The student and the person against whom the complaint has been filed may make an oral statement and/or submit sworn written statements and other exhibits and witnesses in their behalf. The student and the individual against whom the complaint has been filed may hear and question all those appearing before the hearing committee. Neither the student nor the individual against whom the complaint has been filed may be present during the deliberations of the hearing committee.

The hearing committee shall conduct its deliberations based upon the information presented at the hearing that is relevant to the issue or issues before the committee. The hearing committee shall present to the Vice Chancellor for Academic Affairs a written report detailing its findings and its recommendations relative to the complaint within five working days following conclusion of the hearing. Member(s) of

the hearing committee may file a minority opinion, which shall be appended to the committee report. After receipt of the hearing the Vice Chancellor for Academic Affairs will make the final decision. The Vice Chancellor for Academic Affairs shall provide written notification of the decision to the student and to the individual against whom the complaint was filed and to the chair of the hearing committee within 10 working days of receiving the recommendation of the hearing committee. All records of the grievance procedure shall be retained by the Vice Chancellor for Academic Affairs for five calendar years and then destroyed.

If the individual against whom the complaint was filed refuses to accept a remedy recommended by the hearing committee and accepted by the Vice Chancellor for Academic Affairs, the individual may appeal to the Chancellor. The decision of the Chancellor to accept or reject the recommended remedy is final.

ASUN STUDENT CONDUCT SYSTEM AND CODE OF CONDUCT

Arkansas State University-Newport is a tax-supported educational institution whose mission is to provide an educational opportunity to all that enroll.

The enrollment of a student at the university is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes obligations of performance and behavior, which are imposed by the university relevant to its lawful missions, processes, and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law.

Arkansas State University-Newport is an interdependent learning community consisting of students, faculty, and staff. Just as any community has a culture, along with written and unwritten expectations for conduct, we too have a culture and associated expectations for behavior. The community's expectation is that conduct is marked by integrity. Any student who chooses to enroll at the university also chooses to become part of this community and constructively contributes to its culture.

The following principles are part of the collective expectation of the members of this community relative to personal conduct. We hope they serve to explain and illustrate our position.

Civility Members of a learning community interact with (others) in a courteous and polite manner. Members of the community are expected to respect the values, opinions, and feelings of others.

Ethical Behavior The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.

Morality Members of a learning community commit to the ideas of appropriate human conduct. This life-style seeks to harm no one and attempts to be a positive contribution in every interaction.

Respect Every member of this community should seek to gain and demonstrate respect. Members should hold one another in higher regard. Each individual should conduct him or herself in a manner worthy of that regard, which is gained by decent and correct behavior.

The learning community at Arkansas State University-Newport does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of Arkansas State University-Newport to call such conduct into question.

The university reserves the right to discipline students' organizations for inappropriate actions that occur on or off the campus to secure compliance with these higher obligations. Students failing to maintain these obligations may be asked to leave the academic community. Students are expected to comply with all university policies and procedures.

Responsibility for student conduct is vested within the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs may designate the campus Student Disciplinary Committee as the Initial Judicial Officer/Body depending upon the severity of the infraction and where it occurred.

CODE OF CONDUCT

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct apply whether they are performed singly, in groups, or at a function of an organization. These acts of misconduct could result in arrest and charges being filed under local, state, or federal laws. Finally, the university reserves the right to discipline students for acts of misconduct whenever they occur.

Acts of violence, weapons possession, and possession of illegal drugs will not be tolerated and will result in separation from the university.

1. Possession, use and/or distribution of alcoholic beverages, in any form, in or about university grounds, instructional buildings, or at any university approved activity on or off campus;

2. Use, manufacturing, distribution or possession of drugs, narcotics, chemicals and/or drug paraphernalia without medical prescription under medical supervision;
3. Gambling on or about university property;
4. Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, or safety, and/or lewd, indecent, obscene conduct or expression on or off the campus;
5. Unauthorized or illegal entry into a building, classroom, office, room, vehicle, and/or unauthorized use or possession of university property;
6. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of university documents, or identification
7. Physical assault (including rape/sexual assault) or harassment (including sexual harassment/verbal abuse), threat of physical harm of any person or self, and/or conduct which threatens or endangers the health, safety, or welfare of any such person;
8. Non-recognized student groups attempting to function on the campus or in the name of Arkansas State University-Newport;
9. Failure to comply with directions, verbal or written, of university officials, law enforcement agents while performing their duties. Refusing to respond to an official request related to an alleged violation of university policy or regulations or giving false testimony or fraudulent evidence in university disciplinary proceedings;
10. Failure to fulfill obligations associated with an official disciplinary sanction;
11. Possession or use of firearms, fireworks, and weapons, or chemicals which are of an explosive or corrosive nature on university property or at university functions;
12. Theft, attempted theft, possession, sale, or barter of, or damage to, property of the university or of a member of the university community or campus visitor;
13. Failure to register a motor vehicle operated on the campus and abide by the stated rules of the university regulating the use of such vehicles;
14. Engaging in overt physical acts that interfere with the normal or sponsored activities of the university on or off the campus, including, but not limited to, the blocking of ingress or egress to the university's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, university officials, law enforcement agents, faculty members, employees and invited guests;
15. The instigation of false fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment;
16. All forms of hazing such as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or

physical harm or injury to any person on or off the university campus (NOTE: Arkansas Act 75 of 1983 states: No students of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other students in the commission of this offense);

17. Violation of policies, procedures or regulations included in official publications of the University such as, but not limited to, the bulletins, the traffic brochures, posted notices, or other departmental publications;
18. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the university or another user without permission;
19. Arrest for violation of local, state, or federal law, and/or conduct that adversely affects the student's suitability as a member of the university community.

Students are responsible for the conduct of their guests on or in university property and at functions sponsored by the university or any recognized university organization.

Academic Integrity Policy

Arkansas State University-Newport enthusiastically promotes academic integrity and professional ethics among all members of the ASU-Newport academic community. Violations of this policy are considered as serious misconduct and may result in disciplinary action and severe penalties.

Cheating in any form--including plagiarism, turning in assignments prepared by others, unauthorized possession of exams--may result in the student being dropped from the class with an "F" and/or being suspended from the University. Students who feel they have been unfairly accused of cheating may appeal to the Division Chair and the Vice Chancellor for Academic Affairs.

A. PLAGIARISM

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

1. To avoid plagiarism, give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a

general idea.

2. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, and bibliographical reference).
3. Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments)

Discipline: Faculty members may respond to cases of plagiarism in any of the following ways:

1. Return the paper or other item for rewriting; the grade may be lowered.
2. Giving a failing grade on the paper or other item –“F” if a letter grade is used or zero if a numerical grade is used.
3. Give the student who plagiarized a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the university.

B. CHEATING

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.

1. Observing and/or copying from another student's test paper, reports, computer files and/or other class assignments.
2. Giving or receiving assistance during an examination period. (This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.)
3. Using class notes, outlines, and other unauthorized information during an examination period.
4. Using, buying, selling, transporting, or soliciting, in part or entirely, the contents of an examination or other assignment not authorized by the faculty member of the class.
5. Using for credit in one class a term paper, book report, project, or class assignments written for credit in another class without the knowledge and permission of the faculty member of the class.
6. Exchanging places with another person for the purpose of taking an examination or completing other assignments.

Discipline: Faculty members may respond to cases of cheating in any of the following ways:

1. Allow the testing to progress without interruption, informing the offending student about the offense; and award a failing grade on the test of “F” if a letter grade is used or zero if a numerical grade is used.

2. Seize the test of the offending student and give a failing grade on the paper.
3. Give the offending student a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the university.

Note: Departments (e.g., Aviation, Nursing, and Driver Training) may add to these guidelines in order to enforce academic integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory experiences).

STUDENT CONDUCT PROCESS

Students are expected to comply with all university policies and procedures. This includes the **Code of Conduct**. Students are also advised that violations of policy and the **Code** are cumulative in nature. Although the University Student Conduct System may have some terminology and actions that mirror the legal system, it should not be confused with the criminal judicial system.

The University Student Conduct Process follows the basic fundamentals of due process when used to resolve student violations of university regulations. Procedural due process does not require, nor restrict, legal representation, a public hearing, and questioning of witnesses, advisement about privileges, or any of the remaining features of the administrative process.

The following procedural guidelines are established for the handling of disciplinary matters:

1. The Vice Chancellor for Student Affairs will receive a report regarding an incident where a student's conduct may have violated University conduct regulations.
2. The Vice Chancellor for Student Affairs will determine who will function as the Initial Hearing Officer/Body depending upon the severity of the alleged infraction and where it occurred. Cases of student misconduct will be referred to the University Student Conduct Process (stated under Disciplinary Sanctions.)
3. Students will be notified, in writing, of the specific allegations against them, who the Initial Hearing Officer/Body will be, and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing by: hand, certified mail with notification of acceptance or rejection, or by proof of mailing four days prior to the hearing. The date for the hearing must, if at all possible, be set within 10 working days from the date of notification to the student. A student's registration may

be denied and/or transcripts withheld pending the outcome of a student conduct hearing of allegations.

4. A preliminary meeting to interview the student may be requested by the initial hearing officer/body. Failure to comply with a request (verbal or written) for a meeting will be considered a violation of the **Code of Conduct**.
5. Students may, upon request, receive copies of all information, incident reports, statements, etc., which will be used during their conduct hearing at least two working days prior to their hearing.

The Vice Chancellor for Student Affairs or the Student Disciplinary Committee will conduct hearings for student organizations. Depending on the nature and severity of the infraction, the university reserves the right to administratively resolve the problem.

STUDENT ORGANIZATIONS

A student organization is subject to the disciplinary process in the following situations:

1. An alleged offense was committed by one or more members of an organization and was sanctioned by an officer.
2. An alleged offense was committed by one or more members of an organization, and organization funds were used to finance the venture.
3. An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
4. An organization has chosen to protect one or more individual offenders who were members or guests of the organization.
5. After hearing the case, the hearing officer/body deems that the offense, by its nature, was an organization offense and not the actions of the individual members.
6. An alleged offense occurred as a result of an organization-sponsored function.

DISCIPLINARY HEARINGS

During hearings students should be aware of his/her rights in the conduct process. Students have a right to:

1. have the violation(s) or the charge(s) explained;
2. appear in person and present his/her defense;
3. receive copies of all information that will be used during their judicial hearing at least two working days prior to the hearing;
4. any other pertinent information including witnesses to the alleged

- violation(s) (not character witnesses). The accused student is responsible for ensuring that witnesses are available for the hearing;
5. Neither the student nor the university shall be represented by legal counsel unless the student also faces criminal charges;
 6. be accompanied by a member of the faculty, staff, student body, or by a parent or guardian;
 7. hear all testimony and may ask questions of witnesses;
 8. remain silent throughout the hearing proceedings if they so choose;
 9. receive an explanation and written summary of the reasons for any decision rendered, as well as an explanation of any penalty that is assessed within five working days;
 10. receive an explanation of the appeal process, the procedure for making such an appeal, and the appropriate deadline.

APPEAL PROCESS

A student/organization is entitled to one appeal rendered by a university appeal officer. The chart below details the appropriate appeal officer depending upon whoever heard the original case.

Initial Student Conduct Officer/Body

Student Disciplinary Committee

Vice Chancellor for Student Affairs

Appeal Officer

Vice Chancellor for Student Affairs

Chancellor

All appeals must be filed with the appropriate appeal officer within three working days of the date the decision is received. Such an appeal must be in writing (preferably typed or computer generated) and based on at least one of the following grounds:

Appealing the decision:

New evidence,

or

Due process was not followed,

or

Finding was not supported by substantial evidence.

Appealing the sanction:

The sanction imposed was unreasonably harsh or inappropriate based upon the circumstances under which the violation(s) occurred and the prior record of the student.

The appeal officer shall review the disciplinary record and hearing proceedings in light of the grounds upon which the written appeal is

made. As part of the review process, the appeal officer may or may not interview the student making the appeal. Once a decision had been reached, the appeal officer shall notify the student in writing within five working days.

In the decision, the Appeal Officer may: (1) affirm the decision of the Initial Student Conduct Officer/Body; (2) affirm the decision of the original hearing and modify the sanction against the student but may not issue a sanction more severe than originally imposed; (3) order a new hearing of the case; or (4) reverse the decision of the original hearing. **The decision of the appeal officer is final.**

DISCIPLINARY SANCTIONS

University Student Conduct Process sanctions (for individuals, groups, or organizations) include:

1. **EDUCATIVE SANCTIONS**—Papers, counseling alcohol/drug evaluations, tasks or series of tasks that are educational in nature and/or serve to benefit the group or community at large.
2. **REPRIMAND**—(a) Oral reprimand—An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand—A statement of disapproval prepared by a designated person and delivered to the student in writing.
3. **RESTRICTIONS**—(a) Identification card privileges; (b) parking privileges; (c) or as appropriate to the violation.
4. **RESTITUTION**—Compensation for loss or damage incurred to university property, or member/guest of the university community.
5. **PROBATED SUSPENSION**—Notice that further incidents or major offenses, as specified, may result in suspension. The period of probation shall be specified in the decision.
6. ***SUSPENSION**—Temporary severance of the student's relationship with university for a specified period of time. The period of time is to be specified in the decision.
7. **PROBATED EXPULSION**—Notice that further incidents or major offenses, as specified in the decision, may result in expulsion.
8. **EXPULSION**—Permanent severance of the student's relationship with the university.

***NOTE: The University will not accept for transfer any credit earned at other institutions during the period a student is on suspension for disciplinary reasons from the University.**

INTERIM SUSPENSION

An INTERIM SUSPENSION is a temporary removal of the student based upon facts that show the student constitutes a danger to property, to self, or to others. The student will immediately be given notice of reason for the INTERIM SUSPENSION and the time, date, and place of a preliminary hearing at which he/she shall have an opportunity to show why his/her continued presence on campus will not constitute a danger to property, self, or others. Such notice shall be given in writing and hand delivered whenever possible. When personal delivery is not possible, notice of the preliminary hearing shall be mailed at least two working days prior to the hearing.

An INTERIM SUSPENSION is not based upon the presumption of the student's guilt, nor does it nullify the right to the basic fundamentals of due process as previously defined in this document.

The Vice Chancellor for Student Affairs or his/her designee will conduct the preliminary hearing and make a determination regarding the threat to property, self, or others.

JURISDICTION

All of the above conduct regulations apply to student acts in or on university property or within the jurisdiction of the ASUN Police. Additionally, the university reserves the right to adjudicate acts that occur in one semester prior and one semester following any student's enrollment with the university. Furthermore, the university reserves the right to discipline students for extreme acts of misbehavior detrimental to the University community whenever they occur.

MANDATORY ADMINISTRATIVE LEAVE POLICY

1. The Vice Chancellor for Student Affairs may invoke the Mandatory Administrative Leave Policy if a student engages in or exhibits behavior that:
 - a) poses a significant risk of harm to the health, safety, or welfare of themselves or students, staff, faculty, or other members of the university community and/or university property; or
 - b) interferes with the rights of students, staff, faculty, or members of the university community, including disruption of the normal or sponsored academic and extracurricular activities of the university.

2. Proceedings for Mandatory Administrative Leave Policy are initiated by providing written information to the Vice Chancellor for Student Affairs that a student has engaged in or exhibited the above described prohibited behavior.
3. Upon receipt of written information that a student has engaged in or exhibited the above described prohibited behavior, the Vice Chancellor for Student Affairs may immediately place the student on Mandatory Administrative Leave. If Mandatory Administrative Leave is invoked, the Vice Chancellor for Student Affairs shall mail to the student no later than the next business day copies of the written charges provided to the Vice Chancellor for Student Affairs and notice that the student has been placed on leave.
4. The Vice Chancellor for Student Affairs shall conduct a review within five business days after leave is invoked. The review shall include conferences with both the charging party and the student. The student shall have the right to present statements, witnesses, and/or information that refute the charges presented to the Vice Chancellor for Student Affairs or demonstrated that no basis for a Mandatory Administrative Leave exists. The student may be accompanied to the conference by an advisor such as a friend, relative, faculty member, or medical/mental health provider.
5. If a student placed on Mandatory Administrative Leave wishes to reenroll at the university, they will be required to present written evidence they will not exhibit the behavior that resulted in Mandatory administrative Leave, including a recommendation from a medical or mental health professional as to whether the student should be able to function at the university without exhibiting the behavior that resulted in the Mandatory Administrative Leave. The Vice Chancellor for Student Affairs may require an evaluation by a licensed counselor or licensed psychologist, certified alcohol and drug counselor, or other mental health professional prior to considering a student's request to be readmitted to the university following Mandatory Administrative Leave. After review of all the information obtained at the time a student previously on Mandatory Administrative Leave requests readmission, the Vice Chancellor for Student Affairs will either continue the Mandatory Administrative Leave or may readmit the student with or without qualification.
6. Proceedings under the Mandatory Administrative Leave Policy do not preclude additional proceedings pursuant to the student **Code of Conduct**.

University Committees

Student involvement is vital to the governance structure at Arkansas State University-Newport. University committees provide many opportunities for individuals to serve the academic community in leadership roles by serving as a voice for all students.

Eligibility for membership—Only full-time students who are not on academic or disciplinary probation may hold positions on university committees. Also, membership will consist of students who have attained a 2.00 or higher grade point average (semester and cumulative) and/or have no current pending conflict with assigned committee.

Student Publication Policy

Arkansas State University provides various opportunities for students to write, publish, and distribute information, ideas, and opinions. Editorial policy and content publications are determined by and are the responsibility of their editors and coeditors. An editor may be removed for cause.

Campus News

The Campus Newsletter will be a monthly publication with the purpose to inform students, faculty, staff, and the community of the services that ASUN provides. The newsletter will contain articles, events, and information collected throughout the college and community.

POLICY ON CAMPUS SIGNS, POSTERS, AND PROMOTIONAL MATERIALS

1. All notices and printed materials must carry the name of the organization responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.
2. Bulletin boards shall be available in academic buildings on campus and may be used for posting publicity materials approved by the department or office responsible for maintaining the bulletin board. Written publicity and messages should not remain up later than 24 hours after the event.
3. To avoid stains on buildings and difficulty of removal, chalk should not be used for marking on building surfaces.
4. Posters and signs should not be taped on glass or affixed to wall surfaces not specifically designated as bulletin boards. Such practices may result in unsightly tape marks, peeled paint, or irreparable holes in building surfaces.
5. Outdoor posters and signs should be prepared with waterproof materials to avoid illegibility, paint stains, and other problems in the event of rain.
6. Temporary freestanding publicity and directional signs may be used, provided they are displayed not more than one week in advance of the event being promoted. Flashing signs and similar commercial-type signs and marquees are not to be used on campus.
7. Groups desiring to place flyers on automobile windshields or distribute handbills may do so by obtaining advance approval from the Vice Chancellor for Student Affairs.
8. The rights to distribute notices and printed material shall not exceed to libelous, obscene, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of the public place or the regulations of the university.

FUND-RAISING (SOLICITATION) POLICY

All faculty, staff, and recognized student organizations may be permitted to hold fund-raising events on campus under the following conditions:

1. The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Office

of Student Services/Financial Aid at least one week prior to the requested date(s) of the fund-raising. The Office of Student Services/Financial Aid will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). An off-campus organization or business may not conduct the fund-raising activity and then provide the recognized ASU-Newport organization a certain percentage of sales, income, etc.

2. Individual groups or organizations using a university facility are responsible for setup, take down, and cleaning up the area used. Promotional materials, posters, signs, etc. should be in compliance with the established policies.
3. Faculty, staff, and recognized student organizations may hold fund-raising activities (solicitation) that are reasonable and appropriate given the organization's purpose. The activities are not to occur more than three times per semester per requesting organization for a period not to exceed three days per event. Fund-raising activities (solicitations) shall be defined as requesting donations, without products or services being rendered, or activities that raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of Arkansas State University-Newport or for a selected philanthropic project of the organization. Fund-raising activities may include university sanctioned philanthropic projects such as the United Way.
4. All fund-raising events must be approved before solicitation begins.

CAMPUS FUND-RAISING/SOLICITATION POLICY

Commercial sales and solicitation by off-campus organizations are not allowed on campus at any time with the exception of advertising in all university sponsored media, and by invitation only to university sponsored events.

STUDENT CASH TRANSACTION POLICY

Students are encouraged to obtain a receipt for any financial transaction.

FREEDOM OF EXPRESSION POLICY

No rights are more highly regarded at Arkansas State University-Newport than the First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. Arkansas State University-Newport remains firmly committed to affording each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations. However, these activities must not disrupt the operation of the university. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the university will remain neutral as to the content of any public demonstration. In order to achieve the objective; while at the same time ensuring that the institution fulfills its educational mission, the university has the responsibility to regulate the time, place, and manner of expression.

Through such regulation, equal opportunity for all persons can be assured, order within the university community can be preserved, university property can be protected, and a secure environment for individuals to exercise freedom of expression can be provided.

- A. SPEECHES AND DEMONSTRATIONS** Any request for speaking, demonstrating, and other forms of expression will be scheduled through the Vice Chancellor for Student Affairs in order to accommodate all interested users. The request should be at least 72 hours in advance of the event.
- B. DISTRIBUTION OF WRITTEN MATERIAL** A request for a distribution of written material should be submitted to the Vice Chancellor for Student Affairs for approval. The university maintains a position of neutrality as to the content of any written material distributed under this policy.

The distribution of commercial materials and publications is covered by the Campus Solicitation Policy and is prohibited.

- A. MARCHES-** In order to ensure the safety of all individuals, the Vice Chancellor for Student Affairs must approve plans for an event of this nature at least 72 hours in advance.
- B. PROVISIONS-** In order that persons exercising their freedom of expression not interfere with the operation of the university or the rights of others, the following stipulations shall apply, without exception, to any form of expression and will be used to evaluate any plan requiring approval. Reasonable limitations may be placed on the time, place, and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the

interest of health and safety, prevent disruption of the process, and protect against invading the rights of others.

1. Events that may obstruct vehicular, pedestrian, or other traffic on streets or sidewalks should be approved at least 72 hours in advance by the Vice Chancellor for Student Affairs.
2. Use of sound amplification on campus is regulated and must be approved at least 72 hours in advance by the Vice Chancellor for Student Affairs.
3. There must be no obstruction of entrances or exits to buildings.
4. There must be no interference with educational activities inside or outside of buildings.
5. There must be no impediment to normal pedestrian or vehicular traffic, or other disruptions of university activities.
6. There must be no interference with scheduled university ceremonies, events, or activities.
7. Damage or destruction of property owned or operated by the university, or damage to property belonging to students, faculty, staff, or guests of the university is prohibited. Persons or organizations causing such damage may be held financially responsible.
8. Persons or organizations responsible for a demonstration or other freedom of expression events must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not accomplished, persons, or organizations responsible for the event may be held financially responsible.
9. There must be compliance with all applicable state and federal laws and university policies, rules, and regulations.

OTHER STUDENT FACILITIES AND SERVICES

Student Center

The Student Center is the heart of the ASU-Newport community, providing meeting, entertainment, and banquet space.

Food Services

A privately owned food vendor offers food service for both breakfast and lunch. Vending machines are available in several locations. Food and drinks are not to be taken into any classroom or lab.

Career Services

Student Services/Financial Aid and the Counseling Center offer a wide range of services to current students and alumni to assist them in career decision-making, and the job search process, and administer career services. Services include:

- **Workshops:** Resume Writing, Interviewing Skills, Business Etiquette, Job Search
- **Special Programs:** Job Search Counseling
- **Job Referrals:** Full-time and part-time positions for students and alumni all are posted on the bulletin board outside Student Services/Financial Aid Office. In addition, students may view job postings on the ASU web site at www.astate.edu and scroll to Career Services.
- Computerized matching of employers and registrants on the web.
- The Counseling office is located in Walton Hall and Student Services/Financial Aid is located in the Main Building, room 131. Both are open 8-4:30, Monday through Friday. You may telephone the counseling office at 870-512-7890 or Student Services/Financial Aid at 870-512-7835 or email kbrock@asun.edu.

DISABILITY SERVICES

The Vice Chancellor for Student Affairs is the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1972, and the Americans with Disabilities Act (ADA). In this capacity, the Vice Chancellor for Student Affairs arranges for academic and auxiliary aid support services for students with disabilities. Auxiliary aids provided for qualified students range from communication through the use of computers while taking exams, to the provision of special seating arrangements, and will be made freely available to those students with verified disabilities that require them. Appropriately trained services personnel will also be provided if needed. In addition, the Vice Chancellor for Student Affairs coordinates workplace accommodations, and if physical access to buildings is blocked to people with disabilities, procedures for the removal of barriers on campus will be followed.

Disability Services is a student-centered, service-oriented program that also assists students in gaining volunteer work experience. Students with or without disabilities, and those who come from a wide variety of academic majors, have found volunteer work with Disability Services to be rewarding and beneficial. Volunteer activities include,

but are not limited to: Americorps, tutoring, reading services, note taking, testing services, and technical assistance. Individuals interested in becoming a volunteer who addresses the critical need of individuals with disabilities may contact Disability Services at 870-512-7835 or visit the office located in Room 131 of the Main Building.

DISABILITY GRIEVANCE PROCEDURE

Arkansas State University-Newport has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging an action prohibited by the U.S. Department of Justice regulations while implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely due to such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity."

Complaints should be addressed to the Vice Chancellor for Student Affairs, coordinator of ADA and 504 compliance efforts for students using the following guidelines:

1. A complaint should be filed in writing or verbally, contain the name and address of the complainant, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 35 school days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, deemed appropriate, shall follow upon the filing of a complaint. The ADA and 504 coordinator shall conduct the investigation. This process contemplates informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to validity of the complaint and a description of the resolution, if any, shall be issued by the *investigating official and a copy forwarded to the complainant no later than 25 days after its filing.*
5. The ADA coordinator shall maintain the files and records of Arkansas State University-Newport relating to the complaints filed.
6. The complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for the reconsideration should be made within 15 school

days to the Disability Services Committee.

7. If complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution determined by the Disability Services Committee, a written request for reconsideration should be submitted to the Chancellor. The decision of the Chancellor will be final.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the persons pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of the grievance procedure is not a prerequisite to the pursuit of other remedies.
9. The entire process shall be constituted to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Arkansas State University-Newport complies with the ADA and implementing regulations.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is one way to be involved in the creation, planning, and implementation of student activities for the campus. SGA provides cultural, educational, recreational, and social programs for the university community, while giving student leaders a place to develop sound leadership skills through the process of programming.

TESTING SERVICES

Administration of standardized tests, including the American College Testing (ACT) program, and the Arkansas Assessment of General Education (AAGE), often called the Junior Rising Exam, is coordinated through the Counselor's Office.

All students seeking the Associate of Arts or the Associate of Science degree are required to take the AAGE upon completion of forty-five (45) credit hours. Failure to take this test may delay students' further registration or their transfer to another state institution.

Test schedules and additional information may be obtained in the Counselor's office located in Walton Hall or by calling 870-512-7890. Information may also be obtained by visiting ASU Newport's web page at www.asun.edu.

STUDENT COUNSELING SERVICES

The Counselor provides assistance to students to help them maximize their personal, career, and academic competencies. Services offered include personal, career, and academic counseling. The Counselor provides consultation, educational programming, screenings, and a variety of academic or emotional skills building and enhancing seminars. The Counselor is a trained professional in counseling.

The Counseling office is located in Walton Hall. The business hours are 8 a.m. to 4:30 p.m. Students can walk in for services but appointments are preferred. Appointments may be made by calling 512-7890. The last appointment of the day is 4 p.m. Persons having questions may call or come by the office.

Services offered include:

1. **Counseling Services.** Adjustment to college life is a prerequisite to academic success. A student who has the necessary academic skills may find adjustment problems are the major reason for college failure. A professional counselor is available to assist students who seek increased understanding and insight into academic, career, and personal problems. An excellent relationship is maintained with mental health providers in the community. Students with special needs that would be better served in another setting may receive a referral to community-based services.
2. **Career Counseling and Development.** Students are offered the opportunity to investigate and define educational/career/life goals. The Counselor assists students to better understand their interests, abilities, aptitudes, and personality traits in relation to career goals and academic major. Various interests, ability, and personality instruments are used in this process. In addition, the Counselor subscribes to the "Discover" career database. The Counselor will assist in identifying the individual student's needs in order to provide a comprehensive assessment. This assessment serves as a starting point for the career counseling process.
3. **Student Development Programming.** Workshops designed for students are offered throughout the year that focus on such issues as student leadership, communication skills, alcohol and drug abuse, self-esteem, assertiveness training, study skills, time management, and various other topics.

CAMPUS POLICE

The Campus Police Department was authorized by the General Assembly of the State of Arkansas, Act 328 of 1967. The Act authorizes state institutions to regulate traffic and parking and other areas of institutional property. The police department is staffed with two officers and open 16 hours a day. Each police officer meets Act 452 of 1975 (compiled Arkansas Statute Ann. 42-1009) as being certified by the State of Arkansas as a certified law enforcement officer.

The department is located in Walton Hall. The telephone number is 870-512-7866 and the cell phone numbers are 870-217-1348 or 870-217-1347.

HEALTH INSURANCE

The university offers each student the opportunity to purchase an accident and hospitalization insurance policy as part of a group consisting of ASUN students and students enrolled in other universities across the state. Membership in the group is voluntary. Students may receive an application in the Student Services/Financial Aid office located in room 131 in the Main Building.

A reputable insurance company provides this insurance and the university assumes no responsibility for collecting premiums or for paying claims.

Unless a student has insurance coverage under a family policy, it is recommended that this policy be considered

INTRAMURAL ACTIVITIES

The PE Department offers a broad intramural activity program for male and female students. Coed intramural activities are also offered. Activities include flag football, men's and women's basketball, softball, and volleyball. Specific information may be obtained in the office of the PE instructor or by calling 870-512-7864. Each semester a calendar is published on the web page and posted on various campus bulletin boards.

VETERANS ADMINISTRATION BENEFITS

Arkansas State University-Newport is an approved institution for veterans, veteran's dependents and survivors, and service person(s) education training. Veterans of recent military service, dependents or survivors of veterans, reservists/guard members may be entitled to educational assistance payment from the Veterans Administration.

Veterans of recent military service, dependents or survivors of veterans who lost their life in service or who are now totally disabled as a result of service should contact the nearest Veterans Administration regional office as far in advance of their enrollment date as possible for assistance in securing Veterans Administration benefits. Students may also call 1-888-442-4551 (1-888-GI-BILL 1) or www.gibill.va.gov. Information on campus regarding this program may be secured from the Office of Student Services/Financial Aid located in room 131 in the Main Building. You may also call 870-512-7845 or e-mail shenderson@asun.edu or mrobertson@asun.edu.

Active Reservists or National Guard members should contact their unit commander or Sergeant for educational information.

VOCATIONAL REHABILITATION

Persons who have a substantial employment handicap as a result of a permanent disability may receive, at no cost to themselves, vocational counseling and financial assistance toward the cost of their college training when the vocational objective of the disabled person is approved by a vocational rehabilitation counselor.

These services are available through the Division of Vocational Rehabilitation, State Department of Education, Little Rock, Arkansas 72201. Information relative to the program may be obtained from the Office of Student Services/Financial Aid.

FINANCIAL AID OFFICE

The Student Services/Financial Aid Office coordinates all financial assistance available to students at Arkansas State University-Newport.

The federal government is the primary source for student aid funds. Other sources include the state, the institution, and private donors. Eligibility for most of the financial aid programs is based on financial

need. However, there are a number of scholarships and grants-in-aid that are based on academic ability and/or special skills in certain areas.

A detailed description of all available financial aid and regulations covering eligibility and distribution may be obtained by calling 870-512-7835 or writing to: Student Services/Financial Aid Office, 7648 Victory Blvd., Newport, AR 72112, email dtims@asun.edu, or web page www.asun.edu and view financial aid information.

STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations, representing many fields of interest, attempt to provide additional experiences that will aid in developing the individual. These groups offer opportunities for leadership, recognize scholarship, encourage citizenship, and provide social experiences.

GENERAL POLICIES CONCERNING STUDENT ORGANIZATIONS

1. **Eligibility for Membership:** Only ASUN students and professional staff may serve as active, voting members of a campus organization. A student who is on academic or disciplinary suspension may not serve as an active member of any campus organization.
2. **Eligibility to Hold Office:** Only full-time students who are not on academic disciplinary warning or suspension and meet the GPA requirements may hold office in any organization.
3. **Financial Records:** Campus organizations that do not have financial records audited by their national office must keep their funds in the Business Office of the university subject to annual audit.
4. **Organization Requirements:** Organizations will be recognized by the university upon completion of all requirements set by the Office of Student Services/Financial Aid.
5. **Formation of New Organizations:** New organizations may be formed at the university by approval of the Vice Chancellor for Student Affairs.
6. **Appeals:** The Student Affairs Committee will hear appeals to the decision of the Vice Chancellor for Student Affairs.

SPECIAL INTEREST STUDENT ORGANIZATIONS

Alpha Eta Rho-Beta Beta Subchapter

Alpha Eta Rho-Beta Beta Sub-Chapter's mission is to promote fellowship among its membership while furthering their understanding and commitment to professional aviation.

Student Nurses' Association

The Student Nurses' Association's philosophy is to promote the educational needs of a Licensed Practical Nurse as an important member of the Health Care Team and concerned with Health Care Standards for all people.

Articulation Agreements

ASUN has developed program and course articulation agreements with all the state supported four-year institutions. In addition articulation agreements with many private colleges have been developed. Articulation agreements provide ease of transfer with minimum loss of credit.

For more information on articulation agreements contact the Office of Academic Affairs (870) 512-7813.

ORGANIZATION OF THE UNIVERSITY

Board Of Trustees

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John Paul Hammerschmidt, Harrison.....	January 2004
Mike Medlock, Jonesboro.....	January 2005
Florine Tousant Bingham, Forrest City	January 2006
Lt. Col (Ret) Dallas Wood, Paragould.....	January 2003

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John Paul Hammerschmidt, Harrison	Vice Chairman
Mike Medlock, Jonesboro.....	Secretary

ASU-NEWPORT ADMINISTRATIVE STAFF

Dr. Larry Williams, 2001 *Chancellor*

B.S.E., East Central State University

M.S.E., East Central State University

Ed. D., Oklahoma State University

Bob Stiger, 1975

Vice Chancellor for Fiscal Affairs

B.S., Harding University

Dr. Brenda Sullivan, 1999 *Vice Chancellor for Academic Affairs*

B.S.E., University of Central Arkansas

M.S.E., University of Central Arkansas

Ed.D., University of Arkansas at Little Rock

Mary Robertson, 1984 *Vice Chancellor for Student Affairs*

B.S.E., Arkansas State University

M.S.E., Arkansas State University

Instructional Staff

Margaret R. Berry, 1975

A.A., Williams Baptist College
B.S., University of the Ozarks
M.S.E., Arkansas State University

*Assistant Professor
Business Education*

Jayne Black, 1988

B.S.E., Arkansas State University
M.S., Arkansas State University

*Assistant Professor
Mathematics*

Jeff Bookout, 1998

B.S., Arkansas State University
M.S., Arkansas State University
Cisco Certified Network Associate, CCNA
Cisco Certified Academy Instructor, CCAI
Certified Novell Administrator, CNA

*Instructor
Computer System Technology*

Paula Breckenridge, 1997

A.S.N. North Arkansas Community College
B.S.N., Mississippi University for Women

*Director
PN*

Zandra Brockway, 1997

B.A., Harding University
M.Ed., Harding University
Reading Specialist

*Assistant Professor
English*

Joseph Campbell, 1999

A.A., North Arkansas Community College
B.A., Arkansas State University
M.A., Arkansas State University
S.C.C.T., Arkansas State University

*Instructor
Social Science*

Bridget Collins, 1999

A.S., Panola College
B.F.A., University of Southern Mississippi
B.S., Texas A & M
M.A., Arkansas State University

*Instructor
Speech/Theater*

Duane E. Doyle, 1993

B.S., Arkansas State University
M.S., Arkansas State University

*Division Chair
Assistant Professor
Mathematics
Director of Distance Education*

Linda D. Duncan, 1988

A.A.S., Arkansas State University
A.A., Arkansas State University
B.S.E., Arkansas State University
M.S.E., Arkansas State University

*Assistant Professor
Business Education*

Kimberly Drury, 1998

A.S.N., North Arkansas Community College

*Instructor
PN*

Tanya Hagler, 1994

B.S., Arkansas State University
M.S., Arkansas State University

*Assistant Professor
Physical Science*

Judy Hogue, 1981

B.S., Phillips University
M.Ed., Phillips University
Certified in Adult Education

*Coordinator
Adult Education*

Bobby Joe Hutchinson

C.D.L.

*Instructor
Commercial Driver Institute*

David H. Jamieson, 1993

B.S., Arkansas State University
M.S., Arkansas State University

*Assistant Professor
Biological Science*

Janna Kegley, 1985

B.S., Arkansas State University
M.S., Arkansas State University
Cisco Certified Network Associate, CCNA
Cisco Certified Academy Instructor, CCAI

*Assistant Professor
Business Education/*

Computer System Technology

Kenneth King,

C.D.L.

Instructor

Sandra Lacy, 1988

B.S.H.E., University of Arkansas
M.S.E., Arkansas State University
Reading Specialist
Adult Education Certified

*Instructor
General Adult Education*

Rebecca D. Landreth, 1975

B.S.E., Arkansas State University
M.S.E., Arkansas State University
S.C.C.T., Arkansas State University

*Assistant Professor
Business Education*

Linda Moon, 2001

B.S.E., Arkansas State University
Certified in Adult Education

Instructor
Adult Education
Prison Liaison

Allen Mooneyhan, 1997

B.S.E., Arkansas State University
M.S.E., Arkansas State University

Assistant Professor
Health/PE

Linda Morris, 1999

B.B.A., Harding University
M.Ed., Harding University

Instructor
Mathematics

Jonathon Moss, 2003

Director
Aviation

Sandra Provence, 1999

B.S.E., Arkansas State University
M.S.E., Arkansas State University
Education Coordinator

Instructor
English

Chris Poskey

C.D.L.

Instructor
Commercial Driver Institute

Edward Pruitt

C.D.L.

Instructor
Commercial Driver Institute

Terri Reno, 1994

B.S.E., Arkansas State University
M.A., Arkansas State University
S.C.C.T., Arkansas State University

Assistant Professor
English

Harla Reynolds, 1999

B.A., Lyon College
Adult Education Certified
(870) 512-7821

Instructor
Adult Education

Gary Robertson, 1996

C.D.L.

Instructor
Commercial Driver Institute

Bruce Smock, 1996

B.A., The University of West Florida
M.A., Arkansas State University

Assistant Professor
Speech/Drama

Herschel D. Stuart, 1993

Instructor

C.D.L.

Commercial Driver Institute

Ira (Ike) Wheeler, 1995

Division Chair

B.A., Arkansas State University

Assistant Professor

M.A., Arkansas State University

Social Science

Diana Woods

Instructor

C.D.L.

Commercial Driver Institute

Jeanette Youngblood, 1999

Instructor

B.S., Williams Baptist College

Psychology/Sociology

M.A.P., University of Arkansas at UALR

ADMINISTRATIVE SUPPORT STAFF

Terry Adams, 2000

Public Safety Officer I

Tara Byrd, 1992

Director of Admissions/ Registrar

B.S.E., Arkansas State University

Patricia Keeter Calhoun, 1999

Director

A.A., Arkansas State University

Continuing Education/

B.S., Arkansas State University

Business Outreach

Bettye Davis, 2003

Personnel Assistant II

B.S., Arkansas State University

Human Resources

Jennifer Faulkner, 2003

Counselor

Donna Gould, 1989

Librarian

B.S.E., Henderson State University

M.S., University of Central Arkansas

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Public Safety Officer II

Diana Holland

Bookstore Manager

A.A., Arkansas State University

Dale Martin, 1988

Director

A.A., Williams Baptist College

Commercial Driver Institute

C.D.L.

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Administrative Assistant

Tamya Stallings, 1999

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Financial Aid Officer I

A.A., Arkansas State University

Alan R. Tatum, 2001

Director

B.S.E., Arkansas State University

Learning Center

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Melissa Watson

Business Manager

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SUPPORT STAFF

Kelly Brock	<i>Secretary II</i>
Hope Cooper	<i>Secretary II</i>
Kenneth Cox	<i>Custodial</i>
Stacey Crotts	<i>Accounting Technician II</i>
Kevin Ellinger	<i>Custodial</i>
Willie Foust	<i>Maintenance Repairman</i>
Otis George	<i>Maintenance Repairman</i>
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Debbie Keyton	<i>Data Processing Network Manager I</i>
Terry Larson	<i>Secretary II</i>
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Eileen Madden	<i>Secretary I</i>
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B.A.A.S., Teks A & I University	
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B.A., Harding University	
B.A., Harding University	
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B.S.E., Arkansas State University	
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B.A., Hendrix College	
M.Ed., University of Arkansas	
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B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
S.Ed., Arkansas State University	
E.D. Ed., Arkansas State University	
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B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
Wood, Jack	Philosophy
Woodard, Sharri	Nursing

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