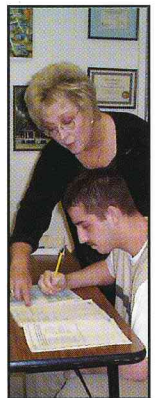
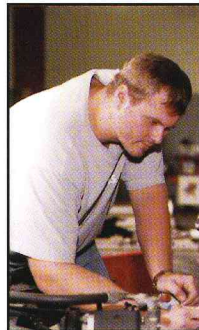
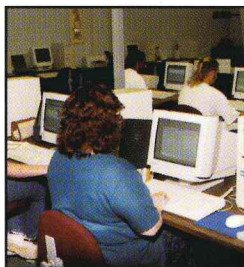




ARKANSAS STATE  
UNIVERSITY  
NEWPORT

**2002-2003 Catalog** / *Student Handbook*

*"Your Community College"*



# **ARKANSAS STATE UNIVERSITY-NEWPORT**

**CATALOG/*Student Handbook***

**2002-2003**

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

**[www.asun.arknet.edu](http://www.asun.arknet.edu)**



## **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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## **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.

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## **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.

**DIRECTORY**

**(Numbers can be dialed directly by dialing 870-512-7---  
followed by the extension number)**

<b>Department</b>	<b>Contact Person</b>	<b>Extension</b>
Academic Affairs	Brenda Sullivan	841
Admissions	Phyllis Loftin	842
Adult Education	Judy Hogue	824
Aviation	Shirley Williams	827
Biology	David Jamieson	872
Bookstore	Diana Holland	806
Business Education	Margaret Berry	809
Business Office	Stacey Crotts	843
Campus Police	Jeff Grizzle	866
Chancellor	Larry Williams	851
Chemistry	Tanya Hagler	871
Computer Technican	Tamya Stallings	822
Computer Technology	Jeff Bookout	891
Continuing Education	Patricia Calhoun	898
Diesel Mechanics	Cledas Manuel	817
Disabilities Services	Mary Robertson	812/811/845
Distance Education	Duane Doyle	863
English	Terri Reno	839
ESL/Prison Program	Stan McKee	821
Financial Aid	Deana Tims	811/812/845
Fiscal Affairs	Bob Stiger	801
Health/PE	Allen Mooneyhan	864
Learning Center	Alan Tatum	867
Library	Donna Gould	861
Maintenance	Charles Patterson	829
Mathematics	Duane Doyle	863
Nursing	Paula Breckenridge	833
Oral Communications	Bruce Smock	828
Psychology	Jeanette Youngblood	823
Registrar	Tara Byrd	804
Social Science	Ike Wheeler	865
Student Affairs	Mary Robertson	812/811/845
Theater	Bridget Collins	810
Truck Driving	Dale Martin	884/887
Veteran's Benefits	Sue Henderson	845/812/811

**E-mail addresses for individual instructors can be found  
be University web site. ([www.asun.arknet.edu](http://www.asun.arknet.edu))**



## **ASU-NEWPORT**

### **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.

## **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 life-long learning, career development and community leadership.
9. To demonstrate accountability to multiple customer groups.

## **PROCEDURES FOR PRESENTING MATTERS TO THE BOARD OF TRUSTEES**

It is the purpose of the Board of Trustees to Arkansas State University-Newport 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](http://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 Plaines, 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](http://www.statechamber-aia.dina.org)



Newport Area Chamber of Commerce  
210 Elm Street  
Newport, AR 72112  
[www.newportchamber.net](http://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](http://www.arkansastrucking.com)

## FISCAL AFFAIRS

## **A Message from the Vice Chancellor for Fiscal Affairs**

Hello and welcome to Arkansas State University-Newport. We are very pleased you are considering our campus as you plan your educational and career goals.

Students are the most important people on this campus, and we strive to focus our efforts on being student-centered, delivering relevant instructional programs and services that meet students' needs. We take pride in the fact that our faculty and staff are well qualified and are dedicated to serving the needs of both our students and our community.

We hope that your experience at Arkansas State University-Newport will result in academic and personal achievement. Take advantage of the many wonderful opportunities to expand your knowledge and skills while with us. If you will, we think you will see why Arkansas State University-Newport is "A Great Place to Start".

Bob Stiger  
Vice Chancellor for Fiscal Affairs



## 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.....	\$56
Tuition Fee Per Credit Hour (out-of-state).....	\$95
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 students) .....	\$40
FAA Exam Fee ... (if not ASUN student).....	\$70
ACT Fee.....	\$25
ASSET Fee.....	\$30

### **AVIATION FEES:\***

- 1st semester - Private Pilot Lab Part I 15 Hobbs Hours  
approximately \$1,170
  - 2nd semester - Private Pilot Lab Part II 30 Hobbs Hours  
approximately \$2,130
  - 3rd semester-Commercial Cert. Lab Part I 54 Hobbs Hours  
approximately \$3,640
  - 4th semester-Instrument Cert. Lab 35 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 191

## 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:

	<b>Fall and Spring Semester</b>	<b>Five-Week and Eight-Week Terms</b>
First Week.....	100% .....	100%-2 days 50%-3 days
Second or 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 non-credit 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. The front walkway (porch) in Walton Hall is considered in the building and is not a smoking area.

## **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

## **A Message from the Vice Chancellor for Academic Affairs**

Our mission includes a statement, which indicates that our primary goal at ASUN is to "provide a quality, affordable education" for each student entering our academic arena. For many students, attending college is a challenge. Students today have important demands on their time and finances. Class attendance and assignments, job schedules and obligations, family needs, and personal dilemmas are constant considerations for ASUN students. The Academic Affairs Office at ASUN is staffed with people who are genuinely concerned about helping students accomplish their goals. Faculty and staff are involved in committees that develop and maintain curricula, which provide a strong foundation for students in certificate and degree programs. We recognize the needs of our diverse population of students and intentionally focus on individual plans of study.

Assessment is a fundamental idea that is prominent in every area of the campus. Evaluation is an ongoing process, which provides evidence of quality instruction and programs. Assessment techniques also identify potential areas of concern, which are addressed to better meet the needs of our students.

The Academic Affairs Office is located in the main building. Please contact our office if you have any questions or concerns.

Brenda Sullivan, Ed.D.  
Vice Chancellor for Academic Affairs

January 3.....	Presession Conference
January 3.....(5:00pm).....	Adjunct meeting
January 6-8 ..... (see class schedule for times).....	Registration
January 9 .....	Night Classes begin
January 9 .....	Day Classes begin
January 11 .....	Saturday Classes begin
January 17 .....	Last day to register or add courses
January 20 .....	Martin Luther King, Jr.'s Birthday Observed
March 17-22.....	Spring Break
March 31 .....	Last day to drop a course with a "W" or change to audit
April 29 .....	Last day to withdraw from the University
April 29.....	Study Day
May 1-7 .....	Final Exams
May 3 .....(3:00 P.M.).....	Commencement

**SUMMER 2003****INTERSESSION****(May 12 - May 27)**

May 12.....	Registration
May 12.....	Classes begin
May 13.....	Last day to register or add courses
May 14.....	Last day to drop a course with a "W" or change to audit
May 23.....	Last day to withdraw from the University
May 27.....	Final exams

**FIRST SUMMER TERM****(May 29 - July 2)**

May 28*.....	Registration
May 29.....	Classes begin
May 30.....	Last day to register or add courses
June 19.....	Last day to drop a course with a "W" or change to audit
July 1.....	Last day to withdraw from the University
July 2.....	Final exams

**EIGHT-WEEK SUMMER TERM****(June 12 - August 7)**

June 10*.....	Registration
June 12 .....	Classes begin
June 13.....	Last day to register or add courses
July 4.....	Independence Day Holiday
July 17.....	Last day to drop a course with a "W" or change to audit
August 6.....	last day to withdraw from the University
August 7.....	Final exams

**SECOND SUMMER TERM - 2003**  
**(July 7 - August 7)**

July	3*	.....	Registration
July	7	.....	Classes begin
July	4	.....	Independence Day Holiday
July	8	.....	Last day to register or add courses
July	28	.....	Last day to drop a course with a "W" or change to audit
August	6	.....	Last day to withdraw from the University
August	7	.....	Final exams

\*See Class Schedule Times



# 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.arknet.edu](http://www.asun.arknet.edu)

## Applying for Admission

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

1. A formal 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.) For the Diesel Mechanics program, the ASSET test may be substituted.
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. Conditions of admission will be specified and must be met to the satisfaction of the committee. 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 (cut-off scores to be established by the Vice Chancellor of Academic Affairs) 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. If a special student should later desire credit validated toward a degree or certificate program, or for transfer to another institution, he/she must meet unconditional admission requirements or petition the Vice Chancellor for Academic Affairs for validation of credit and official admission.

### **4. Accelerated High School Student Admission**

#### **A. Summer Enrollment:**

High school students who have completed their junior year, 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 preceding their senior year of high school.

#### **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 one-time, 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 re-entry 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, 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. There are no university funds available for financial aid to foreign 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; students with 30-72 hours of credit are classified as sophomores; and students with more than 72 hours are "unclassified."

## **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, intersession 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.

A student withdrawing from a course during the first two-thirds of the semester or term will have a grade recorded on the permanent record as "W" (withdrawal). If a failing student withdraws after two-thirds of the term, a grade of "F" will be recorded. If the student has an average of "D" or better in the course at the time of withdrawal, a grade will be recorded as "W" (withdrawal) on the permanent record. 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 which will be recorded immediately.

Students should attend every lecture, recitation, and laboratory session of every course in which they are enrolled. 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 re-admission 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. Re-admission 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.

<b>AP Exam</b>	<b>Minimum AP Score for Credit</b>	<b>ASU-Newport Credit</b>
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 five years 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 Directory 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: name, address, phone number, full or part-time status, photograph, classification (freshman, sophomore, etc.) degrees, dates degrees were conferred, and dates of attendance.

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 educational interest.
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. In addition to book, periodical, and microform collections, the library serves as a federal and state depository for government documents. A wide range of electronic resources and services supplement these collections. Additional resources are access to the Internet, the library catalog, user education and special collections, and a curriculum lab. The Library, located in Samuel Moore Walton Hall, is open 60 hours each week. Additional information is available on the library web side at [www.asun.arknet.edu](http://www.asun.arknet.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 online databases can be accessed through a password, and the online 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**

All students must have an ASU-Newport Student I.D. Card. 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 Registrar'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 shall not tolerate sexual harassment in relation to the evaluation of employee or student performance, nor shall 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 Director of Human Resources. Additional information regarding this policy and filing a grievance is available from the Department of Human Resources.

## **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 Officers 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.

**STUDENT SERVICES**

## **A Message from the Vice Chancellor for Student Services**

This should be an exciting time in your life whether you are just beginning college or returning after a break. Your education will give you a chance to experience new ideas, interact with others inside and outside the classroom, and learn from all of the opportunities on campus. We pride ourselves for promoting a diverse environment that offers something for everyone.

The Student Affairs Office is committed to student success. We offer several services to aid our students such as financial aid and scholarships, testing, veteran's benefits, and disability services. In addition, we offer career and personal counseling, supervise student activities, and job placement. The counseling position serves as the sponsor for the Student Government Association. SGA is open to all students and we encourage you to get involved. Student participation allows opportunities outside the classroom to gain leadership experience. It also allows students a chance to form new relationships and make friends.

Campus Police is a division of Student Affairs. They offer several services to students such as assistance with vehicles, providing security to students and staff, workshops on campus for personal safety, and crisis training.

The Student Affairs division and the Student Government Association are committed to providing quality services to you to enrich your educational experience. However, it is your choice to take advantage of services. This is a unique opportunity and we hope you strive to gain the most.

Welcome, and I wish you the best in 2002-03.

Mary Robertson  
Vice Chancellor for Student Affairs



## **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 committee report, the Vice Chancellor for Academic Affairs may accept it, reverse it, or refer it back to the hearing committee for reconsideration. The Vice Chancellor for Academic Affairs shall 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 JUDICIAL 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.

- |                         |                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Civility</b>         | 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.                                     |
| <b>Ethical Behavior</b> | 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. |
| <b>Morality</b>         | Members of a learning community commit to the ideas of appropriate human conduct. This lifestyle 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 acknowledgement 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).

## JUDICIAL 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 Judicial System may have some terminology and actions that mirror the legal system, it should not be confused with the criminal judicial system.

The university judicial process follows the basic fundamentals of due process when used to adjudicate student violations of university regulations. Procedural due process does not require legal representation, a public hearing, confrontation, and cross-examination of witnesses, warnings about privileges, self-incrimination, applications of double jeopardy, or any of the remaining features of criminal jurisprudence. Circumstances, however, may require provision of one or more of these features in a particular case to guarantee the fundamental concepts of due 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 Judicial Process (stated under Disciplinary Sanctions.)
3. Students will be notified, in writing, of the specific charges 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 adjudication 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 judicial hearing at least two working days prior to their hearing.

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

## 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 judicial 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 Judicial 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 Judicial 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 Judicial 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 extra-curricular 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 re-enroll 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 co-editors. 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.

## *Ridge to River*

*Ridge to River* is a literary/news magazine published twice a year by Arkansas State University-Newport featuring essays, poetry, short fiction, black and white artwork, news articles, and other items of community and school interest. The magazine is free and provides students, faculty, and surrounding communities a literary voice as well as a medium for expressing their talents. The Northeast Arkansas Higher Education Charitable Foundation funds the publication.



## **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 fundraising 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.

## **CAMPUS FUNDRAISING/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. Off-campus organizations wishing to participate at the fall Student Blast and/or Spring Fest must coordinate with the Office of Student Services/Financial Aid.

## **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

Vittles, 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](http://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 [kdunkerson@asun.arknet.edu](mailto:kdunkerson@asun.arknet.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.

## **NON-ACADEMIC 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.arknet.edu](http://www.asun.arknet.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. Co-ed 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](http://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.arknet.edu](mailto:shenderson@asun.arknet.edu) or [mrobertson@asun.arknet.edu](mailto:mrobertson@asun.arknet.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.arknet.edu](mailto:dtims@asun.arknet.edu), or web page [www.asun.arknet.edu](http://www.asun.arknet.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 SUB-CHAPTER

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.

## UNIVERSITY ACTIVITIES CALENDAR

A university calendar of events is maintained in the Admission's Office in order to coordinate the various activities on the campus. Campus organizations sponsoring an event should complete an activity request and receive written permission from the Vice Chancellor for Student Affairs before the event is submitted to the University Calendar.



## ACADEMIC PROGRAMS

## 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. Continuing Education and Distance Education has a director.

### **Division of Applied Arts, Mathematics & Science**

#### **Duane Doyle, Division Chair**

##### Division of Applied Arts

- Aviation

- Driver Training

- Nursing

- Business

- Computer Systems Technology

- Diesel Mechanics

##### Division of Mathematics and Science

- Mathematics

- Biological Science

- Physical Science

### **Division of English, Fine Arts, Education & Social Science**

#### **Ike Wheeler, Division Chair**

##### Division of English and Fine Arts

- English

- Fine Arts

##### Division of Education and Social Science

- Psychology

- Education

- Social Sciences

- Health and PE

### **Distance Learning**

**Duane Doyle, Director**

### **Continuing Education**

**Patricia Calhoun, Director**

## ACADEMIC PROGRAMS

In addition to regular college programs, Arkansas State University-Newport provides developmental programs for students who test accordingly.

### ASU-Newport Developmental Programs

In accordance with state law, (Section 23 of Act 1101 of 1991, A.C.A. 6-61-110) students with an ACT score below 19 in English, reading, or mathematics must take developmental courses in these areas. Course numbers beginning with zeros indicate developmental courses; for example English 0003 is Language Development. These courses provide institutional credit only: they do not count toward a degree. Sometimes students who have been out of school for several years choose to take these courses as a review of basic skills even though they have ACT scores of 19 or above in each area.

#### **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 below 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.)

#### **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 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 1013 Intermediate Algebra**

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

**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. (This is a non-credit course.)

**COHORT PROGRAM**

The Cohort program coordinates the skills and activities of Developmental Algebra, Reading Improvement, Language Development or Writing Tutorial, and Freshman Seminar with the requirements of the credit course Introduction to Psychology. Students wishing to participate in the program should consult advisor for suggested schedule of classes.

**FRESHMAN SEMINAR**

Freshman Seminar is required by all first time entering students with less than fifteen (15) hours. Full-time students need to take this course during the first semester of enrollment and part-time students within the first two (2) semesters of enrollment.

**UNIV 1001 Freshman Seminar**

Designed to assist students in obtaining information and skills necessary to succeed in college. University programs, policies, and resources will be presented along with a special emphasis on study skills. Freshman Seminar is to be taken by all first time entering students with less than fifteen (15) hours. (Full-time students need to take this course during the first semester and part-time students within the first two (2) semesters.)



## **FAST TRACK PROGRAM**

The student will enroll in 12 hours the first summer and 19 hours each during spring and fall, then 12 hours the next summer to complete Associate of Arts degree. This program is available for dedicated students who do not need developmental courses and wish to complete the AA degree in fourteen months.

### **Sample Plan of Study-Fast Track Program**

The study should note that many other plans of study can be arranged.

#### **First Summer Term**

6 hours

ENG 1003 Freshman English I

Social Science Elective (PSY 2013 Introduction to Psychology recommended)

#### **Second Summer Term**

6 hours

ENG 1013 Freshman English II

Social Science Elective (POSC 2103 Introduction to United States Government, Sociology course, Economics course, or Geography course recommended)

#### **Fall Semester**

18 or 19 hours

ENG 2003 Introduction to Literature of the Western World I

Lab Science (BIOL 1003 Biological Science recommended)

HIST 2083 The United States to 1876 or HIST 2763 The United States since 1876

ART 2503 Fine Arts Visual, MUS 2503 Fine Arts Musical, or

THEA 2503 Fine Arts Theater

5 or 6 hours of electives

#### **Spring Semester**

18 hours

ENG 2013 Introduction to Literature of the Western World II

MATH 1023 College Algebra

SPCH 1203 Oral Communication

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

6 hours of electives

Intersession

3 hours

Elective (PE 1623 Concepts of Fitness recommended)

First Summer Term

6 or 7 hours

Lab Science

2 or 3 hours electives

Second Summer Term

4 to 6 hours

Electives to finish 62 hours

The 19 hours of electives should be selected according to the major and should be selected with the assistance of an advisor.

## ADULT EDUCATION

The Arkansas State University-Newport campus offers on and off-campus classes in Adult Basic Education (ABE), General Adult Education (GAE), and English as a Second Language (ESL). There are no charges for tuition and books for these courses. Classes are also open to adults who have already earned a high school diploma but wish to improve basic skills in reading, English and math in preparation of the ACT or ASSET test and college courses.

Enrollment is open entry/open exit; students may start at any time.

### GAE COURSE OUTLINE

Writing Skills .....	132 hours*
Social Studies .....	132 hours*
Science .....	132 hours*
Reading Skills .....	132 hours*
Math .....	132 hours*

\*Clock hours are approximate and may vary for each student.

The primary goal of the GAE classes is to prepare the advanced adult education student, 17 years of age or older, for the General Education Degree test. The actual GED test is also given free of charge on the Newport campus. The test is scheduled at regular intervals throughout the school year. All students taking the test must make a passing score on the official GED Practice Test given by the Adult Education Department.

### ABE COURSE OUTLINE

Writing Skills .....	220 hours*
Reading Skills .....	220 hours*
Arithmetic .....	220 hours*

\*Clock hours are approximate and may vary for each student.

The primary goal of the ABE classes is to better prepare the less advanced adult education student in basic math, English, reading, and life skills.

## **ESL PROGRAM**

The primary goal of the English as a Second Language (ESL) classes is to provide students with evaluations and instruction in spoken English. Students work to develop functional English language proficiency with respect to life skills, employment skills and a study of American and Arkansas History, government, and culture. Instruction may also be provided to enable the ESL student to obtain an Arkansas driver's license and American Citizenship.

For more information on these programs, please call Judy Hogue, Coordinator of Adult Education, at (870) 512-7824 or call the main campus number (870) 512-7800.

## **PRISON PROGRAM**

ASU-Newport offers a transfer program at the Ronald McPherson and Scott Grimes Correctional facilities in Newport, Arkansas. This program was developed to serve, but is not limited to, recipients of the Workplace and Community Transition Training for Incarcerated Youth Offenders Grant. This grant was awarded to the Arkansas Department of Corrections for the education of state inmates who are 25 years of age and younger, are within five years of their release date; are class one or two inmates and have earned a high school diploma or GED.

Classes are also open to inmates who are over 25 year of age and/or serving long-term sentences. Those inmates must pay for their classes or have a third party who will pay for their tuition, fees, supplies, and textbooks.

Grant money is received by ASU-Newport for this program for the instruction, supplies, and textbooks as needed by the student, as well as academic counseling and transitional services when they are released from the facilities.

Classes in English, Algebra, Drama, Speech, Fine Arts Music and Theatre, Sociology, Psychology, American and World History, U.S. Government, and Physical Education are offered on a rotating basis, as they are needed for current enrollment. All completed credits are transferable to any Arkansas two-or four-year college.

For further information about this program, please contact the Educational Transition Counselor, at ASU-Newport, 7648 Victory Blvd, Newport, AR 72112, call (870) 512-7821.



## DISTANCE LEARNING

Arkansas State University-Newport offers via distance learning delivery technologies for those students who cannot take class on campus for a variety of reasons (work schedule, health, physical proximity to campus).

### Characteristics of Successful Distance Learners

Those who succeed as distance learners

- are highly motivated
- are independent
- are active learners
- have good organizational and time management skills
- have the discipline to study without external reminders
- can adapt to new learning environments

These may sound like the qualities needed to succeed in any learning environment, and indeed, they are. But the distance learning context puts special pressures on learners to be independent and self-disciplined.

If you are considering distance learning, it may be partly because you have multiple responsibilities. Because you are probably already balancing a busy life, you (like other distance learners) need to be strongly motivated and able to structure your world to allow time for studying. The fact is that you are likely to find that distance learning is more, not less, demanding than learning through traditional means. Successful distance learners develop their own support systems, either through electronic gatherings or in person. Additional helpful information about distance learning may be found at <http://www.prenhall.com/dlguide>

### Compressed Video

The compressed video classes use an interactive videoconferencing system with monitors and cameras at multiple sites to allow students and instructors in different locations to communicate with one another in real time. This means that students at one location can participate in a class being conducted in another location. The students at the first site can see, hear, and speak with their instructor at the second.

## **Telecourse**

A telecourse uses a series of programs either broadcast or viewed on video tape as the primary source of information (along with the textbook). Telecourse students work independently, although they may be required to meet periodically and are required to regularly communicate with their instructor. Telecourse testing is conducted on campus. Telecourse students are required to complete at least the same amount of work as in regular classes.

## **Self-Directed Study**

Self-directed study classes are independent study classes where students study on their own guided by the instructor of the class and supported by materials the instructor and college provide. The students must complete regular assignments and communicate with the instructor on a regular basis by phone, e-mail, fax, or in person. A study packet is generally included in self-directed study classes with a schedule of assignments, readings, and other pertinent information.

## **Web Based Courses**

Web based classes are those that are offered either partially or completely via the World Wide Web. They utilize software licensed by ASUN and made available to anyone with a compatible web browser. The materials are primarily web based although some may be physical copies. Textbooks are used as with any class although some texts may be in online form. Testing procedures are at the discretion of the instructor but may include written as well as online testing.

## **ACCESS Arkansas**

The Arkansas Association of Two-Year Colleges (AATYC) has formed a consortium for the delivery of web-based classes. These classes are freely transferable from one two-year school to another in Arkansas. Each school offers certain classes that it chooses. Students can enroll in these classes from around the state, but it is recommended that they enroll in the college nearest to them.

## **Continuing Education**

Arkansas State University-Newport operates a program of continuing education to meet the needs of the service area. In addition, computer software training classes and leisure arts classes are offered on campus. These courses are non-credit in nature and are designed for the student desiring additional skills to meet job requirements or simply to learn an art or craft.

For more information, contact Patricia Calhoun, Director of Continuing Education, at (870) 512-7898, or [pcalhoun@asun.arknet.edu](mailto:pcalhoun@asun.arknet.edu).

## **Workforce Development/Community Outreach**

Arkansas State University-Newport is interested in developing and promoting educational and training seminars and classes for communities, businesses, and industries in Northeast Arkansas. Customized training, flexible scheduling, technical support, and affordable, quality education are provided through the Arkansas State University-Newport Continuing Education Division.

## **Child Development Association Training**

### **Offered through Arkansas State University-Jonesboro**

The Child Development Associate (CDA) National Credentialing program is a national credentialing program for early childhood professionals initiated in 1971. Assessment and credentialing of child care providers is administered by the Council for Childhood Professional Recognition. More than 50,000 child care providers have earned the CDA credential. Forty-nine (40) states plus the District of Columbia have incorporated this nationally accepted credential in their child care licensing regulations.

### **Training Plan A:**

This plan is for students wanting to continue their college education. When enrolled in this plan you will receive college degree hours (ASU enrollment requirements must be met). In addition you will work through the 120 contact hours required by the CDA Council. You will receive three on-site visits from our expert staff. These on-site visits are conducted on an individual basis to give you personal attention and advice. During these visits our staff will complete the CDA Observation Instrument required for CDA Assessment. The contact hours provide indepth study and application of learning theories as relevant to the 13

functional CDA areas of study.

**Training Plan B:**

This plan is for students who want training credit but are not planning to earn a degree. In addition you will work through a minimum of 120 contact hours required by the CDA Council. You will receive two on-site visits from our expert staff. These on-site visits are conducted on an individual basis to give you personal attention and advice. During these visits our staff will complete your CDA Observation Instrument required for CDA Assessment.

For information contact: Cathy Landers at (870) 793-7210.

## **Arkansas Child Care Orientation Training (CCOT)**

Twenty hours of basic orientation training for child care workers are being offered through a program provided by the Vocational and Adult Education Department, University of Arkansas, in collaboration with secondary vocational centers, postsecondary vocational technical schools, technical institutes, technical colleges, and community colleges.

**Who Should Attend?**

The Division of Child Care & Early Childhood Education of the Arkansas Department of Human Services has recommended that all child caregivers who have had little or no previous child care training complete this basic orientation training within one year of employment in a child care setting

**When Will The Training Be Offered?**

Classes will be scheduled in the fall and spring semesters. If there is a demand, training may also be provided during the summer.

**What Is The Cost Of The Training?**

Child Care Orientation Training is provided free of charge. The training is funded through a grant to the Vocational & Adult Education Department, University of Arkansas, from the Federal Child Care and Development Block Grant.



**What Are The Benefits Of The Training?**

- Quality Child Care Training
- Opportunity for Professional Development
- Interaction with Other Caregivers
- Participant Materials
- Certificate of Completion

**What Topics Are Covered In The Training?**

The curriculum for this course was developed by the Professional Development Curriculum Committee named by the Arkansas Early Childhood Commission. The course is divided into the following modules:

- Child Care As A Profession
- Child Growth & Development
- Developmentally Appropriate Practice
- Children's Health
- Handling Emergencies
- Children's Safety
- Guiding Children
- Communication
- Observation/Assessment/Accountability
- Human Diversity

**Who Can Provide More Information?**

Interested persons can contact any institution listed in this brochure or call:

Bobbie T. Biggs, Ph.D.  
Project Director  
800-632-8754 501-575-6606

Bettie Ann Harwood, M. Ed.  
Child Care Orientation Training Advisor  
800-632-8754 501-876-5801

Cheryl Ramthun  
CCOT Instructor  
tramthun@bscn.com

**DEGREES AND CERTIFICATES**

## **COURSES OF STUDY**

This catalog contains descriptions of courses which are offered under the auspices of each division/department. Additionally, information is provided about each department as well as major requirements associated with related degree programs.

Many Arkansas State University-Newport students plan to pursue a baccalaureate or professional degree. Most of these students will complete an associate degree as a part of the program, while a significant number of students will find that an associate degree or a technical certificate program will suffice in meeting career needs.

A degree plan will include a block of "core" or "general education" courses. With few exceptions, a student at Arkansas State University-Newport may complete the first courses leading to any baccalaureate or professional degree. Pre-professional programs include all areas of medicine as well as law and engineering.

The advisor, by consulting the catalog of the transfer institution involved, may help to select Arkansas State University-Newport course work which will apply directly to the four-year or professional degree program.

## **COURSE NUMBERS AND DESCRIPTIONS**

The courses of instruction offered by this institution are described on the following pages. Each course is designated by a number composed of four digits. The course number provides the following information: The first digit indicates the course level (1 freshman, 2 sophomore). The next two digits indicate the particular course, and the fourth digit indicates the number of semester hours of credit. Course numbers which begin with a zero carry no university credit applicable to a degree.

No student may enroll in a course until the prerequisites to that course have been successfully completed. Prerequisites to a course are noted following the description of the course. Courses with a prerequisite are listed on the schedule with an asterisk (\*).

## **PHILOSOPHY OF GENERAL EDUCATION**

The general education core at ASU-Newport provides learning experiences in a variety of academic disciplines designed to give students an opportunity to acquire the body of knowledge and skills common to educated people regardless of their career paths. Recognizing the importance of life-long learning, the faculty has established the following goals to be accomplished by all students completing the general education component:

- I. The successful student will have mastered the basic skills, including reading, writing, speaking, listening, mathematics, computer interaction, and library and informational technologies.
- II. The successful student will have developed higher order thinking skills, such as summary, synthesis, analysis, interpretation, organization, problem solving, and evaluation.
- III. The successful student will have developed a personal system of values, including dependability, work ethic, self-reliance, sense of self-value, honesty and integrity, and good interpersonal skills.

### **DEGREES OFFERED AT ASU-NEWPORT**

Associate of Arts Degree (AA)  
Associate of Science in Health Sciences (AS)  
Associate of General Education (AGE)  
Associate of Arts in Teaching (AAT)  
Associate of Arts in Computer Information Systems  
Associate of Applied Science in Business Technology  
Associate of Applied Science in Paramedics  
Associate of Applied Science in Computer Systems  
Technology

### **TECHNICAL CERTIFICATES OFFERED AT ASU-NEWPORT**

Computer Information Systems  
Computerized Accounting  
Diesel Mechanics  
Practical Nursing  
Office Occupations



## CERTIFICATES OF PROFICIENCY ASU-NEWPORT

Truck Driver Training

## ASSOCIATE OF ARTS DEGREE

An Associate of Arts degree is awarded to each student who fulfills the following requirements:

1. Admission to Arkansas State University-Newport
2. Completion of a minimum of 62 semester hours, at least 15 of which must be earned at Arkansas State University-Newport
3. Fulfillment of all basic and elective requirements
4. Cumulative GPA of at least 2.00 in field of emphasis
5. Overall minimum GPA of 2.00
6. Formal degree application as prescribed

The Associate of Arts degree is designed for students who wish to take the first two years of a baccalaureate program before transferring to a senior university. Students who know where they will transfer and what their major will be should be able to plan their degree, with the help of an Arkansas State University-Newport advisor, to maximize transfer.

All Associate of Arts degrees require the following **43-hour University Core curriculum**:

			Credit Hours
<b>English</b> (6 hrs.)			
ENG	1003	Freshman English I	3
ENG	1013	Freshman English II	3
<b>Lab Sciences</b> (8 hrs.)			8
<b>Math</b> (3 hrs.)			3
MATH	1023	College Algebra (or a more advanced course)	
<b>Social Sciences</b> (12 hrs.)			
3 HRS. FROM THE FOLLOWING:			3
HIST	2083	U.S. History to 1876	
<b>OR</b>			
HIST	2763	U.S. History Since 1876	
<b>OR</b>			
POSC	2103	Introduction to U.S. Government	

3 HRS. FROM THE FOLLOWING:	3
HIST 1013 World Civilization to 1660	
<b>OR</b>	
HIST 1023 World Civilization since 1660	
6 HRS. ELECTIVES (from HIST, SOC, ECON, PSY, POSC, or GEOG)	6

**Arts and Humanities (12 hrs.)**

SPCH 1203 Oral Communication	3
6 HRS. FROM THE FOLLOWING:	6
ENG 2003 Introduction to Literature of the Western World I	
ENG 2013 Introduction to Literature of the Western World II	
PHIL 1103 Introduction to Philosophy	

3 HRS. FROM THE FOLLOWING:	3
ART 2503 Fine Arts Visual	
MUS 2503 Fine Arts Musical	
THEA 2503 Fine Arts Theatre	

**Physical Education (2 hrs.)** 2

Total Hours: 43

A minimum of **62 hours** (with a minimum 2.00 grade point average) must be taken to receive the Associate of Arts Degree from ASU-Newport. Nineteen (19) hours of electives must be selected with the approval of an 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 and/or financial aid.

Students who complete the Associate of Arts degree with the core listed above will have certain advantages when transferring to Arkansas State University at Jonesboro (see the Vice Chancellor for Academic Affairs for details). Students who plan to transfer to another university may be able to substitute certain courses with the approval of their advisor and the Vice Chancellor for Academic Affairs. Students should work out a degree plan with their advisor.

The Associate of Arts degree has 62 hours, including the 43-hour core and 19 hours of electives approved by an advisor. The goal is to have all credit courses in the Associate of Arts degree transfer in to the student's bachelor degree plan. By obtaining appropriate substitutions, by completing an appropriate core, and by selecting transferable electives, students should be able to transfer all or at least most of their degree credit courses into a baccalaureate program.

Students can complete the first two years of most baccalaureate degrees at Arkansas State University-Newport. Therefore, they can get an Associate of Arts degree from Arkansas State University-Newport as a foundation for a major in almost any academic discipline, including those in the following broad areas:

Agriculture  
Aviation  
Biological Science  
Business  
Computer Information Systems  
Criminal Justice  
Education  
English  
Fine Arts  
Health, Physical Education, and Recreation  
History  
International Studies  
Mathematics  
Psychology  
Physical Science  
Social Science  
Sociology  
Speech and Theater

Freshman Seminar is required by all first time entering students with less than fifteen (15) hours. Full-time students need to take this course during the first semester of enrollment and part-time students within the first two (2) semesters of enrollment.

For graduates receiving Associate of Arts degrees in all areas except Computer Information Systems under the 1994-96 catalog and later catalogs, only the listing Associate of Arts will appear on the transcript.

**The State Board of Higher Education has established in consultation with the colleges and universities a minimum core of courses which apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which are fully transferable between state institutions. The list of courses that make up the state minimum core is included in the appendix.**



## ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science degree is designed for students who desire a program of study leading to job preparation for entry into the work force. The Applied Science degree is available in Business Technology, Paramedics, and Early Childhood Education.

## ASSOCIATE OF SCIENCE IN HEALTH SCIENCES

The Associate of Science in Health Sciences degree is a 60-semester hour program designed for students with specific occupational or transfer needs. It has a general education core made up of the 35-hour state minimum core requirements. Compared to the Associate of Arts, it allows students a wider choice of elective courses to meet requirements for many specialized health science baccalaureate degrees. Students who know where they will transfer and what their major will be should work with their advisor to select electives that will maximize transfer.

<b>English/Communications (12 hours)</b>			<b>Credit Hours</b>
ENG	1003	Freshman English I	3
ENG	1013	Freshman English II	3
SPCH	1203	Oral Communication	3
ENG	2003	Introduction to Literature of the Western World I	
OR			
ENG	2013	Introduction to Literature of the Western World II	
OR			
PHIL	1103	Introduction to Philosophy	3
<b>Math (3 hours)</b>			
MATH	1023	College Algebra or higher	3
<b>Lab Sciences (8 hours)</b>			8
<b>Fine Arts (3 hours from the following)</b>			3
ART	2503	Fine Arts-Visual	
MUS	2503	Fine Arts-Musical	
THEA	2503	Fine Arts-Theatre	
<b>Social Science (6 hours)</b>			
<b>3 hours from the following:</b>			3
HIST	2083	The United States to 1876	
HIST	2763	The United States since 1876	

## Credit Hours

POSC 2103 Introduction to US Government

3 hours from the following:

3

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

Required Electives:

PHYS	1103	Fundamental Physics I
PHYS		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
CIS	1503	Microcomputer Applications I

Social or Behavioral Science Elective

3

3 hours from the following:

HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660
HIST	2083	The United States to 1876
HIST	2763	The United States since 1876
POSC	2103	Introduction to US Government
GEOG	2613	Introduction to Geography
GEOG	2603	World Regional Geography
SOC	2213	Principles of Sociology
PSY	2013	Introduction to Psychology

Electives (at least 25 hours)

The advisor should approve these courses. 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 and/or financial aid.

**Total Hours: 60 hours**

## **TECHNICAL CERTIFICATES**

Arkansas State University-Newport offers Technical Certificates in five areas: Computer Information Systems, Computerized Accounting, Diesel Mechanics, Practical Nursing, and Office Occupations. A minimum of 15 hours must be taken in residence at Arkansas State University-Newport. A certificate of proficiency is awarded in Truck Driver Training.

For requirements and further information concerning the certificates, see the sections pertaining to each department.

## **REQUIREMENTS FOR A SECOND ASSOCIATE DEGREE OR SECOND CERTIFICATE**

Students seeking a second degree or certificate should work out a degree plan with an advisor in the second area.

## **ASSOCIATE OF ARTS**

### **Aviation**

The Associate of Arts degree with emphasis in Aviation is designed for those who wish to pursue pilot training for a career in commercial aviation. The program is conducted under the supervision of licensed Federal Aviation Administration flight instructors and combines classroom instruction with flight training. Students can qualify for a single-engine land private pilot's license, an instrument rating, and the first part of the commercial pilot's license. Arkansas State University-Newport is in a partnership agreement with Henderson State University in Arkadelphia and offers the first two years of a four-year Bachelor's Degree in Aviation Science. It is strongly recommended that students in the aviation program continue training at Henderson State University where all academic credits of a grade of "C" or better will transfer.

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.

### **Simulator**

A Frasca 141 Flight Simulator, provided by the Industrial Development Commission, will be used in portions of the flight training program.

### **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 Amy Perkins, Director (870) 512-7836)

### **Flight Fees**

Flight fees are in addition to the Universities regular tuition fees. Financial aid and student loans are available by contacting the ASU-Newport Student Services Office. Flight fees may be subject to change and will vary according to the kind of training being conducted. Also, a flight training kit consisting of textbooks, plotter, flight computer, logbook, etc. may need to be purchased through the ASU-Newport bookstore.

### **Aviation Lab Fees**

All prices are based on the minimum time required. Some additional time and money may be required.

1st Semester: Introduction to Aeronautics Lab 9.0 hours with an instructor (dual) and 0.5 solo hours - approximately \$752.50

2nd Semester: Private Pilot Certification Lab 15.0 dual hours and 10.5 hours of solo time - approximately \$1,882.50

3rd Semester: Commercial Pilot Certification Lab I 13 hours dual and 40 hours of solo time approximately \$3,640.00

4th Semester: Instrument Rating Certification Lab 25.0 hours of dual airplane time and 12.0 hours of simulator instruction approximately \$2,480.00

Additional flight time may be purchased at a rate of \$65.00 solo; \$80.00 dual.

### **Curriculum**

The Associate of Arts Degree with emphasis in Aviation consists of the minimum core of 43 semester hours with a total of 64 semester hours to complete the program.

## Suggested Plan of Study

### Fall Semester

ENG	1003	Freshman English I
HIST	1013	World Civilization to 1660 or
HIST	1023	World Civilization since 1660
AVN	1013	Intro to Aeronautics
AVN	1021	Intro to Aeronautics Lab
MATH	1023	College Algebra
UNIV	1001	Freshman Seminar
PE	1623	Concepts of Fitness

**Total**      **17 hours**

### Spring Semester

ENG	1013	Freshman English II
MATH	1033	Plane Trigonometry
AVN	1161	Private Pilot Cert
AVN	1171	Private Pilot Cert Lab
BIOL	1003	Biological Science
PHIL	1103	Intro to Philosophy

**Total**      **15 hours**

### Fall Semester

PHYS	2054	General Physics I
AVN	2031	Comm Pilot Cert
AVN	2052	Private Pilot Cert Lab I
U.S. History or U.S. Government		
Social Science Elective		
ENG	2003	Intro to Literature of the Western World I

**Total**      **16 hours**

**Spring Semester**

AVN	2071	Inst Pilot Cert
AVN	2083	Inst Pilot Cert Lab
AVN	2383	Inst Prep & Proc
SPCH	1203	Oral Communication
ART or MUS or DRAMA		
ENG	2013	Intro to Literature of the Western World II

**Total        16 hours**

Student will complete A.A. Degree with Emphasis in Aviation

**TOTAL        64 hours**

## **COURSE DESCRIPTION IN AVIATION**

### **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, take-off 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

## **Flight Training**

The flight training for the private pilot license is divided into three stages, each providing an important segment of pilot training. However, to provide a degree of flexibility for adapting to individual student needs and the training environment, the lessons may be altered.

### **Stage I**

Stage I is designed to provide a strong foundation prior to the first solo flight. In this stage, the basic maneuvers are introduced, practiced, and reviewed. The student develops the knowledge, skill, and habit patterns needed for solo flight. In addition, the student will practice airport operations, different types of takeoffs and landings, emergency procedures, and ground reference maneuvers. During this stage, the student must complete the pre-solo written exam and briefing prior to the first solo flight.



## **Stage II**

The advanced maneuver portion of this stage is designed to introduce short-field and soft-field takeoffs and climbs, approaches, landing, radio navigation, and unimproved airport operations, as well as flight by reference to instruments and night flying. The maneuvers introduced during this stage incorporates the skills developed during Stage I, and are important to the cross-country operations late in this stage.

The cross-country portion of this stage provides the necessary information, knowledge, and skills of the student may begin cross-country operations. With the knowledge acquired during Stage II, the student should be able to safely conduct solo cross-country flights. Proficiency in advanced maneuvers and cross-country procedures will be evaluated.

## **Stage III**

The flights of Stage III are designed to provide the student with the proficiency required for the private pilot practical test. These flights are devoted to gaining experience and confidence in cross-country operations and reviewing all maneuvers within the syllabus to attain maximum pilot proficiency. The student's proficiency and knowledge will be checked by the chief flight instructor.

### **AVN 2031 Commercial Pilot Certification**

Ground (and, with AVN 2052 Henderson AVN 3062, flight) instruction in preparation for the FAA Commercial Pilot written examination and Commercial Pilot certification; instruction emphasizes advanced aerodynamics, aircraft performance, precision maneuvers, extended cross country and night flight, relevant FAA regulations, introduction to advanced systems and transition to more sophisticated aircraft. Prerequisite: AVN 1171

### **AVN 2052 Commercial Pilot Certification Lab**

Flight instruction to prepare the student pilot for the Commercial Pilot Certification. Instruction emphasizes advanced aerodynamics, aircraft performance, precision maneuvers, extended cross-country and night flight. Prerequisite: AVN 1161, and AVN 1171. Co-requisite: AVN 2031

### **AVN 2383 Instrument Flight Preparation and Procedures**

In-depth preparation for FAA Instrument Pilot Certification. Theoretical and practical aspects of instrument flying. Includes simulator orientation. Co-requisites: AVN 1083, AVN 2071. Prerequisites: AVN 1161 and AVN 1171.

**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.

**Flight Training**

Instrument/Commercial Training is divided into three stages for the instrument rating portion of the course and an additional two stages to complete the commercial portion of the flight training.

**Stage I**

Stage I of the syllabus is designed to provide the student with a strong foundation in attitude instrument flight and instrument navigation.

**Stage II**

During this stage, the student learns to perform holding patterns and instrument approaches. This training prepares the student for the introduction of IFR enroute procedures in Stage III.

**Stage III**

This stage of training teaches the student IFR enroute procedures and provides a review of all previously learned maneuvers. Through the use of three instrument cross-country flights and reviews, the student is able to attain the proficiency level of an instrument-rated pilot.

The ground and flight training portions of the instrument course are completed in Stage III. The student should also successfully pass the FAA instrument rating airmen knowledge test and take the FAA instrument rating practical test.

## Stage IV

Stage IV builds upon previously learned ground and flight training. The student will review and practice day and night VFR cross-country procedures in preparation for commercial pilot operations.

## Stage V

Stage V provides an introduction to more advanced precision flight maneuvers. The ground training is completed during this stage, and the FAA commercial written exam is taken.

## DIVISION OF APPLIED ARTS BUSINESS

The Department of Business offers the Associate of Arts degree for students who wish to transfer to another institution to complete a bachelors degree. The academic advisor can provide assistance in selecting courses which apply toward a degree in accounting, administrative services, business education, business administration, economics, finance, management, marketing, and computer information systems.

The Associate of Applied Science in Business Technology degree is also available through the Department of Business. Five options may be pursued through this degree--marketing/management, computer applications, office systems, legal assistant, and medical records technology. This degree is designed for students who desire a program of study leading to job preparation for entry into the work force.

In addition, three technical certificates--office occupations, computerized accounting, and computer information systems--are available through the department for students who desire preparation for more immediate entry into the work force.

For students who wish to satisfy specific vocational or personal objectives, an individualized course of study may be planned with the assistance of an academic advisor.

### Associate of Arts

The Associate of Arts degree with emphasis in business is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (43 hours).**

Some programs require specific courses or have certain pre-requisites which will also fulfill University Core Requirements. The courses which apply to an Associate of Arts degree with an emphasis in Business are listed below:

#### Business Core

ACCT	2003	Principles of Accounting I
ACCT	2013	Principles of Accounting II
ECON	2313	Principles of Macroeconomics (may be taken as a social science requirement in the general education core)



ECON	2323	Principles of Microeconomics
MIS	1503	Microcomputer Applications I <b>OR</b>
MIS	1513	Microcomputer Applications II
QM	2113	Business Statistics

**Electives** (to complete 62 hours)

Select one or more of the following courses which will fulfill specific degree requirements at a four-year school. Students should consult with their academic advisor for further information on requirements at Arkansas State University-Jonesboro or other specific schools.

LAW	2023	Legal Environment of Business
BSYS	2563	Business Communications
STAT	2143	Statistics II

Other business courses may also be selected to complete electives; however, they may not fulfill degree requirements. Students should check with their academic advisor for further information.

## Associate of Arts in Computer Information Systems

The Associate of Arts degree in Computer Information Systems is awarded to students who complete all core, major, and related requirements. **See University Core Requirements (43 hours).**

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. The courses which apply to a major in Computer Information Systems are listed below:

**Computer Information Systems Core (18 hours)**

MIS	1503	Microcomputer Applications I
ECON	2323	Principles of Microeconomics
QM	2113	Business Statistics
ACCT	2003	Principles of Accounting I
ACCT	2013	Principles of Accounting II

Select one course from the following:

MIS	2203	Structured Programming Using COBOL
MIS	2033	Visual Basic Programming

**BUSINESS/COMPUTER ELECTIVES: (to complete 70 - 72 hours)**

Select courses from this group upon approval of advisor.

MIS	2203	Structured Programming Using COBOL
MIS	2033	Visual Basic Programming
MIS	2874	Structured Programming in the C Language
MIS	2403	Introduction to Database Management
MIS	1513	Microcomputer Applications II
BSYS	2583	Spreadsheets for Managerial Decisions
MIS	2813	Desktop Publishing Applications
ACCT	2033	Computerized Accounting
MIS	2023	Computer Animation
MIS	2013	Web Page Design
MIS	2111	Special Topics in Computer Applications
*CST		2 CST Electives

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

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

## **Associate of Applied Science in Business Technology**

The Associate of Applied Science degree is designed for employment purposes, and it should **not** be assumed that the degree or the courses in the degree can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer

Students who desire to complete a two-year degree leading to job preparation should complete an Associate of Applied Science in Business Technology degree. Five areas of study are available under this degree-marketing/management, computer applications, office

systems, legal assistant, and medical records technology. The medical records technology option is offered in cooperation with Foothills Technical Institute in Searcy. The following degree plans list the requirements for each option.

## **BUSINESS TECHNOLOGY MANAGEMENT/MARKETING**

### **General Education Core:**

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

### **Business Core:**

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

**Total of General and Business Core: 36 hours**

### **Major Requirements:**

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

### **Major Electives: (15 Hours)**

CIS	1503	Microcomputer Applications II (if not taken in core)
BSYS	2583	Spreadsheet For Managerial Decisions
MIS	2403	Introduction to Data Base Management

MIS	2013	Web Page Design
MIS	2813	Desktop Publishing Applications
CST	Electives	(approval of advisor & CST faculty)

**Business Related Electives: (9 Hours)**

MGMT	2083	Introduction to Retail Store Management
MGMT	2043	Supervisory Management
MGMT	2163	Small Business Management
MGMT	2063	Management of Marketing Organizations
ACCT	2033	Computerized Accounting
CST	Elective	(approval of advisor & CST faculty)

**Total Major Requirements: 30-33 hours**

**A.A.S. DEGREE TOTAL 69 Hours**



## **BUSINESS TECHNOLOGY COMPUTER APPLICATIONS**

### **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
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II
BSYS	1513	Introduction to Keyboarding
BSYS	2553	Business Communications
BUAD	2093	Internship

### **Major Requirements: (20 Hrs)**

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	Data Base Management Systems OR
BSYS	2583	Spreadsheets for Managerial Decisions

### **Select 3 courses: (9-10 hours)**

MIS	2813	Desktop Publishing Applications
MIS	2403	Introduction to Data Base Management OR
MIS	2583	Spreadsheets For Managerial Decisions
MIS	1513	Microcomputer Applications II
ACCT	2013	Principles of Accounting II OR
ACCT	2033	Computerized Accounting
MIS	25-1,2,3	Special Topics in Computer Applications
MIS	2013	Web Page Design
MIS	2023	Computer Animation
CST		CST Elective (Upon approval of advisor and CST faculty.)

**A.A.S. DEGREE TOTAL****65 HRS**

## ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY-OFFICE SYSTEMS

### General Education Core:

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	1013	Intermediate Algebra OR
MATH	1023	College Algebra
ECON	2313	Principles of Macroeconomics OR
ECON	2333	Economic Issues and Concepts

### Business Core:

MKTG	1013	Introduction to Business
ACCT	2003	Principles of Accounting I
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II
BSYS	1513	Introduction to Keyboarding
BSYS	2553	Business Communications
BUAD	2093	Internship

**Total of General and Business Core: 36 hours**

### Major Requirements:

MIS	1513	Microcomputer Applications II	} 2 of 3
BSYS	2583	Spreadsheet For Managerial Decisions	
BSYS	2533	Internet, Intranet, E-mail Applications for Business	
BSYS	2413	Word Processing	
MIS	2813	Desktop Publishing Applications	
ACCT	2033	Computerized Accounting	
BSYS	2553	Business Machines	
BSYS	1523	Keyboarding II	
BSYS	2543	Keyboarding III	
BSYS	2513	Machine Transcription	
BSYS	2503	Business Office Skills	

**Total Major Requirements: 30 hours**

**A.A.S. DEGREE TOTAL 66 HOURS**

## **ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY-LEGAL ASSIST- TANT**

### **General Education Core:**

ENG	1003	Freshman English I
ENG	1013	Freshman English II
SPCH	1203	Oral Communication
PSY	2013	Introduction to Psychology
MATH	1013	Intermediate Algebra OR
MATH	1023	College Algebra
ECON	2313	Principles of Macroeconomics OR
ECON	2333	Economic Issues and Concepts

### **Business Core:**

MKTG	1013	Introduction to Business
ACCT	2003	Principles of Accounting I
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II
BSYS	1513	Introduction to Keyboarding
BSYS	2553	Business Communications
BUAD	2093	Internship

**Total of General and Business Core: 36 hours**

### **Emphasis Requirements:**

LAW	2023	Legal Environment of Business
BSYS	2413	Word Processing I
BSYS	2523	Legal Transcription
BSYS	2503	Business Office Skills
BSYS	1523	Keyboarding I
BSYS	2543	Keyboarding II
ACCT	2033	Computerized Accounting
MIS	2813	Desktop Publishing Applications OR
BSYS	2533	Internet, Intranet, E-mail Appl for Business
BSYS	2553	Business Machines
POSC	2103	Introduction to US Government OR
CRIM	1023	Introduction to Criminal Justice

**Total Emphasis Requirements: 30 hours**

**A.A.S. DEGREE TOTAL 66 HOURS**

## **ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY - MEDICAL RECORDS TECHNOLOGY**

**Offered in cooperation with Foothills Technical Institute (FTI)**

**General Education Core: (19 Hrs)**

ENG	1003	Freshman English I (ASUN)
ENG	1013	Freshman English II (ASUN)
SPCH	1203	Oral Communication (ASUN)
PSY	2013	Introduction to Psychology (ASUN)
MATH	1013	Intermediate Algebra (ASUN) OR
MATH	1023	College Algebra (ASUN)
ECON	2313	Principles of Macroeconomics (ASUN) OR
ECON	2333	Economic Issues and Concepts (ASUN)
UNIV	1001	Freshman Seminar (ASUN)

**Business Core: (15-16 Hrs)**

MKTG	1013	Introduction to Business (ASUN)
ACCT	2003	Principles of Accounting I (ASUN)
MIS	1503	Microcomputer Applications I (ASUN) OR
MIS	1513	Microcomputer Applications II (ASUN) OR
MTA	1704	Software Applications/Word Processing (FTI)
BSYS	1513	Keyboarding I (ASUN) OR
MTA	1504	Keyboarding (FTI)
BSYS	2553	Business Communications (ASUN)

**Emphasis Requirements: (32-33 Hrs)**

MTA	1605	Medical Office Procedures (FTI)
BSYS	2573	Medical Transcription (ASUN) OR
MTA	1204	Medical Transcription (FTI)
MTA	1304	Body Structure & Function (FTI)
MTA	1804	Medical Terminology I (FTI)
MTA	1904	Medical Terminology II (FTI)
MTA	1404	Coding (FTI)
BSYS	1523	Keyboarding I (ASUN)

**Electives: (3 Hours) (Select one from the following)**

MGMT	2003	Introduction to Management (ASUN)
QM	2113	Business Statistics (ASUN)
MGMT	2023	Introduction to Managerial Finance (ASUN)
MGMT	2033	Applied Human Resource Management Concepts (ASUN)
MGMT	2043	Supervisory Management (ASUN)
MGMT	2063	Management of Marketing Organizations (ASUN)



MGMT	2073	Promotions Managements (ASUN)
MGMT	2083	Introduction to Retail Store Management (ASUN)
MGMT	2163	Small Business Management (ASUN)

**A.A.S. DEGREE TOTAL****69 - 71 HOURS**

## Technical Certificates

Students who wish to pursue a concentrated course of study requiring approximately 30 semester hours of courses should complete a technical certificate. Technical certificates are available in three areas—computer information systems, computerized accounting, and office occupations. Courses taken for the technical certificate may be applied toward a subsequent associate degree.

The technical certificate is awarded to each student who fulfills the following requirements:

1. Admission to Arkansas State University-Newport.
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned Arkansas State University-Newport campus
3. Fulfillment of all requirements.
4. Cumulative GPA of at least 2.00.
5. Formal certificate application as prescribed.

## Technical Certificate COMPUTER INFORMATION SYSTEMS

**Requirements (30 hours)**

ENG	1003	Freshman English I
ACCT	2003	Principles of Accounting I
MIS	1503	Microcomputer Applications I
MIS	1513	Microcomputer Applications II
MIS	2033	Visual Basic Programming
MATH	1013	Intermediate Algebra or above

**Select four courses from:**

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

## **Technical Certificate OFFICE OCCUPATIONS**

**Requirements****(30 hours)**

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

Select 2 courses from the following electives:

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

## **Technical Certificate COMPUTERIZED ACCOUNTING**

**Requirements****(30 hours)**

BSYS	2413	Word Processing I
BSYS	2553	Business Machines
BSYS	2503	Business Office Skills
ENG	1003	Freshman English I
ACCT	2003	Principles of Accounting I
ACCT	2033	Computerized Accounting
MIS	1503	Microcomputer Applications I OR
MIS	1513	Microcomputer Applications II
BSYS	2583	Spreadsheet for Managerial Decision
MATH	1013	Intermediate Algebra or higher

**Select one of the following:**

BSYS	1523	Keyboarding I
BSYS	2543	Keyboarding II

## DESCRIPTION OF COURSES IN BUSINESS

### Accounting

#### **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.

### MARKETING

#### **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.

### LAW

#### **LAW 2023 The 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.

## **BUSINESS ADMINISTRATION**

### **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.

## **COMPUTER INFORMATION SYSTEMS**

### **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**

Course content and length will vary. Subject matter will be determined by demand and recent developments in information systems. Prerequisite: consent of instructor. (Course may be repeated if topic changes.) (Offered on demand.)

## Economics

### **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 1013 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 1013 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.

## Management

### **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.

### **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: MATH 1023 or ACT Math score of 19 or higher.

**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, ECON 2313 or 2323 recommended or consent of instructor

**MGMT 2033 Applied Human Resource Management Concepts**

A survey course designed to provide an understanding of the role, processes, and approaches to human resource management in today's organization.

**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 2163 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.



## **Business Systems**

### **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 1532 Personal Use Keyboarding**

Individualized keyboarding instruction for those wishing to improve their skills. Instruction is provided using microcomputers. Tests and grades are not emphasized. Three hours per week plus laboratory time. Prerequisite: Previous keyboarding instruction and speed of less than 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 2003, ENG 2013 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 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.

**BSYS 2583 Spreadsheet For Managerial Decision**

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.

## **ASSOCIATE OF APPLIED SCIENCE COMPUTER SYSTEMS TECHNOLOGY**

Computer Systems Technicians install, troubleshoot, maintain and network computer systems for business, education, and industry.

### **English and Communications (6 hours)**

ENG 1003 Freshman English I

ENG 1013 Freshman English II

### **Lab Sciences (4 hours)**

PHSC 1203 Physical Science

PHSC 1201 Physical Science Lab

### **Math (3 hours)**

MATH 1003 Intermediate Algebra (or higher)

### **Social Science Elective (3 hours)**

### **Computer Science Technology (44 hours)**

CST 1109 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 credit hours. Electives must be approved by CST advisors.

\*CST 1125 Networking & Router Tech– Cisco I & II

\*CST 2225 Adv. LAN & WAN Technologies – Cisco III & IV

**Other Requirements:**

ELEC 1004 Basic Electricity &amp; Electronics

CIS 2183 Cooperative Work Experience

Business/Technical Electives (6-8 Hrs)

**A.A.S. Degree****TOTAL 64 - 72 hours**

## **DESCRIPTION OF COURSE IN COMPUTER SYSTEMS TECHNOLOGY**

**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 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 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 Technologies -  
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 Advanced 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.

## **ELECTRICITY**

### **ELEC 1004 Basic Electricity & Electronics**

An introductory course in DC and AC circuits and Fundamental digital concepts as applied to microcomputer systems. The theory of voltage, current, and power in series and parallel resistive circuits, electromagnetism, the binary numbering system, and basic logic devices will be related to the major subsystems of a computer. Theory and troubleshooting of power supplies, monitors, storage media, and other PC subsystems will be emphasized as well as practical experience in cable fabrication, interconnection, and maintenance. Analysis of hardware defects using basic test equipment and logic probes will be taught. Lecture three hour and lab three hours (lab fee required).

## **DIVISION OF ENGLISH AND FINE ARTS**

The Division of English and Fine Arts offers courses designed to strengthen skills in written and oral communication; promote greater understanding and appreciation of literature, art and music; study drama techniques and participate in theatre work; and develop proficiency in a foreign language.

### **ENGLISH**

The courses offered in the field of English are designed to promote the effective use of oral and written English; to encourage selective and interpretative reading; to increase the capacity to understand and appreciate the classics, the humanities, and the fine arts; to foster the development of personal philosophies based on time-tested truths. This department also includes offerings in modern languages.

### **ENGLISH**

The Department of English offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

1. 43-hour core, including 12 hours of English
2. Fine Arts-Visual, Fine Arts-Musical, or Fine Arts-Theatre.  
(Must take one of the other two not taken in the core.)
3. 6 hours of World Civilization. (One is in the core.)
4. Additional English, speech, drama, and foreign language as approved by an advisor to complete the 62-hour program.

## **DESCRIPTION OF COURSES IN ENGLISH**

### **Reading**

#### **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.

**ENGLISH****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 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 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 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 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 2023 Creative Writing**

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

**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.

**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 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 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 2493 Popular Literature**

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

**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.

## **Philosophy**

**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.

## Humanities

### **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.

## FRENCH AND SPANISH

The courses offered in modern languages are intended to teach the student to read, speak, and understand the foreign language; to acquaint the student with the literature and culture of the people speaking the language; to provide a language tool necessary in many professions; to afford a source of literary and aesthetic pleasure.

### DESCRIPTION OF COURSES IN FRENCH AND SPANISH

#### **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.

#### **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.



## FINE ARTS

The Department of Fine Arts includes three areas: Art, Music, and Speech and Theatre. Each, though a separate unit, complements the others.

The Department of Fine Arts is primarily a place to learn. It also serves the campus, the community, and the state by providing artistic, cultural, and educational leadership. Basically it is concerned with providing opportunities and encouragement for students to develop inherent talents and capacities. It also enables the students to put into practice techniques learned in the classroom.

Participation in classes and programs in the three areas is open to all students. All students are encouraged to embrace these opportunities in order to give dynamic meaning to their developing aesthetic experiences and to develop the whole person.

## ART

The Art Program is devoted to the responsibility of giving students a basic understanding of the fundamentals and principles of art. Students in art are encouraged to develop insight, sensitivity and perception toward all aspects of nature, leading to individual expressive responses. Aesthetic and functional values are stressed in the study of the many facets of art. Students are given the opportunity to develop creative ideas and skills through a wide range of applied studio and classroom experiences.

The Art Department offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

### **See University Core Requirement (43 hours)**

### **Art Emphasis Requirements (15 hours)**

Select five courses from:

ART	1033	Drawing I
ART	1043	Drawing II
ART	1013	Design I
ART	2063	Elementary Composition and Painting I
ART	2073	Elementary Composition and Painting II
ART	2093	Ceramics I
ART	2103	Ceramics II

**Related Requirements\* (3 hours)**

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

\*One of the above offerings will meet the University Core Curriculum requirements. One of the other two must be taken as a related requirement.

**Elective (1 hour)**

**Total Program Hours: 62 hours**

## **DESCRIPTION OF COURSES IN ART**

**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.

**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).

## MUSIC

Students may enroll in music courses which will enrich their cultural development and may participate in performing organizations which will make music a living and dynamic experience.

## DESCRIPTION OF COURSES IN MUSIC

**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.

## SPEECH AND THEATRE

The Department of Speech and Theatre provides opportunities for students to develop a wide range of communication and theatrical skills. These in turn enrich the student's academic, professional, and cultural life. Emphasis is given to the development of an intellectual and aesthetic appreciation of the human experience. Students may take advantage of these opportunities through enrollment in departmental courses or through participation in the co-curricular theatrical productions.

Each year the ASU-Newport Department of Speech and Theatre presents a series of co-curricular productions in order to enrich the educational and cultural environment of the students. Department productions are selected from a variety of historical periods, theatrical styles, and ideological viewpoints in order to provide our students with the maximum educational opportunities possible. These co-curricular theatre productions are educational laboratories. As such they are designed to enhance student academic growth, artistic expression, and intellectual freedom.

Students are trained to reach high levels of achievement in their disciplines. The theatre program provides students with training in both performance and production skills. All students are encouraged to develop an appreciation of the role theatre plays in the development of culture.

The Speech and Theatre Department offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

### **See University Core Requirements (43 hours)**

#### **Emphasis Requirements (4 hours)**

THEA	2251	Theatre Workshop I
THEA	2261	Theatre Workshop II
THEA	2271	Theatre Workshop III
THEA	2281	Theatre Workshop IV

#### **Select from the following: (15 hours)**

SPCH	2243	Interpersonal Communication
SPCH	2233	Oral Interpretation
THEA	1203	Introduction to Theatre



THEA	1213	Beginning Acting
THEA	2223	Fundamentals of Stagecraft
THEA	2273	Theatre Practicum
THEA	2243	Stage Costume Construction
THEA	2233	Stage Make-up

**Total Program Hours: 62 hours**

## **DESCRIPTION OF COURSES IN SPEECH AND THEATRE**

### **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. Prerequisite: SPCH 1203

### **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 Make-up**

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

**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.

## MATHEMATICS AND SCIENCE

The Division of Mathematics and Science offers courses in the biological sciences, in the physical sciences, and in mathematics for students preparing to teach, work in industry or science-related occupations, enter professional school or pursue a graduate program. Courses are also offered to give non-majors a broader understanding of the methods, principles and significance of mathematics and science.

Curricula are planned to meet the requirements for a major in general science, zoology, botany, chemistry, mathematics or physics. Pre-professional courses are offered for engineering, medicine, dentistry, pharmacy, nursing, medical technology, and allied health areas.

### BIOLOGICAL SCIENCE

The courses in biological science are designed to meet the needs of the general student wishing to secure an understanding of the fundamental biological principles for a better understanding of life and for students desiring to prepare for teaching and research, for graduate study and for medicine and related fields.

The Department of Biological Science offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

#### See University Core Requirements (43 Hours)

The emphasis and related requirements may be completed under either Plan A or Plan B.

#### Plan A: Natural Science Majors

##### Emphasis Requirements (16 hours)

*BIOL 1003	Biological Science
*BIOL 1001	Biological Science Lab
*BOT 1101	Biology of Plants Lab
*BOT 1103	Biology of Plants
*ZOOL 1304	General Zoology I (Invertebrate)
*ZOOL 1314	General Zoology II (Vertebrate)

**Related Requirements (8 hours)**

- \*CHEM 1013 General Chemistry I
- \*CHEM 1011 General Chemistry I Lab
- \*CHEM 1023 General Chemistry II
- \*CHEM 1021 General Chemistry II Lab

Electives: 3 hours

**Total Hours Required: 62 hours**

**Plan B: Health Science Majors****Emphasis Requirements (19 hours)**

- \*BIOL 1003 Biological Science
- \*BIOL 1001 Biological Science Lab
- BIOL 2013 Introduction to Nutrition
- \*BIOL 2103 Microbiology
- \*BIOL 2101 Microbiology 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

**Related Requirements (8 hours)**

- \*CHEM 1013 General Chemistry I
- \*CHEM 1011 General Chemistry I Lab
- \*CHEM 1023 General Chemistry II or
- \*CHEM 1021 General Chemistry II Lab
- \*CHEM 1033 Intro to Organic & Biochemistry
- \*CHEM 1031 Intro to Organic & Biochemistry Lab

Total Hours Required: 62 hours

\*Also meets University Core Requirements for science.



## DESCRIPTION OF COURSES IN BIOLOGICAL SCIENCE

### **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 1001 Biological Science Lab**

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

### **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 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.

### **BIOL 2101 Microbiology Lab**

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

## Botany

### **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).

## Zoology

### **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)

## MATHEMATICS

The courses in mathematics are designed to give students a strong foundation for more advanced study, prepare students for employment, and to provide the proper background and requirements for teaching careers. Courses are also designed to provide the necessary mathematics foundation for pre-engineers and students of science.

The Department of Mathematics offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

### See University Core Requirements (43 hours)

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. The courses which apply to an emphasis in mathematics are listed below:

#### Emphasis Requirements (13 hours)

MATH 1033	Plane Trigonometry
MATH 2205	Calculus I
MATH 2215	Calculus II

Electives: 6 hours

**Total Hours Required: 62 hours**

## DESCRIPTION OF COURSES IN MATHEMATICS

### 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 0013 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 1003 Mathematical Solutions for Mechanical Technology**

Designed to give the student the basic problem-solving skills needed in the work place. Applications of arithmetic, ratios and proportions, percentages, formulas, statistics, metric system, geometry and algebra.

**MATH 1013 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 0013 or acceptable ACT score and high school Algebra I. (Credit earned not applicable toward Associate of Arts or Associate of Science degrees.)

**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 1013 or acceptable ACT score and high school Algebra II.

**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, 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 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 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 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 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 2143 Calculus with Business Applications**

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

**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 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

**MATH 2233 Applied Statistics**

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

## PHYSICAL SCIENCE

The courses in physical science, chemistry, and physics are designed to provide students with the broad background necessary for employment in industry and education or as a basis for continued study.

The Department of Physical Science offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

### See University Core Requirements (43 hours)

#### Emphasis Requirements (16 hours)

*CHEM	1013	General Chemistry I
*CHEM	1011	General Chemistry I Lab
*CHEM	1023	General Chemistry II
*CHEM	1021	General Chemistry II Lab
*PHYS	2054	General Physics I OR
*PHYS	2074	Fundamental Physics I
*PHYS	2064	General Physics II OR
*PHYS	2084	Fundamental Physics II

#### Related Requirements (3 hours)

MATH	1033	Plane Trigonometry
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Electives: 8 hours (BIOL 1003 is recommended as an elective.)

#### Total Hours Required: 62 hours

\*Also meets University Core Requirements for Science

## DESCRIPTION OF COURSES IN PHYSICAL SCIENCE

### 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 1013 or equivalent or consent of instructor.

**PHSC 1201 Physical Science Lab**

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

## **Chemistry**

**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 1013 or equivalent.

**CHEM 1013 General Chemistry I**

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

**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 1023 General Chemistry II**

Continuation of CHEM 1013. Lecture three hours. Prerequisite: CHEM 1013 and 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 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 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 and CHEM 1023 recommended and consent of instructor.

**CHEM 1031 Introduction to Organic and Biochemistry Lab**

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

**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 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 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

**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.

## Physics

**PHYS 1014 Applied Physics for Health Science**

A survey of the general areas of mechanics, heat, wave motion, basic electricity and magnetism, light and atomic physics for students in the health sciences. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 1023.

**PHYS 2054 General Physics I**

The essentials of mechanics, heat and sound for students of the life sciences or non-science majors. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 1033 or instructor's consent.

**PHYS 2064 General Physics II**

The continuation of PHYS 2054, covering electricity, magnetism, light and modern physics. Lecture three hours, laboratory two hours per week. Prerequisite: PHYS 2054 or consent of instructor.

**PHYS 2074 Fundamental Physics I**

A detailed study of the basic principles of mechanics, thermodynamics, and wave motion for students of physical science, mathematics, and engineering, utilizing calculus. Lecture three hours, laboratory two hours per week. Co-requisite: MATH 2205.

**PHYS 2084 Fundamental Physics II**

The continuation of PHYS 2074, covering electricity, magnetism, optics and modern physics. Lecture three hours, laboratory two hours per week. Prerequisite: PHYS 2074. Co-requisite: MATH 2215.

## **DIVISION OF EDUCATION AND SOCIAL SCIENCES**

The Division of Education and Social Sciences consists of three departments: education and psychology; social science; and health, physical education, and recreation. The main divisional goal is to provide a curriculum that will meet general education requirements and also meet requirements for majors in teacher education, social work, political science, history, geography, physical education, health, sociology, psychology and criminology.

### **PSYCHOLOGY**

The psychology curriculum has been designed to (1) provide a general background of the principles of psychology and their application, (2) promote understanding of self and others through knowledge of basic concepts of psychology, and (3) provide courses which satisfy core curriculum requirements, some education requirements, and some nursing requirements.

### **DESCRIPTION OF COURSES IN PSYCHOLOGY**

#### **PSY 2013 Introduction to Psychology**

A scientific study of behavior and cognitive processes. Introduction to Psychology covers a wide range of human behavior.

#### **PSY 2533 Lifespan Development (formerly Developmental Psychology)**

A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors. Prerequisite: PSY 2013 or consent of instructor.

#### **PSY 2553 Sensation and Perception**

An explanation of the sensory processes and perceptual phenomena. Prerequisite: PSY 2013 or consent of instructor.

## EDUCATION

A number of degree options exist in the field of education. Students have the opportunity to earn the new statewide Associate of Arts in Teaching Degree (AAT) from ASUN. This new curriculum is accepted by and is transferable to institutions statewide. The two options, math/science and language arts/social studies, are for the middle-school level in education. The degree plans for the two middle-school options are listed below. The AAT will be expanded to include Early Childhood Education and Secondary Education in the near future.

In addition to the AAT, there are two options for the Early Childhood Degree. An Associate of Applied Science Degree in Early Childhood is offered in cooperation with Foothills Technical Institute in Searcy. An Associate of Arts Degree with an emphasis in Early Childhood Education is offered from ASUN for students with the intent to transfer to ASU-Jonesboro or another state institution. Students should visit with an education advisor before deciding the best option for their career choice. For more information, students should contact:

Ms. Sandra Provence  
ASUN Coordinator for Teacher Education Programs  
870-512-7820



## ASSOCIATE OF ARTS IN TEACHING

### MIDDLE SCHOOL EMPHASIS

### MATH/SCIENCE SPECIALTY

This suggested curriculum is designed for persons who plan to obtain an Associate of Arts in Teaching: Middle School Education, with a Math/Science Specialty. Students should be aware that prerequisite courses may need to be taken in addition to this plan of study.

#### General Education Core: (35 hours)

ENG	1003	Freshman English I	
ENG	1013	Freshman English II	
SPCH	2233	Oral Communication	
MATH	1023	College Algebra	
BIOL	1003	Biological Science	
BIOL	1001	Biological Science Lab	
PHSC	1203	Physical Science	
PHSC	1201	Physical Science Lab	
MUS	2503	Fine Arts-Musical	} Choose one
ART	2503	Fine Arts-Visual	
THEA	2503	Fine Arts-Theatre	
ENG	2003	Intro to Literature of the Western World I	
HIST	1013	World Civilization to 1660	
HIST	2763	The United States to 1876	
GEOG	2613	Intro to Geography	

#### Other Courses: (28 hours)

MATH	2113	Math for Teachers I
MATH	2123	Math for Teachers II
CHEM	1013	General Chemistry I
CHEM	1011	General Chemistry I Lab
ENG	2013	Intro to Literature of the Western World II
HIST	2083	History of Arkansas
PSY	2013	Introduction to Psychology
EDU	2023	Introduction to Teaching
EDU	2013	Introduction to K-12 Computing
PE	1623	Concepts of Fitness

**A.A.T. WITH MATH/SCIENCE SPECIALTY**

**63 HOURS**

## **ASSOCIATE OF ARTS IN TEACHING**

### **MIDDLE SCHOOL EMPHASIS**

### **LANGUAGE ARTS/SOCIAL STUDIES SPECIALTY**

This suggested curriculum is designed for persons who plan to obtain an Associate of Arts in Teaching: Middle School Education, with a Language Arts/Social Studies Specialty. Students should be aware that prerequisite courses may need to be taken in addition to this plan of study.

#### **General Education Core: (35 hours)**

ENG	1003	Freshman English I	
ENG	1013	Freshman English II	
SPCH	2233	Oral Communication	
MATH	1023	College Algebra	
BIOL	1003	Biological Science	
BIOL	1001	Biological Science Lab	
PHSC	1203	Physical Science	
PHSC	1201	Physical Science Lab	
MUS	2503	Fine Arts-Musical	} Choose one
ART	2503	Fine Arts-Visual	
THEA	2503	Fine Arts-Theatre	
ENG	2003	Intro to Literature of the Western World I	
HIST	1013	World Civilization to 1660	
HIST	2763	The United States to 1876	
GEOG	2613	Intro to Geography	

#### **Other Courses: (27 hours)**

ENG	2013	Intro to Literature of the Western World II
ENG	2583	Literature for Adolescents
HIST	1023	World Civilization since 1660
HIST	2083	History of Arkansas
POSC	2103	Intro to United State Government
PSY	2013	Introduction to Psychology
EDU	2023	Introduction to Teaching
EDU	2013	Introduction to K-12 Computing
PE	1623	Concepts of Fitness

**A.A.T. - LANGUAGE ARTS/SOCIAL STUDIES      62 HOURS**

## ASSOCIATE OF APPLIED SCIENCE IN EARLY CHILDHOOD EDUCATION

This program is in collaboration with Foothills Technical Institute. The A.A.S in Early Childhood Education will prepare individuals to assume responsibilities in various jobs in the following service areas: child care center assistant, nursery attendant, family day care assistant, nanny or home care assistant, family day care operator, center director, corporate day care manager, after school site manager, or director of a Head Start Center.

The following courses should be taken at ASU-Newport:

### ASUN Courses : (26 hours)

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	
SPCH	2233	Oral Communication	
ART	2503	Fine Arts-Visual	Choose one
THEA	2503	Fine Arts-Theatre	
MUS	2503	Fine Arts-Musical	
PSY	2013	Introduction to Psychology	OR
PSY	2533	Lifespan Development	
PE	1623	Concepts of Fitness	
MIS	1503	Microcomputer Applications I	

The following courses should be taken at Foothills Technical Institute:

### FTI Courses : (41 hours)

ECE	1203	Special Needs	
ECE	1003	Safety	
ECE	1103	Nutrition	
ECE	1602	Child Guidance & Discipline	
ECE	1303	Child Growth & Development	
ECE	1705	Curriculum Development	
ECE	1101	Infant/Toddler Curriculum	
ECE	1504	Business Administration	
ECE	1502	Personal & Professional Development	
ECE	1702	Family Relationships	
ECE	1805	Methods & Materials Practicum	
MTH	1403	Finance, Budget, & Business Mathematics	
FINT	2005	Internship/OJT	OR
FREL	2005	Related Lab	

**A.A.S. - Early Childhood Education**

**67 HOURS**

## EARLY CHILDHOOD EDUCATION (P - 4) (For Transfer to Jonesboro)

### Possible Prerequisites:

UNIV	1001	Freshman Seminar
ENG	0003	Language Development
ENG	0033	Writing Tutorial
READ	0003	Reading Improvement
MATH	0003	Developmental Algebra
MATH	1013	Intermediate Algebra

### Core Curriculum: 41 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	1023	College Algebra (grade C or above)	
HIST	2083	United States to 1876	OR
HIST	2763	United States since 1876	
HIST	1013	World Civilization to 1660	OR
HIST	1023	World Civilization since 1660	
PSY	1103	Introduction to Psychology	
POSC	2103	United States Government	
ENG	2003	Intro to Lit of the Western World I	} Must have 1 of the 3 listed.
ENG	2013	Intro to Lit of the Western World II	
PHIL	1103	Introduction to Philosophy	
SPCH	1203	Oral Communications (grade C or above)	
ART	2503	Fine Arts-Visual	OR
MUS	2503	Fine Arts-Musical	OR
THEA	2503	Fine Arts-Theater	
PE	1623	Concepts of Fitness	

### Other courses required for the BSE Degree: 20 Hours

EDU	2023	Introduction to 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



## DESCRIPTION OF COURSE IN EDUCATION

### **ECH 2023 Child Development**

The course is a study of the nature and development of children from pre-birth 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.

### **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.

### **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 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 2033 Child and Adolescent Development**

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

### **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.

## HEALTH, PHYSICAL EDUCATION AND RECREATION

The courses provided through the physical education department present a holistic approach to health and provide the student with the opportunity to develop skills physically, mentally, emotionally, socially, and recreationally. All physical education majors, veterans included, are to complete four courses of physical education activities. The department provides the students and faculty with a quality intramural program and promotes an overall wellness environment for all students and employees. The department strives to provide the community with the opportunity to improve human performance.

### PHYSICAL EDUCATION

The Department of Physical Education offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

#### **See University Core Requirements (43 hours)**

Some programs require specific courses or have certain prerequisites which will also fulfill University Core Requirements. The courses which apply to an emphasis in physical education are noted in the listing below:

<b>Emphasis Requirements: (9 or 10 hours)</b>		
HLTH	2513	Principles of Personal Health
PE	1883	Foundations of Physical Education

Four hours of the above requirements may be selected from:

PE	1022	Aerobics I
PE	1032	Aerobics II
PE	1841	Aerobic Dancing/Exercise I
PE	1851	Aerobic Dancing/Exercise II
PE	1623	Concepts of Fitness

#### **Select three hours from the following: (3 hours)**

HLTH	2553	Basic Physiology of Activity
HLTH	2883	Foundations of Health Education
HLTH	2523	First Aid and Safety

**Electives as required to complete 62 hour degree program.** (Courses may be used that were not selected in the core.)

History  
Political Science  
Psychology  
English  
Sociology  
Health/PE (6 hours required for BSE degree)  
Geography  
Fine Arts (Music, Art, Theatre, Foreign Language)  
Microcomputer Applications  
Economics  
Math/Science  
Education (EDU 2003 required for BSE degree at freshman or sophomore level - see advisor for additional certification requirements.)

**Special Requirements:** A physical education emphasis candidate must be proficient in one team sport and one individual or dual sport. Proficiency is determined by course grades and instructor evaluation.

## **DESCRIPTION OF COURSES IN HEALTH, PHYSICAL EDUCATION, AND RECREATION**

### **Health**

#### **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)

## Physical Education

**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 lifestyle 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 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)

## **Recreation**

**PE 2792 Folk and Square Dancing**

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

## SOCIAL SCIENCE

The Social Science Department offers a broad program of studies in history, political science, geography, and sociology. Students with a major or minor emphasis in this area receive a liberal education which can serve as a practical basis for careers in civil service, law, law enforcement, social work, theology, and education.

The Department of Social Science offers the courses listed on the following pages. A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

### See University Core Requirements (43 hours)

Courses taken as part of the core cannot fulfill emphasis or elective requirements.

#### Emphasis Requirements: (6 hours)

HIST	1013	World Civilization to 1660	OR
HIST	1023	World Civilization since 1660	
SOC	2213	Principles of Sociology	

#### Select one from the following: (3 hours)

GEOG	2613	Introduction to Geography
GEOG	2603	World Regional Geography

#### Select two from the following: (6 hours)

HIST	2083	The United States to 1876
HIST	2763	The United States since 1876
HIST	2773	History of Arkansas
POSC	2103	Introduction to United States Government

Electives may be selected to complete 62 hours. Some suggested courses are listed below for social science majors. Education majors may substitute required education courses with the approval of their advisors.

HIST	2893	American Minorities
POSC	2323	Principles of International Relations
POSC	2343	State and Local Government
ECON	2313	Principles of Macroeconomics
ECON	2323	Principles of Microeconomics



SOC	2223	Social Problems
GEOG	2613	Introduction to Geography OR
GEOG	2603	World Regional Geography

## **CRIMINAL JUSTICE**

A suggested plan of study in this area is given below. Students should select courses with the approval of a departmental advisor in order to fulfill the requirements of the four-year institution to which they plan to transfer.

### **Associate of Arts Degree in Criminology**

#### **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 Sciences (12 Hours)**

POSC	2103	United State Government
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#### **3 Hours from the Following:**

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

#### **6 Hours Electives**

PSY	2013	Introduction to Psychology
SOC	2213	Principles of Sociology

#### **Arts and Humanities (12 Hours)**

SPCH	1203	Oral Communication
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#### **6 hours from the Following:**

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

**3 hours from the Following:**

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

**Physical Education (3 Hours)****Electives from among the following (18 Hours):**

CRIM	1023	Introduction to Criminal Justice
CRIM	2043	Community Relations in the Administration 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
UNIV	1001	Freshman Seminar (if required).

**TOTAL HOURS 62-64**

## **DESCRIPTION OF COURSES IN SOCIAL SCIENCE and CRIMINAL JUSTICE and INTERNATIONAL STUDIES**

### **United States History**

#### **HIST 2083 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 2763 The United States Since 1876**

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

#### **HIST 2773 History of Arkansas**

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

#### **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.

#### **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.

## World History

**HIST 1013 World Civilization to 1660**

A survey of world civilizations from pre-history to 1660.

**HIST 1023 World Civilization since 1660**

A survey of world civilizations from 1660 to present.

## Political Science

**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 2323 Principles of International Relations**

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

**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.

## CRIMINAL JUSTICE

**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 Administration 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.

## Geography

**GEOG 2613 Introduction to Geography**

Emphasizes the physical and cultural patterns of the world.

**GEOG 2603 World Regional Geography**

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

## Sociology

**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.

## **SOCIAL WORK**

### **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.

## ASSOCIATE OF ARTS IN LIBERAL ARTS INTERNATIONAL STUDIES

The emphasis in international studies is designed to assist students in developing a global perspective. This study could be the foundation for a career - and it could enhance one's effectiveness in other areas of life.

The courses that apply to the associate of arts with an emphasis on international studies are listed below. These courses are chosen from the offerings of several academic divisions. Students should select courses with the approval of an advisor in the division of education and social sciences in order to fulfill the requirements of the four-year institution to which they plan to transfer.

### 43-HOUR CORE

18 or more hours from the following courses:

POSC	2323	Principles of International Relations
6 or more hours of Foreign Language		
HUM	2003	Humanities
HIST	2093	Russian History
HIST	2893	American Minorities
HIST	1013	World Civilization to 1660* OR
HIST	1023	World Civilization since 1660*
ART	2503	Fine Arts-Visual * OR
MUS	2503	Fine Arts-Musical* OR
THEA	2503	Fine Arts-Theatre*
GEOG	2603	World Regional Geography
ANTH	2933	Cultural Anthropology
ECON	2313	Macroeconomics

1-3 hours of free electives

62 - 64 hours total

\*if not taken to fulfill core

## ASSOCIATE OF APPLIED SCIENCE IN PARAMEDICS

### DEGREE IN PARAMEDICS

This degree is offered in conjunction with Foothills Technical Institute of Searcy. The general education core is taken at ASU-Newport. Students then complete the required courses in the paramedical/EMT field at Foothills Technical Institute.

The paramedic program consists of 27 credit hours of general education core

#### Possible Prerequisites:

ENG	0003	Language Development (required if English ACT is 0-13)
ENG	0033	Writing Tutorial (required if English ACT is 14-18)
READ	0003	Reading Improvement (required if Reading ACT below 19)
MATH	0013	Developmental Algebra (required if Math ACT below 19)

#### General Education Core (ASU-Newport)

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

**TOTAL    23 hours**

#### Major Requirements (Foothills Technical Institute)

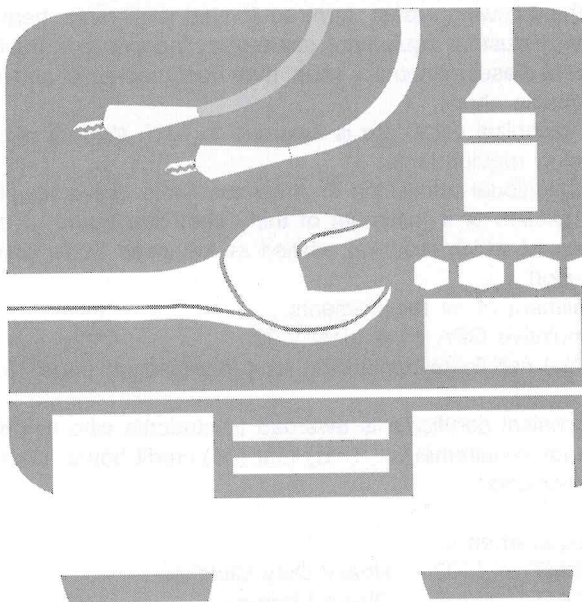
EMT	1107	Basic Emergency Medical Technology
BIOL	1013	Essentials of Anatomy and Physiology
EMT	2014	Paramedic I
EMT	2111	Paramedic II
EMT	2304	Paramedic III
EMT	2406	Paramedic IV

**TOTAL    45 hours**

**Total for AAS in Paramedics - Required Hours 68**



## **TECHNICAL CERTIFICATE DIESEL MECHANICS**



**CONTACT: Cledas Manuel**  
**Arkansas State University-Newport**  
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**Newport, AR 72112**  
**Work (870) 512-7817**  
**Home (870) 523-5687**  
**E-mail: [asun.arknet.edu](mailto:asun.arknet.edu)**

## TECHNICAL CERTIFICATE

### DIESEL MECHANICS

Students in the Diesel Mechanics program will be trained in the repairing and maintenance of heavy equipment, e.g., farm equipment, industrial equipment and heavy trucks.

There is an ever increasing demand for mechanics in this field due to the growth in diesel engines used in mobile equipment and in farming.

Students completing this course will be qualified to find employment in the following areas: farm equipment dealership, heavy truck dealership, industrial equipment dealership, independent truck shop, independent diesel mechanics shop, river boat mechanic, and in some auto mechanic shops.

The technical certificate is awarded to each student who fulfills the following requirements:

1. Unconditional admission to Arkansas State University-Newport
2. Completion of a minimum of thirty semester hours, at least fifteen of which must be earned at Arkansas State University-Newport
3. Fulfillment of all requirements.
4. Cumulative GPA of at least 2.00.
5. Formal certificate application as prescribed on page 48.

A technical certificate is awarded to students who complete all departmental requirements. Thirty-four (34) credit hours are required for this certificate.

#### Major Requirements

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
ENG	0003	Language Development (or higher)
MATH	1003	Technical Mathematics

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

**Students will also be required to pass READ 0003 DEVELOPMENTAL READING if their entrance test scores fall below the minimum required.**

## **DESCRIPTION OF COURSES IN DIESEL MECHANICS**

### **DMT 1102 Heavy Duty Clutches**

A study of pressure plates and clutch discs and how they operate with an introduction to heavy duty clutches and clutch discs, and torque converters. This also includes fluid drives and how to adjust and service them with special emphasis put on safety throughout the course.

### **DMT 1202 Diesel Engines**

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**

A study of fuel injection systems (PT 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 1402 Heavy Duty Gasoline Engines**

A study of the basic gasoline engine construction, operation, and principles. This includes the carburetor system, removal and replacement, engine time and troubleshooting. Safety and the use of special tools will be emphasized.

### **DMT 1502 Heavy Duty Transmissions**

A study of the basic components of the drive line and how it operates. This includes introduction to heavy duty transmissions, mechanical transmissions, automatic transmissions, drive lines, differentials, final drive power take offs, and special drives. Safety and special tools will be emphasized throughout this course.

### **DMT 1512, DMT 1522, DMT 1513, DMT 1523, 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. The credit hours assigned will vary from two or three hours depending on the clock hours involved in the lab.

**DMT 1602                      Air Conditioning Systems**

Study of the basic construction, operations and principles of air conditioning. This includes basics of air conditioning, refrigerants and oil, basic system and how it works, service equipment, inspecting the system, diagnosing the system, testing and adjusting the system, preparing system for service, and reading troubleshooting charts. Safety and use of special tools will be emphasized.

**DMT 1702                      Hydraulics**

Covers the basic hydraulics construction and operations principles. This includes introduction to hydraulics, fundamentals of hydraulics, reservoirs, lines, fittings and couplers, seals, fluids and filter, pumps, valves, cylinders, motors, accessories, hydraulic circuits, diagrams and symbols, general maintenance, diagnosis and testing.

**DMT 1802                      Electrical Systems**

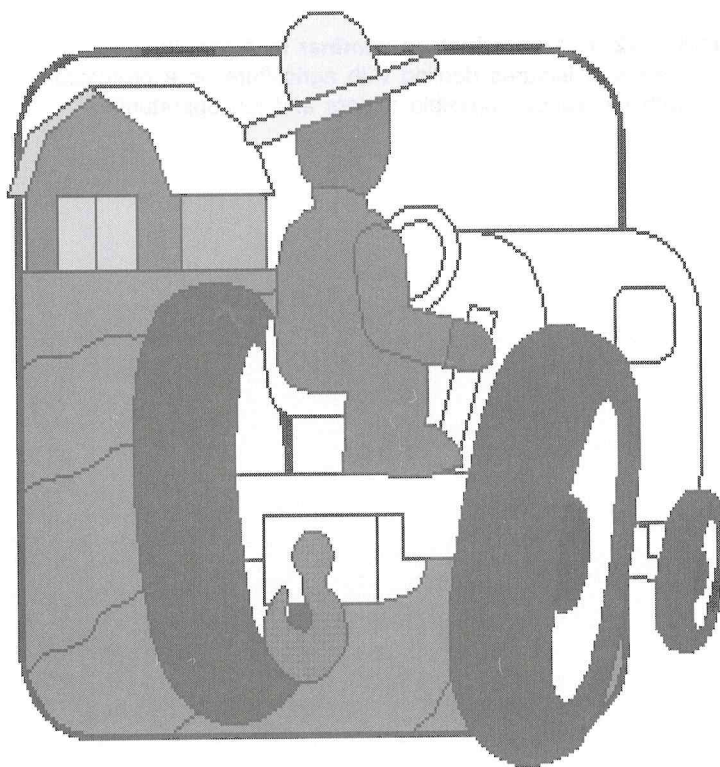
An introduction to electrical systems. This includes electrical circuits, electrical indicator circuits, storage batteries, starting systems, circuit ignition, circuit alternator, charging circuits and emergency shut down circuits. Safety and the use of special tools will be emphasized.

**DMT 1902                      Brake Systems**

A study of the basic construction and operations and principles. This includes fundamentals of braking and hydraulic brakes, disc brakes, cam wedge and internal expanding tube type drum brakes, power assist brakes, brake fluid, troubleshooting, air brakes and engine brakes. Safety and the use of special tools will be emphasized.



# AGRICULTURE



## **DESCRIPTION OF COURSES IN AGRICULTURE**

### **Agricultural Economics**

#### **AGEC 1003 Introduction to Agricultural Economics**

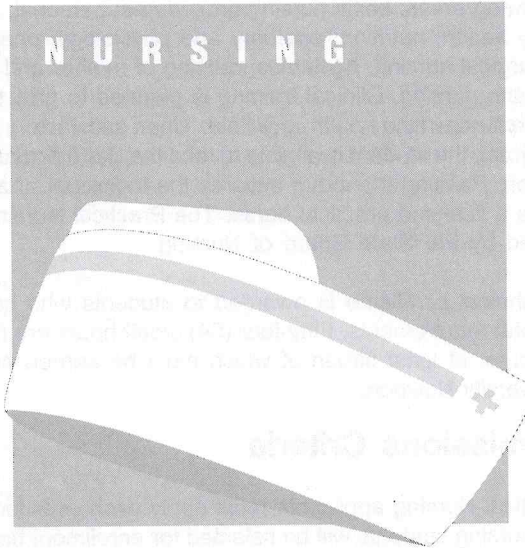
Basic economic principles and their application to agriculture. This course deals briefly with production, distribution, value, price, credit, land value, marketing, and related problems.

### **Agricultural**

#### **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.

# 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**

## TECHNICAL CERTIFICATE

### 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, NET score (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 prerequisites must also be completed. **Students are responsible for getting the information in to the Admission's office.**

**For additional information on specific deadlines and criteria, applicants should contact the Admissions office.**

### Prerequisites

PN applications, required paperwork such as high school/GED transcripts, college transcripts, ACT scores, and work verification letters must be sent to the attention of PN Applications, Admission Office. **Applicants are responsible for getting this paperwork into their files.**



**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.**

<b>MATH</b>	<b>0013</b>	<b>Developmental Algebra (or Higher)</b>
<b>ENG</b>	<b>0003</b>	<b>Language Development (or Higher)</b>
<b>READ</b>	<b>0003</b>	<b>Reading Improvement (if needed)</b>
<b>UNIV</b>	<b>1001</b>	<b>Freshman Seminar</b>

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. Effective February 1, 2000, a state criminal background check will be required for all applicants for initial licensees for RNs, LPNs, LPTNs, RNP's and APNs. A state 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.

## RE-ADMISSION OR TRANSFER

Any applicant for re-admission or transfer from another school will follow the PN selection criteria for program admission. If a student is interested in transferring or re-admission, 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 re-admitted 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 re-apply 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.

**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

## DESCRIPTION OF COURSES IN PRACTICAL NURSING

**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 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, sub-acute or convalescent stages of illness, of both short and long term duration, including nutrition and administration of drugs. Co-requisite: SPN 1106

**SPN 1304 Basic Concepts of Nursing II**

Continuation of SPN 1106. Prerequisite: SPN 1106

**SPN 1405 Medical/Surgical Nursing II**

Continuation of the study of common conditions of illness and nursing care of adult patients in acute, sub-acute 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, contraindications, and appropriate observations. The student is provided adequate practice in learning correct techniques. Pre-requisite: 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.

**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 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

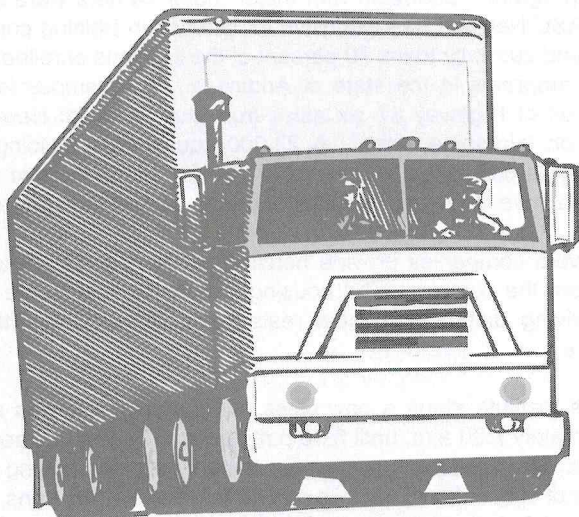
**SPN 1303 Clinic III**

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 1403 Clinic IV**

Continuation of SPN 1303. Prerequisite: SPN 1303.

## **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.arknet.edu](mailto:tlarson@asun.arknet.edu)**

**[www.asun.arknet.edu](http://www.asun.arknet.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 7:00 a.m. until 6:15 p.m., seven (7) days a week. Night driving is scheduled periodically. Equipment used for training consists primarily of conventional tractors and 48 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, will receive a Certificate of Completion.

### **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 test ..... 75% of grade

90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
below 60 = F

Students are evaluated at the end of two weeks and must be making 80% or better on each of the range maneuvers listed below to continue.

- measured right turn
- 45 degree docking
- 100 ft. of straight backing

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 7:00 a.m. to 6:15 p.m. Each class will be divided into two parts with on half of the students in the classroom and the other half on the range and road at alternate times.

Day /Class	Range & Road
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.

**DTI 1107 Commercial Driver Training**

This three-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 104 clock hours of class/lab time and 44 clock hours of behind the wheel time. Financial aid available through outside sources for students who meet the criteria. This class is PDT I certified.

**\*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)

D.O.T. Physical ..... \$ 35

(Due first day of class in cash)

NIDA Drug Test ..... \$35

(Due first day of class in cash)

CDL Packet ..... \$35

(Due first day of class)

Final CDL License ..... \$45 - \$60

(Payable upon graduation. Amount varies according  
to Birth date.)

\*Expenses are subject to change without notice.

**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. Course is VA and JTPA (Job Training Partnership Act) approved. Financial aid available through outside sources for students who meet the criteria.

**\*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.



## **ASU-NEWPORT ARTICULATION AGREEMENTS**

## **ARTICULATION AGREEMENTS**

### **ARKANSAS STATE UNIVERSITY PARTNERSHIP AGREEMENT**

You, as a student at Arkansas State University-Newport, have the opportunity to take part in a partnership agreement formed by Arkansas State University-Beebe with Arkansas State University-Jonesboro, which has as its goal the facilitation of the transfer process to Arkansas State University. What does this mean for you as a transferring student? This partnership agreement, which became effective fall 1994, guarantees that:

- 1) if you transfer from Arkansas State University-Newport with the Associate of Arts degree with the 43-hour core curriculum, you will have satisfied general education core requirements and be admitted with junior classification at Arkansas State University.
- 2) in general, any grades of "D" which you earn as part of the Associate of Arts degree at Arkansas State University-Newport will transfer for credit to Arkansas State University. However, specific degree requirements may require a grade of "C" or higher in certain courses.

If you have any questions concerning the partnership agreement, please contact the Admissions Office.

### **UNIVERSITY OF ARKANSAS AT LITTLE ROCK PARTNERSHIP AGREEMENT**

University of Arkansas at Little Rock will accept Arkansas State University-Newport's 43-hour core curriculum as meeting University of Arkansas at Little Rock's general education core provided the student has an Associate of Arts degree with all grades of "C" or better. Where possible, the University of Arkansas at Little Rock would like for the student to have six hours of the Fine Arts and six hours of World Civilization. See UALR web site for course equivalencies, [www.webmaster@ualr.edu](http://www.webmaster@ualr.edu).

## **ARKANSAS TECH UNIVERSITY**

### **PARTNERSHIP AGREEMENT**

Arkansas Tech University will accept Arkansas State University Newport's 43-hour core curriculum as meeting Arkansas Tech University's general education core provided the student has an Associate of Arts degree with all grades of "C" or better. Where possible, Arkansas Tech University would like for the student to have six hours of the Fine Arts and six hours of World Civilization.

## **SOUTHERN ARKANSAS UNIVERSITY AT**

### **MAGNOLIA PARTNERSHIP AGREEMENT**

Southern Arkansas University at Magnolia will accept Arkansas State University Newport's 43-hour core curriculum as meeting Southern Arkansas University's general education core provided the student has an Associate of Arts degree with all grades of "C" or better.

## **HENDERSON STATE UNIVERSITY**

### **PARTNERSHIP AGREEMENT**

Satisfactory completion of an Associate of Arts degree designed for transfer will be accepted as satisfying the general education requirements of Henderson State University. This agreement does not address specific degree requirements outside of the General Education components, such as a major or minor courses. Students should select those courses based on the specific degree requirements of HSU. A student who holds an Associate of Arts degree with a 2.0 cumulative grade point average will be accepted for transfer subject to the following conditions:

1. The Associate of Arts degree must include the following courses:

- |                                              |                   |
|----------------------------------------------|-------------------|
| A. English Composition                       | 6 semester hours  |
| B. Arts and Humanities<br>(including speech) | 12 semester hours |
| C. Math (College Algebra or above)           | 3 semester hours  |
| D. Social Sciences                           | 12 semester hours |

E. Lab Sciences	8 semester hours
F. Physical Education	2 semester hours

<b>Total core</b>	<b>43 semester hours</b>
<b>Electives (minimum number)</b>	<b>19 semester</b>

<b>TOTAL FOR A.A. (Minimum)</b>	<b>62 semester hours</b>
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2. Developmental course grades will not be computed in the cumulative grade point average for purposes of admission.
3. Courses taken to satisfy A.A. degree requirements must have a "C" or better in order to transfer.
4. Degree and program requirements (catalog rights) for students who transfer under this agreement will be determined in the same manner as if their initial enrollment has been at Henderson State University.
5. Henderson State University will provide ASU-Newport with copies of catalogs/curricular requirements as they are published.
6. ASU-Newport will provide Henderson State University with current copies of catalogs/curricular requirements as they are published.
7. Calculation of overall GPA for purposes of graduation and awarding of honors is left to the discretion of Henderson State University.
8. Information regarding both the Henderson Community College Transfer Scholarship and the Community College President's Scholarship will be made available to students while attending ASU-Newport.

## OTHER INSTITUTIONS

ASU-Newport also works closely with the University of Central Arkansas, Harding University, and other Arkansas higher education institutions to facilitate the transfer process.



**ORGANIZATION AND PERSONNEL  
AT  
ARKANSAS STATE UNIVERSITY  
NEWPORT CAMPUS**

## THE INSTITUTION

Arkansas State University-Newport has been in continuous operation for more than twenty (20) years. During this time it has been known by four different names:

1. White River Vocational Technical School (1974)
2. White River Technical College (1991)
3. Arkansas State University-Beebe/Newport (1992)
4. Arkansas State University-Newport (1997)
5. Arkansas State University-Newport (2000)  
[stand alone status initiated]

The Institution operates under the policies of the Board of Trustees and President of Arkansas State University, whose main campus is at Jonesboro.

Since its foundation in 1974, Arkansas State University-Newport has provided course work in certificate programs. Act 1244, enacted by the General Assembly in 1991, established the merger of White River Technical College and Arkansas State University-Beebe to create Arkansas State University-Beebe/Newport. This merger allowed Arkansas State University-Newport to offer course work for certificate programs, associate degrees, and transfer to four-year institutions. ASU-Newport is now a stand-alone institution in the Arkansas State University System.

The campus is located 40 miles southwest of Jonesboro and 55 miles northeast of Beebe. Arkansas State University-Newport serves a large rural population with students attending from over eight (8) counties. The campus is currently making many physical changes and will continue to expand within the next few years.

As changes occur in the campus, the student body, or the course offerings, the priorities---quality teaching and attention to the individual student--- remain the same. The philosophy of Arkansas State University-Newport is stated in the following language:

The essential purpose of Arkansas State University-Newport is to provide a two-year postsecondary program of education responsive to the needs of the clientele. The faculty and staff share a commitment to the belief that both traditional and non-traditional students should be given a continuing opportunity for development and extension of their skills, knowledge, and awareness of their role in society. Arkansas State University-Newport realizes this primary objective as students (1) enter the university, (2) find programs compatible with their goals, (3) persist in college until their goals are obtained, and (4) subsequently become responsible members of society.

Arkansas State University-Newport is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools. This assures recognition among institutions of higher education and facilitates transfer of academic credit. With Association standards to meet or exceed, the faculty and staff are constantly challenged to seek excellence and to remain responsive to the needs of the students and the community

# ORGANIZATION OF THE UNIVERSITY

## Board Of Trustees

### Term Expires

Richard E. Bell, Stuttgart .....	January 2007
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

## Officers Of The Board

Richard E. Bell, Stuttgart .....	Chairman
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  
 (870) 512-7851

### **Bob Stiger, 1975**

*Vice Chancellor for Fiscal Affairs*

B.S., Harding University  
 (870) 512-7801

### **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  
 (870) 512-7841

### **Mary Robertson, 1984**

*Vice Chancellor for Student Affairs*

B.S.E., Arkansas State University  
 M.S.E., Arkansas State University  
 (870) 512-7812



## Instructional Staff

**Margaret R. Berry, 1975**

A.A., Williams Baptist College  
B.S., University of the Ozarks  
M.S.E., Arkansas State University  
(870) 512-7809

*Assistant Professor  
Business Education*

**Jayne Black, 1988**

B.S.E., Arkansas State University  
M.S., Arkansas State University  
(870) 512-7868

*Assistant Professor  
Mathematics*

**Frank Boehm**

A.A.S. Arkansas State University Newport  
FAA Commercial Single & Multi Engine Land  
FAA Certified Flight Instructor Instrument  
FAA Multi-Engine Instructor

*Instructor  
Aviation*

**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  
(870) 512-7891

*Instructor  
Computer System Technology*

**Paula Breckenridge, 1997**

A.S.N. North Arkansas Community College  
B.S.N., Mississippi University for Women  
(870) 512-7833

*Director  
PN*

**Zandra Brockway, 1997**

B.A., Harding University  
M.Ed., Harding University  
Reading Specialist  
(870) 512-7830

*Assistant Professor  
English*

**H. Brady Campbell, 1999**

C.D.L.  
(870) 512-7887

*Instructor  
Commercial Driver Institute*

**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  
(870) 512-7810

*Instructor  
Speech/Theater*

**Duane E. Doyle, 1993**

B.S., Arkansas State University  
M.S., Arkansas State University  
(870) 512-7863

*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  
(870) 512-7814

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*Instructor*

*Adult Education*

*Prison Liaison*

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*Adult Education*

*Prison Liaison*

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*Director of Admissions/ Registrar*

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Secretarial Certificate

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*Learning Center*

**Melissa Watson, 2002**

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*Administrative Assistant*

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**Hope Cooper** *Secretary II*

**Kenneth Cox** *Custodial*

**Willie Foust** *Maintenance Repairman*

**Otis George** *Maintenance Repairman*

**V. Sue Henderson** *Secretary II*

A.G.E.: Arkansas State University

A.A.; Arkansas State University

A.A. CIS; Arkansas State University

**Terry Larson** *Secretary II*

**Phyllis Loftin** *Secretary II*

**James Moody** *Grounds Maintenance*

**Camille Murray** *Student Coordinator for Truck Driving*

**Theda Neldon** *Academic Technician II*

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A.A.S./Computer Information Systems, ASU

**Freda Outlaw** *Secretary II*

Administrative Secretarial Certificate

**Charles Patterson** *Physical Plant Supervisor*

**Edward Sharp** *Academic Technician I*

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**Nancy Taylor** *Custodial*

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Office Occupations Certificate

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M.S.E., Arkansas State University

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B.A., Harding University  
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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



## **APPENDIX**

## STATE MINIMUM CORE (35 hours)

State policy requires all state universities to accept Arkansas State University-Newport's core courses in transfer. Students who have completed Arkansas State University-Newport's State Minimum Core should be recognized as having completed the State Minimum Core curriculum at the transfer university.

### HOURS      COURSE

9	English/Communication	
	ENG	1003    Freshman English I
	ENG	1013    Freshman English II
	SPCH	1203    Oral Communications
3	Math*	
	MATH	1023    College Algebra
		(a higher level mathematics course for which college algebra is a prerequisite)
8	Science**	
	BIOL	1001    Biological Science Lab
	BIOL	1003    Biological Science
	PHSC	1201    Physical Science Lab
	PHSC	1203    Physical Science
	BOT	1101    Biology of Plants Lab
	BOT	1103    Biology of Plants
	BIOL	2101    Microbiology Lab
	BIOL	2103    Microbiology
	ZOOL	1304    General Zoology I
	ZOOL	1314    General Zoology II
	ZOOL	2001    Human Anatomy and Physiology I Lab
	ZOOL	2003    Human Anatomy and Physiology I
	ZOOL	2011    Human Anatomy and Physiology II Lab
	ZOOL	2014    Human Anatomy and Physiology II
	CHEM	1011    General Chemistry I Lab
	CHEM	1013    General Chemistry I
	CHEM	1021    General Chemistry II Lab
	CHEM	1023    General Chemistry II
	PHYS	1014    Applied Physics for Health Science
	PHYS	2054    General Physics I
	PHYS	2064    General Physics II
	PHYS	2074    Fundamental Physics I
	PHYS	2084    Fundamental Physics II

- 3 Fine Arts/Humanities
  - ART 2503 Fine Arts-Visual
  - MUS 2503 Fine Arts-Musical
  - THEA 2503 Fine Arts-Theatre
- 3 World Literature
  - 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
- 3 Social Sciences\*\*\*
  - HIST 2083 The United States to 1876
  - HIST 2763 The United States Since 1876
  - POSC 2103 Introduction to US Government
- 3 World Civilization
  - HIST 1013 World Civilization to 1660
  - HIST 1023 World Civilization since 1660
- 3 From the following:
  - HIST 1013 World Civilization I
  - HIST 2083 The United States to 1876
  - HIST 2763 The United States Since 1876
  - POSC 2103 Introduction to United States Government
  - GEOG 2613 Introduction to Geography
  - GEOG 2603 World Regional Geography
  - SOC 2213 Principles of Sociology
  - PSY 2013 Introduction to Psychology

\* Institutions may require students majoring in math, engineering, science and business to take higher math as part of the State Minimum Core.

\*\* Institutions may require students majoring in math, engineering, science, education, and health related professions to take higher or specific science courses as part of the State Minimum Core.

\*\*\* Institutions may require students majoring in engineering either to take six hours of humanities and social sciences at the junior/senior level or to substitute an additional six hours of higher math and/or additional science as part of the State Minimum Core.

Courses taken as part of the core may not fulfill major requirements or electives.

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