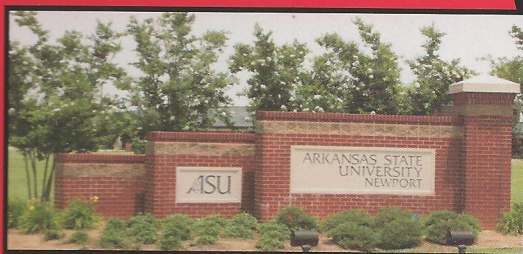


# 2009-2010 Catalog



*"Great Places to Start"*



Arkansas State University-Newport



ASUTC—Marked Tree



ASUTC—Jonesboro

# ASU—Newport

# **ARKANSAS STATE UNIVERSITY-NEWPORT**

## **CATALOG & STUDENT HANDBOOK**

**2009-2010**

**7648 Victory Blvd.  
Newport, AR 72112  
(870) 512-7800  
(800) 976-1676  
Fax: (870) 512-7825**

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



### Message from the Chancellor

Arkansas State University-Newport is your community college. The experienced faculty, staff and administration at ASU-Newport are all committed to your success. We are excited that you are considering or better yet, already attending ASU-Newport. We look forward to providing an environment that helps you build a firm foundation that fulfills your educational goals. Knowing we have made a difference in a student's life is our greatest reward.

In today's workplace, job skills are the key to success. ASU-Newport provides programs that will help you develop the job skills that you will need to enter the workforce, as well as programs that provide transferable credits, which will prepare you for further study at a four-year institution.

ASU-Newport serves students with:

- a variety of student activities
- affordable tuition
- convenient parking
- easy access with campuses in Newport, Jonesboro and Marked Tree
- innovative educational programs

ASU-Newport is a great place to start your education! We look forward to welcoming you to our campuses.

Sincerely,

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

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## **MISSION STATEMENT**

Arkansas State University-Newport's mission is to provide:

- Integrity of Programs and Services;
- Affordable Life Long Learning; and
- Enhanced Quality of Life

in the Diverse Community we serve.

## **Equal Opportunity/Affirmative Action**

ASU-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 ASU-Newport are accessible to the handicapped. Any questions regarding this policy should be addressed to: Equal Opportunity/Affirmative Action, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112. (870) 512-7800.

## **Policy Statement**

Policies and procedures stated in this catalog from admission through graduation require continuing evaluation, review, and approval by appropriate University officials. All statements reflect policies in existence at the time this catalog was printed, 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. ASU-Newport reserves the right to require a student to withdraw from the University for cause at any time.

## **UNIVERSITY GOALS**

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

1. To provide an academic environment which will motivate and enable students from diverse backgrounds to achieve their educational goals.
2. To promote institutional development which will attract new enrollment and retain quality students.
3. To strengthen student commitments to life-long learning, career development and community leadership.
4. To expand the role of the institution in the economic development of the Arkansas Delta Region.
5. To strengthen collaboration and working partnerships with other education service providers, business and industry employers, and community members.
6. To secure additional funding for institutional development and advancement from state, local, and private sources.
7. To expand and improve physical and technological facilities of the institution.
8. To ensure integrity and quality in all areas of institutional performance.
9. To provide continuous communication and accountability to the multiple constituency groups served.

### **BOARD OF TRUSTEES**

It is the purpose of the Board of Trustees for 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.

#### **Board Of Trustees**

	<b>Term Expires</b>
Mike Medlock, Jonesboro	January 2010
Florine Tousant Milligan, Forrest City	January 2011
Howard Slinkard, Rogers	January 2012
Ron Rhodes, Cherokee Village	January 2013
Mike Gibson, Osceola	January 2014

#### **Officers of the Board**

Mike Medlock, Jonesboro	Chair
Florine Tousant Milligan, Forrest City	Vice Chair
Howard Slinkard, Rogers	Secretary

### **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)

**CERTIFICATIONS**

Nursing

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

National Automotive Technicians Education Foundation  
101 Blue Seal Drive, Suite 101  
Leesburg, Virginia 20175

Arkansas State Board of Cosmetology  
101 East Capitol Avenue, Suite 108  
Little Rock, Arkansas 72201

Arkansas Department of Health  
Section of EMS & Trauma Systems  
5800 West 10th Street, Suite 800  
Little Rock, AR 72204

Committee on Accreditation of Educational Programs  
for the Emergency Medical Services Professions  
1248 Harwood Road  
Bedford, TX 76201  
(817) 283-9403



**INSTITUTIONAL MEMBERSHIPS**

American Library Association  
50 East Huron Street  
Chicago, IL 60611-2795

AACC  
American Association of Community College  
PO Box 75263  
Baltimore, MD 21275

AAACL  
Arkansas Association for Assessment of Collegiate Learning  
Arkansas State University  
PO Box 1090  
State University, AR 72467

AACUBO  
Arkansas Association of College & University Business Officers

ACSS  
Arkansas Council on Student Services  
PO Box 9412  
Magnolia, AR 71754-9412

AIRO  
Arkansas Institutional Research Organization  
Arkansas Technical University  
1506 N. Boulder Avenue  
Russellville, AR 72801-2222

ARKACRAO  
Arkansas Association of Collegiate Registrars & Admissions Officers

ARK-AHEAD  
Arkansas Association on Higher Education & Disability  
PO Box 250914  
Little Rock, AR 72225-0914

Arkansas Association of  
Student Financial Aid Administrators

**INSTITUTIONAL MEMBERSHIPS, CONTINUED**

Arkansas Association of Two-Year Colleges  
1400 West Markham, Suite 402  
Little Rock, AR 72201

Arkansas College Personnel Association  
U of ARK at Little Rock  
2801 South University-Ross Hall  
Little Rock, AR 72204

Arkansas State Chamber of Commerce  
1200 W Capitol  
PO Box 3645  
Little Rock, AR 72203-3645  
[www.statechamber-aia.dina.org](http://www.statechamber-aia.dina.org)

Arkansas Trucking Association  
PO Box 3476  
Little Rock, AR 72203  
[www.arkansastrucking.com](http://www.arkansastrucking.com)

College Survey of Student Engagement  
The University of Texas at Austin  
Community College Leadership Program  
1 University Station D5600  
Austin, TX 78712-0378

Council of North Central Two-Year Colleges  
200 East McCarty, Ste. 101  
Jefferson City, MO 65109

Jonesboro Regional Chamber of Commerce  
PO Box 789  
Jonesboro, AR 72403-0789

NACEP  
National Alliance Concurrent Enrollment Partnership, Inc.  
5800 Godfrey Road  
Godfrey, IL 62035

**INSTITUTIONAL MEMBERSHIPS. CONTINUED****NACUBO**

National Association of College & University Business Officers  
1110 Vermont Avenue, N.W.  
Suite 800  
Washington, DC 20005

**NASFA**

National Association of State Facilities Administrators  
PO Box 11910  
Lexington, KY 40578-1910  
[www.nasfa.net](http://www.nasfa.net)

**NCIA**

Department of Educational Administration  
141 Teachers College Hall  
P.O. Box 880360  
University of Nebraska-Lincoln  
Lincoln, NE 68588-0360

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

**NISOD**

National Institute for Staff & Organizational Development  
Community College Leadership Program  
College of Education  
The University of Texas at Austin  
1 University Station, D 5600  
Austin, TX 78712-0378  
[www.nisod.org](http://www.nisod.org)

Southern Growth Policies Board  
Associate Member Program  
PO Box 12293  
Research Triangle Pk, NC 27709

# **FISCAL AFFAIRS**



**TUITION AND FEES**

Student fees are payable at the time of registration. Students are expected to 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.

The current tuition and fees are:

Tuition Per Credit Hour.....	\$75
Tuition Per Credit Hour (out-of-state).....	\$126
Off Campus (prison and concurrent).....	\$80
Quality Improvement Fee (per credit hour).....	\$ 5
Lab Fee (per lab).....	\$20
Additional Online Class Fee (per credit hour).....	\$10
NET Test .....	\$30
ACT Fee.....	\$30
COMPASS Fee.....	\$30
GAP-RN pre-entrance Exam.....	\$30
Nursing Fee.....	\$70

**OUTSTANDING ACCOUNT BALANCE PROCEDURES**

Students are responsible for all tuition and fees which are due and payable upon registration of classes unless a student has qualified for financial aid. Monthly statements are mailed to all students who have an outstanding account balance. Students with any balance on their account at the end of the term are placed on financial hold by the business office. This hold prevents the student from registering for another term until they can resolve their current balance.

If the student plans to graduate and they owe on their account, the registrar's office will contact the student and request that they contact the business office in regard to their account before they graduate.

If any student continues to have an outstanding balance after a term, the balance will be considered delinquent, and unpaid charges may be subject to collection agency costs, attorney fees, credit bureau reporting, or state income tax attachment (ACT 372 of 1986 as amended).

**REFUND OF TUITION AND FEES SCHEDULE**

The refund schedule applies to the total tuition and fees charged.  
The refund schedule is:

**Fall and Spring Semester**

First Week.....	100%
Second and Third Week.....	60%
Over three weeks.....	None

**Driver Training Institute Refund policy is: 100% of the tuition will be refunded if the student leaves during the first eight days of enrollment. Thereafter, no refund will apply.**

**Summer Five-Week and Eight-Week Terms**

First Week.....	100%
Thereafter.....	None

**NOTICE: The STUDENT is responsible for all tuition and fee charges whether they attend class or not. Non-attendance of classes does not automatically drop/withdraw you from classes. Proper procedures for drop/withdrawal must be followed. Please see page 14 of the catalog for instructions on withdrawing from a class.**

**TUITION WAIVER FOR SENIOR CITIZENS**

Arkansas residents who are 60 years of age or older are entitled to attend college credit classes at ASU-Newport without a tuition charge. This includes:

- Tuition - \$75 per credit hour on campus
- Tuition - \$80 per credit hour off campus

This waiver does NOT apply to non-credit course tuition, bookstore items, or any fees collected by the University.

Proof of age must be presented at the time of registration.

## **WITHDRAWALS**

### **Withdrawing From The University (Withdrawal from all courses for a semester)**

A student withdrawing from ASU-Newport must obtain a Withdrawal Form from the Registrar's Office and have it processed by the appropriate ASU-Newport officials, including the Director of Admissions/Registrar and the Counselor's Office. Refunds will be made when applicable according to the Refund of Tuition and Fees Schedule which appears in this section of the catalog.

Proper withdrawal will protect the student's academic records by enabling them to receive grades of "W" in all courses. Students considering withdrawal from the University are strongly encouraged to consult with the counseling staff before doing so. The Withdrawal Form must be processed in full and returned to the Director of Admissions/ Registrar's Office in order for the student to be officially withdrawn from all courses.

### **Withdrawing From An Individual Course/Courses**

A student withdrawing from an individual course (or courses) must obtain a Change of Schedule form from the Registrar's Office. If withdrawing from more than one course, the student must obtain a separate Change of Schedule form for each course from which they intend to withdraw. The student can also withdraw online (see the online section on distance education).

The student should have the forms processed by the Financial Aid Office and then returned to the Office of Admissions/ Registrar in order for the student to be officially withdrawn from the course.

### **Student Activated for Military Service**

Arkansas code 6-61-112 provides the following for students called into full-time military duty during an academic semester.

(a) When any person is activated from full-time military service during a time of national crisis and therefore is required to cease attending a state-supported postsecondary educational institution without completing and receiving a grade in one or more courses, the following assistance shall be required with regard to courses not completed.

(1) Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution.

(A) Proportionate refunds of room, board, and other fees which were paid to the institution shall be provided to the student, based on the date of withdrawal.

(B) If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.

(2) If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses.

(b) When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

(c) A student activated during the course of a semester shall be entitled, within a period of two years following deactivation, to free tuition for one semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

To prevent students who are receiving veteran's benefits from being penalized and having to repay such benefits, students activated during an academic semester who have not completed sufficient course requirements for the awarding of a grade must withdraw from the university. Students should contact the VA representative in Student Services immediately upon notification of activation to initiate the withdrawal process.



**ARKANSAS STATE UNIVERSITY-NEWPORT**  
**SAFETY GUIDELINES**

It is the intention of ASU-Newport's administration to provide a safe and healthy environment that is conducive to learning. Safety will take precedence over expediency of shortcuts. ASU-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. ASU-Newport considers no phase of the operation more important than the health and safety of the student body. ASU-Newport's buildings, streets, and grounds are constructed according to the rules and laws of the State of Arkansas. ASU-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.

**TOBACCO POLICY**

The smoking policy for ASU-Newport is as follows:

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

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 White River Hall, the breezeway between Walton Hall and the Student/Community Center and the patio area off the Medallion Dining Room of the Student/Community Center.
6. Tobacco products are prohibited in any building on the ASU-Newport Campus.

### **TRESPASSING POLICY**

ASU-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.

### **Campus Sex Crimes Prevention Act Information**

The Campus Sex Crimes Prevention Act (section 1601) and {(42 U.S.C., 14071j and 20 U.S.C., 1902 (f) (1) (I)} is a federal law enacted on October 29, 2000 which provides for the tracking of sexual offenders enrolled at or employed by institutions of higher education. This federal law requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. This law further requires that institutions of higher education issue a statement advising the campus community of the availability of this information.

Information regarding any and all registered sex offenders on the campus of ASU-Newport may be obtained from the following department:

Newport Police Department  
616 2nd Street  
Newport, AR 72112  
(870) 523-2722

For detailed information, visit [www.asun.edu](http://www.asun.edu) and link to student services, then the University page.

# **ACADEMIC AFFAIRS**



### **ASU-NEWPORT CALENDAR** **2009 - 2010**

ASU-Newport is closed on the following recognized holidays: Christmas Eve, Christmas Day, New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, and additional days as set forth by the Governor of Arkansas or University Officials. Some holidays are not observed on the day they actually occur because they fall on a Saturday or Sunday. The schedule will be adjusted accordingly when this occurs.

#### **FALL 2009**

Through August 23 (Su).....Online Enrollment /Change of Schedule  
 August 24-28 (M-F)...Reg./Change of Sch. Available through Admissions  
 August 17 (M).....Faculty Return to Campus  
 August 24 (M).....Regular Classes Begin/Online Classes Available  
 September 7 (M).....Labor Day Holiday Observed  
 October 19-20 (M-T).....Fall Break  
 November 2 (M) - December 10 (R).....Open Registration for Spring  
 November 25-27 (W-F).....Fall Break/Thanksgiving Holidays  
 November 24 (T).....Last Day to Drop Classes/Withdraw from School  
 November 30- December 4 (M-F).....Online Class Final Exams  
 December 4 (F).....Last Day of Class  
 December 7-11 (M-F).....In Class Final Exams  
 December 14 (M).....Grades Due in Admissions

#### **SPRING 2010**

January 4-8 (M-F).....Open Registration/Change of Schedule  
 January 4 (M).....Faculty Return to Campus  
 January 11 (M).....Classes Begin/Online Classes Available  
 January 11-15 (M-F).Reg./Change of Sch. Available through Admissions  
 January 18 (M).....Martin Luther King, Jr.'s Birthday Observe  
 March 22-26 (M-F).....Spring Break  
 April 5 (M).....Fall/Summer Registration Begins  
 April 16 (F).....Last Day to Withdraw  
 April 19-23 (M-F) .....Online Class Final Exams  
 April 26 (M).....Last Day of Class  
 April 27-May 3 (T-M).....In Class Final Exams  
 May 4 (T).....(by 4:00 pm).....All Grades Due  
 May 7 (F).....(7:00 pm).....Commencement

**SUMMER 2010****FIRST SUMMER TERM 2010****(May 11- June 29)**

Through May 11 (T).....Registration  
May 11 (T).....Classes Begin  
June 28 (M).....Last Day to Withdraw/Last Day of Class  
June 29 (T).....Final Exams

**SECOND SUMMER TERM 2010****(July 1 - August 12)**

Through July 1 (R).....Registration  
July 1 (R).....Classes Begin  
July 5 (M) .....Independence Day Holiday Observed  
August 11 (W).....Last Day to Withdraw/Last Day of Class  
August 12 (R).....Final Exams

### **ADMISSIONS STATEMENT**

ASU-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, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112. Persons wishing to telephone the Admissions Office may call (870) 512-7800 or 1-800-976-1676, Fax: (870) 512-7825 or the web site: [www.asun.edu](http://www.asun.edu)

### **APPLYING FOR ADMISSION**

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

1. An application for admission.
  2. American College Test (ACT, SAT, or Compass) Student Profile Report. (In accordance with state law, scores are required for placement in math, English, and reading.) Scores cannot be older than five years.
  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 (2) measles.
- (Arkansas state law requires all students to provide proof of two separate immunization dates.)

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

## **ADMISSIONS CATEGORIES**

ASU-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 accredited 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 received 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 for Academic Affairs. Students admitted in this category are:

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

All students enrolled under conditional admission must take all required remedial courses during their first 15 hours at the University. During subsequent enrollment terms, students who were granted conditional admission will be subject to University policy as outlined in the Academic Probation and Suspension section of this catalog.

### **3. Special Students\***

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



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

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

High school students who have a "B" average (3.00 on 4.00 scale) and appropriate ACT scores may enroll as full-time university students at ASU-Newport during the summer session.

##### **B. Concurrent Enrollment:**

High school students who meet the prescribed criteria adopted by the Arkansas Higher Education Coordinating Board (AHECB) and appropriated test scores may enroll in university courses while in high school when the combined enrollments do not exceed a normal academic load.

#### **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. An Application for Admission should be filed along with an official transcript from the institution to which the credit should be sent as well as immunization records.

#### **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 5 year 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:

- A. Separation from all academic institutions for at least five years and then,
- B. Formal application filed with the Director of Admissions and Registrar.

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

## **7. Admission and Enrollment of International Students\***

In addition to regular procedures, special conditions apply to the admission and enrollment of international students. Requirements, include a minimum TOEFL (Test of English as a Foreign Language) score of 500 on paper test or 173 on computer based test, proof of immunization and proof of financial resources. The completed application and all supporting documentation must be received in the Admissions Office at least two (2) months prior to the desired enrollment date. There are no university funds available for financial aid to international students. Complete details of special admissions and enrollment procedures are available from the Director of Admissions/Registrar's Office.

**\*NOTE - NOT APPROVED FOR VETERANS TRAINING.**

## **STUDENT CLASSIFICATION**

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

## **STUDENT ACADEMIC LOAD**

The maximum academic load shall not exceed 18 hours per semester in fall or spring, and 14 hours in the summer term without special approval from the Vice Chancellor for Academic Affairs. Courses taken concurrently at other institutions will be considered in calculating the maximum load.

## **REGISTRATION**

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

## **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.

### **CHANGES IN SCHEDULE/WITHDRAWAL FROM A COURSE**

Changes in a student's schedule will be made without charge. Students will be permitted to change schedules during the times listed on each course schedule. A student withdrawing from a course must get a Change of Schedule/Withdrawal form from the Director of Admissions/Registrar's Office. (The student can also withdraw online, **except for the last course** (see online section on distance education) during the first week of classes. The student must then obtain a signature from the Counselor and bring the withdrawal form back to the Director of Admissions/Registrar's Office in order to be officially withdrawn and to avoid receiving an "F" in the course.

**Students enrolled in a Lab course must withdraw prior to their last lab class meeting. Withdrawals from courses other than labs must be made the day before final exams begin.** Change of schedule forms may be obtained in the Director of Admissions/Registrar's Office.

**Students who cease to attend classes without processing an official withdrawal, or who do not complete the withdrawal process will automatically receive an "F" in the course(s) in which they are enrolled.**

### **ATTENDANCE POLICY**

It is the practice of ASU-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.

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

### **INCLEMENT WEATHER POLICY**

ASU-Newport remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the college. Regional and local news media will publicize the closing or you can go to our website at [www.asun.edu](http://www.asun.edu) and click on ASUN weather. 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. Transcripts will not be issued if the student has past due financial obligations to ASU-Newport or is on academic hold.

### **GRADING SYSTEM**

Letter grades are used to indicate the following qualities:

A	=	Excellent		
B	=	Good	P	= Pass (a C or better)
C	=	Satisfactory	NP	= Not Pass
D	=	Poor	AU	= Audit
F	=	Failure	AS	= Advanced Standing
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.**

### **TRANSFER CREDIT POLICY**

Students who present transcripts of college-level credit from regionally accredited and international institutions may receive credit toward a degree on any passing grade and the subjects are determined to be applicable toward requirements for a degree in the university.

The total number of credit hours of accepted college-level work will be entered on the student's permanent academic record; however, the transfer credit hours will not be included in the cumulative grade point average reflected on the transcript of academic record.

The Arkansas Department of Higher Education (ADHE) has a web link (<http://www.adhe.edu>) that contains information about the transferability of courses within Arkansas public colleges and universities called the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Students need to contact the receiving institution as to transferability and applicability for specific degree requirements. Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by

going to the ADHE website (<http://www.adhe.edu>), selecting "Course Transfer", and following the instructions.

**STUDENTS MUST BE ENROLLED AS DEGREE CANDIDATES AT ASU-NEWPORT IN ORDER TO HAVE THE NUMBER OF TRANSFER HOURS ADDED TO THEIR ASU-NEWPORT PERMANENT RECORD.**

### **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 falls below 2.00. The student will be removed from academic probation at the close of any enrollment period in which the student's cumulative grade point average is 2.00 or higher.

Students on academic probation will be placed on academic suspension when their cumulative and current semester GPA are **both** below a 2.00. Any student placed on academic suspension will not be allowed to enroll the following semester.

A student who has been academically suspended may petition for readmission (after sitting out the semester following the semester in which they were suspended) by:

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

### **REPETITION OF COURSES**

Students may repeat up to 18 semester hours in which grades of "D" or "F" were earned and have only the last grade counted in computing the cumulative grade point average, although all grades will remain on the permanent record.

The "Repetition of Courses" policy applies only to coursework repeated at the institution where the course was initially taken.

**\*\*\*Developmental courses are not included in this policy.\*\*\***

### **NON-TRADITIONAL CREDITS (MAXIMUM 30 HOURS)**

Upon successful completion of a minimum of six credit hours with ASU-Newport, a student may receive credits through non-traditional methods upon evaluation by the Registrar. A student must petition the Registrar in writing as to the specific courses for which they wish to receive credit, with a rationale as to why credit should be given for each course. 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.

### **ADVANCED STANDING CREDITS**

Credits may be earned through advanced standing by either testing or through non-traditional methods mentioned in this catalog. Advanced standing tests are available for some courses on campus. Please check with the Registrar for details.

To receive the credits, students need to fill out an advanced standing credit form and attach documentation (results of the test or the non-traditional credit petition). Upon evaluation of the attachments, the Registrar may award credit(s). The grade on the student transcript for any course credited in this manner will be "AS" (advanced standing). Any course credited on the student's transcript by advanced standing will be grade neutral.

### **INTENT TO GRADUATE**

Students intending to graduate at the end of a fall semester (December) must complete an Intent to Graduate form, sign it and submit it to Admissions **NO LATER** than September 30.

Students intending to graduate in the spring semester and/or summer must submit the form **NO LATER** than March 1.

The form is available on-line at [www.asun.edu](http://www.asun.edu) or in the Admissions Office at each campus, i.e. ASU-Newport, ASU Technical Center-Marked Tree and ASU Technical Center-Jonesboro. It can be mailed, faxed, or brought to the Admissions Office.

Failure to submit the form on time will cause the student's name to not be listed in the graduation program and result in delays of processing diplomas.

### **COURSE REPETITION FOR VA STUDENTS**

G.I. Bill recipients may repeat a course only if the previous grade is not accepted by the school or program. However, if the school or program accepts the previous grade as passing, then repeating the course will be paid by the student.

### **CREDIT BY EXAMINATION**

#### **College Level Examination Program (CLEP)**

ASU-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 ASU-Newport for a full summer or a spring or fall 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 ASU-Newport. 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.

### **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 advanced standing or advanced placement-credit. ASU-Newport awards AP credit for several courses. A list of the courses and minimum AP score for credit can be obtained from the Office of Admissions/Registrar.

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 ASU-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 ASU-Newport for a full summer or semester.

### **MILITARY CREDIT**

Military evaluation credits may be awarded to ASU-Newport degree-seeking students who are properly admitted and have earned credit at ASU-Newport. Credits will be awarded for comparable ASU-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. All request must be made in person or in writing to the Director of Admissions/Registrar's office.

### **AUDITING COURSES**

Students are permitted to audit courses at ASU-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 ASU-Newport catalog in effect when they first enrolled. If enrollment has not been continuous, they may graduate under the current catalog or the first catalog of their continuous enrollment. Students who have been out of school no more than two consecutive semesters and can finish their program with no more than twelve hours may continue under the catalog under which they originally entered. **DURING THE SEMESTER THE STUDENT COMPLETES THEIR DEGREE REQUIREMENTS, STUDENTS MUST BE ENROLLED IN AT LEAST ONE CREDIT HOUR AT ASU-NEWPORT.** Students must have earned at least 12 credit hour-sat ASU-Newport to receive a degree or a technical certificate with a cumulative GPA of 2.0. 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.

### **ACADEMIC DISTINCTION**

Academic achievement is recognized in the following ways at ASU-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 ASU-Newport.
4. At Commencement, graduates who have a cumulative 3.8 GPA will be awarded the Chancellor's Award for Academic Excellence.

### **RECORDS POLICY**

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

Public information includes the following data: full or part-time status, classification (freshman, sophomore, etc.), degrees, date degrees were conferred,

terms enrolled, name, picture, address, and telephone number. 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. ASU-Newport staff with legitimate need for access to information.
2. Federal, state, and local officials as specified by law.
3. Research and accreditation representatives.

ASU-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 ASU-Newport, the procedure for gaining access to records, and the procedure for challenging the contents of those records.

### **IDENTIFICATION CARDS**

Students may get an ASU-Newport Student ID at the Library. This card must be shown for check cashing, for identification purposes, and to check out library materials. Student ID Cards are property of the university and are subject to being revoked in the case of abuse. Students must present a valid driver's license or other official form of identification in order to obtain an ID, and must be enrolled in the current semester.

### **HEALTH OR SAFETY EMERGENCY**

In an emergency, FERPA permits school officials to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (34CFR\$ 99.31 (A)(10) AND \$ 99.36) This is exception to FERPA's

general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. In addition, the Department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

### **DISTANCE EDUCATION**

You can find information about the online courses ASU-Newport offers at [www.asun.edu/online](http://www.asun.edu/online). Online courses are equivalent to the traditional courses taken on the ASU-Newport college campus; however, online courses remove the barrier of time and distance and allow students to learn while keeping up with today's busy lifestyles.

For a course to be considered an online course, eighty percent of the course must be delivered online. While many courses are conducted entirely online, a few instructors may require some tests, such as the midterm or final, to be taken on campus. Contact the course instructor for details regarding the course meeting requirements.

Because an online course environment is a different structure than the traditional classroom environment, an online student must have some particular skills. The student must be highly motivated and self-disciplined. It is important for online students to have good reading skills and the ability to understand computers and follow written instructions in order to be successful in an online course.

Participation is the core element in an online course. Because there is no physical classroom setting, interaction with other students and the instructor take place through the discussion board, announcements, email, and chat rooms. Unlike the classroom, instructors will not be able to tell if you are confused or if clarification is needed by facial expressions or body language, therefore online students must ask questions.

#### **To login to the Portal use the following instructions:**

To gain access to online classes or material that is available to students online, a student will need to login to the Portal using the following instructions: Please go to <https://portal.asun.edu/> directly or click on the My ASUN Portal link on our main page. In order to access the portal the student must activate their email account (portal and email use the same account).

#### **There are two ways to activate your email account:**

1. Click on the My ASUN Portal link on the ASUN home page
  - a. Click on the Student Account link that is on the left hand side about midway of the page
  - b. Click on the link under the "Activating Your Account"
  - c. You will be asked to accept the computer use policy for the campus

- d. You will be asked to enter your first name, last name, campusid, password of your choice, and the year you graduated high school
  - e. Once the information is entered and you click submit you will see what your email address is. **Important:** This email address will be used for the username of the portal as well as your email account. So be sure to verify it is correct.
2. Go to [www.asun.edu](http://www.asun.edu)
    - a. Click on student information menu at the top
    - b. Click student email
    - c. Click activate your student email account and follow the instructions

### **Actually Logging into the Portal:**

After your email account has been activated you should be able to log in to the portal.

The Portal Help button will give you more detailed instructions if you need them.

If the student still cannot log in then there may be something wrong with that particular student's account.

Please contact Tamya Stallings at 870-512-7822 or Debbie Keyton at 870-512-7847 in this case.

Note: if you are a returning student your password has not changed from the past semester

### **Adding and dropping a course:**

A course may be added or dropped (**can't drop last class on line**) online through first week of classes accomplish this login to the My ASUN Portal. Click on the Academics Tab, Click on the Campus Connect student link on the left hand side. Then click on Add/Drop courses. You will choose what semester you wish to add and what department the course is in. Then click on the add button to add the class to your schedule. To drop a class, the student must click on the drop button next to the class on your schedule.

After classes have begun it is best not to make any changes but if it is necessary then you must follow the procedure outline below to make sure that the proper officials at the campus are aware of the changes.

First contact the Admissions office and obtain the proper paperwork and ask the admission office to forward the paperwork to the other offices on campus. The process is not complete until you hear back from admissions. A student who officially drops a course before "The last day to withdraw date" will receive a 'W' for the course.

# **LIBRARY**



## **LIBRARY**

The ASU-Newport Library serves as a center of learning for the institution. Library services are available to students, faculty, staff, and community patrons.

Students have access to books, the Internet, online databases, and E-books. For remote access of databases, contact library staff for login and password information. Interlibrary loan is available to students, faculty, and staff. This service allows users to borrow materials that are not owned by the ASU-Newport Library.

Many textbooks are in our Reserve Collection. These books are available for in-library use.

There are 12 computers in the Library commons area, plus an additional 73 computers in the 3 Learning Center Computer Labs. The Library also has lap-top computers that students can borrow and use in the library.

**Students must have a Student ID to borrow materials.**

## **DISTANCE EDUCATION LIBRARY SERVICES**

Some of the library's online databases can be accessed with a password, and the online catalog is Internet accessible. The library staff will answer reference questions submitted by telephone or email. If possible, distance education students should visit the library in person to take full advantage of the library's materials and services.

## **THE LEARNING CENTER**

The Learning Center provides free tutoring services to any ASU-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 as well as other software (electronic spreadsheets, PowerPoint, etc.) to prepare papers.

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

# **COMPUTER SERVICES**



## **COMPUTER AND NETWORK USE POLICY**

### **PREAMBLE**

ASU-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 ASU-Newport 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**

ASU-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 copy-right laws. Because ASU-Newport is a state agency, all information stored in computers owned or operated by ASU-Newport 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 ASU-Newport 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 copy right 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 news groups, 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**

Arkansas State University-Newport is committed to creating and maintaining a university community that is free from all forms of sexual harassment.

ASUN shall not tolerate harassment in relation to the evaluation of employee or student performance, nor shall the university tolerate such behavior on the context of collegial and/or co-worker interaction. Such conduct is an abuse of authority and position. ASUN maintains as its official policy that sexual harassment of either employees or students will not be tolerated. The university shall act promptly to investigate all allegations of sexual harassment and to effect appropriate remedy when an allegation is determined to be valid.

Sexual harassment is defined as unwelcome 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 decisions affecting the individual; or
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 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 difference in these relationships the potential exists for the less powerful to perceive a coercive element in relative to activities outside those appropriate professional relationship. It is the responsibility of supervisors and faculty members to behave in such a manner that their words or actions cannot or reasonably be perceived as coercive.

All members of the university community are urged to report incidents of sexual harassment to the Human Department of Human Resources.

So that charges of sexual harassment can be dealt with promptly and fairly, and to protect the rights and dignity of individuals in the campus community, the following grievance procedures (informal and formal) for sexual harassment complaints have been established.

## I. GRIEVANCE PROCEDURES

### A. Informal Mediation

Prior to the filing of a formal written grievance, the complainant shall meet with the Director of the Department Human Resources to seek resolution of the problem through informal mediation. The complainant must file the informal complaint within 30 calendar days of the alleged incident(s).

#### 1. Department of Human Resources

On the request of the person alleging that (s)he is the victim of, or aware of, an occurrence of sexual harassment, the Human Resources director will meet with the persons(s) involved and attempt to reach an informal resolution. If such resolution is reached, memorandum to that effect may be signed by all parties. In no case will the office institute an investigation without the permission of the persons alleging sexual harassment.

### B. Formal Complaint of Sexual Harassment

#### 1. Department of Human Resources Conciliation

If resolution of the informal complaint cannot be reached through mediation, the complainant may file a formal grievance with the Department of Human Resources. The formal grievance shall be in writing and must be filed within 60 calendar days of the alleged incident(s). The Director of Human Resources will meet with Administration and may gather information and data in furtherance of efforts to resolve the matter. If such resolution is reached, it shall be reduced to writing and signed by all parties.

In the event that the Director of Human Resources determines, in writing, following informal discussions and data gathering that insufficient credible evidence exists to support a claim of sexual harassment, the complainant shall be precluded from filing a formal complaint hereunder unless that decision is appealed and reversed in accordance with the following procedure.

The complainant shall be permitted to appeal such a decision, in writing to the appropriate University hearing committee. The committee shall have the authority to permit the filing of a formal complaint. The appeal shall contain a detailed statement of reasons the complaint should be allowed to be filed. The committee shall render its decision of this written appeal within 15 calendar days. Retaliation toward anyone filing a complaint is prohibited and will not be tolerated.

## 2. Grievance Committee Hearing Procedures

a. If the grievance cannot be conciliated and the complainant wishes to pursue the matter, the complainant shall file a formal written complaint with the committee, through the Department of Human Resources, within 10 calendar days of the unsuccessful conciliation setting forth in detail the grounds upon which the sexual harassment is alleged. The written complaint shall include the resolution/remedy sought, the name of the complainant's advisor (if applicable), the names of witnesses who will be called to testify and any other information pertinent to the complaint. Upon receipt of the complaint, the Director of Human Resources will forward a copy of the complaint to the respondent.

b. The committee shall, in confidence, hear testimony for the complainant, the respondent and any other individuals either party or the committee determines necessary to reach a decision on the validity of the accusations of sexual harassment.

c. No testimony will be received in the the absence of the complainant or the respondent unless either willfully absents herself/himself from the proceedings. Each party has the right to cross-examine anyone giving testimony in the proceedings. Members of the committee may also question persons giving testimony.

d. The hearing will be recorded and of upon conclusion of a hearing, the committee shall submit written findings of fact (including a decision on the validity of the accusation) to the Chancellor, with a copy to both parties. The committee's findings shall be accompanied by a recommendation for appropriate resolution of the matter.

e. Resolution of a complaint against an employee may include one or more of the following actions when there has been a finding of sexual harassment.

- A letter of warning to the offender with a copy placed in the offender's personnel file;
- A letter of reprimand to the offender with a copy in the offender's personnel file;
- Such disciplinary action as appropriate for employee's violation of university policy, taking into consideration the recommendation of the committee;
- Initiation of termination procedures (only in cases of extreme abuse of policy);
- Initiation of procedures intended to restore or rectify a loss suffered by the complainant in connection with the incident(s) of sexual harassment.

f. Upon conclusion of a hearing where the alleged harasser is a student, the committee shall submit written findings of fact, including a decision on the validity of the accusation to the Chancellor, with a copy to both parties. The committee's findings shall be accompanied by a recommendation for appropriate resolution of the matter.

g. Resolution of a complaint against a student may include one or more of the following actions when there has been a finding of sexual harassment.

1. Educative Sanctions
2. Housing Penalties
3. Reprimand
4. Restrictions
5. Restitution
6. Probation
7. Suspension
8. Expulsion

## II. SEXUAL HARASSMENT GRIEVANCE COMMITTEE

Each college shall establish a College Grievance Committee, consisting of five members representing all tenured and non-tenured faculty in the various departments in the college. This committee is a standing elected by the full and part-time faculty in the college. Members serve a two-year term with a portion being replaced annually. The committee elects a chairman each year.

The committee will emphasize discretion and the need for confidentiality in dealing with complaints that are brought for its consideration. The director of Human Resources will serve in an advisory capacity to the committee and will be responsible for providing technical advice on federal and state laws, university regulations and policies relating to sexual harassment, and procedural requirements for conducting a hearing.

## III. SEXUAL HARASSMENT GRIEVANCE COMMITTEE II

For those employees outside of the academic college, the Chancellor shall appoint a non-academic Grievance Committee consisting of five members representing administrative, professional, clerical and service/maintenance staff. The committee will be a standing body. Members serve a two-year term with a portion of the members being replaced annually. The committee elects a chairman each year.

See II, B.

See II, C.

## IV. RECORDS

No written records will be kept of informal discussions with complainant if no further investigation takes place. If the Director of Human Resources undertakes of a signed complaint, a written report of the complaint and resolution, as well as other pertinent information and data, sealed and identified by case numbers, will be filed in the Office of Human Resources for a period of three years.

In the event that informal resolution of the complaint cannot be achieved, and the complainant(s) pursue the matter, any records relating to the investigation will be forwarded to the College Grievance Committee upon their request. Records of the hearings, recommendation of the committee, and final resolution of the complaint identified by case number will be retained by the Department of Human Resources for five years.

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

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

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

### **CAMPUS COMPLAINT LOG**

In complying with the 1998 Higher Education reauthorization Amendment (34 CFR 602.26(b) 11), ASU-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 which is the Commission of North Central Association of Colleges and Schools.

Complaints 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. A comprehensive evaluation team will review all but the subjects involved (they will remain anonymous).

The Institutional Compliance Officer will use the "Student Complaint Log" for maintaining records of complaints. The information will be placed on one central log maintained in the Office of the Vice Chancellor for Academic Affairs for three (3) years after the disposition of the complaint. Questions concerning these policies should be directed to the Vice Chancellor for Academic Affairs.

**Continuing Education/**  
**Business Outreach**



### **CONTINUING EDUCATION/ BUSINESS OUTREACH**

The Office of Continuing Education/Business Outreach is the starting place of many campus activities.

Continuing Education courses for personal enrichment are offered through the department. Yoga, American Sign Language, Conversational Spanish, scrap booking, fly fishing, drawing, photography, holiday cooking, computer and business classes are some of the many courses that have been offered to the public at a nominal fee.

For those looking to improve job skills, computer courses such as Microsoft Word, Excel, Access, and PowerPoint are offered throughout the year. Courses can also be customized for area business and industry to meet the needs of their particular operations.

Marketing and public relations for all campus courses and activities are handled through Continuing Education/Business Outreach, including the writing of a weekly newspaper column and hometown news releases, the production of radio and television ads, billboards, and print advertising.

Affordable, educational, and fun family entertainment is the goal of two separate series offered at ASU-Newport through the Office of Continuing Education. The Noon Concert~Lecture Series is presented six times per year in the Center for the Arts. The program brings in entertainers and experts to perform in concert or to speak on topical issues.

The Patron Series is a three times per year series of top name entertainment, also presented in the ASU-Newport Center for the Arts. Past performers include Mary Steenburgen and Ted Danson performing "Love Letters", the Arkansas Symphony Orchestra with Broadway singer Lawrence Hamilton, the Memphis Symphony Orchestra with Terry Mike Jeffries performing Elvis hits, and some very high energy shows straight from Branson, MO. Tickets for this series are sold at the ASU-Newport Bookstore and are affordably priced.

A major function of the Continuing Education/Business Outreach office is the booking of campus facilities for use by the community. ASU-Newport is proud of its facilities and makes meeting rooms and banquet facilities available for a nominal fee. Many state, county, and municipal meetings and training sessions are held on the ASU-Newport campus.



## **ACADEMIC DIVISION CHAIRS** **and STAFF**



## **ACADEMIC DIVISIONS**

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

### **Division of Occupational Studies**

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

- Biological Science
- Concurrent High School
- Diesel Technology
- Distance Learning
- High Voltage Lineman Technology
- Mathematics
- Nursing
- Physical Science

### **Division of Business Technology**

#### **Dr. Allen Mooneyhan, Division Chair**

- Business Education
- Criminal Justice
- Health & Physical Education
- Prison Education

### **Division of University Studies**

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

- Concurrent High School
- Education
- English
- Fine Arts
- Psychology
- Social Sciences

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Certified Nursing Assistant	86
Crime Scene Investigation	88
Law Enforcement Administration	88
Medication Assistant	85
Office Occupations	73
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**\*\*\*\*Curriculum is subject to change without notice\*\*\*\***

**ASSOCIATE OF ARTS****(Also available as Online Degree)****Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

**Core Curriculum (43 Credit Hours)****English (6 hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

**Lab Sciences (8 credit hours)****Math (3 credit hours)**

MATH	1023	College Algebra (or higher)
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**Social Science (12 credit hours which includes:)****3 hrs from the following:**

HIST	2763	US History to 1876 <b><u>OR</u></b>
HIST	2773	US History since 1876 <b><u>OR</u></b>
POSC	2103	Introduction to United States Government

**3 hrs from the following:**

HIST	1013	World Civilization to 1660 <b><u>OR</u></b>
HIST	1023	World Civilization since 1660

**6 hrs from HIST, SOC, ECON, PSY, POSC, OR GEOG****Arts and Humanities (12 credit hours)**

SPCH	1203	Oral Communication
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**3 hrs from the following:**

ART	2503	Fine Arts Visual <b><u>OR</u></b>
MUS	2503	Fine Arts Musical <b><u>OR</u></b>
THEA	2503	Fine Arts Theatre

**6 hrs from the following:**

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

**Physical Education (2 credit hours)****Electives (19 credit hours)**

MIS	1033	Introduction to Computers (required elective)
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**Minimum Required Credit Hours (62)**

**ASSOCIATE OF ARTS DEGREE PLAN**  
**Business Emphasis**

**Possible Prerequisites:**

ENG	0033	Writing Tutorial (required if ACT 0-18)
READ	0023	Developmental Reading (required if Reading ACT below 19)
MATH	0013	College Math (required if Math ACT below 17)
MATH	1003	Intermediate Algebra (required if Math ACT below 19)
MATH	1023	College Algebra (required if Math ACT below 24)
MIS	1033	Introduction to Computers
UNIV	1001	Freshman Seminar

**Core Curriculum (43 Credit Hours)****English (6 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

**Lab Sciences (8 credit hours)**

(Must be one Life Science and one Physical Science - See Business Advisor)

**Math (3 credit hours)**

MATH	2143	Business Calculus
Social Science (12 hours)		

**3 hours from the following:**

HIST	2763	U.S. History to 1876
HIST	2773	U.S. History since 1876
POSC	2103	Introduction to U.S. Government

**3 hours from the following:**

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

**6 hours from the following:**

ECON	2313	Principles of Macroeconomics
SOC	2213	Principles of Sociology <b><u>OR</u></b>
SOC	2233	Introduction to Anthropology

**Arts and Humanities (12credit hours)**

SPCH	1203	Oral Communications
ART	2503	Fine Arts Visual <b><u>OR</u></b>
MUS	2503	Fine Arts Musical <b><u>OR</u></b>
THEA	2503	Fine Arts Theatre

**6 credit hours from the following:**

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

**Physical Education (2credit hours)**

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**Business Core Curriculum (21 credit hours)**

ACCT	2003	Principles of Accounting I	* **
ACCT	2013	Principles of Accounting II	**
MIS	1503	Microcomputer Applications	**
ECON	2323	Principles of Microeconomics	**
QM	2113	Business Statistics	**
BSYS	2563	Business Communications	
LAW	2023	Legal Environment of Business	

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

**\*\* THESE COURSES MUST BE COMPLETED BEFORE UPPER-LEVEL BUSINESS COURSES CAN BE TAKEN AT ASU-JONESBORO. A STUDENT PLANNING TO TRANSFER TO ANOTHER FOUR-YEAR INSTITUTION SHOULD CHECK WITH THAT INSTITUTION'S DEGREE AND COURSE REQUIREMENTS FOR BUSINESS MAJORS.**

**Business Electives:**

These courses should be approved by the advisor. Courses should be transferable to a 4-year institution as degree requirements or as electives. Students who change majors or choice of transfer institutions after selecting electives may encounter difficulty in transferability/or financial aid. Advisors, please make note of emphasis and/or transfer institutions change and date of change.

**Minimum Required Credit Hours (64)**

**ASSOCIATE OF ARTS**  
**Teaching Emphasis in Middle School Language Arts**  
**& Social Studies**

(Check with your Advisor for specific course requirements)  
(In order to receive the AAT, students must have a final grade point average of 2.65 and successfully pass the Praxis I Exam.)

**Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

**English (6 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

**Lab Sciences (8credit hours)**

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

**Math (9 credit hours)**

MATH	1023	College Algebra
MATH	2113	Math for Teachers I
MATH	2123	Math for Teachers II

**Social Science (18 credit hours)**

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

**Arts and Humanities (15 credit hours)**

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual <u>OR</u>
MUS	2503	Fine Arts Musical <u>OR</u>
THEA	2503	Fine Arts Theatre
ENG	2003	Introduction to Literature of the Western World I <u>OR</u>
ENG	2013	Introduction to Literature of the Western World II
ENG	2023	American Literature I <u>OR</u>
ENG	2033	American Literature II

**Education Courses (6 credit hours)**

EDU	2023	Introduction to Education
EDU	2013	K-12 Educational Technology

**Minimum Required Credit Hours (62)**



**ASSOCIATE OF ARTS****Teaching Emphasis in Middle School Math & Science****(Check with your Advisor for specific course requirements)**

(In order to receive the AAT, students must have a final grade point average of 2.65 and successfully pass the Praxis I Exam)

**Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

**English (6 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

**Lab Sciences (12 credit hours)**

BIOL	1003	Biological Science
BIOL	1001	Biological Science Lab
GEOG	2623	Physical Geography
GEOG	2621	Physical Geography Lab
PHSC	1203	Physical Science
PHSC	1201	Physical Science Lab

**Math (12 or more credit hours)**

MATH	1023	College Algebra
MATH	1033	Plane Trigonometry <u>OR</u>
MATH	1054	Pre-calculus Mathematics <u>OR</u>
MATH	2194	Survey of Calculus
MATH	2113	Math for Teachers I
MATH	2123	Math for Teachers II

**Social Science (15 credit hours)**

HIST	2083	History of Arkansas
HIST	2763	US History to 1876 <u>OR</u>
HIST	2773	US History since 1876
HIST	1013	World Civilization to 1660 <u>OR</u>
HIST	1023	World Civilization since 1660
PSY	2013	Introduction to Psychology
POSC	2103	Introduction to US Government
Directed elective		3 credit hours

**Arts and Humanities (9 credit hours)**

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

**Education Courses (6 credit hours)**

EDU	2023	Introduction to Education
EDU	2013	K-12 Educational Technology

**Minimum Required Credit Hours (63)**

**ASSOCIATE OF ARTS****Teaching Emphasis in P-4 Option****(Check with your Advisor for specific course descriptions)****(In order to receive the AAT, students must have a final grade point average of 2.65 and successfully pass the Praxis I Exam)****Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
UNIV	1001	Freshman Seminar

**English (6 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

**Lab Sciences (8 credit hours)**

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

**Math (9 credit hours)**

MATH	1023	College Algebra
MATH	2113	Math for Teachers I
MATH	2123	Math for Teachers II

**Social Science (18 credit hours)**

GEOG	2613	Introduction to Geography
HIST	1013	World Civilization to 1660 <b><u>OR</u></b>
HIST	1023	World Civilization since 1660
HIST	2083	History of Arkansas
HIST	2763	US History to 1876 <b><u>OR</u></b>
HIST	2773	US History since 1876
POSC	2103	Introduction to US Government
PSY	2013	Introduction to Psychology

**Arts and Humanities (9 credit hours)**

SPCH	1203	Oral Communication
ART	2503	Fine Arts Visual <b><u>OR</u></b>
MUS	2503	Fine Arts Musical <b><u>OR</u></b>
THEA	2503	Fine Arts Theatre
ENG	2003	Introduction to Literature of the Western World I <b><u>OR</u></b>
ENG	2013	Introduction to Literature of the Western World II

**Physical Education (1 credit hour)**

PE	1 hour	PE Activity
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**Education Courses (12 credit hours)**

EDU	2023	Introduction to Education
EDU	2013	K-12 Educational Technology
ECH	2103	Child Growth and Development
ECH	2013	Survey of Early Childhood Education (Directed Elective)

**Minimum Required Credit Hours (63)**

**ASSOCIATE OF ARTS**  
**Emphasis in Criminal Justice**

**Possible Prerequisites:**

ENG 0033 Writing Tutorial (if ACT 0-18)  
READ 0023 Developmental Reading (if Reading ACT below 19)  
MATH 0013 College Math (if Math ACT below 17)  
MATH 1003 Intermediate Algebra (if Math ACT below 19)  
UNIV 1001 Freshman Seminar

**Core Curriculum (44 credit hours)**

English (6 credit hours)  
ENG 1003 Freshman English I  
ENG 1013 Freshman English II  
Lab Sciences (8 credit hours)  
Math (3 credit hours)  
MATH 1023 College Algebra (or higher)

**Social Science (12 credit hours)**

SOC 2223 Social Problems (required)

**3 credit hours from the following:**

HIST 2763 US History to 1876   **OR**  
HIST 2773 US History since 1876   **OR**  
POSC 2103 Introduction to United States Government

**3 credit hours from the following:**

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

**3 credit hours from HIST, SOC, ECON, PSY, POSC, OR GEOG**

**Arts and Humanities (12 credit hours)**

SPCH 1203 Oral Communication

**3 credit hours from the following:**

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

**6 credit hours from the following:**

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

**Physical Education (3 hours)****Electives (18 hours)****MIS 1033 Introduction to Computers (required elective)**

CRIM 1023 Intro to Criminal Justice  
CRIM 2043 Community Relations  
CRIM 2253 Criminal Investigation  
CRIM 2263 Evidence & Procedure  
Elective (3 hrs.)

**Minimum Required Hours (62)**

**ASSOCIATE OF APPLIED SCIENCE****Business Technology****(also available as an online degree)****Possible Prerequisites:**

BSYS	1503	Document Formatting
ENG	0033	Writing Tutorial (if ACT 0-18)
MATH	0013	College Math (if Math ACT below 17)
READ	0023	Developmental Reading (if Reading ACT below 19)
UNIV	1001	Freshman Seminar

**General Education Core (15 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1003	Intermediate Algebra (or higher)
SPCH	1203	Oral Communication
SOC	2213	Principles of Sociology <b>OR</b>
SOC	2233	Introduction to Cultural Anthropology

**Business Core (18 credit hours)**

ACCT	2003	Principles of Accounting I
BSYS	2563	Business Communications
ECON	2313	Principles of Macroeconomics
MGMT	2003	Introduction to Management
MIS	1503	Microcomputer Applications
MKTG	1013	Introduction to Business

**Emphasis in Marketing/Management (27 credit hours)**

ACCT	2013	Principles of Accounting II
BSYS	2583	Spreadsheet for Managerial Decisions
ECON	2323	Principles of Microeconomics
LAW	2023	Legal Environment of Business
MGMT	2043	Supervisory Management
MIS	2013	Web Page Design
Business electives 9 (credit hours)		

**Emphasis in Business Technology Office Systems (27 credit hours)**

ACCT	2033	Computerized Accounting
BSYS	2413	Word Processing I
BSYS	2503	Business Office Skills
BSYS	2533	Internet, Intranet and Email Applications for Business
MGMT	2043	Supervisory Management
MIS	2013	Web Page Design
Business electives 9 (credit hours)		

**Emphasis in Computer Information Systems (27 credit hours)**

BSYS	2583	Spreadsheets for Managerial Decisions
MIS	2013	Web Page Design
MIS	2033	Visual Basic Programming
MIS	2403	Introduction to Database Management
MIS	2813	Desktop Publishing Applications
MIS	2873	Structured Programming in the "C" Language
Business electives 9 (credit hours)		

**Minimum Required Credit Hours (60)**

**ASSOCIATE OF APPLIED SCIENCE**  
**General Technology**

**Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
UNIV	1001	Freshman Seminar

**General Education Core (15 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II
MATH	1003	Intermediate Algebra (or higher)
MIS	1033	Introduction to Computers

\*Social Science Elective (3 hrs)

**Major Technical Discipline (24-30 credit hours)****Support Area Curriculum (15-21 credit hours)****Minimum Required CreditHours (60)**

## **ASSOCIATE OF SCIENCE IN HEALTH SCIENCES**

### **Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
MATH	1003	Intermediate Algebra (if Math ACT below 19)
MATH	1023	College Algebra (if Math ACT below 24)
UNIV	1001	Freshman Seminar

### **CORE CURRICULUM**

#### **English & Communications (12 credit hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II
ENG	2003	Introduction to Lit of the Western World I <b><u>OR</u></b>
ENG	2013	Introduction to Lit of the Western World II
SPCH	1203	Oral Communication

#### **Lab Sciences (8 credit hours)**

#### **Math and Computer Science (6credit hours)**

MATH	1023	College Algebra
MIS	1033	Introduction to Computers

#### **Social Science (9 credit hours)**

##### **3 hours from the following:**

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

##### **3 hours from the following:**

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

##### **3 hours from the following:**

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

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

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

**3 hours from the following:**

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

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

Electives must be advanced Mathematics or Science. Approval must be at the Division Chair Level or higher level.

**Minimum Required Credit Hours (69)**

**TECHNICAL CERTIFICATE**  
**Computer Information Systems**

**Possible Prerequisites:**

ENG	0033	Writing Tutorial (required if ACT 0-18)
MATH	0013	College Math (required if Math ACT below 17)
READ	0023	Developmental Reading (required if Reading ACT below 19)
UNIV	1001	Freshman Seminar

**Requirements: (18 credit hours)**

ACCT	2003	Principles of Accounting I
BSYS	2413	Word Processing I
ENG	1003	Freshman English I
MATH	1003	Intermediate Algebra (or higher)
MIS	1033	Introduction to Computers
MIS	2033	Visual Basic Programming

**12 credit hours for the following:**

ACCT	2033	Computerized Accounting
MIS	1503	Microcomputer Applications
MIS	2583	Spreadsheets for Managerial Decisions
MIS	2813	Desktop Publishing Applications
MIS	2403	Introduction to Database Management

**Minimum Required Credit Hours (30)**



**TECHNICAL CERTIFICATE**  
**Computerized Accounting**

**Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
MATH	0013	College Math (if Math ACT below 17)
READ	0023	Developmental Reading ( if Reading ACT below 19)
UNIV	1001	Freshman Seminar

**Requirements: (30 credit hours)**

ACCT	2003	Principles of Accounting I
ACCT	2013	Principles of Accounting II
ACCT	2033	Computerized Accounting
BSYS	1033	Introduction to Computers
BSYS	2413	Word Processing I
BSYS	2503	Business Office Skills
BSYS	2583	Spreadsheets for Managerial Decisions
ENG	1003	Freshman English I
MATH	1003	Intermediate Algebra (or higher)
MIS	1503	Microcomputer Applications

**Minimum Required Credit Hours (30)**

## **TECHNICAL CERTIFICATE**

### **Crime Scene Investigation**

Students completing this program of study will obtain twenty-seven to thirty degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by ASU-Newport. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

#### **Criminal Justice Institute 27-30 Credit Hours**

#### **College/University 6-9 Credit Hours**

<b>Credit Hours</b>	<b>Credit Hours</b>
Crime Scene Investigation	College English.....3
Technical Communication or higher	College Mathematics.....3
Certificate of Proficiency 15 (446 contact hours)	Computer Applications*.....3

#### **Special Topics.....12**

Criminal Justice Institute  
(Number of contact hours noted in parentheses)

Recovery of Human Remains (35) .....	2
Bloodstain Pattern Analysis 40).....	3
Management of Evidence and Recovered Property (14).....	1
Computer Crime (21).....	1
Crime Scene Digital Photography And Imaging (28) .....	2
Fingerprint Comparison and Identification (21) .....	1
Using Forensic Light Sources (21) .....	1
Crime Scene Courtroom Testimony (21).....	1

#### **Computer Applications.....3**

Criminal Justice Institute  
(Number of contact hours noted in parentheses)

Introduction to Computers (14)	Using Microsoft Word (14)
Introduction to the Internet (7)	Using Microsoft Excel (14)

\* May be substituted with a Computer Applications course offered by Educational Institution.

Students completing this program of study will obtain the general education degree hours from a participating college or university of their choosing.

#### **Minimum Required Credit Hours (36)**

## **TECHNICAL CERTIFICATE**

### **Law Enforcement Administration**

Students completing this program of study will obtain up to twenty-one degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by ASU-Newport. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

#### **Criminal Justice Institute** **21 Credit Hours**

##### **Credit Hours**

Law Enforcement Administration.....15  
(Number of contact hours noted  
in parentheses)

School of Law Enforcement  
Supervision.....140

Law Enforcement Administration  
and Management  
    Advanced Supervision.....21  
    Principles of Supervision.....14  
    Leadership.....8  
    Managing Media Relations....6

Integrity In Law Enforcement  
    Police Internal Affairs.....40  
    Background Investigations of  
        Polk-9 Applicants.....12

Law Enforcement Training Academy.....6  
Arkansas Law Enforcement Training Academy

These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon the Commission on Law Enforcement Standards and Training.

Students completing this program of study will obtain the general education degree hours from a participating college or university of their choosing.

#### **College/University** **15 Credit Hours**

##### **Credit Hours**

Technical Communication (or  
higher).....3  
Basic Math (or higher).....3  
Speech.....3

#### **General**

Business.....3  
Introduction to Computers.....3

**Minimum Required Credit Hours (36)**

# **DIESEL TECHNOLOGY**



## **CONTACT:**

**Arkansas State University-Newport  
7648 Victory Blvd.  
Newport, AR 72112  
(870) 512-7800  
(800) 976-1676  
[www.asun.edu](http://www.asun.edu)**

## **TECHNICAL CERTIFICATE**

### **Diesel Technology**

Recent years have seen some remarkable changes in the field of truck technology. According to the U.S. Department of Labor, in 1965 a competent automotive technician would have needed to be familiar with enough information to fill about 25,000 pages in a set of technical manuals. By 1990, the estimate had grown to nearly 465,000 pages. Since 1990, technology has accelerated at a blinding speed. The trucks of today are high-tech marvels of modern engineering.

For instance: 20 years ago, the truck's electrical system was used to start the engine, charge the batteries, and operate the lighting system. Today, one would be hard-pressed to find a system anywhere on the vehicle that did not use some forms of electronic control. Microprocessors are standard equipment on today's vehicles, being utilized for everything from air conditioning to engine and transmission controls to collision avoidance systems. For today's technician, effective training has become absolutely essential.

Upon successful completion of this unique one year program, the student will receive a Technical Certificate.

#### **General Education Requirements: (12 Credit Hours)**

ENG	1233	Technical Composition
MATH	1103	Technical Mathematics
MIS	1443	Technical Computer Applications
PSY	1013	Human Relations

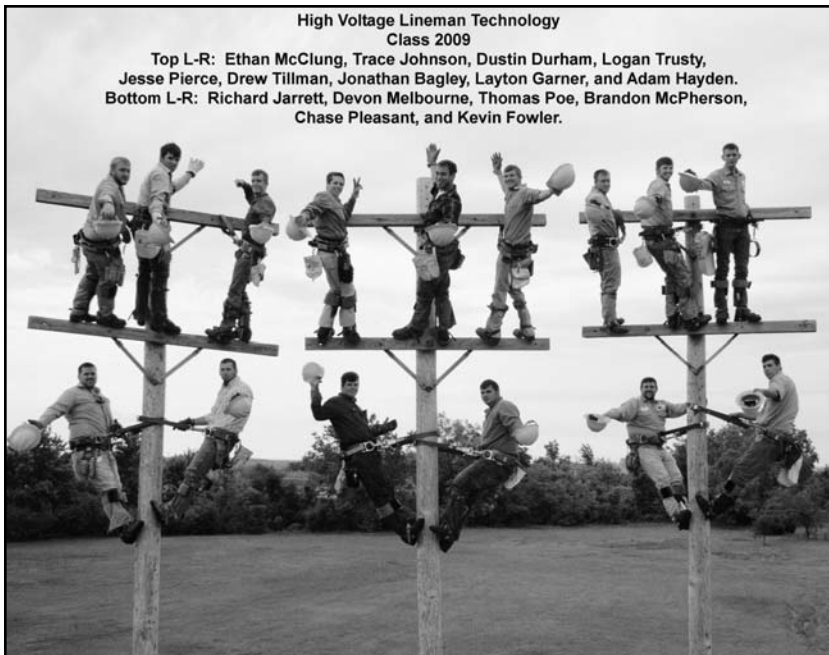
#### **Core Curriculum: (30 Credit Hours)**

DT	1002	Service and Maintenance
DT	1032	Brakes/ABS
DTI	1107*	Commercial Driver Training
DT	1153	Electrical Problem Solving
DT	1202	Diesel Engines
DT	1302	Diesel Fuel Systems
DT	1412	Chassis and Steering
DT	1501	HVAC Service and Diagnostics
DT	1512	Applications Lab I
DT	1522	Applications Lab II
DT	1531	Applications Lab III
DT	1542	Heavy Duty Transmissions
TECH	1002	Introduction to Welding

#### **Minimum Required Hours: (42 Credit Hours)**

**Program Note:** Semester sequencing is dependent upon the starting semester of the program. CDL testing will be administered during the semester that the instructor chooses.

# **HIGH VOLTAGE** **LINEMAN TECHNOLOGY**



**CONTACT:**  
**Arkansas State University-Newport**  
**7648 Victory Blvd.**  
**Newport, AR 72112**  
**(870) 512-7857**  
**(800) 976-1676**  
**[www.asun.edu](http://www.asun.edu)**

## **High Voltage Lineman**

ASU-Newport and Electric Cooperatives of Arkansas are excited to extend to individuals an opportunity to obtain a Technical Certificate in High Voltage Lineman Technology. Prospective students are encouraged to apply for admission anytime after being selected for sponsorship. Once admitted, students should take full advantage of this unique opportunity to learn and pursue an outstanding career.

Electric cooperatives have been serving Arkansans since 1938 when First Electric Cooperative Corporation in Jacksonville first turned on power to its distribution system. In the years since that landmark occasion, other electric distribution cooperatives have been formed in Arkansas, bringing the statewide total to 17. Today, cooperative service areas cover more than 60 percent of the land area in Arkansas and include about 440,000 customers or members.

The Technical Certificate in High Voltage Lineman Technology is a unique program. This is an industry specific partnership between the Electrical Cooperatives of Arkansas and ASU-Newport. It enables ASU-Newport the ability to provide students a program of study that will fulfill a unique career goal.

For more information, please contact the Office of Admissions at (870) 512-7800 or 1-800-976-1676. We can also be found on the web at [www.asun.edu](http://www.asun.edu).

**ASSOCIATE OF APPLIED SCIENCE**  
**General Technology**  
**(Emphasis in High Voltage Lineman Technology)**

**General Education Requirements: (15 Credit Hours)**

**English (6 hours)**

ENG	1003	Freshman English I
ENG	1013	Freshman English II

**Math and Computer Science (6 credit hours)**

MATH	1003	Intermediate Algebra (required if Math ACT below 19)	<b><u>OR</u></b>
MATH	1023	College Algebra	
MIS	1443	Technical Computer Applications	<b><u>OR</u></b>
MIS	1503	Microcomputer Application	<b><u>OR</u></b>
MIS	1033	Introduction to Computers	

**Social Science (3 credit hours)**

PSY	1013	Human Relations	<b><u>OR</u></b>
PSY	2013	Introduction to Psychology	

**Support Area Curriculum (30 Credit Hours)**

DTI	1107*	Commercial Driver Training
HVLT	1001	Introduction to Utilities
HVLT	1102	Introduction to Climbing & Groundman Procedures
HVLT	1203	Electrical Safety
HVLT	1401	Heavy Construction Equipment
HVLT	1403	DC and AC Circuit Analysis
HVLT	1504	Overhead Distribution Systems & Pole Framing
HVLT	1701	Introduction to Transformers
HVLT	1703	Principles of Operation of High Voltage Distribution Systems
HVLT	1801	Underground Distribution
HVLT	1904	Electrical Capstone Experience I

**Major Requirements: (19 Credit Hours)**

HVLT	2253	Transmissions & Substations
HVLT	2203	Advanced Transformers
HVLT	2604	Electrical Capstone Experience II
HVLT	2103	Introduction to Power Plants

**Electives (6 hours)**

\*Technical Math and/or Technical Composition can be used as electives if they were previously taken

**Minimum Required Credit Hours (64)**

**\* Additional fees will apply. Please contact the admission's office at 870-512-7842 for more information.**



**TECHNICAL CERTIFICATE**  
**High Voltage Lineman Technology**

**General Education Requirements: (12 Credit Hours)**

ENG	1233	Technical Composition
MATH	1103	Technical Mathematics
MIS	1443	Technical Computer Applications
PSY	1013	Human Relations

**Core Curriculum: (30 Hours)**

DTI	1107*	Commercial Driver Training
HVLT	1001	Introduction to Utilities
HVLT	1102	Introduction to Climbing & Groundman Procedures
HVLT	1203	Electrical Safety
HVLT	1401	Heavy Construction Equipment
HVLT	1403	DC and AC Circuit Analysis
HVLT	1504	Overhead Distribution Systems & Pole Framing
HVLT	1701	Introduction to Transformers
HVLT	1703	Principles of Operation of High Voltage Distribution Systems
HVLT	1801	Underground Distribution
HVLT	1904	Electrical Capstone Experience I

**Minimum Required Credit Hours(42)**

**\* Additional fees will apply. Please contact the admission's office at 870-512-7842 for more information.**

After completion of a Technical Certificate in High Voltage Lineman Technology an Associate of Applied Science degree in General Technology (with an emphasis in High Voltage Lineman Technology) can be obtained by taking additional courses listed. Check with the Admissions Office for details.

**TECHNICAL CERTIFICATE**  
**Office Occupations**

**Possible Prerequisites:**

ENG	0033	Writing Tutorial (if ACT 0-18)
READ	0023	Developmental Reading (if Reading ACT below 19)
MATH	0013	College Math (if Math ACT below 17)
UNIV	1001	Freshman Seminar
MIS	1033	Introduction to Computers

**Requirements: (18 credit hours)**

BSYS	2413	Word Processing I
BSYS	2503	Business Office Skills
BSYS	2533	Internet, Intranet, and Email Applications for Business
ENG	1003	Freshman English I
MATH	1003	Intermediate Algebra (or higher)
MIS	1503	Microcomputer Applications

**Select 4 Courses (12 credit hours)**

ACCT	2003	Principles of Accounting I
BSYS	2553	Business Machines
BSYS	2583	Spreadsheets for Managerial Decisions
MIS	1033	Introduction to Computers
MIS	2013	Web Page Design
MIS	2403	Introduction to Database Management
MKTG	1013	Introduction to Business

**Minimum Required Credit Hours (30)**

**CERTIFICATE OF PROFICIENCY**  
**OFFICE OCCUPATIONS**

BSYS	2413	Word Processing
BSYS	2503	Business Office Skills
BSYS	2553	Business Machines
MIS	1033	Introduction to Computers

**Minimum Required Credit Hours (12)**

# **NURSING**



## **CONTACT:**

**Arkansas State University-Newport  
7648 Victory Blvd.**

**Phyllis Worthington  
(870) 512-7842  
(800) 976-1676  
email: [pworthington@asun.edu](mailto:pworthington@asun.edu)  
[www.asun.edu](http://www.asun.edu)**

## **PRACTICAL NURSING**

**Note:** There is a special application packet and deadline for this program. Application packets may be obtained at: [www.asun.edu](http://www.asun.edu) (under programs of study) or contact Phyllis Worthington at 870-512-7842 or [pworthington@asun.edu](mailto:pworthington@asun.edu).

The Practical Nursing program provides the student with the basic knowledge and skills for successful completion of the State Board of Nursing Licensure Examination and for the competent performance of entry level nursing skills. 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 apply to take the NCLEX (completion of the nursing program does not guarantee approval to sit for NCLEX Examination). The Practical Nursing program is approved by the Arkansas State Board of Nursing.

A technical certificate is awarded to students who complete all departmental requirements. Forty-eight (48) credit hours are required for this certificate.

### **PN Admissions Criteria**

Practical Nursing applicants must apply each year for the class. Practical Nursing students will be selected for enrollment by a points system based on the following criteria: ASSET, COMPASS or ACT scores, NET scores, College GPA, an essay, advanced coursework, and medical certifications. **PN applicants are responsible for turning in their completed application packets to the Admissions Office by the May 31 application deadline and must be sent to the attention of: PN Applications, Admissions Office, 7648 Victory Blvd., Newport, AR 72112.** In the event of a tie for the last available position, the position will be given to the person with the earliest submission of completed application material.

For additional information, applicants should contact Phyllis Worthington in the Admissions Office at 1-800-976-1676 or (870) 512-7842, or by email at [pworthington@asun.edu](mailto:pworthington@asun.edu).

### **Required Application Items**

The prerequisite courses for a completed PN application, must include a PN application, all official college transcripts (which verify that all prerequisites have been completed with a "C" or better), ACT/ASSET/COMPASS scores, NET Scores, mental and physical abilities form, TB skin test, and MMR shot record (showing proof of 2 MMR shots), and must be sent to the attention of: PN Applications, Admissions Office, 7648 Victory Blvd., Newport, AR 72112.

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

**Prerequisites:**

**Applicants must have completed the following prerequisite courses with a “C” or higher by the May 31 application deadline.**

**Prerequisites:**

ENG	0033	Writing Tutorial (or higher)
MATH	0013	College Math (or higher)
MIS	1033	Introduction to Computers
READ	0023	Developmental Reading (if needed)
PSY	2013	Introduction to Psychology

**Note Nutrition and Anatomy and Physiology I & II (plus labs) are required before taking Pharmacology I. A grade of “C” or better must be attained in each of these courses. (See individual course syllabus)**

**Points:**

In addition to the points earned through the assessment and NET tests, points may also be obtained through advanced course work, medical certifications, and an essay questionnaire.

**Education Points:**

One (1) point may be earned for each \*course listed below:

Lifespan Development	English I
	English II

Two (2) points may be earned for each \*course listed below:

Microbiology	College Algebra
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\* These courses are also prerequisites for RN program.

**Official college transcripts** must be included to verify a grade of “C” or better to receive points.

**Certification Points:**

Extra points may be obtained by providing proof of being currently certified in the following areas:

Nurse Assistant (1 point)	EMT (2 points)
Mental Health Tech (1 point)	Paramedic (2 points)
Medication Assistant Personnel (1 point)	

**Essay Questionnaire:**

10 points may be awarded by submitting an essay questionnaire.

**Acceptance Requirements:**

Upon acceptance into the Practical Nursing program students must provide the following items no later than one month before the first day of class.

- Current CPR card (American Heart Association/Healthcare Provider)
- Current PPD skin test (TB) or Radiology Report
- Hepatitis B started or waiver form signed

**Major Requirements:**

SPN	1103	Clinic I
SPN	1107	Basic Concepts of Nursing I
SPN	1203	Medical/Surgical Nursing I
SPN	1207	Clinic II
SPN	1304	Basic Concepts of Nursing II
SPN	1306	Clinic III
SPN	1405	Medical/Surgical Nursing II
SPN	1602	Pharmacology I
SPN	1702	Pharmacology II
SPN	1801	Mental Health
SPN	1902	Nursing of Children
SPN	2503	Medical/Surgical Nursing III
SPN	2603	Nursing of Mothers and Infants

**Minimum Required Credit Hours (48)**

Students accepted into the program will be required to complete a form stating that the student is physically and mentally capable of performing the duties required of a practical nurse and is free from any communicable disease.

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 restitutions have 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. A state criminal background check will be required for eligibility to take NCLEX. The background check will be conducted by the Arkansas State Police and shall be completed no earlier than twelve (12) months prior to application for initial licensure. The fee will be incurred by the student. **Completion of the nursing program is no guarantee of eligibility to take NCLEX-PN.**

Students are required to have a urine drug screen as part of the admission requirements. There may be at least one additional urine drug screen done at random during the program. All drug screens are done at the student's expense. A breathalyzer can be requested for suspected alcohol abuse.

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 Program guide. Students may be required to successfully complete a competency exam before graduation.**

### **READMISSION OR TRANSFER**

Any applicant for readmission must meet PN selection criteria for program admission. If the applicant has been dismissed or has withdrawn from another nursing program a letter of good standing from the previous nursing program must be submitted with the student's application for readmission. If the applicant has been out of the nursing program for over 1 year they may be required to submit to a competency exam prior to readmission. Readmission then will be based on space availability.

If a student is accepted into the program, a complete transcript review will be done by the registrar or his designee to determine the course/or courses for which the student will be given credit. Any student wishing readmission will be considered based on past performance and seat availability. Readmission is not automatic and is subject to approval the nursing faculty board, division chair of occupational studies and vice chancellor of academic affairs and registrar.

#### **Transfer Requests**

Transfer requests will be considered on a case by case basis. Due to the wide variation of course content from one nursing program to another transfer can not be guaranteed and course repetition may be required. All persons wishing transfer must submit application for admission and follow all other admission criteria guidelines.

#### **Nursing Faculty Board**

The nursing faculty board is made up of the full time nursing faculty. This faculty meets to discuss and make decisions and recommendations on disciplinary, academic and readmission issues involving students of practical nursing and health programs on the ASUN campus. Decisions and recommendations are reported to division chair of occupational studies and to the vice chancellor of academic affairs. Students may appeal any decision made by the nursing advisory committee to the division chair of occupational studies. If no satisfaction is achieved then the student may appeal to the vice chancellor of academic affairs. Refer to the ASUN catalog for the entire grievance procedure.

**\*\*\*Note to all applicants\*\*\* ASUN faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.**

**2009- 2010 Course Curriculum**

\*Students are required to rotate through selected facilities during their clinical experience.

**Dates for NET Testing may be obtained by calling Phyllis Worthington, Admissions Office, (870) 512-7842, (800) 976-1676, or email at [pworthington@asun.edu](mailto:pworthington@asun.edu)**

**Grading criteria for the practical nursing program**

93-100 A

85-92 B

76-84 C

65-75 D

0-64 F

**Attendance**

Consistent attendance is required to successfully complete each of the nursing courses. After 3 absences in any nursing course the final grade will be reduced at the end of the course by 1 letter grade. Every additional 3 absences will result in a drop of additional letter grade at the end of the course. Being tardy is considered when a student enters the classroom over 15 minutes late. Three tardies equal 1 absence.

**Academic Progression**

A grade of "C" or better must be attained in each nursing course in each semester before progression to the next semester. A "C" or better must be obtained in BCN I, Clinic I, Med Surgical Nursing I, Nursing of Children, Pharmacology I in order to progress to BCN II, Clinic II, Med Surgical Nursing II, and Nursing of Mothers and Infants. A grade of "C" or better must be attained in BCN II, Med Surgical Nursing II, Clinic II, and Nursing of Mothers and Infants to progress to Med Surgical Nursing III, Clinic III, and Mental Health Nursing.

**AFFILIATED CLINICAL FACILITIES**

Harris Hospital, Inc. - Newport, AR  
Lindley Healthcare - Newport, AR  
Newport Healthcare & Rehabilitation - Newport, AR  
St. Bernards Medical Center - Jonesboro, AR  
Woodruff County Nursing Home - McCrory, AR  
White River Medical Center - Batesville, AR



**Associate of Applied Science in Nursing**  
**LPN/LPTN to RN**

**CONTACT:**

**Phyllis Worthington**

**(870) 512-7842**

**(800) 976-1676**

**email: [pworthington@asun.edu](mailto:pworthington@asun.edu)**

**Note: There is a special application and deadline for this program.**

This program is a 12-month program that combines classroom instruction with clinical experiences. Six community colleges with LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a non-traditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU) – Newport, Black River Technical College (BRTC) – Pocahontas, Cossatot Community College of the University of Arkansas (CCCUA) – Nashville/DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM).

The program will serve up to twenty students at each of the six colleges. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 PM and most clinical time will take place on weekends. This program was designed to meet the needs of working LPNs/LPTNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree which prepares them to take the NCLEX-RN (the Registered Nurse licensing examination). Due to the strenuous nature of the nursing curriculum, the admitting institution reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty's evaluation of the student's ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

**Entrance Requirements:**

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of "C" or better

Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.

- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses.
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language (TOEFL).
- Taking the assigned pre-entrance exam
- Drug testing (per admitting institution protocol)

Students are required to have a urine drug screen as part of the admission requirements. There may be at least one additional urine drug screen done at random during the program. All drug screens are done at the student's expense. A breathalyzer can be requested for suspected alcohol abuse.

Students will be ranked and selected based required general education course GPA and pre-entrance exam scores. **Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.**

### Acceptance

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed.
- Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
- Selected applicants must take and pass a medical math competency exam with a 90% pass rate. Applicants will have three chances to successfully pass the exam. A sample test will be provided to the applicant prior to testing.

- After the math competency exam has been successfully passed, the selected applicant must complete and pass the background check. An instruction sheet will be provided to the applicant (~\$39.00 cost).

Students selected for admission will receive a letter of acceptance into the program by mid-October, and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

### **Academic Progression**

In order to progress in the nursing curriculum, the student must meet the following criteria:

- The student must maintain a 2.0 "C" (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest "C" grade) to progress.
- See Graduation Policy below to review the final comprehensive exit exam that must be passed for program completion.

### **Re-admission Candidates**

Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution's appeal procedures.

### **Transfers**

Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

If an enrolled ARNEC student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wishes to transfer to, based on space availability and the institution's requirements for transfer students.

### **Advanced Placement of Students**

Refer to the Advanced Placement of Students policy in the admitting college's catalog.

**Note to All Applicants**

ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

**Graduation Policy**

Students must have successfully completed all general education courses and all nursing courses with a grade of "C" or better. Upon completion, the student's status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

Students **MUST** achieve a score at or above the current national passing average on the final comprehensive exit exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Should the student not achieve the required score after the third attempt, then it will be recommended for the student to attend an NCLEX-RN Review course. If the student fails the final comprehensive exit exam after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be recommended to sit for the NCLEX-RN. An "I" (incomplete) grade will be temporarily given. The student must also comply with their attending college's grading policies (see college catalog). Prior to the end of the spring semester, the student must contact their Program Chair to schedule up to three additional attempts on the exit exam. If the student passes (achieves a score at or above the national average), then the student will have completed the requirement for completion of the NCLEX-RN Preparation course, and be awarded the AAS in Nursing degree, which allows them to apply to sit for the NCLEX-RN licensing examination. If the student is unsuccessful (does not achieve a grade at or above the national passing average) on their three additional attempts on the final comprehensive exit exam, then their "I" (incomplete) grade will be converted to a failing grade.

After the student passes the final comprehensive exit exam, they will complete the remaining 50% of the NCLEX-RN Preparation course. The other 50% of this course is completed via the online review course that students complete toward the end of the fall semester.

+

**ARNEC 2009 General Education Requirements:**

- |   |         |
|---|---------|
| • Anatomy & Physiology I with lab       | 4 hours |
| • Anatomy & Physiology II with lab      | 4 hours |
| • Microbiology with lab                 | 4 hours |
| • English Composition I                 | 3 hours |
| • English Composition II                | 3 hours |
| • Intermediate Algebra (or higher math) | 3 hours |

- Math for Nurses 3 hours
  - Nutrition 3 hours
  - General Psychology 3 hours
  - Developmental Psychology **OR** Human Growth & Development **OR** Lifespan Development 3 hours
  - Computer Applications **OR** Intro to Computers 3 hours
- 

**Total General Education Requirements:**

**36 credit hours**

### **ARNEC 2009 Nursing Course Curriculum:**

**Spring Semester (16 weeks):**

RNSG 2119: Nursing Process I

**Lecture/Wk**

9

**Lab/Wk**

0

RNSG 2123: Nursing Practicum I

0

9

Total Theory Hours: 144

Total Practicum Hours: 144

**Summer Semester (12 weeks):**

RNSG 2216: Nursing Process II

**Lecture/Wk**

8

**Lab/Wk**

0

RNSG 2413: Nursing Practicum II

0

9

Total Theory Hours: 96

Total Practicum Hours: 108

**Fall Semester (16 weeks):**

RNSG 2518: Nursing Process III

**Lecture/Wk**

8

**Lab/Wk**

0

RNSG 2511: NCLEX-RN Preparation

1

0

RNSG 2523: Nursing Practicum III

0

9

Total Theory Hours: 144

Total Practicum Hours: 144

**Total Program Nursing Theory Hours: 384**

**Total Program Nursing Practicum Hours (1:3 Ratio): 396**

**Total General Education Requirement Hours:**

**36 Credit Hours**

**Total Nursing Course Requirement Hours:**

**33 Credit Hours**

**Total Completion Hours for AAS in Nursing:**

**69 Credit Hours**

**CERTIFICATE OF PROFICIENCY**  
**MEDICATION ASSISTANT**

This 120 hour course, Basic Medication Administration Skills, prepares Unlicensed Assistive Personnel for the task of medication administration.

Upon successful completion of the course students may apply to take the Arkansas State Board certification exam. Completion of the course does not guarantee admission to take the state board certification exam.

**ADMISSION REQUIREMENTS**

To be eligible for admission, the applicant must:

1. Be admitted to Arkansas State University-Newport.
2. Be currently listed in good standing on Arkansas' certified nurse aide registry.
3. Maintain registration on Arkansas' certified nurse aide registry continuously for a minimum of one (1) year.
4. Complete at least one (1) continuous year of full-time experience as a certified nurse aide in Arkansas.
5. Be currently employed at a nursing home.
6. Take the reading skills placement test of the Asset scoring 43 or above or the Compass scoring 82 or above.
7. Have proof of current MMR and TB skin testing.
8. Be enrolled in or have completed Introduction to computers.

**APPLICATION PROCESS**

All applicants must submit:

1. An application for Medication Assistant program. Applicants who misrepresent or omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Scores of Asset or Compass testing.
3. Proof of current certification as a certified nurse aide.
4. Letter from employer indicating one (1) continuous year of full-time experience as a certified nurse aide in a nursing home in Arkansas.

HSC     1008     Medication Assistant

**Minimum Required Credit Hours (8)**

**CERTIFICATE OF PROFICIENCY**  
**Certified Nursing Assistant**

Arkansas State University-Newport is pleased to offer certified nurses aide classes on the campus of Arkansas State University-Newport and Arkansas State University Technical Center in Jonesboro and selected high school campuses. This course teaches the basics of physical care for the client. Upon successful completion of this course a student can become a certified nurse assistant in the state of Arkansas. The program consists of 105 hours of classroom and clinical experience. Earn 7 college credit hours while training for a job in high demand. A technical certificate is awarded with successful completion.

**Admission Requirements:**

- Completed application
- Official College transcripts from all colleges attended
- Official High School transcript or GED scores
- Current PPD Skin Test or Radiology Report \*

\*A current PPD Skin Test or Radiology Report must be in student's file by the first day class.

SPN     1507     Nursing Assistant Certification

**Minimum Required Credit Hours (7)**

Contact Phyllis Worthington in Admissions for more information @ 870-512-7842

**CERTIFICATE OF GENERAL STUDIES**

This is a one-year award designed for the purposes of providing recognition of the completion of a body of knowledge in general education and to serve as an intermediate step toward an Associate of Arts degree; and /or to recognize as a "completer" a student who has successfully completed a significant number of courses in general education but does not intend to complete an Associate of Arts degree.

ENG	1003	English I
ENG	1013	English II
SPCH	1203	Oral Communication
MATH	1023	College Algebra (or higher)
MIS	1033	Introduction to Computers <u>OR</u>
MIS	1503	Microcomputers Applications
HIST	2763	The United States to 1876 <u>OR</u>
HIST	2773	The United States since 1876 <u>OR</u>
POSC	2103	Introduction to United States Government
PSY	2013	Introduction to Psychology <u>OR</u>
SOC	2213	Principles of Sociology
ART	2503	Fine Arts-Visual <u>OR</u>
MUS	2503	Fine Arts-Musical <u>OR</u>
THEA	2503	Fine Arts-Theatre
Physical, Biological, or Earth Science (with lab) 4-8 credit hours		
Social Science Elective 3 credit hours		

**Minimum Required Credit Hours (31)**



**CERTIFICATE OF PROFICIENCY**  
**Crime Scene Investigation**

Students enrolled in this program would obtain fifteen degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced courses presented by ASU-Newport. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit. ***During the semester the student completes their degree requirements, students MUST be enrolled in at least one credit hour at ASU-Newport.***

**College/University Credit Hours**

Freshman English (3 credit hours)

**Criminal Justice Institute Credit Hours (15)**

Crime Scene Technical Certificate Program (9 credit hours)

Certificate of Completion (6 credit hours)

**Minimum Required Credit Hours (18)**

**CERTIFICATE OF PROFICIENCY**  
**Law Enforcement Administration**

***During the semester the student completes their degree requirements, students MUST be enrolled in at least one credit hour at ASU-Newport***

**College/University Credit Hours**

Technical Communication (or higher) (3 credit hours)

**Criminal Justice Institute Credit Hours (15 credit hours)**

Law Enforcement Administration (9 credit hours)

Law Enforcement Electives (6 credit hours)

**Minimum Required Credit Hours (18)**

## 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: [truckdriving@asun.edu](mailto:truckdriving@asun.edu)**  
**[www.asun.edu](http://www.asun.edu)**

## **CERTIFICATE OF PROFICIENCY** **COMMERCIAL TRUCK DRIVING**

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 has trained over 15,000 entry-level drivers since the inception of the program.

The campus is located directly off of Highway 67 in Newport, Arkansas. Private companies provide housing which is three to six miles from the campus. The housing is conveniently located within a short driving distance to local restaurants, medical facilities, and churches.

The campus is situated on over 130 acres and includes three buildings dedicated to Transportation Technology. In 2009, ASU-Newport completed the Transportation Technology Center which is comprised of a 15,200 sq. ft. classroom facility plus an 8,000 sq. ft. Diesel Technology Lab. In 2005, ASU-Newport added a new building on university property near the commercial driving skills practice range. This 2,035 square foot facility houses a classroom, restrooms, and a small break area. Adjacent to this building is a new truck dock designed for students to develop their backing skills during their training on the ASU-Newport campus.

The Institute begins a new course each week and offers two separate training schedules. Both schedule options equate to approx. 190 clock hours of classroom and training time.

The 3-week course begins on a Monday and lasts 19 consecutive days. This includes training time on Saturdays and Sundays. The 4-week course begins on a Monday and lasts 26 calendar days, consisting of 20 training days with no weekend work typically required. ASU-Newport determines which course will be offered on any given date based on student and industry partner demand.

Daily class times vary and can last from approximately 6:00 A.M. until 5:00 P.M. daily. Night driving is scheduled periodically. Equipment used for training consists primarily of conventional tractors and 48 & 53 foot trailers (dry vans, reefers, and flatbeds).

## PROGRAM PHILOSOPHY AND OBJECTIVES

The program is designed to train entry level drivers to help meet the growing demand by carriers for qualified personnel. Our short term training programs coupled with the right attitude and hard **work put our students 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.

## 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 test according to percent listed below.

Classroom Scores ..... 25% of grade

Skills Test.....75% of grade

92 - 100 = A

87 - 91 = B

80 - 86 = C

below 80 = F

To satisfactorily complete the course students must:

(1) Score at least 80% in each of the following subjects: General Knowledge, Combination Vehicles, Air-Brakes

(2) Obtain CDL Permit

(3) Score at least 80% on final road and range skills

## PROGRAM NOTE:

**\*Effective April 7, 2004, Arkansas State Police Rules and Regulations for CDL testing (New Rule 3.0) states that there will be a (5) day waiting period for anyone failing any section of a CDL skills test before they can be re-tested.**

**CURRICULUM**

Classes will meet each day from approximately 6:00 a.m. to 5:00 p.m.

Class time is made up of a combination of classroom (theory) lessons and behind-the-wheel training on the ASU-Newport skills range and over-the-road.

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

**HOLIDAYS**

Holidays are observed during the two weeks of Christmas break.

For students enrolled in DTI 1107

**\*Estimated Break-Down of Expenses for Commercial Driver Training Course**

Tuition .....	\$1,115
Quality Improvement Fee.....	\$ 35
Equipment Use Fee.....	\$ 300
(Due first day of class; 2 checks, \$1,150 to ASU-Newport; and an equipment use fee of \$300 to Northeast Arkansas Higher Education Charitable Foundation)	
Housing.....(Provided by outside sources.).....	approximately....\$300 to \$400 depending on course length

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

**\*Expenses are subject to change without notice.**

**TUITION REFUND POLICY**

100% of the tuition will be refunded if the student withdraws from the course during the first eight days of enrollment. Thereafter, no refund will apply.

**OUTSTANDING ACCOUNT BALANCE PROCEDURES**

Cash paying students will be required to pay the cost upon registration of the Commercial Driver Training program. Students who are sponsored by a third party will have their account credited for payment when the billing processes are complete and the paying entity makes payment for the sponsored student. If a sponsored student is declined at any time, that student becomes responsible for the tuition due the University. Declined students must contact the business office in order to make payment arrangements which will be evaluated on an individual basis. Students unable to meet their obligation at this point may be asked to withdraw from the program.

Students with any balance on their account at the conclusion of the program are placed on financial hold by the business office. This hold prevents the students from acquiring official academic records from this institution and/or registering for any additional classes until their account is cleared.

If any student continues to have an outstanding balance after the term, the balance will be considered delinquent and will be sent to the State of Arkansas to be deducted from their next year state income tax. If no payment is made after this process, the account balance will be sent to collections.

# **STUDENT SERVICES**



**Financial Aid**



**Campus Police**



**Counselor**



**Student Affairs**

## **Student Rights, Freedoms, and Responsibilities at Arkansas State University-Newport**

ASU-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, but also 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 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 GRIEVANCE PROCEDURE**

### **Prologue**

A grievance is a complaint alleging that one or more of the student's rights has been violated. Arkansas State University-Newport will not and is prohibited from discriminating against any person who has filed a complaint.

These procedures do not apply to student complaints involving alleged sexual harassment. In such cases, the student should contact the Director of Human Resources or the Vice Chancellor for Student Services 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 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 complaints that are not course-specific, the student should seek resolution within 10 working days of the 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.

**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 evident, 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 in Step four is not resolved within ten working days of receipt by the Vice Chancellor for Academic Affairs, the Vice Chancellor for Academic Affairs shall appoint, within ten working days of completion of the step four process, a student hearing committee.

## **COLLEGE HEARING COMMITTEE**

The College 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 has been filed and the student may attend this meeting as observers. The individual against whom the complaint is made and the student will then withdraw and the hearing committee will elect a chair to preside at the subsequent hearing.

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

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

The hearing committee shall conduct its deliberations based upon the information presented at the hearing that is relevant to the issue or issues before the committee. The hearing committee shall present to the Vice Chancellor for Academic Affairs a written report detailing its findings and its recommendations relative to the complaint within five working days following conclusion of the hearing. Member(s) of the hearing committee may file a minority opinion, which shall be appended to the committee report. After receipt of the hearing the Vice Chancellor for Academic Affairs 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 and there shall be no further student appeal. 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.

## **ASU-NEWPORT STUDENT CONDUCT SYSTEMS** **AND** **CODE OF CONDUCT**

### **Preamble**

ASU-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.

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

The learning community at ASU-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 ASU-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.

**Jurisdiction**

All of the conduct regulations apply to student acts in or on university property or within the jurisdiction of the University Police. Additionally, the university reserves the right to adjudicate acts that occur 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 wherever they occur.

**Interim Suspension**

An Interim Suspension is a temporary removal of the student based upon facts that show the student constitutes a direct threat to property, to self, or to others. The student immediately will be given notice of reason for the INTERIM SUSPENSION and the time, date, and place of a preliminary hearing at which he/she shall be given 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 fundamental 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 the property, self, or others.

**Student Contact Information**

All students are responsible for maintaining their current address, email address, and phone number with the Registrar's Office. It is also the student's responsibility to frequently monitor campus e-mail and the university web site, as these electronic means of communication are the university's most effective and efficient ways to disseminate important information to the campus community.

**Modifying the Standards of Student Conduct**

The University reserves the right to amend the Standards of Student Conduct at any time. Every effort will be made to communicate any changes made to the university community at least ten days prior to policy change.

**Policy Interpretation**

The Vice Chancellor of Student Affairs or his/her designee is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures.

## **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.

By allowing the existence of behaviors or items that violate Arkansas State University policy, procedures, or Code of Conduct, students have demonstrated an implied consent for the violation(s) and thus may be equally charged for the violation(s). In addition, students will be considered in violation if they fail to remove themselves from incriminating situations and/or report the incident to proper authorities.

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 ASU-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. 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;
12. 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;
13. 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;
14. The instigation of false fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment;
15. 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);
16. 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;
17. 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;
18. 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.
19. 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.

### **Conduct Information and Procedures**

Alleged violations of the Standards of Conduct should be reported to the Vice Chancellor of Student Affairs.

## **Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct**

1. Any individual may refer a student to the Vice Chancellor of Student Affairs for conduct charges. Conduct Referrals should be delivered to the Vice Chancellor of Student Affairs within ten (10) university business days after the student has been identified as the alleged violator, whenever possible.

2. Upon the receipt of a Conduct Referral, the Vice Chancellor for Student Affairs or his/her designee will determine if sufficient information is present for charges to be filed against the alleged violator. If charges are filed, then the alleged violator will be delivered or emailed the charges and an initial meeting will be scheduled.

3. The Vice Chancellor of Student Affairs or his/her designee will determine an initial hearing officer depending upon the severity of the alleged infraction and where it occurred. The initial hearing officer may be one of the following: Vice Chancellor of Student Affairs or Student Disciplinary Committee.

## **Procedures for Resolving Conduct Charges for Violations of the Standards of Student Conduct.**

### **1. Informal Case Resolution:**

The initial hearing officer may offer an alleged violator a case resolution. The initial hearing officer will meet with the alleged violator to review the charges and the options they have available to them to resolve the matter. The alleged violator can have 48 hours to decide which option he/she would like to utilize to resolve the charges.

a. If an alleged violator accepts responsibility for the alleged offense, then the initial hearing officer will assign the sanction. If the alleged violator does not agree with the sanction(s), he/she may request that the appropriate designee review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the Vice Chancellor of Student Affairs within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day, if the deadline falls on a weekend or after 5 p.m. on a weekday. This is the only appeal available through the Case Resolution Process.

b. If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred to the Student Disciplinary Committee. A Formal Conduct Hearing will then be conducted to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

c. Any student who fails to attend a scheduled resolution meeting will have a hold placed on their registration until they have met with the university representative and reached a resolution or until a Formal Conduct Hearing has been completed.

**2. Formal Conduct Hearing:**

If an alleged violator does not accept the responsibility, does not attend the Resolution or if the initial hearing officer does not think that a Resolution is appropriate, then a Formal Conduct Hearing will be convened. There are two types of Formal Conduct Hearings that an alleged violator may choose from or be remanded to: Administrative or Student Disciplinary Committee, depending on the severity of the case and the alleged violator's prior history. All Formal Conduct Hearings are recorded.

**Types of Formal Conduct Hearings****Administrative**

Administrative hearings are assigned in cases where there is little discrepancy in a case, where there is a need to expedite the conduct process (such as cases of safety or when interim action has been taken), or when there is a request for one by the alleged violator. Administrative hearings are heard by the Vice Chancellor of Student Affairs or designee.

**Student Hearing Board**

Student Hearing Boards are assigned in cases where the alleged violator would benefit from a decision put forward by his/hers peers. Student Hearing Boards consist of 5-9 Arkansas State University-Newport students who have been selected and trained to participate in the conduct process.

**Formal Conduct Hearing Guiding Principles:**

- a. An alleged violator may request a pre-hearing conference prior to his/her Formal Conduct Hearing.
- b. An alleged violator will have at least 48 hours notice of a hearing or the notice will be posted five University business days prior to the hearing.
- c. An alleged violator may choose to not attend a scheduled hearing, however, if properly notified it will proceed in his/her absence.
- d. An alleged violator may choose to not answer a question at any time or to not speak during his/her hearing or present information to a hearing body, if he/she thinks it is in his/her best interest.
- e. A complete witness list must be turned into the Vice Chancellor of Student Affairs or designee two business days prior to the hearing.
- f. Students may request, in writing, a list of all witnesses and access to all information. All information requests must be done in writing and allow 24 hours for the information to be compiled.
- g. Determination of responsibility will be based upon a preponderance of the evidence or if it is "more likely than not" that a violation did occur.
- h. No character witnesses or irrelevant information will be considered in a hearing.
- i. An alleged violator may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner.

j. An actively participating alleged victim may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner.

k. No recordings or tapes of hearings shall be made by any person other than the Chair of the Hearing. The Hearing recording will be maintained by the Vice Chancellor of Student Affairs for the appeal process only. If an appeal is not made, the recording will be destroyed 10 university business days after the appeal date is past. If an appeal is made, the recording will be destroyed 10 university business days after the final appeal decision. A student will be given reasonable access to their hearing recording for the purposes of review, with the understanding that no duplication or transcribing of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provide the Vice Chancellor of Student Affairs at least 24 hours notice to make the appropriate arrangements.

## **Appeal Process**

### **Informal Case Resolution Appeal**

A student or organization found responsible for a violation of university policy in an Informal Case Resolution may request a sanction review for the following reason:

- Sanction unreasonably harsh or inappropriate for the circumstances of the violation

Requests for review of sanction(s) must be delivered in writing to the Vice Chancellor of Student Affairs within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday. This is the only appeal available through the Informal Case Resolution Process. The sanction review will be heard by the Vice Chancellor of Student Affairs unless he/she was the initial hearing officer. If the Vice Chancellor of Student Affairs was the initial hearing officer, the Chancellor or Designee will hear the review.

The decision of the Appeal Officer is final.

### **Student Organization Council Hearing Appeal**

A student organization found responsible for a violation of university/council policy during a council hearing may request and appeal for one of the following reasons:

- Insufficient information that a policy was violated;
- A serious procedural error in resolving the case;
- Sanction unreasonably rash or inappropriate for the circumstances for the violation.

Requests for appeal must be delivered in writing to the Vice Chancellor of Student Affairs within 72 hours, of receipt of the original written decision, or by

9:00 a.m. on the next university business day, if the deadline falls on a weekend or after 5:00 p.m. on a weekday. Typically a decision will be rendered within five (5) to ten (10) University business days, unless the sanction includes suspension or dismissal. After review, the Vice Chancellor of Student Affairs or designee may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Alter the sanction(s) of the original hearing authority;
- Refer the case to the Vice Chancellor of Student Affairs for a new hearing including the new information shared in the appeal.

The decision of the Appeal Officer is final.

### **Formal Conduct Hearing Appeal**

A student found responsible for a violation of university policy during a Formal Conduct Hearing may request an appeal for one of the following reasons:

- Insufficient information that a policy was violated;
- A serious procedural error in resolving the case;
- Sanction unreasonably harsh or inappropriate for the circumstances for the violation.

Requests for appeal must be delivered in writing to the Vice Chancellor of Student Affairs within 72 hours, of receipt of the original written decision, or by 9:00 a.m. on the next university business day, if the deadline falls on a weekend or after 5:00 p.m. on a weekday. Typically a decision will be rendered within five (5) to ten (10) University business days, unless the sanction includes suspension or dismissal. After review, the Vice Chancellor of Student Affairs or designee may:

- Reverse finding(s) of the original hearing authority;
- Alter the sanction(s) of the original hearing authority;
- Refer the case to the Student Disciplinary Committee for a new hearing including the new information shared in the appeal.

The decision of the Appeal Officer is final.

### **Conduct Sanctions**

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

1. **Educative Sanctions** - Papers, counseling, alcohol/drug evaluations, tasks or series of tasks that are educational in nature and/or serve to benefit the group or community at large

2. **Reprimand** - (a) Oral reprimand - An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand - A statement of disapproval prepared by a designated person and delivered to the student in writing.

3. **Restrictions** - (a) Identification card privileges; (b) parking privileges; (c) visitation/inter-visitation privileges in residence halls; (d) removal from a particular room, floor, or residence hall; (e) or as appropriate to the violation.

4. **Restitution** - Compensation for loss or damage incurred to the university residence hall, or a member/guest of the university community.

5. **Probated Suspension** - Notice that further convictions of 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 convictions of 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.**

## **Student Conduct Records**

### **Retention**

Student Conduct Records will be maintained for seven years from the date of the last case resolution or two years post graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely.

### **External Release**

External release of records will occur in accordance with Federal law. Records will only be released outside of the university system with the student's written consent or in cases allowed by Federal Law such as when a student is applying for transfer to another institution.

## **ACADEMIC INTEGRITY POLICY**

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

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

## A. PLAGIARISM

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

1. To avoid plagiarism, give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have 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., Nursing, and Driver Training) may add to these guidelines in order to enforce academic integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory experiences).

## **STUDENT APPEAL PROCESS**

1. The Vice Chancellor for Student Affairs will receive a report regarding an incident where a student's conduct may have violated University conduct regulations.
2. The Vice Chancellor for Student Affairs will determine who will function as the Initial Hearing Officer/Body depending upon the severity of the alleged infraction and where it occurred. Cases of student misconduct will be referred to the University Student Conduct Process (stated under Disciplinary Sanctions.)
3. Students will be notified, in writing, of the specific allegations against them, who the Initial Hearing Officer/Body will be, and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing by: hand, certified mail with notification of acceptance or rejection, or by proof of mailing four days prior to the hearing. The date for the hearing must, if at all possible, be set within 10 working days from the date of notification to the student. A student's registration may be denied and/or transcripts withheld pending the outcome of a student conduct hearing of allegations.
4. A preliminary meeting to interview the student may be requested by the initial hearing officer/body. Failure to comply with a request (verbal or written) for a meeting will be considered a violation of the Code of Conduct.
5. Students may, upon request, receive copies of all information, incident reports, statements, etc., which will be used during their conduct hearing at least two working days prior to their hearing.



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

## **DISCIPLINARY RECORDS**

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. ASUN may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. ASUN may disclose to anyone - not just the victim - the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies (34 CFR §§99.31(a)(13) and (14).

## **STUDENT ORGANIZATIONS**

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

1. An alleged offense was committed by one or more members of an organization and an executive member or advisor encouraged, sanctioned or was complicit while it occurred.
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.
7. A pattern of individual violations found to have existed without proper and appropriate group control, remedy, and sanction.

## **DISCIPLINARY SANCTIONS**

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

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

## **UNIVERSITY COMMITTEES**

Student involvement is vital to the governance structure at ASU-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.

## **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 direct threat to the health, safety, or welfare of themselves or students, staff, faculty, or other members of the university community and/or university property; or
  - b) interferes with the rights of students, staff, faculty, or members of the university community, including disruption of the normal or sponsored academic and extracurricular activities of the university.
2. Proceedings for Mandatory Administrative Leave Policy are initiated by providing written information to the Vice Chancellor for Student Affairs that a student has engaged in or exhibited the above described prohibited behavior.
3. Upon receipt of written information that a student has engaged in or exhibited the above described prohibited behavior, the Vice Chancellor for Student Affairs may immediately place the student on Mandatory Administrative Leave. If Mandatory Administrative Leave is invoked, the Vice Chancellor for Student Affairs shall mail to the student no later than the next business day copies of the written charges provided to the Vice Chancellor for Student Affairs and notice that the student has been placed on leave.
4. The Vice Chancellor for Student Affairs shall conduct a review within five business days after leave is invoked. The review shall include conferences with both the charging party and the student. The student shall have the right to present statements, witnesses, and/or information that refute the charges presented to the Vice Chancellor for Student Affairs or demonstrated that no basis for a Mandatory Administrative Leave exists. The student may be accompanied to the conference by an advisor such as a friend, relative, faculty member, or medical/mental health provider.
5. If a student placed on Mandatory Administrative Leave wishes to 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**.

### **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. (No commercial solicitation will be permitted.)
8. The rights to distribute notices and printed material shall not extend 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**

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors. All faculty, staff and recognized student organizations may be permitted to hold fund-raising events on campus under the following conditions:

1. 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 ASU-Newport or for a selected philanthropic project of the organization.
2. The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Vice Chancellor of Student Affairs at least one week prior to the requested date(s) of the fund-raising.
3. The Vice Chancellor of Student Affairs will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). An off-campus organization or business may not conduct the fund-raising activity and then provide the recognized ASUN organization a certain percentage of sales, income, etc.
4. 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 stated in the catalog.
5. All fund-raising events must be approved before solicitation begins.

## **STUDENT CASH TRANSACTION POLICY**

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

## **CAMPUS FUND-RAISING/SOLICITATION POLICY**

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

## **FREEDOM OF EXPRESSION POLICY**

Arkansas State University highly regards the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. Because the mission of Arkansas State University is education, the campus of Arkansas State University is not a public forum open for assembly and expression of free speech as are the public streets, sidewalks, and parks. Arkansas State University remains firmly committed to affording each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations in areas designated as free expression areas. 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 this objective, while at the same time insuring 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.**

- C. MARCHES-** Marches may take place on streets and sidewalks of the campus. 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.
- D. 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 must 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.

There must be compliance with all applicable state and federal laws and university policies, rules, and regulations.

## **OTHER STUDENT FACILITIES AND SERVICES**

### **Student Center**

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

### **Food Services**

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

## **CAREER SERVICES**

Student Services/Financial Aid and the Counseling Center offer a wide range of services to current students and alumni to assist them in career decision-making, the job search process, and career advisement. 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 or go to [www.asun.edu](http://www.asun.edu) and then go to student services and click on Career Services.
- Computerized matching of employers and registrants on the web.
- The Counseling office and Student Services/Financial Aid are located in the Student/Community Center. 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 [ccross@asun.edu](mailto:ccross@asun.edu).

## **DISABILITY SERVICES**

The Vice Chancellor for Student Affairs is the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1972, and the Americans with Disabilities Act (ADA). Appropriate arrangements are made for qualified students with disabilities to receive Academic adjustments, auxiliary aids, and support services. 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, functions such as:

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 870-512-7812 or visit Student Services/Financial Aid located in the Student/Community Center.



## **DISABILITY**

### **GRIEVANCE PROCEDURE**

ASU-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 ASU-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 of receipt of the complaint to the Disability Services Committee. The Disability Services Committee must submit a written response to the complainant within 15 days of receipt of the complaint.
7. If complainant can 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 within 10 days following receipt of the Disability Services Committee response. The decision of the Chancellor will be made within 10 days and 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.
10. Any retaliatory acts on behalf of the ASUN are prohibited.

## **TESTING SERVICES**

Administration of standardized tests, including the American College Testing (ACT) program is coordinated through the Counselor's Office.

Test schedules and additional information may be obtained in the Counselor's office located in the Student/Community Center or by calling 870-512-7890. Information may also be obtained by visiting ASU-Newport's web page at [www.asun.edu](http://www.asun.edu).

## **INTRAMURAL ACTIVITIES**

The PE Department offers a broad intramural activity program for male and female students. Coed intramural activities are also offered. Specific information may be obtained in the office of the PE instructor or by calling 870-512-7890. Each semester a calendar is published on the web page and posted on various campus bulletin boards.

## **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 the Student/Community Center. 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 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 and Act 498 of 2007. 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 White River Hall. The telephone number is 870-512-7866 and the cell phone numbers are 870-217-1348 or 870-217-1347.

## **CAMPUS SAFETY AND YOUR RIGHT TO KNOW**

To ensure that you have the information you need, a safety guide is provided online at [www.asun.edu](http://www.asun.edu) and click on Student Services. Printed copies of the publication are available by writing to Student Services and providing an address.

## **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 the Student/ Community Center.

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.

## **VETERANS ADMINISTRATION BENEFITS**

ASU-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, and 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 Student Services/Financial Aid office located in the Student/Community Center. You may also call 870-512-7835 or e-mail [ccross@asun.edu](mailto:ccross@asun.edu) or [mrobertson@asun.edu](mailto:mrobertson@asun.edu).

Active Reservists or National Guard members may be eligible for monthly educational benefits.

## **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 Student Services/Financial Aid Office.

### **FINANCIAL AID OFFICE**

The Student Services/Financial Aid Office coordinates all financial assistance available to students at ASU-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 870-512-7713 or fax 870-512-7876 or writing to: Student Services/Financial Aid Office, 7648 Victory Blvd., Newport, AR 72112, email [bcoe@asun.edu](mailto:bcoe@asun.edu), or visit the web page [www.asun.edu](http://www.asun.edu) and view financial aid information.

### **ADULT EDUCATION**

The Adult Education program is offered on-campus and off-campus for those needing to complete the General Equivalency Diploma (GED) in place of high school graduation. There is no charge for tuition or books for this program and students may start at any time. For more information, please call the Coordinator of Adult Education at 870-512-7824.



Jonesboro Office



Newport Office

## **CAREER PATHWAYS**

Arkansas Career Pathways is a grant funded program that provides assistance to qualified Arkansas parents who want to complete training and education to improve their employment opportunities. For eligible individuals, student support services include academic and career counseling, as well as possible financial support services for tuition, books, testing, childcare and transportation. Application and documentation of eligibility, including but not limited to income and family size, are required for the program. Participation opportunities in the ASU-Newport Career Pathways program are available for both credit and non-credit students at the ASU-Newport, ASU-Newport Technical Center/Jonesboro and ASU-Newport Technical Center/Marked Tree campuses. For more information, contact Career Pathways at 1-866-454-4686 (toll-free) or email [Career\\_Pathways@asun.edu](mailto:Career_Pathways@asun.edu). *The funds for this project are provided by Temporary Assistance to Needy Families (TANF) funds from the U.S. Department of Health and Human Services.*

## **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 ASU-Newport 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. Organizational Requirements-** Organizations will be recognized by the university upon completion of all requirements set by the Student Services/Financial Aid Office.

**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.

## **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.

## **SPECIAL INTEREST STUDENT ORGANIZATIONS**

### **Baptist Collegiate Ministry**

Baptist Collegiate Ministry (BCM) mission is to encourage fellowship, develop leadership skills, provide opportunities for study of the Bible, organize collegians for service and ministry projects, assist in searching for personal faith and offer guidance in times of crises. The BCM is open to all students, faculty, and staff.

**Physical Education Majors Club**

Physical Education Majors Club (PEM Club) mission is to broaden student's interest in health, physical education, recreation, and dance and advance the standards of a physical education profession.

**Student Nurses' Association**

The Student Nurses' Association's philosophy is to promote the educational needs of a Licensed Practical Nurse as an important member of the health care team and concerned with health care standards for all people.

## **HONORARY ORGANIZATIONS**

**Phi Theta Kappa**

ASU-Newport chapter Beta Nu Gamma of the Phi Theta Kappa national organization's mission is to recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

For more information, contact the Counselor at 870-512-7890, or Anna Westman at 870-512-7836, [awestman@asun.edu](mailto:awestman@asun.edu).

## **Articulation Agreements**

ASU-Newport has developed program and course articulation agreements with all the state supported four-year institutions. In addition, articulation agreements with many private colleges have been developed. Articulation agreements provide ease of transfer with minimum loss of credit. The Arkansas Department of Higher Education (ADHE) has a web link that contains information about the transferability of courses within Arkansas public colleges and universities called the Arkansas Course Transfer System (ACTS).

ACTS may be accessed on the Internet by going to the ADHE website at (<http://acts.adhe.edu>), selecting "Course Transfer", and following the instructions.

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



# Physical Plant Division



David Winston  
Brenda Powell

Director of Physical Plant  
Custodial Supervisor II

870-512-7829  
870-512-7705

**ORGANIZATION OF THE UNIVERSITY****Board Of Trustees**

	<b>Term Expires</b>
Mike Medlock, Jonesboro	January 2010
Florine Tousant Milligan, Forrest City	January 2011
Howard Slinkard, Rogers	January 2012
Ron Rhodes, Cherokee Village	January 2013
Mike Gibson, Osceola	January 2014

**Officers of the Board**

Mike Medlock, Jonesboro	Chair
Florine Tousant Milligan, Forrest City	Vice Chair
Howard Slinkard, Rogers	Secretary

**ARKANSAS STATE UNIVERSITY**

Dr. J. Leslie Wyatt	ASU-System President
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**ASU-NEWPORT ADMINISTRATIVE STAFF**

<b>Dr. Larry Williams, 2001</b>	<i>Chancellor</i>
B.S.E., East Central State University	
M.S.E., East Central State University	
Ed.D., Oklahoma State University	
<b>Dr. Larry Davis, 2004</b>	<i>Vice Chancellor for Academic Affairs</i>
B.S., East Central State University	
M.S., Oklahoma State University	
Ed.D., Oklahoma State University	
<b>Dr. Mary Robertson, 1984</b>	<i>Vice Chancellor for Student Affairs</i>
B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
Ed.D., Arkansas State University	
<b>Bob Stiger, 1975</b>	<i>Vice Chancellor for Fiscal Affairs</i>
B.S., Harding University	

**Faculty****Samantha Anderson, 2006**

A.A.S., Arkansas State University-Newport  
A.S.N., Arkansas State University-Newport  
B.S.N., Arkansas State University  
Certification in ACLS

*Instructor  
Nursing*

**Betsy Ashcraft, 2006**

B.S.E., Mississippi University for Women  
M.S., Arkansas State University

*Assistant Professor  
Life Science*

**Margaret R. Berry, 1975**

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

*Assistant Professor  
Business Education*

**Jayne Black, 1988**

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

*Assistant Professor  
Mathematics*

**Zandra Brockway, 1997**

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

*Assistant Professor  
English  
Reading Specialist*

**Kenny Browning, 2008**

*HVLT Instructor*

**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

*Assistant Professor  
Social Science*

**Larissa Clark, 2004**

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

*Assistant Professor  
Life 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

*Assistant Professor  
Speech/Theater*

**Scott Cowell**

A.S.N., ASU-Jonesboro  
B.G.S., ASU-Jonesboro  
B.S.N., ASU-Jonesboro  
M.B.A., ASU-Jonesboro  
J.D., UALR William H. Bowen School of Law

*Director of Nursing  
Assistant Professor of Nursing*

**Dr. Charles Davis, 2008**

B.A., Indiana University  
PhD, Oregon State University

*Assistant Professor  
Life Sciences*

**Duane E. Doyle, 1993**

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

*Division Chair, Occupational Studies  
and Distance Education  
Assistant Professor  
Mathematics*

**Linda D. Duncan, 1988**

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

*Assistant Professor  
Business Education*

**Eric Ellis, 2006**

*Instructor  
Diesel Technology*

**Bobby Jo Forrester, 2005**

C.D.L.

*Instructor  
Commercial Driver Training Institute*

**Clay Fulton, 2004**

A.A.S., Community College of the Air Force  
B.B.A., Tarleton State University

*Instructor  
High Voltage  
Systems*

**Tanya Hagler, 1994**

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

*Assistant Professor  
Physical Science*

**Janna Kegley, 1985**

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

*Assistant Professor  
Business Education/*

**Dale Martin, 1988**

C.D.L.  
A.A., Williams Baptist College

*Instructor  
Commercial Driver Training Institute*

**Amber Millwee, 2007**

B.F.A., Stephens College  
M.A., Henderson State University

*Instructor  
Career Pathways*

**Linda Moon, 2001**

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

*Instructor  
Adult Education*

**Dr. Allen Mooneyhan, 1997**

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

*Division Chair  
Business Technology  
Assistant Professor  
Health/PE  
Prison Liaison*

**Stacy Mooneyhan, 2006**

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

*Assistant Professor  
Early Childhood Education  
Assessment Coordinator*

**Linda Morris, 1999**

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

*Assistant Professor  
Mathematics*

**Laura Nodine, 2005**

B.A., Harding University  
M.S.E., University of Central Arkansas

*Instructor  
Adult Education*

**Sandra Provence, 1999**

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

*Assistant Professor  
English  
Education Coordinator*

**Terri Reno, 1994**

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

*Assistant Professor  
English*

**Gary Robertson, 1996**

C.D.L.

*Instructor  
Commercial Driver Training Institute*

**Debra Simmons, 2006**

B.A., Columbia College  
M.Ed., National-Louis University  
Certification in PALS, ACLS, CEN

*Assistant Professor  
Psychology/Sociology*

**Bruce Smock, 1996**

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

*Assistant Professor  
Speech/Drama*

**Herschel D. Stuart, 1993**

C.D.L.

*Instructor  
Commercial Driver Training Institute*

**Nancy Weaver, 2004**

A.S.N., Arkansas State University  
Certification in PALS and ACLS

*Instructor  
Nursing*

**Anna Westman, 2005**

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

*Assistant Professor  
English/Foreign Language*

**Ike Wheeler, 1995***Division Chair, University Studies*

B.A., Arkansas State University

M.A., Arkansas State University

*Assistant Professor  
Social Science***Tressa White, 2005***Assistant Professor*

B.S., Arkansas State University

M.S., Arkansas State University

*Math/Science*

**STAFF****Terry Adams***Public Safety Officer*

G.C.L.E., ALETA, Camden

A.A., Arkansas State University-Newport

**Jan Bailey***Administrative Specialist III*

Clerical Certificate, White River Vo-Tech

A.A.S., Arkansas State University-Newport

A.A., Arkansas State University-Newport

**Jennifer Ballard***Librarian*

B.A., Arkansas State University

M.L.I.S., University of Alabama

**Alma Barber***Administrative Specialist I***Diana Barker***Bookstore Manager*

A.A., Arkansas State University-Newport

**Teddy Baumgarner***Institutional Services Assistant***Gary Breckenridge, III***Computer Support Technican*

B.S., Arkansas State University

**Tara Byrd***Director of Admissions/Registrar*

B.S.E., Arkansas State University

**Patricia Keeter Calhoun***Director of Continuing Education/*

A.A., Arkansas State University

*Business Outreach*

B.S., Arkansas State University

**James Carter***Maintenance Assistant***Andrea Chism***Library Technician*

A.A.T., Arkansas State University-Newport

A.A., Arkansas State University-Newport

**Brandon Coe***Financial Aid Specialist*

A.A., Arkansas State University-Newport

B.S., Williams Baptist College



<b>Connie Cooper</b>	<i>Fiscal Support Specialist</i>
<b>Wanda Copeland</b>	<i>Institutional Services Assistant</i>
<b>Cheryl Cross</b> A.A., Arkansas State University-Newport	<i>Administrative Specialist III</i>
<b>Stacey Crotts</b> Secretarial Certificate A.A., Arkansas State University-Newport	<i>Fiscal Support Specialist</i>
<b>Bettye Davis</b> B.S., Arkansas State University	<i>Director of Human Resources</i>
<b>Willie Foust</b>	<i>Maintenance Specialist</i>
<b>Tina Fuentes</b> B.A., Arkansas State University M.A., Arkansas State University	<i>Curriculum Coordinator</i> <i>Career Pathways</i>
<b>Otis George</b>	<i>Maintenance Assistant</i>
<b>Amber Goza</b> B.S., University of Central Arkansas	<i>Administrative Specialist II</i>
<b>Amber Grady</b> B.A., Williams Baptist College M.S., Arkansas State University	<i>Counselor</i>
<b>Jeff Grizzle</b> A.C.L.E., ALETA, Camden	<i>Public Safety Officer</i>
<b>Danyelle Hardaway</b> A.A.S., Arkansas State University-Newport T.C., Office Skills-Arkansas State University- Newport	<i>Intake/Data Assistant</i> <i>Career Pathways</i>
<b>Marcus “Dale” Harris</b>	<i>Maintenance Assistant</i>
<b>Susan Helms</b> A.A., Arkansas State University-Newport	<i>Administrative Specialist I</i>

<b>Sue Henderson</b> A.G.E., Arkansas State University-Newport A.A., Arkansas State University-Newport A.A., CIS, Arkansas State University-Newport B.S., Arkansas State University	<i>Financial Aid Analyst</i>
<b>Carolyn Hohn</b>	<i>Administrative Specialist I</i>
<b>Debbie Keyton</b> B.S., Arkansas State University	<i>Information Systems Manager</i>
<b>Laura King</b> B.S., Arkansas State University	<i>Assistant to the Chancellor</i>
<b>Terry Larson</b>	<i>Administrative Specialist II</i>
<b>Theda Neldon</b> A.A., Arkansas State University-Newport A.A.CIS., Arkansas State University-Newport B.S., Arkansas State University	<i>Counselor/Student Advisor</i> <i>Career Pathways</i>
<b>Kermeta Overland</b> A.A.T., Arkansas State University-Newport	<i>Library Technician</i>
<b>Monika Phillips</b> B.S.B.A., Arkansas State University	<i>Accountant I</i>
<b>Christy Polston</b> B.A., Arkansas State University M.P.A., Arkansas State University	<i>Director</i> <i>Learning Resource Center</i>
<b>Brenda Powell</b> Office Occupation Certificate	<i>Institutional Services Supervisor</i>
<b>Johnny Powell</b>	<i>Skilled Tradesman</i>
<b>Teresa Ramsey</b>	<i>Human Resource Specialist</i>
<b>Clara Smart</b>	<i>Institutional Services Assistant</i>

<b>Lonnie Smith</b>	<i>Institutional Services Assistant</i>
<b>Pam Smith</b> A.A., Arkansas State University-Newport	<i>Administrative Specialist II</i>
<b>Debbie Snetzer</b>	<i>Administrative Specialist II</i>
<b>Tamya Stallings</b> B.S., Arkansas State University M.A., University of Arkansas	<i>Director of Computer Services</i>
<b>Wanda Steen</b>	<i>Institutional Services Assistant</i>
<b>Ashley Stripling</b> B.S., Arkansas State University M.B.A., Arkansas State University	<i>Community Outreach Career Pathways</i>
<b>Robert Summers</b> B.A., Harding University M.S.E., Arkansas State University	<i>Student Development Specialist</i>
<b>Martha Taussig,</b> B.A., Wheaton College M.A., Eastern Illinois University M.A., University of Illinois	<i>Adult Education Coordinator</i>
<b>Deana Tims</b> A.A., Arkansas State University-Newport B.S., Arkansas State University	<i>Director of Financial Aid</i>
<b>Kathleen Turner</b>	<i>Institutional Services Assistant</i>
<b>Linda Walker</b>	<i>Institutional Services Assistant</i>
<b>Bentley Wallace</b> B.S., Arkansas State University	<i>Director of Commercial Driver Training Institute</i>
<b>Melissa Watson</b> B.S., Arkansas State University	<i>Business Manager</i>

**Lee Webb***Purchasing Specialist*

Office Occupations Certificate

**David Winston***Director of Physical Plant*

HVAC &amp; Industrial Electrical Certifications

Master Brick Mason

**Phyllis Worthington***Administrative Specialist II***Jeanette Youngblood***Director*

B.S., Williams Baptist College

*Career Pathways*

M.A.P., University of Arkansas-Little Rock

S.C.C.T., Arkansas State University

# Marked Tree Technical Center



**ASUTC - Marked Tree**

**PO Box 280**

**33500 Hwy 63**

**Marked Tree, AR 72365**

**Phone: 870-358-2117**

**DEGREES**

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## **ASSOCIATE OF APPLIED SCIENCE**

### **Automotive Service Technology**

The Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). For those students pursuing a career as a professional auto technician the automotive industry has taken on a new sophistication. It requires advanced technical training and computer literacy. ASE certified programs gives assurance that graduates will be employable entry-level technicians.

The Automotive Service Technology shop is equipped with the latest diagnostic equipment and automotive software. Nationally accepted standards of excellence in areas such as instruction, facilities, and equipment are used.

Required related course work in communications, math, computer fundamentals, and human relations provides valuable information needed to round out the technical skills of the graduate.

NATEF's precise national standards reflect the skills that students must master to be successful in today's automotive service and repair industry. A.S.E. Certification practice tests are taken at the end of each unit of study.

Depending on Compass or ACT scores, students may be required to take developmental courses.

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**ASSOCIATE OF APPLIED SCIENCE**  
**Automotive Service Technology**

**GENERAL EDUCATION: (15 credit hours)**

ENG 1003 English I

ENG 1013 English II

MATH 1003 Intermediate Algebra (or higher)

Computer Fundamentals elective (3 credit hours)

Social Science elective (3 credit hours)

**CORE COURSES (45 Credit Hours)**

AST 1105 Automotive Engine Repair

AST 1106 Automotive Electrical/Electronic Systems

AST 1203 Automotive Brake Systems

AST 1205 Automotive Suspension and Steering

AST 1206 Automotive Engine Performance

AST 1604 Automotive Heating and Air Conditioning

AST 2105 Automatic Transmission/Transaxles

AST 2205 Automotive Manual Drive Train & Axles

**Directed Electives:** (6 credit hours) to be taken during the program

**Minimum Required Credit Hours (60)**



**TECHNICAL CERTIFICATE**  
**Automotive Service Technology**

**GENERAL EDUCATION: (6 credit hours)**

ENG 1203 Technical Communications

MATH 1103 Technical Mathematics

**CORE COURSES (39 Credit Hours)**

AST 1105 Automotive Engine Repair

AST 1106 Automotive Electrical/Electronic Systems

AST 1203 Automotive Brake Systems

AST 1205 Automotive Suspension and Steering

AST 1206 Automotive Engine Performance

AST 1604 Automotive Heating and Air Conditioning

AST 2105 Automatic Transmission/Transaxles

AST 2205 Automotive Manual Drive Train & Axles

**Minimum Required Credit Hours (45)**

## **ASSOCIATE OF APPLIED SCIENCE**

### **Business Technology**

This program provides students with a solid foundation in general education and business-related courses. Students gain hands-on experience in the use of several popular software packages, as well as an introduction to computer operations and computer systems. The three certificate options in business education offer students a wide range of employment possibilities for work in today's electronic office.

#### **General Education Core (15 credit hours)**

ENG 1003 English I

ENG 1013 English II

MATH 1103 Intermediate Algebra

Computer Fundamentals elective (3 credit hours)

Social Science Elective (3 credit hours)

#### **Business Core (30 credit hours)**

ACCT 2003 Principles of Accounting I

BSYS 1013 Business Communications

BSYS 1383 Spreadsheet Applications

BSYS 1543 Word Processing I

BSYS 1563 Administrative Support Procedures

BSYS 2553 Business Machines

ECON 2313 Principles of Macroeconomics

MGMT 2003 Introduction to Management

MIS 2813 Desktop Publishing Applications

MKTG 1013 Introduction to Business

#### **Emphasis in Administrative Office Technology (15 credit hours)**

BSYS 1553 Word Processing II

BSYS 2523 Machine Transcription

MIS 1373 Database Management

Business Emphasis Electives: (6 credit hours)

#### **Emphasis in Computerized Accounting (15 credit hours)**

ACCT 2013 Principles of Accounting II

ACCT 2033 Computerized Accounting

Business Emphasis Electives: (9 credit hours)

**Emphasis in Microcomputer Business Application (15 credit hours)**

MIS	1323	Integrated Business Projects
MIS	1373	Database Management
MIS	1413	Multimedia Applications
Business Emphasis Electives: (6 credit hours)		

**Business Emphasis Electives**

ACCT	2013	Principles of Accounting II
ACCT	2033	Computerized Accounting
BSYS	1553	Word Processing II
BSYS	2143	Intro to Entrepreneurship
BSYS	2523	Machine Transcription
ENG	1023	Business English
ENG	1203	Technical Communication
LAW	2023	Legal Environment of Business
MATH	1103	Technical Mathematics
MIS	1323	Integrated Business Projects
MIS	1373	Database Management
MIS	1413	Multimedia Applications

**Minimum Required Credit Hours (60)**

**TECHNICAL CERTIFICATE**  
**Business Technology**

**General Education Core (6 credit hours)**

ENG 1023 Business English  
ENG 1203 Technical Communications or  
MATH 1103 Technical Mathematics

**Business Core (21 credit hours)**

ACCT 2003 Principles of Accounting I  
BSYS 1013 Business Communications  
BSYS 1383 Spreadsheet Applications  
BSYS 1543 Word Processing I  
BSYS 1563 Administrative Support Procedures  
BSYS 2553 Business Machines  
MIS 1033 Introduction to Computers

**Emphasis in Administrative Office Technology (9 credit hours)**

BSYS 1553 Word Processing II  
BSYS 2523 Machine Transcription  
MIS 1373 Database Management

**Emphasis in Computerized Accounting (9 credit hours)**

ACCT 2013 Principles of Accounting II  
ACCT 2033 Computerized Accounting  
Business Emphasis Electives: (3 credit hours)

**Emphasis in Microcomputer Business Applications (9 credit hours)**

MIS 1323 Integrated Business Projects  
MIS 1373 Database Management  
MIS 1413 Multimedia Applications

**Business Emphasis Electives**

BSYS 2143 Intro to Entrepreneurship  
ECON 2313 Principles of Macroeconomics  
MGMT 2003 Introduction to Management  
MKTG 1013 Introduction to Business  
MIS 2813 Desktop Publishing Applications

**Minimum Required Credit Hours (36)**

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**ASSOCIATE OF APPLIED SCIENCE**  
**Collision Repair and Refinishing Technology**

The Collision Repair and Refinishing Technology program will provide each student with the knowledge and skills that are needed to enter and successfully advance in this profession.

This program is designed to train students in estimating, metal-working, sanding, painting, aligning frames, and installing glass. Training will also include procedures to remove upholstery, accessories, electrical and hydraulic window-and-seat operation equipment, and trim to gain access to vehicle body and fenders.

Upon completion of the program, the graduate will have entry level skills as a glass installer, body and frame worker, automobile painter, or may choose to become self-employed.

**GENERAL EDUCATION: (15 credit hours)**

ENG 1003 English I

ENG 1013 English II

MATH 1003 Intermediate Algebra (or higher)

Computer Fundamentals elective (3 credit hours)

Social Science elective (3 credit hours)

**CORE COURSES (45 Credit Hours)**

CRT 1112 Basic Welding I

CRT 1122 Basic Welding II

CRT 1212 Body and Frame Alignment I

CRT 1222 Body and Frame Alignment II

CRT 1312 Painting I

CRT 1322 Painting II

CRT 1413 Painting Lab I

CRT 1423 Painting Lab II

CRT 2312 Basic Metal Repair I

CRT 2322 Basic Metal Repair II

CRT 2411 Basic Metal Repair Lab I

CRT 2421 Basic Metal Repair Lab II

CRT 2512 Color Matching I

CRT 2522 Color Matching II

CRT 2611 Color Matching Lab I

CRT 2621 Color Matching Lab II

CRT 2713 Related Body Repair I

CRT 2723 Related Body Repair II

Designated Electives (9 credit hours) to be taken during the program

**Minimum Required Credit Hours (60)**

**TECHNICAL CERTIFICATE**  
**Collision Repair and Refinishing Technology**

**GENERAL EDUCATION: (6 credit hours)**

MATH	1103	Technical Mathematics
ENG	1203	Technical Communications

**CORE COURSES (36 Credit Hours)**

CRT	1112	Basic Welding I
CRT	1122	Basic Welding II
CRT	1212	Body and Frame Alignment I
CRT	1222	Body and Frame Alignment II
CRT	1312	Painting I
CRT	1322	Painting II
CRT	1413	Painting Lab I
CRT	1423	Painting Lab II
CRT	2312	Basic Metal Repair I
CRT	2322	Basic Metal Repair II
CRT	2411	Basic Metal Repair Lab I
CRT	2421	Basic Metal Repair Lab II
CRT	2512	Color Matching I
CRT	2611	Color Matching Lab I
CRT	2621	Color Matching Lab II
CRT	2713	Related Body Repair I
CRT	2723	Related Body Repair II

**Minimum Required Credit Hours (42)**

## **ASSOCIATE OF APPLIED SCIENCE**

### **Computer and Networking Technology**

The Computer and Networking Technology program provides the basics of electronics. The curriculum is designed to provide students with entry level skills in computer hardware and operating systems repair. Students will also develop proficiencies in configuration and administration of computer networks.

Career opportunities include computer repair technician, computer customer service technician, and computer field service technician, home/industrial security, and fiber optic telecommunications.

#### **GENERAL EDUCATION: (15 credit hours)**

ENG 1003 English I  
ENG 1013 English II  
MATH 1103 Intermediate Algebra  
MIS 1033 Intro to Computers  
Social Science Elective (3 hr.)

#### **EMPHASIS COURSES (45 Credit hours)**

CNT 1203 DC/AC Circuits  
CNT 1403 Networking Essentials  
CNT 1503 PC Troubleshooting and Repair I  
CNT 1603 Wireless LAN's  
CNT 1613 Router Configuration  
CNT 1903 Cabling Standards  
CNT 2103 Local Area Networking (LAN)  
CNT 2203 PC Troubleshooting and Repair II  
CNT 2213 Fiber Optics  
CNT 2303 LAN Administration  
CNT 2413 Wide Area Networking  
CNT 2423 Programming  
CNT 2433 Introduction to Linux  
ECT 2133 Programmable Logic Controls  
MIS 1503 Microcomputer Applications

**Minimum Required Credit Hours (60)**

**TECHNICAL CERTIFICATE**  
**Computer and Networking Technology**

**GENERAL EDUCATION: (6 credit hours)**

ENG 1203 Technical Communications  
MATH 1103 Technical Mathematics

**CORE COURSES: (35 Credit Hours)**

CNT 1203 DC/AC Circuits  
CNT 1403 Networking Essentials  
CNT 1503 PC Troubleshooting and Repair I  
CNT 1603 Wireless LAN's  
CNT 1613 Router Configuration  
CNT 1903 Cabling Standards  
CNT 2203 PC Troubleshooting and Repair II  
CNT 2213 Fiber Optics  
ECT 2133 Programmable Logic Controls  
MIS 1503 Microcomputer Applications

**Designated Electives:** (5 credit hours) to be taken during the program

**Minimum Required Credit Hours (41)**



## **ASSOCIATE OF APPLIED SCIENCE**

### **Energy Control Technology**

The Energy Control Technology program prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. The program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity and electronics as they relate to heating, air conditioning, and refrigeration systems. Emphasis is placed on the repair and installation of residential and commercial heating and cooling systems. Graduates may find employment in residential, commercial, and industrial heating and air conditioning, industrial maintenance, residential and commercial wiring.

#### **GENERAL EDUCATION: (15 credit hours)**

ENG 1003 English I

ENG 1013 English II

MATH 1003 Intermediate Algebra (or higher)

Computer Fundamentals elective (3 credit hours)

Social Science elective (3 credit hours)

#### **CORE COURSES (48 Credit Hours)**

ECT 1123 Basic Electrical Circuits

ECT 1133 Basic Electrical Circuits Lab

ECT 1144 Introduction to Air Conditioning Systems

ECT 1213 Split Systems

ECT 1223 Split Systems Lab

ECT 1234 Major Appliances

ECT 1243 HVACR Code Class

ECT 1313 EPA Certification

ECT 1314 Residential Heat Pump Systems

ECT 2116 Refrigeration Systems

ECT 2133 Programmable Logic Controls

ECT 2253 Heat Load Calculations

#### **Designated Electives:**

MATH 1103 Technical Mathematics

ENG 1203 Technical Communications

Or other electives by Advisor recommendation

**Minimum Required Credit Hours (63)**

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**TECHNICAL CERTIFICATE**  
**Energy Control Technology**

**GENERAL EDUCATION: (6 credit hours)**

ENG 1203 Technical Communications

MATH 1103 Technical Mathematics

**CORE COURSES (32 Credit Hours)**

ECT 1123 Basic Electrical Circuits

ECT 1133 Basic Electrical Circuits Lab

ECT 1144 Introduction to Air Conditioning Systems

ECT 1213 Split Systems

ECT 1223 Split Systems Lab

ECT 1234 Major Appliances

ECT 1243 HVACR Code Class

ECT 1313 EPA Certification

ECT 1314 Residential Heat Pump Systems

Designated electives (2 credit hours)

**Minimum Required Credit Hours (38)**

## **TECHNICAL CERTIFICATE**

### **Cosmetology**

The Cosmetology program is designed to prepare students for professional licensing in the Cosmetology field. The students learn all the basic techniques of hair care, professional and personal ethics, sanitation, manicuring, facials, anatomy, salon management and rules/regulations as designated by the state. In addition, students experience their future occupation in a simulated employment situation in our Cosmetology lab. Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others.

The Arkansas State Board of Cosmetology requires an individual to successfully complete 1500 classroom hours in order to qualify for the State Cosmetology Licensing Exam. A new class is started every January and every August.

#### **APPLICATION REQUIREMENTS:**

1. See "Applying for Admission" in this [ASU Newport Catalog](#).
2. Minimum COMPASS score required for admission to Cosmetology: Reading—**82**.
3. Submit proof of immunization.

Due to a limited number of openings in the Cosmetology program, students are accepted into the program on the basis of the date on which their complete application file is submitted.

#### **Complete Application File:**

- **Application**
- **Tests Scores**
- **Official transcripts**

**PROGRAM OF STUDY****CORE COURSES (46 Credit Hours)**

COS	1101	Hygiene & Sanitation I
COS	1112	Hairdressing Theory I
COS	1122	Related Science I
COS	1131	Manicuring I
COS	1141	Aesthetics I
COS	1151	Sales, Shop Mgmt, Deport I
COS	1173	Technical Skills Lab I
COS	1193	Supervised Experience in Clinic I
COS	1201	Hygiene & Sanitation II
COS	1212	Hairdressing Theory II
COS	1222	Related Science II
COS	1231	Manicuring II
COS	1241	Aesthetics II
COS	1251	Sales, Shop Mgmt, Deport II
COS	1273	Technical Skills Lab II
COS	1274	Hair Dressing Practical Application
COS	1293	Supervised Experience in Clinic II
COS	2301	Hygiene & Sanitation III
COS	2312	Hairdressing Theory III
COS	2322	Related Science III
COS	2331	Manicuring III
COS	2341	Aesthetics III
COS	2351	Sales, Shop Mgmt, Deport III
COS	2373	Technical Skills Lab III
COS	2393	Supervised Experience in Clinic III

**Minimum Required Credit Hours (46)****ATTENDANCE POLICY:**

In order to meet the required 1500 classroom hours to qualify for the State Cosmetology Licensing Exam, students log in when they are in attendance. In order to graduate, a student must log in 1500 hours of class or lab time within the allotted time period of 3 semesters and one summer term.

A student accumulating 60 hours of absence from class/lab will be automatically placed on probation. A student who accumulates more than 72 hours of absence from class/lab may be terminated from the program at the end of that semester or summer term.

Readmission to the program requires reapplication and reacceptance. An individual may be readmitted based on available openings and department approval.

**TECHNICAL CERTIFICATE**  
**Cosmetology Instructor Trainee**

The Arkansas State Board of Cosmetology requires an individual to successfully complete 600 additional hours of training. Applications are placed on file by dates completed. In order to be eligible for the Cosmetology Instructor program, you must:

1. Complete an application for enrollment.
2. Present a valid Arkansas Cosmetology License with application.

**Cosmetology Instructor Trainee - Required Courses:**

<b>Number</b>	<b>Course Name</b>
COS 2362	Preparatory Training
COS 2363	Class Attendance
COS 2372	Conducting Theory Classes
COS 2379	Conducting Practical Classes In Cosmetology
COS 2382	Keeping Student Records
COS 2383	Practice of Cosmetology

**Minimum Required Credit Hours (21)**

## **CERTIFICATE OF PROFICIENCY** **COMMERCIAL TRUCK DRIVING**

The Commercial Truck Driving Program offers the opportunity to gain the basic technical knowledge and competency to achieve gainful employment in the truck driving field. Emphasis is on driving skills and safety procedures. Instruction is included that will help the student prepare for the Commercial Drivers License (CDL) Examination.

Length of Program: 6 weeks (Students with advanced skill levels may complete in less than 6 weeks.)

Enrollment Dates: Class begins every three weeks from August to March.

Hours: 8:00 A.M. to 4:30 P.M. Monday thru Friday

Tuition: \$1115.00 (Tuition subject to change)

QIF:     \$   35.00 (quality improvement fee)

Additional Costs: (Approximately \$300.00), for Books and Supplies, DOT Physical, Drug Screen, and Fees for CDL Exam

### Application Guidelines

1. Complete an application for enrollment
2. Must be 21 years or older
3. Valid Arkansas Drivers License
4. No DWI's on Driving Record
5. Must pass DOT Physical (Cost varies and is the responsibility of the student);
6. Students must have a negative drug screen (administered by independent lab at ASUTC).

NOTE: Students are admitted on a probationary status until their drug screen results return.

NOTE: Students who already have a CDL or CDL permit must follow the same application guidelines listed above. Tuition and Drug Screen fees are the same.

**Truck Driving -Tentative Schedule.** The first six-week class will begin in the fall semester. ASUTC will enroll students every three weeks after this.

**Call 870-358-2117 for the next enrollment date.**

## **Truck Driving Curriculum**

### **CDT 1107 Commercial Driver Training**

This six 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.

### **Standards of Progress for Truck Driving**

If a student is unsuccessful in passing the written and/or driving portion of the CDL examination, they will be dropped from the program. The student will be allowed to re-enroll in the next class if no other problems are involved. If the same failure occurs again, the student must successfully complete a program or programs of study to correct deficiencies causing the problems.



## **Administrative Staff**

**Jeff Bookout***Vice-Chancellor*

B.S., Arkansas State University

M.S., Arkansas State University

Cisco Certified Network Associate, CCNA

Cisco Certified Academy Instructor, CCAI

Certified Novell Administrator, CNA

**Michael Miles***Director of Student Services*

B.F.A., Arkansas State University

M.S., Mercy College

## Faculty

**Chris Adams***Telecommunications*

A.A.S., Arkansas State University  
Cisco Certified Network Associate  
Certified Fiber Optic Installer  
Certified Fiber Optic Technician  
Comp TIA A

**Robert Burgess***Computer & Networking Technology*

Advanced Digital Electronics Certificate, Delta Technical Institute  
A.A.S., Arkansas State University  
Cisco Certified Network Associate  
Cisco Certified Academy Instructor  
Certified Fiber Optic Technician  
Certified Fiber Optic Installer

**Mark Constant***Energy Control Tech*

A.S., Arkansas State University  
A.S.E. Refrigerant Recovery & Recycling Certification  
R.S.E.S. Type I & Type II Refrigerant Certification  
Class "B" HVACR Contractor's License  
Arkansas Air Condition Electrician License  
NOCTI Certification

**Greg DeFord***Truck Driving*

B.S.E., Arkansas State University  
C.D.L.

**Patty DeFord***Business Education*

B.S., Arkansas Tech University

**Susie Fox***Practical Nursing*

A.S., Mississippi Delta Jr. College

**Kim Heeb***Practical Nursing*

B.S., University of Wisconsin

**Michael Hill***Related Services*

B.S.E., Illinois State University  
M.A., Southern Illinois University-Edwardsville

*English*

**Huston Jones***Collision Repair*

Automotive Mechanics Certificate, Delta Technical Institute  
Auto Body Repair Certificate, Delta Technical Institute  
ASE Certified Structural Analysis & Damage Repair  
ASE Certified Painting & Refinishing  
ASE Certified, Non-Stu

**Shirley Kausler***Instructor*

B.S.E.

*Adult Education***Allison King***Computer & Networking Technology*

Advanced Digital Electronics Certificate, Delta Technical Institute  
A.A.S., Arkansas State University  
Certified Fiber Optics Installer  
Certified Fiber Optic Technician

**Linda Lee***Instructor*

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

*Adult Education***David Lynn***Energy Control Tech*

A.S.E. Refrigerant Recovery & Recycling Certification  
R.S.E.S. Universal Refrigerant Certification  
Class "B" HVACR Contractor's License  
B.S., Arkansas State University

**Pat McGlothlin***Business Education*

B.S., Park College  
M.B.A., Arkansas State University

**Paula Morgan***Business Education*

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

**Michael Nowlin***Automotive Service*

Master Certified A.S.E. Auto Service Technician  
Advanced Certified A.S.E. Engine Performance Technician  
Auto. Service Technology Certificate, Delta Technical Institute  
A.A.S., Arkansas State University

**CMelinda Odom***Cosmetology*

Cosmetology Certificate, Delta Technical Institute

Arkansas Cosmetology License

Arkansas Cosmetology Instructor License

**Brenda Pipes***Adult Education*

B.S., Arkansas State University

**Luis Salinas***Collision Repair Assistant***Angela Tucker***Related Services*

B.S.E., Arkansas State University

*Reading***Jimmy Walling***Truck Driving*

Dept. of State Police Third Party Tester Certificate

C.D.L.

**Carol Watkins***Related Services*

B.S.E, Arkansas State University

*Math*

M.S.E., Arkansas State University

**Staff****Barbara Adams***Assistant Bookstore Manager*

A.A.S., Arkansas State University

**William Allen***Landscape Supervisor*

T.C., Energy Control, ASUTC- Marked Tree

**Kali Brown***Student Services Specialist*

B.S., Arkansas State University

**Tina Crockett***Administrative Specialist III*

<b>Vicki Frans</b> A.G.S., Arkansas State University	<i>Assistant Registrar</i>
<b>Billy Houchin</b> Certified Welder/ EPA Certification	<i>Skilled Tradesman</i>
<b>Mary Houchin</b> A.G.S., Arkansas State University	<i>Human Resource Specialist</i>
<b>Judy Jernigan</b> B.S., Arkansas State University	<i>Accountant I</i>
<b>Garland Martin</b> T.C. Advanced Energy Control, Delta Technical Institute T.C., Energy Control, Delta Technical Institute Welding Certificate	<i>Maintenance Supervisor</i>
<b>Geraldine Overbey</b>	<i>Administrative Specialist II</i>
<b>Susan Overbey</b> A.A.S., Arkansas State University	<i>Library Technician</i>
<b>Howard Pearson</b>	<i>Watchman</i>
<b>Ronnie Shempert</b>	<i>Maintenance Specialist</i>
<b>Brian West</b> B.S., Arkansas State University Novell Educational Certificate Certified Fiber Optics Installer	<i>Information Systems Manager</i>

# **ASU** **Technical** **Center** **Jonesboro**



**Arkansas State University Technical Center**  
**5504 Krueger Drive**  
**Jonesboro, AR 72401**  
**Phone: 870-932-2176**

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**CERTIFICATES OF PROFICIENCY**

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## **PARAMEDIC PROGRAMS**

### **Jonesboro Campus**

The paramedic program is designed to produce skilled professionals for pre-hospital care and transportation. Paramedic graduates are eligible to take the National Registry EMT-Paramedic Certification Examination. Each class is limited to 20 students.

The paramedic program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP) which recognizes program compliance with the nationally established accreditation standards. Accreditation standards are established by CAAHEP and American Academy of Emergency Physicians, American College of Osteopathic Emergency Physicians, American College of Surgeons, American Society of Anesthesiologists, National Association of Emergency Medical Technicians, National Association of State EMS Directors, National Registry of Emergency Medical Technicians, the National Association of EMS Educators and The Arkansas Department of Health, Office of EMS and Trauma Systems.

The Arkansas Department of Health, Office of EMS and Trauma Systems requires an individual to successfully complete 701 hours of theory and 675 hours of clinical hours in order to qualify to take the National Registry EMT/Paramedic Certification Examination. Criminal background checks are required for all Paramedic students prior to testing.

### **ADMISSIONS REQUIREMENTS:**

1. See "Applying for Admission" in this ASU Newport Catalog
2. Minimum COMPASS scores required: Writing—**38**;  
Reading—**83**; Math—**36**.
3. Current TB Test
4. Tetanus Shot within the last ten (10) years
5. Two MMR's
6. Students must have a negative drug screen.  
(administered at ASUTC by an independent lab)
7. Must have Health Care Provider CPR and a current Arkansas EMT Certification



**ASSOCIATE OF APPLIED SCIENCE****General Technology**  
**Emphasis in Paramedic****General Education Requirements: (15 Credit Hours)**

ENG 1003 English I  
ENG 1013 English II  
MATH 1003 Intermediate Algebra (or higher)  
Social Science 6 (credit hours)  
Computer Fundamentals elective 3 (credit hours)

**Major Requirements: (45 Credit Hours)**

EHS 1103 Anatomy and Physiology  
EHS 1203 Pre-Hospital  
EHS 1303 Pharmacology  
EHS 1402 Operations Management  
EHS 1403 Preparatory  
EHS 1502 Field I  
EHS 1601 Clinical I  
EHS 1703 Medical Emergencies I  
EHS 1704 Cardiac Emergencies  
EHS 1803 Trauma Management  
EHS 2403 Special Considerations  
EHS 2501 Clinical III  
EHS 2503 Clinical II  
EHS 2603 Field II  
EHS 2702 Medical Emergencies II  
EHS 2801 Paramedic Practicum  
EHS 2802 Assessment Based Management

**Minimum Required Credit Hours (60)**

**TECHNICAL CERTIFICATE**  
**Paramedic**

EHS 1103	Anatomy and Physiology
EHS 1203	Pre-Hospital
EHS 1303	Pharmacology
EHS 1402	Operations Management
EHS 1403	Preparatory
EHS 1502	Field I
EHS 1601	Clinical I
EHS 1703	Medical Emergencies I
EHS 1704	Cardiac Emergencies
EHS 1803	Trauma Management
EHS 2403	Special Considerations
EHS 2501	Clinical III
EHS 2503	Clinical II
EHS 2603	Field II
EHS 2702	Medical Emergencies II
EHS 2801	Paramedic Practicum
EHS 2802	Assessment Based Management

**Minimum Required Credit Hours ( 42)**

## **TECHNICAL CERTIFICATE**

### **Advanced Manufacturing**

The Technical Certificate in Advanced Manufacturing Technology will consist of 34 credit hours and will build upon the technical courses offered in the Certificate of Proficiency of Advanced Manufacturing. Program graduates will be prepared for entry-level positions in automotive, automotive-related industries, and other advanced manufacturing companies.

#### **General Education Core (10 credit hours)**

ENG	1233	Technical Composition
MATH	1003	Intermediate Algebra
PHSC	1201	Physical Science Lab
PHSC	1203	Physical Science

#### **Technical Core (24 credit hours)**

TECH	1023	Introduction to Manufacturing
TECH	1033	Design for Manufacturing
TECH	1043	Manufacturing Production Processes
TECH	1053	Manufacturing Power & Equipment Systems
TECH	1063	Manufacturing Materials
TECH	1073	The Manufacturing Enterprise
TECH	1083	Manufacturing Equipment Maintenance & Operation
TECH	1093	Manufacturing, Engineering, Design & Problem Solving

#### **Minimum Required Credit Hours (34)**

## **CERTIFICATE OF PROFICIENCY**

### **Advanced Manufacturing**

#### **Requirements (12 credit hours)**

TECH	1023	Introduction to Manufacturing
TECH	1033	Design for Manufacturing
TECH	1043	Manufacturing Production Processes
TECH	1053	Manufacturing Power & Equipment Systems

#### **Minimum Required Credit Hours (12)**

## **TECHNICAL CERTIFICATE**

### **Practical Nursing**

The one-year Practical Nursing program combines classroom instruction with clinical experience at the Jonesboro and Marked Tree campuses. (Clinical times may vary.) The course of study meets the requirements of the Arkansas State Board of Nursing (which includes the successful completion of 699 hours of theory and 792 clinical hours) necessary to qualify to take the National Council of Licensure Examination (NCLEX).

After graduation, students who have met all departmental requirements are qualified to take the NCLEX administered by the Arkansas State Board of Nursing to become a Licensed Practical Nurse (LPN). A new class is started every January and every August.

#### **ADMISSION REQUIREMENTS:**

1. See "Applying for Admission" in this ASU Newport Catalog
2. Minimum COMPASS scores required for PN: Writing—**38**; Reading—**83**; Math—**36**.
3. Minimum NET (Nurse Entrance Test) composite score required for PN: **60**
4. Current TB Test
5. Tetanus Shot within the last ten (10) years
6. Two MMR's
7. Students must have a negative drug screen.  
(administered at ASUTC by an independent lab)

#### **DEADLINE for turning in a completed application file including:**

- **Application**
- **Tests Scores**
- **Official transcripts**

**August Class – June 1**

**January Class – October 15**

**Note: Persons convicted of a crime may not be eligible to take the NCLEX-PN.**

See the program chairman for details. Information on testing and other rules and regulations can also be obtained from the following website:  
<http://www.arsbn.org/licensing.html>

**PROGRAM OF STUDY**

PN	1012	Body Structure & Function
PN	1101	Nursing of the Geriatric Patient
PN	1022	Nutrition
PN	1113	Pharmacology I
PN	1122	Nursing of Children
PN	1206	Basic Nursing Principles & Skills
PN	1404	Clinical I
PN	2101	I.V. Therapy
PN	2113	Pharmacology II
PN	2122	Nursing of Mother and Infant
PN	2131	Mental Health
PN	2206	Medical Surgical Nursing I
PN	2212	Medical Surgical Nursing II
PN	2406	Clinical III
PN	2407	Clinical II

**Minimum Required Credit Hours      (48)**

## **TECHNICAL CERTIFICATE**

### **Telecommunications**

Arkansas State University Newport and Ritter Communications have partnered to extend to individuals an opportunity to obtain a Technical Certificate in Telecommunications. Prospective students are encouraged to apply for admission and take advantage of this outstanding career opportunity. Financial Aid is available.

Ritter Communications has a century-long tradition of providing quality residential and business communication services all across Arkansas. A pioneer in the telecommunications industry, Ritter Communications has become a total local communications connection offering the latest innovations for both home and business including local and long-distance telephone, customized business systems, internet and even premium cable service.

Recognizing that all of the industry-leading technological advancements in the world mean nothing if they are not backed by a strong and responsive service component, Ritter Communications initiated a partnership with ASU Newport to provide training in telecommunications. A Technical Certificate in Telecommunications will provide students a program of study that will fulfill a unique career goal.

#### **GENERAL EDUCATION: (6 credit hours)**

ENG	1233	Technical Composition
MATH	1103	Technical Mathematics

#### **CORE COURSES (33 Credit Hours)**

MIS	1443	Technical Computers Application
TCOM	1003	Installer
TCOM	1013	Installer Technician
TCOM	1103	Introduction to Networking
TCOM	1113	Intro to Networking: LAN/WAN
TCOM	1143	Internetworking with TCP/IP
TCOM	1233	PCs for Telecommunications I
TCOM	1303	PCs for Telecommunications II
TCOM	1803	Service Technician
TCOM	1853	Troubleshooting Advanced Services
TCOM	2953	Internship: Telecom Engineering Planning

**Minimum Required Credit Hours (39)**

## **CERTIFICATE OF PROFICIENCY** **EMERGENCY MEDICAL TECHNICIAN**

The Emergency Medical Technician (EMT) program meets the requirements of the Arkansas Department of Health, Division of Emergency Medical Services and the guidelines of the Department of Transportation. Completion of the program will allow the student to take the National Certification Exam at their level of training. Criminal background checks are required for all EMT students prior to testing.

### **ADMISSIONS REQUIREMENTS:**

1. See "Applying for Admission" in this ASU Newport Catalog
2. Minimum COMPASS scores required: Writing—**38**;  
Reading—**83**; Math—**36**.
3. Current TB Test
4. Tetanus Shot within the last ten (10) years
5. Two MMR's
6. Students must have a negative drug screen.  
(administered at ASUTC by an independent lab)

### **PROGRAM OF STUDY**

EMT	1104	Pre-Hospital Environment
EMT	1302	Trauma Management
EMT	1402	Medical Emergencies and Transport
EMT	1502	Basic EMT Clinical Rotation and Lab

**Minimum Required Credit Hours (10)**

## **CERTIFICATE OF PROFICIENCY**

### **Phlebotomy**

The Phlebotomy program combines classroom instruction with clinical training which exceeds the certification requirements of the National Accrediting Agency for Clinical Laboratory Services. The curriculum provides instruction with strong emphasis on technical skills, professional relationships, and workplace ethics. Students who successfully complete the program may be eligible to take the test to become a Certified Phlebotomist. Graduates of the program are prepared to work in a hospital laboratory, doctor's office, or free standing laboratory.

#### **ADMISSIONS REQUIREMENTS:**

1. See "Applying for Admission" in this [ASU Newport Catalog](#)
2. Minimum COMPASS score required: Reading—**83**
3. Current TB Test
4. Tetanus Shot within the last ten (10) years
5. Two MMR's
6. Students must have a negative drug screen.  
(administered at ASUTC by an independent lab)

#### **PROGRAM OF STUDY**

PHL	1101	CPR and First Aid
PHL	1102	Phlebotomy Clinical
PHL	1105	Phlebotomy

#### **Minimum Required Hours Credit (8)**

Clinical hours: Students are required to complete fifteen clinical days. Clinical days scheduled at doctor's offices are 8:00 a.m. - 4:00 p.m. Clinical days scheduled at hospitals vary from 4:00 a.m. - 5:00 p.m. All clinical days are done Monday through Friday.



## **WELDING PROGRAMS**

The Welding program offers two programs of study in order to meet training needs of individuals and corporations. The Technical Certificate is a one year program designed to prepare students for a career in industrial welding, construction, and fabrication. The Certificate of Proficiency is a semester program designed for those interested in basic welding knowledge suitable for industrial maintenance, home/farm repairs, and the hobbyist. All courses include classroom study and practical practice in a shop environment.

Welding is a competitive, high paying career, with employment opportunities in all parts of the state and country as well as around the world. Local industry employs a large number of welders, and many offer travel opportunities.

Certification to AWS D1.1 structural steel code is available to individuals interested in documented proof of welding ability. The American Welding Society (AWS) sets the standards for weld quality in the United States.

### **TECHNICAL CERTIFICATE**

#### **Welding**

#### **GENERAL EDUCATION (6 credit hours)**

ENG 1203 Technical Communication

MATH 1103 Technical Mathematics

#### **CORE COURSES (24 credit hours)**

WELD 1204 Introduction to MIG Welding

WELD 1404 Introduction to TIG Welding

WELD 1304 Introduction to SMAW

WELD 2204 Advanced MIG Welding

WELD 2304 Advanced SMAW

WELD 2504 Blueprints and Fabrication

#### **Minimum Required Credit Hours (30)**

**Certificate of Proficiency**  
**Welding**

MATH	1103	Technical Mathematics
WELD	1204	Introduction to MIG Welding
WELD	1304	Introduction to SMAW <b>OR</b>
WELD	1404	Introduction to TIG Welding
WELD	2204	Advanced MIG Welding

**Minimum Required Credit Hours    (15)**

**Administrative Staff****Linda Wood Sharp***Vice Chancellor*

B.A., Arkansas State University

M.A., Arkansas State University

M.S., Arkansas State University

**Faculty****Janet Baxter***Instructor*

A.A.S.N., Arkansas State University

PBT (ASPC)

BLS for HCP Instructor Certification

*Phlebotomy***Ken Beach***Instructor*

TC, Cotton Boll Technical Center

*Welding***Tammy Collier***Instructor*

AASN, Arkansas Northeastern College

EMT Instructor Certification

BLS Instructor Certification

*Practical Nursing***Earnestine Currie***Instructor*

AASN, Arkansas State University

*Practical Nursing***Jennifer DeBruce***Instructor*

AASN, Arkansas Northeastern College

*Practical Nursing***Margaret Daphene Heern***Instructor*

AASN, Arkansas State University

*Practical Nursing*

**Faculty Continued****Scottie Nettles***Instructor*

A.A.S., Arkansas State University

*EMT/Paramedic*

Arkansas &amp; National Registry EMT &amp; Paramedic Certification

EMT Instructor Certification

BLS/ACLS/PALS &amp; BLS Instructor Certification

National Association of EMTs Instructor Certification

AMLS/PHTS

**Bobby Smith***Instructor*

A.S., Arkansas State University

*Advanced Manufacturing***Sherri Smith***Coordinator*A.S., Baptist Memorial Hospital, School of Nursing *Practical Nursing***STAFF****Kali Brown***Student Services Specialist*

B.S., Arkansas State University

**Charles Scott Cook***Maintenance Specialist***Betty Koros***Administrative Specialist II*

Secretarial Business Education Certificate, Delta Vo-Tech School

**Charlene Mears***Administrative Specialist II*

A.A.S., Arkansas State University

**Donna Taylor***Administrative Specialist III*

B.S., Arkansas State University

## **COURSE DESCRIPTIONS**

### **ACCT 2003 Principles of Accounting I**

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

### **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. (F, S)

### **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). (D)

### **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. (D-Newport) (F, S-Tech Centers)

### **ACCT 280X Special Topics in Accounting**

Variable credit course for special topics in accounting. (D)

### **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. (D)

### **AGED 1403 Basic Agricultural Mechanics**

Introduction to basic wood and metal working tools and equipment used in most mechanics laboratories. Instruction focuses on safety, project design, tool and equipment use. (D)

**AGED 1411 Introduction to Agricultural & Extension Education**

Philosophy, aims, and objectives of agricultural and extension education. Explanation of programs, career opportunities, and qualifications in agricultural and extension education. (D)

**AGED 2411 Home and Farm Improvement**

Learn about improvements that can increase usefulness and value of home or farm. Course will include such topics as building fences, energy conservation, electrical and plumbing repairs, small tractor selection and maintenance. Course content may vary according to participant interest. (D)

**AGED 2421 Introduction to Welding Processes**

An introduction to common welding, metal cutting processes and appropriate safety practices, and techniques associated with gas welding, shielded metal arch welding, gas metal arc welding, and gas tungsten arc welding. (D)

**AGED 2431 Introduction to Alternative Energy Sources**

An introductory course on the use and applications of alternative energy sources and the implications to society. (D)

**AGED 2433 Principles of Agricultural Power Electricity and Internal Combustion Engines**

Agricultural power includes electricity and internal combustion engines. Electricity includes systems, devices, motors, installation and service. Internal combustion power includes small engine repair and maintenance. Prerequisite AGED 1403. (D)

**AGED 2441 Introduction to Electricity**

An introduction to basic electrical theory, appropriate safety practices, and applied techniques associated with electricity. (D)

**AGED 2453 Application of Welding Technologies to Agriculture**

Principles and practices of various methods of welding technology applied to agriculture. Lecture two hours, laboratory two hours per week. (D)

**AGRI 1203 Agricultural Resources and Management**

Significance of agriculture as a major force in advancing civilization. The application of agricultural sciences in solving pressing world problems will be stressed. (D)

**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. (D)

**AGRI 1213 Making Connections in Agriculture**

First semester freshman course centered around the skills and knowledge needed to be a successful agriculture student, including academic performance, problem solving, critical thinking, self management, university policies, issues, trends, and disciplines in agriculture. (D)

**AGRI 2213 Genetic Improvement of Plants and Animals**

Introduction to agriculturally important plant and animal traits and the methods used to incorporate these into favorable combinations. (D)

**AGRI 2243 Feeding the Planet**

Emphasizes the historical background, current and future social, political, environmental or economic implications for the use of natural resources for feeding the world population. (D)

**ANSC 1602 Equitation**

Two hour laboratory course in the selection and care of tack, horsemanship, etiquette, grooming, and equitation. (D)

**ANSC 1612 Intermediate Western Equitation**

Refinement of experienced rider's skill in the area of western riding. Includes retraining or conditioning older horses and understanding equine behavior as it relates to riding and training. Four hours of lab per week. Prerequisite, ANSC 1602 or permission of instructor. (D)

**ANSC 1613 Introduction to Animal Science**

A study of animals that provide food, fiber, and companionship to mankind, including the history and scope of animal agriculture, products produced from animals, reproduction, breeding and genetics, nutrients and digestion, lactation, behavior, and an overview of production systems. (D)

**ANSC 1621 Introduction to Animal Science Laboratory**

Students will gain hands on work experience with managing livestock. (D)

**ANSC 1622 Intermediate Huntseat Equitation and Jumping**

Refinement of the experienced rider's skills in the area of huntseat riding and jumping. Includes flat work and jumping exercises to build skills and condition the horses and riders for jumping. Four hours of lab per week. Prerequisite, ANSC 1602 or permission of instructor. (D)

**ANSC 2602 Principles of Dairying**

Introduction to the principles of dairy cattle selection and dairy technology. Lecture two hours. (D)

**ANSC 2623. Equine Health and Management**

Course covers aspects of equine health, diseases, soundness, first aid, preventative maintenance, and management of horses in domestic situations. Three hours of lecture per week. (D)

**ANSC 2703 Principles of Poultry Production**

Breeding, housing, feeding, incubation, brooding, disease control, and marketing applied to general farm conditions. (D)

**AQFI 2921 Principles of Aquaculture Lab**

Lab for Principles of Aquaculture. (D)

**AQFI 2923 Principles of Aquaculture**

An introduction to the principles and practices of aquatic animals and plant husbandry. Trips to fish farming, processing, and research facilities, and laboratory exercises in disease, and water quality emphasized. (D)

**ART 1013 Design I**

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

**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. (D)

**ART 1043 Drawing II**

Continuation of ART 1033. Light and shade drawing with emphasis on original illustration using the human form. Prerequisite: ART 1033. (D)

**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. Prerequisite: ART 1033. (D)

**ART 2073 Painting II**

A continuation of ART 2063. Prerequisite: ART 2063. (D)



**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. (D)

**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. (D)

**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. (F, S, Su)

**AST 1105 Automotive Engine Repair**

A study of internal combustion engines which includes diagnosing and testing valve trains, lubrication systems, cooling systems, and engine assembly. Instruction in the use of related measuring instruments and analytical test equipment for servicing to manufacturers specifications is included. Safety will be emphasized. (F, S)

**AST 1106 Automotive Electrical/Electronic Systems**

A study of direct current fundamentals as needed in the theory and troubleshooting of all electrical and electronic circuits and systems incorporated by automotive manufacturers. Diagnostic and testing procedures, equipment, and hand tools will be utilized in the maintaining and service/repair of the automobile electrical/electronic components. Safety is emphasized. (F, S)

**AST 1203 Automotive Brake Systems**

A study of hydraulic principles and fluid controls which operate the brake system. Emphasis will be on system diagnosis and repair of the brake system. Safety is emphasized. (F, S)

**AST 1205 Automotive Suspension and Steering**

A study of automotive steering geometry and undercarriage system, including alignment. Emphasis is on diagnosis and repair of steering components (manual and power), undercarriage systems, as well as realignment and wheel balancing. Safety is emphasized. (F, S)

**AST 1206 Automotive Engine Performance**

A study of fuel systems, ignition systems, engine testing, emission and emission controls. Fuel Systems will include system principles and testing techniques on both carburetors and fuel injection. Ignition systems will include systems testing and diagnosis with up-to-date equipment for engine performance. Emission control will include the study of air pollution, engine performance and its relation, fuel recovery systems, catalytic converters, PVC systems, Air Pump systems and basic electronic controls. Safety is emphasized. (F, S)

**AST 1604 Automotive Heating and Air Conditioning**

The theory, construction, operation and repair procedures of the automotive climate control systems. It includes the refrigeration cycle, automatic temperature control systems, heating, ventilation, and CFC recovery and recycling. Special emphasis is placed on safety and general shop procedures. (F, S)

**AST 2105 Automatic Transmission/Transaxles**

The automatic transmission unit is divided into the fundamental study of fluid units, torque converters, principles of automatic controls, and planetary gear systems, with service to various components. System testing and safety are emphasized. (F, S)

**AST 2205 Automotive Manual Drive Train & Axles**

A study of clutches, conventional automotive transmissions, and overdrive. The student will demonstrate his/her ability to service other components in addition to the transmission; this includes the drive line and final drive assemblies for automotive use. Safety is emphasized. (F, S)

**BIOL 1001 Biological Science Lab**

Two hours per week. Co-requisite: BIOL 1003. (Lab fee required). (F, S, Su)

**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. (F, S, Su)

**BIOL 1051 Environmental Science Lab**

Taken concurrently with BIOL 1003. Two hours per week. (Lab Fee required). (D)

**BIOL 1053 Environmental Science**

An introduction to the most important concepts in the study of our environment and its associated problems. The course combines ideas from the natural sciences with environmental ethics, economics, politics, law, and planning in the diagnosis, present state, and prognosis for various environmental problems. (D)

**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. (F, S)

**BIOL 2101 Microbiology Lab**

Laboratory two hours per week. Co-requisite: BIOL 2103. (Lab fee required). (F, S, Su)

**BIOL 2103 Microbiology**

A study of micro organisms, 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 ZOOL 2003. Knowledge of basic chemistry strongly recommended. Lecture three hours. (F, S, Su)

**BOT 1101 Biology of Plants Lab**

Three hours per week. To be taken concurrently with BOT 1103. (Lab fee required). (D)

**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. (D)

**BSYS 1013 Business Communications**

A comprehensive study of the modern business office. Covers the principles of verbal/nonverbal skills, writing skills, reading skills, listening skills, psychological principles and employment skills involved in effective business communications. Prerequisite: ENG 1023 (F, S)

**BSYS 1203    Keyboarding Skills**

Provides training in the basic skills and techniques of keyboarding on microcomputers. (F, S)

**BSYS 1383    Spreadsheet Applications**

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 1033 (Su)

**BSYS 1503    Document Formatting**

This course is for persons with some keyboarding skill. The major emphasis is on skill development. Instruction is provided on microcomputers. (D)

**BSYS 1543    Word Processing I**

Provides instruction in basic word processing machine operations and skills. The student will learn to produce acceptable documents through Keyboarding, editing, storing, retrieving and printing. Prerequisite/Corequisite: MIS 1033 or currently enrolled. (F, S, Su)

**BSYS 1553    Word Processing II**

Designed to include advanced word and information processing concepts, administrative and communication skills, and advanced applications. Prerequisite: BSYS 1543. (F, S)

**BSYS 1563    Administrative Support Procedures**

Topics include self-improvement, interpersonal relations, mail handling, telephone usage, and travel arrangements. Emphasizes the practice and procedures acceptable in a business office regarding records management and control. Topics include sorting, filing, and retrieval of records. Prerequisite/Corequisite: BSYS 1543 OR MIS 1033 or currently enrolled. (F, S)

**BSYS 2143 Introduction to Entrepreneurship**

Introduces the process of new venture creation and the critical knowledge needed to develop and manage your new business. Students will gain knowledge on the challenges of entrepreneurship, building a business plan, marketing considerations, e-commerce and the entrepreneur, advertising and pricing for profit, financial considerations, building a competitive edge, and debt/equity and site and location considerations. (F, S)

**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. (S)

**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. (F)

**BSYS 2523 Machine Transcription**

Includes training in transcribing office documents using transcription equipment. Stresses skills required to produce respective documents. Prerequisite/Corequisite: BSYS 1543 and MIS 1033 or currently enrolled. (F, S)

**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. (S)

**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. (F, S)

**BSYS 2563 Business Communication**

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentation. Prerequisite: ENG 1013 (F, S, Su)

**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. (D)

**BSYS 2583 Spreadsheets for Managerial Decisions**

The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems. (F)

**BSYS 2801 Special Topics in Business (D)****BSYS 2802 Special Topics in Business (D)****BSYS 2803 Special Topics in Business (D)****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: Completion of 45 hours toward an AAS degree and a 2.0 GPA. Approval of instructor required. (D)

**CDT 1107 Commercial Driver Training**

This six 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. ( Marked Tree Campus only) (F, S, Su)

**CHEM 1003 Introduction to Chemistry**

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

**CHEM 1011 General Chemistry I Lab**

Three hours per week lab. Co-requisite: CHEM 1013. (Lab fee required). (F, S, Su)

**CHEM 1013 General Chemistry I**

Fundamental laws and theories of chemistry. Lecture three hours. Co-requisite: MATH 1023. (F, S, Su)

**CHEM 1021 General Chemistry II Lab**

Three hours per week lab. Co-requisite: CHEM 1023 (Lab fee required). (D)

**CHEM 1023 General Chemistry II**

Continuation of CHEM 1013. Lecture three hours. Prerequisite: CHEM 1013. (D)

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

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

**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. Prerequisite: CHEM 1013. (S, Su)

**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. (D)

**CHEM 2052 Investigations in Chemistry**

Two-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. (D)

**CHEM 2053 Investigations in Chemistry**

Three-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. (D)

**CNT 1203 DC/AC Circuits**

A study of the fundamentals of direct current including the nature of electricity and how DC affects various components, Ohm's Law, and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements. (F, S)

**CNT 1403 Networking Essentials**

The first of four courses preparing the student to sit for the Cisco Certified Network Associate certification. This course is designed to identify and describe the functions of each of the seven layers of the OSI reference model. Emphasis is placed on the key Internet working functions of the OSI Network Layer, the conversion steps of data encapsulation, the different classes of IP addresses, and the use of sub-networks. (F, S)

**CNT 1503 PC Troubleshooting and Repair I**

An active exploration into the operation of a microcomputer system for the purpose of preparing students to sit for the CompTIA A+ Essentials certification exam. Emphasis will be placed on learning hardware functions, operating systems, software installation, diagnostic, and trouble-shooting techniques. (F, S)

**CNT 1603 Wireless LAN's**

This course provides a guide to planning, designing, installing and configuring wireless LANs using Cisco and Linksys access points and prepares students for the Certified Wireless Network Administrator certification. (F, Su)

**CNT 1613 Router Configuration**

The second of four courses preparing the student to sit for the Cisco Certified Network Associate certification. The course includes the study of router hardware and software. Log in to router in both user and privileged modes. Control router passwords, identification, and banner. An extensive look at routing protocols such as RIP, EIGRP and OSPF. Prerequisite: CNT 1403 (F, S)

**CNT 1903 Cabling Standards**

This course is designed to introduce students to standards set by EIA/TIA, ANSI, ITU, CITELE, and IEC. This course covers standards used in user premises equipment, networking equipment, fiber optics, and wireless communications. Practical lab exercises will be utilized using these standards. (Su)



**CNT 2103 Local Area Networking (LAN)**

The third of four courses preparing the student to sit for the Cisco Certified Network Associate certification. It is a continuation of the study of router hardware and software. Topics include LAN design, switching methods, switch configuration, VLANs, STP, VTP and basic wireless concepts. Prerequisite CNT 1613 (F, S)

**CNT 2203 PC Trouble-shooting and Repair II**

This is the second course in the active exploration into the operation, construction, and trouble-shooting of a microcomputer system for the purpose of preparing students to take the CompTIA A+ certification exam. Emphasis will be placed on learning hardware functions, operating system, software installation, safety, and diagnostic and trouble-shooting techniques. Prerequisite: CNT 1503 (F, S)

**CNT 2213 Fiber Optics**

An introduction to fiber optic characteristics and the basic principles of fiber optic communications. Students will learn safety, correct fiber optic calculations and system budget procedures. (F, S)

**CNT 2303 LAN Administration**

The study of the most current version of Microsoft Server/Workstation. Topics include current LAN topology, hardware requirements, installing and maintaining the network software, and file server setup and maintenance. (F, S)

**CNT 2413 Wide Area Networking (WAN)**

The final of four courses preparing the student to sit for the Cisco Certified Network Associate certification. Topics include WAN theory and design, WAN services: Frame Relay, ISDN/LAPD and DDR, HDLC, and PPP. Covers network security, access control lists, virtual private networks, and network troubleshooting. Prerequisite CNT 2103 (F, S)

**CNT 2423 Programming**

An introduction to programming basics using several languages. This course introduces students to program design by using structured programming techniques. (F, S)

**CNT 2433 Introduction to Linux**

The study of a current version of Linux. Topics include hardware requirements, basic and custom server installation, Shell administration, and log-in scripts. (F, S)

**COS 1101 Hygiene and Sanitation I**

This course provides basic concepts necessary to master the National Industry skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety. (F, S)

**COS 1112 Hairdressing Theory I**

A basic study of the properties of the hair and scalp; principles of hair care and design. (F, S)

**COS 1122 Related Science I**

Introductory study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry. (F, S)

**COS 1131 Manicuring I**

Introductory study of skin and nails, which includes manicuring, pedicuring, and massage. (F, S)

**COS 1141 Aesthetics I**

Introductory study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. (F, S)

**COS 1151 Salesmanship, Shop Management, and Shop Department I**

Introductory study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. (F, S)

**COS 1173 Technical Skills Lab I**

Application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (F, S)

**COS 1193 Supervised Experience in Clinic I**

Instruction and supervised experience in all aspects of cosmetology (F, S)

**COS 1201 Hygiene and Sanitation II**

Intermediate concepts necessary to master the National Industry Skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and to take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety. Prerequisites: COS 1101 (F, S)

**COS 1212 Hairdressing Theory II**

Continued study of the properties of the hair and scalp; principles of hair care and design. Prerequisites: COS 1112 (F, S)

**COS 1222 Related Science II**

Continued study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry. Prerequisites: COS 1122 (F, S)

**COS 1231 Manicuring II**

Continued study of skin and nails, which includes manicuring, pedicuring, and massage. Prerequisites: COS 1131 (F, S)

**COS 1241 Aesthetics II**

Continued study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. Prerequisites: COS 1141 (F, S)

**COS 1251 Salesmanship, Shop Management, and Shop Department II**

Continued study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. Prerequisites: 1151 (F, S)

**COS 1273 Technical Skills Lab II**

Continued application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. Prerequisites: COS 1173 (F, S)

**COS 1293 Supervised Experience in Clinic II**

Continued instruction and supervised experience in all aspects of cosmetology. Prerequisites: COS 1193 (F, S)

**COS 1274 Hair Dressing Practical Application**

Supervised experience in all aspects of cosmetology. Theory and practical applications are stressed. Prerequisites: Successful completion of one semester of cosmetology course work. (Su)

**COS 2301 Hygiene and Sanitation III**

Advanced concepts necessary to master the National Industry Skill Standard for entry level Cosmetologist. Students will learn to conduct services in a safe environment and to take measures to prevent the spread of infectious and contagious disease. Students will be prepared to safely use a variety of salon products while providing client safety. Prerequisites: COS 1101, COS 1201 (F, S)

**COS 2312 Hairdressing Theory III**

Advanced study of the properties of the hair and scalp; principles of hair care and design. Prerequisites: COS 1112, COS 1212 (F, S)

**COS 2322 Related Science III**

Advanced study of cell growth, metabolism, tissues, organs, skeletal and muscular systems, basics of electricity, and basics of chemistry. Prerequisites: COS 1122, COS 1222 (F, S)

**COS 2331 Manicuring III**

Advanced study of skin and nails, which includes manicuring, pedicuring, and massage. Prerequisites: COS 1131, COS 1231 (F, S)

**COS 2341 Aesthetics III**

Advanced study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. Prerequisites: COS 1141, COS 1241 (F, S)

**COS 2351 Salesmanship, Shop Management, and Shop Department III**

Advanced study of the principles of selling and practice of applying knowledge to give the client full service through management and shop department. Prerequisites: COS 1151, COS 1251 (F, S)

**COS 2362 Preparatory Training**

A general study of the principles and techniques of Cosmetology education. Selecting subject matter for class lecture. Preparing class lectures. Conducting a review of all subjects taught. Preparing and grading examinations. Demonstrating practical operations. Teaching practical operations. (S)

**COS 2363 Class Attendance**

Classes are to be taught by a licensed instructor to prepare instructor trainee to properly lecture and demonstrate on all subjects of Cosmetology. (S)

**COS 2372 Conducting Theory Classes in Cosmetology**

The instructor trainee conducts theory classes in Cosmetology under the supervision of a licensed instructor. Subjects will be covered in sterilization and bacteriology, osteology, mycology, neurology, angiology, dermatology, trichology, unguiology, cosmetricity, canities and permanent waving. (S)

**COS 2373 Technical Skills Lab III**

Advanced application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics.  
Prerequisites: COS 1173, COS 1273 (F, S)

**COS 2379 Conducting Practical Classes in Cosmetology**

The instructor trainee conducts practical classes in cosmetology. The instructor will demonstrate permanent waving, facials, shampooing, scalp treatments, canities, manicuring, thermal pressing, iron curling, and blow drying. (S)

**COS 2382 Keeping Student Records**

Methods and practical application of keeping student records. (Su)

**COS 2383 Practice of Cosmetology**

Training in specific areas in which the instructor trainee may be deficient. (Su)

**COS 2393 Supervised Experience in Clinic III**

Advanced instruction and supervised experience in all aspects of cosmetology Prerequisites: COS 1193, COS 1293 (F, S)

**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. (F, S)

**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. (F, S)

**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. (F, S)

**CRIM 2263 Criminal Evidence and Procedure**

Rules of evidence of importance 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. (F, S)

**CRT 1112 Basic Welding I**

Theory and operation of the MIG welding process and its equipment are covered. Applications of MIG welding procedures are practiced on steel plates and various sheet metals. Safety is emphasized. (F, S)

**CRT 1122 Basic Welding II**

Advanced theory and operation of the MIG welding process and its equipment are covered. Applications of MIG welding procedures are practiced. Weld joints used in professional sectioning and replacement panels are utilized in teaching. Safety is emphasized. Prerequisite: CRT 1112 (S)

**CRT 1212 Body and Frame Alignment I**

Includes gauging equipment used in unitized and conventional frame repair and methods of analyzing damage. Instruction is given in the use

of frame equipment, frame and body construction, and straightening. Safety is emphasized. (F, S)

**CRT 1222 Body and Frame Alignment II**

Continued study of gauging equipment used in unitized and conventional frame repair and methods of analyzing damage. Advanced instruction is given in the use of frame equipment, frame and body construction, and straightening. Safety is emphasized. Prerequisite: CRT 1212 (S)

**CRT 1312 Painting I**

Teaches the skills and technical knowledge in the preparation of metal for paint; chemical stripping of old finishes; use and maintenance of spray painting equipment. Safety is emphasized. (F, S)

**CRT 1322 Painting II**

Teaches the skills and technical knowledge in the mixing and spraying of all types of automotive finishes and identification of common materials used. Safety is emphasized. Prerequisite: CRT 1312 (S)

**CRT 1413 Painting Lab I**

The practical application of preparing metal for paint; chemical stripping of old finishes; using and maintaining spray painting equipment. Safety will be emphasized. (F, S)

**CRT 1423 Painting Lab II**

The practical application of mixing and spraying all types of automotive finishes; identifying common materials used; and using and maintaining spray painting equipment. Safety will be emphasized. Prerequisite: CRT 1413 (S)

**CRT 2312 Basic Metal Repair I**

The course offers instruction in professional metal work and dent removal and procedures used with the application of filler. Procedures necessary to rough, shrink, bump, and finish are included. Safety measures are emphasized. (F, S)

**CRT 2322 Basic Metal Repair II**

The course offers instruction in the removal and replacement of auto body parts and non-structural parts along with repair. Safety measures are emphasized. Prerequisite: CRT 2312 (S)

**CRT 2411 Basic Metal Repair Lab I**

The practical application of straightening, aligning and fitting of major panels. The procedures necessary to rough, shrink, bump and finish are included. Safety measures are emphasized. (F, S)

**CRT 2421 Basic Metal Repair Lab II**

Continued practical application of straightening, aligning and fitting of major panels. The procedures necessary to rough, shrink, bump and finish are included. Safety measures are emphasized. Prerequisite: CRT 2411 (S)

**CRT 2512 Color Matching I**

A continuation of auto painting with emphasis on spraying techniques and the blending of paints to achieve color match. Co-requisite: CRT 1312 (F, S)

**CRT 2522 Color Matching II**

Advanced auto painting with emphasis on spraying techniques and the tinting of paints to achieve color match. Prerequisites: CRT 1312, CRT 2512; Co-requisite CRT 1322. (S)

**CRT 2611 Color Matching Lab I**

The practical application of spraying techniques and blending of paints to achieve color match. Co-requisite: CRT 1312, CRT 2512 (F, S)

**CRT 2621 Color Matching Lab II**

The practical application of spraying techniques of paints to achieve color match. Prerequisite: CRT 1312; CRT 2512; CRT 2611  
Co-requisite: CRT 2522 (S)

**CRT 2713 Related Body Repair I**

This course covers the skills in the removal and replacement of the glass, trim, and electrical wiring, and the repair of plastic. The Basic principles of estimating will also be taught. Prerequisite: Successful completion of one semester of CRT coursework. (Su)

**CRT 2723 Related Body Repair II**

This course further covers the skills in the removal and replacement of the glass, trim, and electrical wiring, and the repair of plastic. (Su)



**CST 1023 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. (D)

**CST 1103 Introduction to Computer Hardware/Software**

An introductory course for the beginning Computer Systems student including such topics as computer hardware, software, firmware, and terminology. Attention to the Hardware objective of the “A+” certification are addressed. (D)

**CST 1113 Networking Essentials**

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. Topics include the IOS 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. (D)

**CST 1123 Router Technologies**

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, OSI, router configuration, IP address configuration, RIP and IGRP routing protocols, IP traffic filtering, and routing problem solving. Prerequisite: CST 1114. (D)

**CST 1153 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. Prerequisite: CST 1103. (D)

**CST 2133 Local Area Network I**

The study of the most current version of Microsoft Server/Workstation. Topics include current LAN topology, hardware requirements, installing and maintaining the network software, and file server setup and maintenance. Both theory and hands-on application will be emphasized. (D)

**CST 2173 Local Area Network II**

The study of a current version of Linux. Topics include hardware requirements, basic and customized server installation, Shell administration, and log-in scripts. Both theory and hands-on application will be emphasized. (D)

**CST 2183 Cooperative Work Experience**

An employment experience relating to the student's major within the AA degree. 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: Completion of 45 hours toward an AAS degree and a 2.0 GPA. Approval of instructor required. (D)

**CST 2193 Microcomputer Systems Installation and Troubleshooting**

This course is the study of installation and troubleshooting of a microcomputer system. Techniques of installing, maintaining and troubleshooting a microcomputer system will be studied. Sessions will include hardware, operating system, and software installation, testing and troubleshooting (isolation down to the card level) techniques and preventive maintenance. Co-requisite: CST major with second semester standing. (D)

**CST 2293 Advanced Microcomputer Systems Installation & Troubleshooting**

A continuation of CST 2193. It is the study of installation and troubleshooting of a microcomputer system. Techniques of installing, maintaining and troubleshooting a microcomputer system will be studied. Sessions will include hardware, operating system, and software installation, testing and troubleshooting (isolation down to the card level) techniques and preventive maintenance. Co-requisite: CST major with second semester standing. Prerequisite: CST 2193. (D)

**CST 2403 Fundamentals of Network Security**

This course is a comprehensive introduction to computer and network security. It provides a fundamental understanding of security best practices, laws, and standards that will enable you to build a complete security program. It includes the most recent advances in security tools and platform-specific defenses. (Lab fee required) (D)

**DT 1002 Service & Maintenance**

This course begins with an overview of the various types of Technical Service Publications and vehicle identification. It then examines specific service and maintenance operations and procedures by vehicle system. The student will learn how to diagnose problems and make necessary adjustments and repairs using the appropriate technical data. Lecture two hours with supplemental lab time. (F)

**DT 1032 Brakes/ABS**

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

**DT 1153 Electrical Problem Solving**

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

**DT 1202 Diesel Engines**

A course designed around service and repair of common heavy duty diesel engines. Both current and last generation engines will be covered with emphasis on contemporary designs. This course covers the mechanical parts and operating principles of diesel engines. (Fuel systems and electronics are covered in separate, dedicated courses.) (S)

**DT 1302 Diesel Fuel Systems**

A study of fuel injection systems 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. (S)

**DT 1412 Chassis and Steering**

This course covers all aspects of contemporary heavy truck frame design, including attachment methods, spring and air ride suspensions, alignment and fifth wheel designs. Manual and power steering gears and hydraulic steering pumps are covered in detail as well. (Su)

**DT 1501 HVAC Service and Diagnostics**

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

**DT 1512 Applications Lab I**

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. (F)

**DT 1522 Applications Lab II**

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. (S)

**DT 1531 Applications Lab III**

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. (Su)

**DT 1542 Heavy Duty Transmissions**

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

**DTI 1107 Commercial Driver Training**

This seven (7) student semester credit hour course covers motor operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, close quarters maneuvering, over the road driving, 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 consists of a combination of classroom, lab, and driving time. (F, S, Su)

**DTI 1903 Driver Training Special Project: Enhanced Entry Level Driver Training**

This three (3) student semester credit hour course combines classroom, computer lab, and simulator lab time. It serves to expose commercial driver training students to concepts and theory relative to basic transportation, distribution, and logistics management, safety, fuel economy, driver lifestyle, as well as truck driving simulator training. (D)

**DTI 1907 Commercial Driver Training**

This seven (7) student semester credit hour 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 consists of classroom, lab, and driving time. (D)

**ECH 2013 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. (F, S)

**ECH 2103 Child Growth and Development**

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically and atypically developing children from conception to middle childhood. This course also underscores diverse cultural backgrounds within and outside the United States. The students will be introduced to ways to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. (F, S)

**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. (F, S, Su)

**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. (F, S, Su)

**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. (D)

**ECT 1123 Basic Electrical Circuits**

This course will allow students to identify basic types of electrical circuits and controls. Students should be able to identify, discuss and differentiate between standard electrical digrams and ladder diagrams. Students will study safe working practices around electrical circuits and controls. (F, S)

**ECT 1133 Basic Electrical Circuits Lab**

The practical application will include the construction, operation and testing of selected circuits using a variety of test equipment. Students will demonstrate knowledge of proper safety, wiring, tool usage and meter usage while working on their projects. (F, S)

**ECT 1144 Introduction to Air Conditioning Systems**

This course will include the study of room type air conditioning units along with their application, circuits, controls refrigerant cycles and functions. Recovery, recycling procedures and code requirements will also be covered. This course also includes service, repair, electrical wiring, installation and testing of both the electrical and mechanical systems and their controls. (F, S)

**ECT 1213 Split Systems**

This course will include the study of gas furnaces, electric air handlers and air conditioning systems along with application and types. Electrical and mechanical systems will be covered in detail. Proper electrical, gas, state health codes and plumbing codes will also be discussed. (F, S)

**ECT 1223 Split Systems Lab**

This course will include the practical installation practices of gas furnaces, electric air handlers and air conditioning systems along with application and types. Electrical and mechanical systems will be covered in detail. Proper electrical, gas, state health codes and plumbing codes will also be demonstrated. (F, S)

**ECT 1234 Major Appliances**

This course will include the study of major appliance installation and operation. Service, repair and troubleshooting methods will be covered. Safety procedures and use of special tools and equipment will also be studied. Practical application will include machine installation and operation checks, service, repair and troubleshooting methods. Replacement of electrical and mechanical parts and components will also be practiced. (F, S)

**ECT 1243 HVACR Code Class**

This course will help enhance students understanding of the Arkansas Mechanical Code. The course will help guide students through the rules, regulations, and state health codes concerning the proper installation of residential and commercial mechanical systems. This course will also guide students through the proper installation regulations concerning supply and return air ductwork. This course will enhance students understanding of materials covered by the Arkansas HVACR Contractors Test. (F, S)

**ECT 1313 EPA Certification**

This course is designed to prepare students for the certification test, and contains the information a student needs to take the test. This course will cover the latest available information in maintaining, service, repair, or disposing of appliances that contain regulated refrigerants. (F, S)

**ECT 1314 Residential Heat Pump Systems**

The course will include the study of residential heat pumps along with their application and operation. The practical application will include the electrical wiring installation, service, repair and operation of residential type heat pump systems. Dual fuel applications will also be covered. (S)

**ECT 2116 Refrigeration Systems**

This course will include the study of supermarket type refrigeration equipment. Both low temperature and medium temperature systems will be covered. Refrigeration systems controls, components and applications will be discussed. The practical application will include electrical wiring installation, service, repair and operational check of systems with differing refrigerants. Recovery and recycle of refrigerants will also be performed. Students will demonstrate knowledge of system components and charging procedures. (F, S)

**ECT 2133 Programmable Logic Controls**

This course provides the student with the principles of the theory and operation of industrial motor controls. Coursework includes AC reduced voltage starters, three-phase multi-speed controllers, wound rotor motor controllers, synchronous machine controls, DC Controllers, rectifier circuits, and electronic power controls. This course will also provide the study of electronic circuits used for controlling machines and processes in industry. Also included will be the interfacing between low voltage control circuits and higher voltage machines. Emphasis will be placed on the operation and use of programmable logic controllers (PLC). Skills for troubleshooting these controls are developed through a number of controlled faults incorporated into the lab experiments. (F, S, Su)

**ECT 2253 Heat Load Calculations**

This course will introduce students to the procedures of calculating residential heat loads for comfort cooling. Students should learn the procedures for calculating individual loads that make up the total heat load. Procedures include proper use of multiplying correction tables and correctly sizing system components. (F, S)



**EDU 2013 K-12 Educational Technology**

An introduction to the use of technology for the classroom teacher. Emphasis will be on the computer as a instructional, administrative, and information-gathering tool. (F, S)

**EDU 2023 Introduction to Education**

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. Pre-requisite: 15 hours, praxis and portfolio. Co-requisite: EDU 2013. (F, S)

**EHS 1103 Anatomy and Physiology**

This course is designed to give the student a basic working knowledge of the human body. Prerequisite: Admission to the Paramedic Program (F)

**EHS 1203 Prehospital**

Introduction to the EMS system including principles of therapeutic communications, human anatomy, physiology and patient assessment. Prerequisite: Admission to the Paramedic Program (F)

**EHS 1303 Pharmacology**

This course is emphasizing legal control of drugs, dosage calculations, drug classifications, autonomic pharmacology, local protocols, and patho-physiological principles of pharmacology. Prerequisite: Admission to the Paramedic Program (F)

**EHS 1402 Operations Management**

This course is designed to teach the student the current local and state standards, which influence ambulance design, equipment requirements and staffing. It is also designed to identify the conditions and situations in which air medical transport should be considered. Crime scene awareness and hazmat is also discussed. Prerequisite: Grade of "C" or better in EHS 1103; EHS 1203; EHS 1303; EHS 1403; EHS 1502; EHS 1601; EHS 1704 (S)

**EHS 1403 Preparatory**

This course is designed to help the student develop the skills necessary to quickly assess each type of patient presented to the student. Also, the student will learn the skills necessary for advanced airway management along with pathophysiology, life span development, various

access, and therapeutic communications. Prerequisite: Admission to the Paramedic Program (F)

### **EHS 1502 Field I**

Follows a logical progression in which the student will progress from observer to team leader in the out-of-hospital setting. Prerequisite: Admission to the Paramedic Program (F)

### **EHS 1601 Clinical I**

This course is designed to allow the student to synthesize cognitive and psychomotor skills. This course will also serve to integrate and reinforce the didactic and skill laboratory components of the total program. Prerequisite: Admission to the Paramedic Program (F)

### **EHS 1703 Medical Emergencies I**

This course emphasizes those conditions both emergent and non-emergent that a paramedic may encounter during a medical emergency run. Diseases and conditions discussed are limited to Pulmonology, Endocrinology, Neurology, Immunology, Gastroentology, and renal systems. Prerequisite: Grade of "C" or better in EHS 1103; EHS 1203; EHS 1303; EHS 1403; EHS 1502; EHS 1601; HS 1704 (S)

### **EHS 1704 Cardiac Emergencies**

This course emphasizes dysrhythmia interpretation using the 3-lead cardiac monitor. It also covers cardiac anatomy and physiology, cardiac pharmacology, and the ACLS per the American Heart Association protocol. Prerequisite: Admission to the Paramedic Program (F)

### **EHS 1803 Trauma Management**

Each module in this course covers epidemiology, detailed anatomy and physiology, physical assessment and management techniques relative to each type of trauma. Prerequisite: Grade of "C" or better in EHS 1103; EHS 1203; EHS 1303; EHS 1403; EHS 1502; EHS 1601; EHS 1704 (S)

### **EHS 2403 Special Considerations**

This course provides strategies and specific situations that require more important distinctions to be made between patients of varying ages and special needs. Prerequisite: Grade of "C" or better in EHS 1103; EHS 1203; EHS 1303; EHS 1403; EHS 1502; EHS 1601; EHS 1704 (S)

**EHS 2501 Clinical III**

This course will provide the student the opportunity to encounter a variety of patient presentations and complaints. It will also serve to provide the student a more holistic view of health care and appreciation for the care that patients undergo throughout their recovery. (S)

**EHS 2503 Clinical II**

This course will provide the student the opportunity to encounter a variety of patient presentations and complaints. It will also serve to provide the student a more holistic view of health care and appreciation for the care that patients undergo throughout their recovery. (S)

**EHS 2603 Field II**

An evaluation of the entire paramedic program. The student will perform as Team Leader in a variety of situations. Prerequisite: Grade of "C" or better in EHS 1402; EHS 1703; EHS 1803; EHS 2403; EHS 2702(Su)

**EHS 2702 Medical Emergencies II**

This course is a continuation of Medical Emergency I emphasizing those conditions emergent and non-emergent that a paramedic may encounter during a medical run. Those conditions discussed are limited to Toxicology, Hematology, Environmental Emergencies, and Infectious Diseases. Prerequisite: Grade of "C" or better in EHS 1103; EHS 1203; EHS 1303; EHS 1403; EHS 1502; EHS 1601; EHS 1704 (S)

**EHS 2801 Paramedic Practicum**

All practical skills required by the Department of Transportation National Standard Curriculum will be mastered during this course. Prerequisite: A grade of "C" or better in EHS 1103; EHS 1203; EHS 1303; EHS 1403; EHS 1502; EHS 1601; EHS 1704 (Su)

**EHS 2802 Assessment Based Management**

This course is designed to enhance the student's ability in the general approach to the patient, patient assessment, differential diagnoses, and management priorities for patients with differing complaints. Prerequisite: Grade of "C" or better in EHS 1103; EHS 1203; EHS 1303; EHS 1402; EHS 1403; EHS 1502; EHS 1601; EHS 1703; EHS 1704; EHS 1803; EHS 2403; EHS 2501; EHS 2503; EHS 2702 (Su)

**EHS 2903 Survey of Paramedic Principles**

Integrating the theories and concepts covered in previous course work, with a focus on the identification and resolution of problems and opportunities encountered by the Paramedic. Prerequisite: Grade of "C" or better in EHS 1402; EHS 1703; EHS 1803; EHS 2403; EHS 2702 (S)

**EMT 1104 Pre-Hospital Environment**

Introduction to the EMS system including principles of human anatomy, physiology and patient assessment. (F, S)

**EMT 1302 Trauma Management**

Instruction in this course includes: patient assessment, procedures used in treating injuries, prevention of further injury, precautions in transporting. (F, S)

**EMT 1402 Medical Emergencies and Transport**

This course will develop the skills to meet the needs of most of the runs the student will face as an EMT. (F, S)

**EMT 1502 Basic EMT Clinical Rotation & Lab**

The student must rotate through the emergency departments to develop the skills that were discussed in the classroom setting. (F, S)

**ENG 0013 Communications for Careers**

This course is designed to develop the student's reading skills, written and oral language skills, grammar, diction, and vocabulary using a career context for learning. (This is a non-credit course.) (D)

**ENG 0033 Writing Tutorial**

Intensive, individualized work on the basic strategy, organization, diction, and grammar of the collegiate essay. Students with ACT scores 14 to 18 in English must take this course. (This is a non-credit course.) (F, S, Su)

**ENG 1003 Freshman English I**

Instruction in expository essay form, structure, and style. Prerequisite: English ACT score of 19 or better or successful completion of ENG 0033 Writing Tutorial. (F, S, Su)

**ENG 1013 Freshman English II**

A continuation of ENG 1003 with the addition of research papers and literary genres. Prerequisite: ENG 1003. (F, S, Su)

**ENG 1023 Business English**

Provides an introduction/review of the basics in grammar, spelling, punctuation, and other mechanics as needed in current business usage. Usage of reference manuals and proofreading techniques are included. Prerequisite: BUS 0003 or results of English placement test. (F, S)

**ENG 1203 Technical Communications**

This course provides instruction in preparation of resumes and skills involved in successful employment interviews. Techniques of persuasion through written communication for successful employment will be developed by writing essays and reports. (F, S, Su)

**ENG 1233 Technical Composition**

This course will include exercises in basic grammar, in mechanics, in sentence structure, and in paragraph structure. Instruction will include skills in completing repair orders, learning abbreviations, and writing complete, concise descriptions of mechanical problems. (S)

**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. (F, S, Su)

**ENG 2013 Intro to Literature of the Western World II**

A study of literature from the Renaissance to the present, reflecting the major philosophical, religious, and literary trends of these time periods. (F, S, Su)

**ENG 2023 Creative Writing**

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

**ENG 2053 American Literature I**

Survey of major authors in American Literature prior to the Civil War. (F)

**ENG 2033 American Literature II**

Survey of major authors in American Literature from the time of the Civil War to the present. (S)

**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. (D)

**ENG 2493 Popular Literature**

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

**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. (D)

**ENG 2563 Special Topics Travel (D)****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. (D)

**ENG 2603 Bible As Literature III**

Analytical/Critical study of selected books of the Bible with emphasis on the component genres, literary qualities, and influence. (D)

**ENG 2623 Introduction to Mythology**

A survey of world mythologies, including archetype, hero, creation, flood, apocalyptic, and afterlife characteristics that cultivate literary interpretive skills. (D)

**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. (D)

**FDST 2203 Introduction to Food Science**

Introduction to modern food science and technology. Concepts of food quality, nutrition, sanitation, consumption patterns, and food laws. Overview of careers in food technology. (D)

**FDST 2213 Food Chemistry**

Covers the functionality and interactions of major food components, carbohydrates, proteins, lipids and water and their impact on food quality. Two hours lecture, two hours laboratory per week. Prerequisite: CHEM 1013 or equivalent (D)

**FDST 2223 Principles of Food Processing**

Introduction to the concepts and application of food processing techniques. Concepts include processing of cereals, vegetables, fruits and animal products. Lecture two hours. Laboratory two hours per week. (D)

**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. (D)

**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. (D)

**FR 2013 Intermediate French I**

Intermediate French I is a continuation of FR 1023. Prerequisite: FR 1023 or two years of high school French. (D)

**FR 2023 Intermediate French II**

Intermediate French II is a continuation of FR 2013. Prerequisite: FR 2013. (D)

**GEOG 2603 World Regional Geography**

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

**GEOG 2613 Introduction to Geography**

Emphasizes the physical and cultural patterns of the world. (F, S, Su)

**GEOG 2623 Physical Geography**

This course examines the nature and character of various component of the physical environment including basic weather elements, climate, landforms, soil and natural vegetation. Co-requisite: GEOG 2621 (D)

**GEOG 2621 Physical Geography Lab**

Two hours per week. To be taken concurrently with GEOG 2623. (D)

**GEOL 1001 Environmental Geology Lab**

Two hour per week lab (lab fee required). Co-requisite: GEOL 1003 (F, S, Su)

**GEOL 1003 Environmental Geology**

The study of the earth as habitat. Interrelationships between humans and the environment. Geologic factors in urban, rural, and regional land use. (F, S, Su)

**HIST 1013 World Civilization to 1660**

A survey of world civilizations from prehistory to 1660. (F, S, Su)

**HIST 1023 World Civilization Since 1660**

A survey of world civilizations from 1660 to present. (F, S, Su)

**HIST 2083 History of Arkansas**

A survey of Arkansas history from the pre-Colombian period to the present. (F, S, Su)

**HIST 2763 The United States to 1876**

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

**HIST 2773 The United States Since 1876**

A survey of changing social, political and economic policies in the United States from reconstruction to the present. (F, S, Su)



**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. (D)

**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. (F, S, Su)

**HLTH 2523 First Aid and Safety**

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. (D)

**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. (D)

**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. (D)

**HORT 2203 Urban Landscaping and Gardening**

Principles and practices of residential horticulture emphasizing minimum environmental impact. Covers landscape design or maintenance, gardening, turf, interior plants, and pest control. A course designed for non majors. Lecture 2 hours per week, Laboratory 2 hours per week. (D)

**HORT 2253 Fundamentals of Horticulture**

Growth, fruiting habits, propagation, and culture of horticultural plants. Lecture two hours, laboratory two hours per week. (D)

**HORT 2263. Horticulture Technology**

In depth coverage of structures, equipment, and methodologies of modern horticultural industries. Emphasis on greenhouses, storage facilities, irrigation, nutrition, environmental control, weed, disease, and pest control. Lecture 2 hours per week, Laboratory 2 hours per week.

Prerequisite: HORT 2253 or PSSC 1303 or BOT 1103. (D)

**HORT 2273 Vegetable Crops Production**

Growth habits, soil and climate requirements, varietal characteristics, and pests of vegetable crops. Prerequisite: HORT 2253. (D)

**HSC 1008 Medication Assistant**

This is a 115 hour course, Basic Medication Administration Skills, prepares Unlicensed Assistive Personnel for the task of medication administration. The textbook content presents a comprehensive course that includes the following: introduction to medication administration including a brief history of health care, the development of the role of Unlicensed Assistive Personnel, and state and federal regulatory issues; principles of medication administration including pharmacology, medications, medication orders, prescriptions and transcription; information on medications and their effect on the body including a review of body systems; and special circumstances, such as, substance abuse by the individual being cared for by Unlicensed Assistive Personnel as well as by their coworkers. (F)

**HUM 2003 Introduction to Humanities**

This course is a study of the history, literature, arts, and philosophy of ancient cultures. It reflects the major historical, artistic, and philosophical trends of different time periods. (D)

**HVLT 1001 Introduction to Utilities**

This is the beginning course for the apprentice program and contains instruction focused around electrical systems in an overview.(F)

**HVLT 1102 Introduction to Pole Climbing and Groundman Procedures**

This course is the foundation on which future courses build. In this course classroom, the students will be instructed in wood quality requirements, pole inspection techniques, care and fitting of climbing equipment and safety procedures related to pole climbing. This course will instruct the student on the basic expectations for the team-member stationed on the ground. It will also include topics such as ropes, knots, and rigging. This course will also include basic safety requirements, CPR, and first aid. (F)

**HVLT 1203 Electrical Safety**

This course will provide instruction in safety practices related to electrical utilities. Students will be instructed in NESC, NEC as well as OSHA requirements. (F)

**HVLT 1401 Heavy Construction Equipment**

This course is a continuance of equipment operation. Students will receive instruction in set-up procedures, vehicle inspection, hand signals, and safety issues related to the operation of equipment. (S)

**HVLT 1403 DC and AC Circuit Analysis**

This course will provide the student with the fundamentals of electricity. It will provide a basic understanding of formulas necessary to the field of electricity and electronics. Other topics covered will be the use of meters and how testing is accomplished. (F)

**HVLT 1504 Overhead Distribution Systems and Pole Framing**

The student will receive instruction in overhead line construction. This course will provide instruction in wire sagging, installing pole mounted equipment, and safety practices. This course is a laboratory course providing instruction in setting poles, materials required, and reading plans. (S)

**HVLT 1701 Introduction to Transformers**

This course will provide the student with the basic understanding of transformers. This will include transformer construction, operation, connections, transformer loading, and safety. (S)

**HVLT 1703 Principles of Operation of High Voltage Distribution Systems**

This course will include an overview to substations, transmission systems, and generation systems. Instruction will be provided in electrical devices, i.e. step-up transformers, regulators, capacitors, breakers, fusing, etc. (S)

**HVLT 1801 Underground Distribution**

Instruction will be provided in trenching, shoring, and tools needed to construct and maintain underground distribution systems. (S)

**HVLT 1904 Electrical Capstone Experience I**

An employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. (Su)

**HVLT 2103 Introduction to Power Plants**

This course will instruct the student in planning, development, maintenance, operations, ecological and environmental considerations of electric power plants. There will also be instruction in power plant safety. (F)

**HVLT 2203 Advanced Transformers**

This course will give students a fundamental understanding of transformers and transformer banking. This will include three-phase connections, transformer fusing and loading, transformer vectoring, transformer installation, and safety. (S)

**HVLT 2253 Substations and Transmission**

This course will give students a fundamental understanding of Electrical Substations and Transmission lines. This will include Substation Construction, Maintenance, Control Systems, and Safety. The transmission part will include construction, maintenance, and safety. (S)

**HVLT 2604 Electrical Capstone II**

This course is an employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. (Su)

**LAW 2023 Legal Environment of Business**

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

**LDR 1111 Leadership Development I**

This course is designed for students who want to become leaders. The course will explore the characteristics, the qualifications, and the responsibilities of leaders. A portfolio is required which will reflect the information received in the course, the characteristics of the guest speakers, and the information gleaned from the class visits to leadership events. (F)

**LDR 2111 Leadership Development II**

This course is designed for students who want to become leaders. The course will explore the characteristics, the qualifications, and the responsibilities of leaders. A portfolio is required which will reflect the information received in the course, the characteristics of the guest speakers, and the information gleaned from the class visits to leadership events. Prerequisite: LDR 1111. (S)

**MATH 0013 College Math**

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.) Must take if Math ACT is below 16. (F, S, Su)

**MATH 0043 Math For Careers**

This course is designed to develop advanced computation skills using a personal finance and career context for learning. This course helps develop pre-algebra skills to prepare students for college level algebra courses. This course will develop skills using measurements, graphs, and charts as applied to a career-specific context. (D)

**MATH 1003 Intermediate Algebra**

Review and development of fundamental concepts with additional topics including absolute value equations and inequalities, systems of linear equations, rational exponents, radical expressions, and solving quadratic equations. Prerequisite: MATH 0003 or Math ACT score between 17 - 18. (Credit earned not applicable toward Associate of Arts or Associate of Science degrees.) (F, S, Su)

**MATH 1023 College Algebra**

A study of quadratic equations and inequalities. Polynomial, rational, exponential, and logarithmic functions. This includes graphing functions, combining functions, inverse functions. Solving systems of linear and nonlinear equations and use of matrices and determinants are also included. Emphasis will be placed on applications and problem solving. Prerequisite: MATH 1003 or Math ACT of 19 or better. (F, S, Su)

**MATH 1033 Plane Trigonometry**

A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers. Prerequisite: MATH 1023. (D)

**MATH 1054 Precalculus Mathematics**

Selected topics from algebra, trigonometry, and analytic geometry. Prerequisite: MATH 1023 or Math ACT of 22 or higher. (D)

**MATH 1213 Math for Nurses**

Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include; interpretation of drug labels, syringe types, conversions, roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Med administration and military time. (LPN to RN transition program) (F, S)

**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 a higher level of mathematics. (F)

**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. (D)

**MATH 2143 Business Calculus**

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

**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. (D)

**MATH 2194 Survey of Calculus**

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

**MATH 2204 Calculus I**

First course, includes analytic geometry, functions and limits, differentials and integrals, and transcendental functions. Prerequisites: MATH 1023 and 1033. (D)

**MATH 2214 Calculus II**

Second course, includes techniques of integration, sequences and series, conic sections, polar coordinates, and vectors. Prerequisite: MATH 2204. (D)

**MATH 2233 Applied Statistics**

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

**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. (D)

**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. (D)

**MGMT 2023 Introduction to Managerial Finance**

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

**MGMT 2043 Supervisory Management**

Responsibilities of first line supervisors; development of techniques and skills in employee communications, decision making, motivation, leadership and training. (Su)

**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. (D)

**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. (D)



**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. (D)

**MGMT 2153 Small Business Management**

Organizing and operating the small business, with emphasis on personal qualifications, small business techniques, capital requirements, forms of organization, location, and sources for assistance. (D)

**MIS 1033 Introduction to Computers**

A required introductory course for all degree seeking students. This course introduces the student to the components of microcomputer systems and to 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, and presentation graphics. (F, S, Su)

**MIS 1041 Basic Web Design with MS Office**

Sub-Title: How to Create a Web page Using MS Office. A basic introduction to creating web pages using a program with which most individuals are familiar (Microsoft Office) (D)

**MIS 1323 Integrated Business Projects (IBP)**

Capstone experience designed to integrate student's abilities in word processing, spreadsheets, database, graphics and business communication in a project-based simulated work situation. Prerequisites: With consent of Instructor (S)

**MIS 1373 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. Prerequisite: MIS 1033 (F, S)

**MIS 1401 Introduction to Microsoft Access**

Sub-Title: What you Wanted to Know about MS Access but were Afraid to Ask. A basic introduction to Microsoft Access leading to an understanding of the functions and uses of the program. (D)

**MIS 1413 Multimedia Applications**

Introduces the student to various electronic means of presenting information of professional design and quality using presentation and web-page design software. Prerequisite: BUS 1303 and BUS 1503. (F, S)

**MIS 1443 Technical Computer Applications**

This course will include PC basics, browsing and searching the Web, sending e-mails and attachments, writing and printing documents, spreadsheets and databases, working with graphics, and working with industry specific software. (F)

**MIS 1503 Microcomputer Applications**

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. (F, S, Su)

**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. (D)

**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 MIS 1033. (D)

**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. (D)

**MIS 2103 Introduction to Electronic Commerce**

This course covers emerging online technologies and trends and their influence on the electronic commerce marketplace. This course will cover discussions of both business to customer and business to business commerce. It will also familiarize students with important security issues, such as spam, phishing, legal, ethical and their role in organized crime, identity theft, and online payment fraud. (D)

**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. (D)

**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. (S)

**MIS 2511 Special Topics in Computer Applications (D)****MIS 2512 Special Topics in Computer Applications (D)****MIS 2513 Special Topics in Computer Applications (D)****MIS 2523 Special Topics in Computer Applications (D)****MIS 2533 Special Topics in Computer Applications (D)****MIS 2813 Desktop Publishing Applications**

An introduction to desktop publishing concepts. This 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. (F)

**MIS 2873 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 MIS 2033. (D)

**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. (F, S)

**MUS 1211 Elementary Piano I**

This course is designed for non-music majors, but it could be a prerequisite for music majors. This is a study of different styles of piano solos that begins with the fundamentals and moves at a fast pace for adults. This course also teaches music theory and scales. (D)

**MUS 1221 Elementary Piano II**

This course is designed for students who have completed level one or for students who have taken piano a year or longer. This course is a continuation of piano study after the completion of level one as it teaches music theory and scales along with piano solos of different styles. (D)

**MUS 1361 ASUN Singers I**

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music. The singers perform on campus as well as before civic organizations. Large ensemble courses may be repeated for credit. (D)

**MUS 1371 ASUN Singers II**

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music. The singers perform on campus as well as before civic organizations. Large ensemble courses may be repeated for credit. (D)

**MUS 1381 ASUN Singers III**

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music. The singers perform on campus as well as before civic organizations. Large ensemble courses may be repeated for credit. (D)

**MUS 2371 ASUN Singers IV**

Non-music majors as well as music majors may enroll in this course for credit. A performing ensemble designed to study a wide variety of music. The singers perform on campus as well as before civic organizations. Large ensemble courses may be repeated for credit. (D)

**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. (F, S, Su)

**MUS 2803 Special Topics in Music (D)****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. (D)

**PE 1011 Fitness for Life I**

A course designed for students who wish to improve their personal fitness. Activities in the course will provide the student with the opportunity to develop physical strength, cardiovascular endurance, and flexibility. (D)

**PE 1012 Fitness for Life II**

A course designed for students who wish to enhance their personal physical fitness through the development of strength, cardiovascular endurance, and flexibility. Students 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. Prerequisite: PE 1011. (D)

**PE 1022 Aerobics I**

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

**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. (D)

**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. (D)

**PE 1461 Archery**

Fundamentals, techniques, and practice in recreational archery. (D)

**PE 1471 Bowling**

A course 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. (D)

**PE 1481 Beginning Tennis**

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

**PE 1491 Badminton**

Introduction to the skills, rules, and strategy of badminton. (D)

**PE 1501 Beginning Golf**

Introduction to the basic skills, rules, and strategy of golf. (D)

**PE 1601 Soccer**

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

**PE 1611 Basketball**

Introduction to the skills, rules, and strategy of basketball. (D)

**PE 1621 Volleyball**

Introduction to the skills, rules, and strategy of volleyball. (D)

**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. (F, S, Su)

**PE 1651 Softball**

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

**PE 1841 Ballroom Dancing**

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

**PE 1851 Hip Hop Dance**

A class for teen and adults who are beginning or who wish to continue to develop vocabulary, concepts, and hip hop dance styles, while focusing on the enjoyment derived from this activity. (D)

**PE 1861 Aerobics Dancing/Exercise I**

The principles and concepts of exercise as related to the enhancement of personal appearance, and cardiovascular development.(D)

**PE 1871 Aerobics Dancing/Exercise II**

A continuation of PE 1861. Prerequisite: PE 1861. (D)

**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. (D)

**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. (D)

**PE 2792 Folk and Square Dancing**

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

**PE 2811 American Square and Round Dance**

The techniques and basics in square and round dancing. (D)

**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. (D)

**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. (F, S)

**PHL 1101 CPR & First Aid**

The fundamentals of Basic First Aid and American Heart Association CPR for the Professional Rescuer, basic anatomy, physiology, and the latest techniques of CPR are taught. (F, S)

**PHL 1102 Phlebotomy Clinical**

Provides for experience in planning, implementing, evaluating, and participating in vein puncture and specimen collection in hospital, clinic laboratories, and health services areas. Students will work one on one with preceptor in the clinic area. Graduates of the program may work in hospital clinic or doctor's office laboratory. Prerequisite: A grade "C" or better in PHL 1101, PHL 1105 (F, S)

**PHL 1105 Phlebotomy**

Provides instruction on the fundamentals of Phlebotomy through lectures, discussion and films with return demonstration of skills. (F,S)

**PHSC 1201 Physical Science Lab**

Two hour per week lab (Lab fee required). Co-requisite: PHSC 1203. (F, S, Su)

**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. Prerequisite: MATH 1003. (F, S, Su)



**PHT 1101 Basic Photography I**

Elements of composition, camera and digital techniques. Practical experience in application of digital photography and printing/output theories. (D)

**PHT 1201 Personal Digital Darkroom**

Student will learn to manipulate, store, and print digital photos. Emphasis will be placed on using Photoshop Pro Software as the enhancement tool for the digital photographs. (D)

**PHYS 2054 General Physics I**

The essentials of mechanics, heat, materials and simple harmonic motion. Prerequisite: MATH 1033 (D)

**PHYS 2064 General Physics II**

A continuation of PHYS 2054. The essentials of electricity, magnetism, wave motion, light and modern physics. Prerequisite: PHYS 2054. (D)

**PHYS 2133 Survey of Physics for the Health Professions**

A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions. Prerequisite: MATH 1023 (F, S)

**PN 1012 Body Structure & 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 normal. The effects of IV medication on specific body systems will be integrated into this course. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F, S)

**PN 1022 Nutrition**

Covers the principles of good nutrition for all age groups. The food pyramid guide, vitamins, carbohydrates, fats and proteins are taught, as well as calorie food values and energy needs. The use of special diet therapy in specific diseases and the application of this diet therapy through planning menus for specific modified diets. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F,S)

**PN 1101 Nursing of the Geriatric Patient**

Includes normal aging process, characteristics of aging, special problems associated with aging and experience in the care of the aging patient. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F, S)

**PN 1113 Pharmacology I**

Provides instruction in basic math fundamentals as well as dosage calculation. Topics include; metric system, apothecaries system, household system, conversions including temperature conversions, fractions, decimals, percentages, interpretation of drug labels, syringe types, Roman numerals, reconstitution and mixing of medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing medications, and proper documentation of medications as well as the Six Rights of Medication administration and military time. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F, S)

**PN 1122 Nursing of Children**

Covers the nursing of infant through adolescence, the behavior of well & sick children. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree . (Su)

**PN 1206 Basic Nursing Principles and Skills**

This includes the fundamental principles, skills and attitudes needed to give nursing care and prevent the spread of disease; common procedures used in the care of the sick and the development of the ability to adapt them to various situations with the skill, safety and comfort for the patient; first aid and CPR; and the development of an awareness of responsibility to make, report and record observations. This course will also include professional development, ethical and legal responsibilities and communication skills. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree (F, S)

**PN 1404 Clinical I**

Provides supervised experience in performing common procedures learned in basic nursing theory. Also provides for experience in planning and implementing, giving and evaluating care of the geriatric client in a long-term facility. Rotations are provided in a variety of clinical settings. Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree . (F, S)

**PN 2101 IV Therapy**

Provides the student with instruction of administration and monitoring of the client with an IV as allowed in the Nurse Practice Act.

Prerequisite: Also must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co-requisite: PN 2113 (F, S)

**PN 2113 Pharmacology II**

Includes medication administration and basic forms of medications. Topics include; purposes, properties, actions, and reactions associated with specific drugs as they affect various body systems and the different effects seen with various routes including intravenous.

Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404 (F, S)

**PN 2122 Nursing of Mother & Infant**

Covers the modern aspects of maternity nursing with emphasis on normal obstetrics. The components of maternity nursing are anatomy, physiology, communication skills, prenatal care, labor & delivery, post-partum care, family planning and care of the newborn. Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co-requisite: PN 2113 (Su)

**PN 2131 Mental Health**

Covers common conditions of mental illness, prevention, care, and treatment of patients suffering from abnormal and normal responses.

Prerequisite: Also must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404 (F, S)

**PN 2206 Medical/Surgical Nursing I**

Covers the introduction to and common conditions of illness and nursing care of patients in acute, sub-acute or convalescent stages of both short and long-term duration, including nutrition and administration of drugs to cancer patients, skin, muscular skeletal, GI, nervous and respiratory system disorders and other related systems. Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co-requisites: PN 2113 (F, S)

**PN 2212 Medical/Surgical Nursing II**

A continuation of the study of common conditions of illness and nursing care of patients in acute, sub-acute or convalescent stages of illness and other related medical and surgical conditions. Prerequisite: PN

2206 Also must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404 Co-requisite: PN 2206 (F, S)

**PN 2406 Clinical III**

Provides for clinical experiences in the care of patients with Medical/Surgical conditions learned in Medical/Surgical Nursing II and the care of the client with mental health difficulties. Additional experience with OB and Pediatric patients may be included. Prerequisites: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404, Co-requisites: PN 2131; PN 2206 (F, S)

**PN 2407 Clinical II**

Provides for clinical experience in the care patients with medical/surgical conditions learned in Medical Surgical Procedures as well as obtaining experience in the care of the OB client and the newborn during the labor and delivery process and the postpartum period. Clinical experience will also include care of the pediatric client. Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404; Co-requisite: PN 2122 (Su)

**PN 2700 Supervised Experience in Practical Nursing**

Provides supervised experience in a variety of approved nursing situations. Students contract for the number of clock hours and type of experiences to be completed. Variable number of credit hours available. Prerequisite: Enrollment in approved number of credit hours by departmental approval only. (F, S)

**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. (F, S)

**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.(D)

**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. (D)

**PSSC 1301 Plant Science Laboratory**

Introduction to agronomic and horticultural concepts related to crop anatomy, growth/development, physiology, and pest identification and management. (D)

**PSSC 1303 Introduction to Plant Science**

Agronomic and horticultural cropping systems including crop growth and development, crop physiology, crop ecology, environmental considerations, and production and protection practices. (D)

**PSSC 2323 Agricultural Chemicals**

Introduction to the types and uses of agricultural pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined. Prerequisites, CHEM 1013 and CHEM 1011. (D)

**PSSC 2803 Field Crops**

Field crops, types and varieties. Lecture two hours, laboratory two hours per week. (D)

**PSSC 2811 Soils Laboratory**

Prerequisite or Co requisite, PSSC 2813. (D)

**PSSC 2813 Soils**

Origin, classification, physical and chemical properties of soil and environmental considerations. Prerequisite, CHEM 1013 and CHEM 1011. (D)

**PSY 1013 Human Relations**

This course will cover basic psychology concepts and specific concepts that relate to industry specific skills necessary for the workplace. Customer relations issues will be a focus of the course. (S)

**PSY 2013 Introduction to Psychology**

A scientific study of behavior and cognitive processes. This course covers a wide range of human behavior. (F, S, Su)

**PSY 2023 Contemporary Psychology**

Study of the nature of modern scientific psychology and its application to selected topics and issues of contemporary interest. Prerequisite: PSY 2013. (D)

**PSY 2533 Lifespan Development**

A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors. (F, S)

**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. (F, S)

**READ 0023 Developmental Reading**

A course designed to help students improve reading, vocabulary and comprehension skills as well as reading habits. Students with ACT reading scores below 19 must take this course. (This is a non-credit course.) (F, S, Su)

**RNSG 2119 Nursing Process I (9 hrs credit, 9 hrs/wk lecture)**

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC's goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters.

This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines.. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content.

Prerequisite: Admission to the ARNEC program

Co-requisite: RNSG 2123 (S)

**RNSG 2123 Nursing Practicum I (3 hrs credit, 9 hrs/wk practicum)**

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application. Prerequisite: Admission to the ARNEC program Co-requisites: RNSG 2119 (S)

**RNSG 2216 Nursing Process II (6 hrs credit, 8 hrs/wk lecture)**

This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women's health care. The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness/illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas. Prerequisite: RNSG 2119, RNSG 2123 Co-requisite: RNSG 2413 (Su)

**RNSG 2413 Nursing Practicum II (3 hrs credit, 9 hrs/wk practicum)**

This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning.

Students will engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice. Prerequisite: RNSG 2119, RNSG 2133 Co-requisite: RNSG 2216 (Su)

**RNSG 2511 NCLEX-RN Preparation (1 hr credit, 1 hr/wk lecture)**

This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse. Prerequisites: RNSG 2219, RNSG 2123, RNSG 2216, RNSG 2413 Co-requisite: RNSG 2518, RNSG 2523 (F)

**RNSG 2518 Nursing Process III (8 hrs credit, 8 hrs/wk lecture)**

This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, and acute care and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123 Co-requisite: RNSG 2511, RNSG 2523 (F)

**RNSG 2523 Nursing Practicum III (3 hrs credit, 9 hrs/wk practicum)**

This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse. Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123 Co-requisite: RNSG 2518, RNSG 2511 (F)



**SCED 2514 Introduction to Secondary Teaching**

Introduces prospective educators to the historical, philosophical, legal, political, and technological factors affecting American education. Includes thirty clock hours of field/campus-based secondary teaching experiences. Prerequisites: 15 hours, praxis and portfolio. (F, S)

**SOC 2213 Principles of Sociology**

A survey of origin, development, structure, and functioning of human relationships, and the factors influencing group life. (F, S, Su)

**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 inter-group relations. Prerequisite: SOC 2213. (D)

**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. (D)

**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, simplified 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. (F)

**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. (S)

**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. (F)

**SPAN 2023 Intermediate Spanish II**

Intermediate Spanish II is a continuation of Intermediate Spanish. The prerequisite for Intermediate Spanish II is SPAN 2013. (S)

**SPAN 2103 Spanish for the Healthcare Profession**

Instruction in Spanish related to health care professions including basic written and oral vocabulary and composition, dialogues, and cultural information relevant to health care professionals. (D)

**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. (F, S, Su)

**SPCH 2233 Oral Interpretation**

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

**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. (D)

**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. (D)

**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 1107 and SPN 1203. Prerequisites: SPN 1804. (F)

**SPN 1107 Basic Concepts of Nursing I**

This is an introductory course that teaches the basic fundamentals of nursing including basic skills, delegation, and attitudes needed to give basic nursing care. Critical thinking skills are introduced in caring for clients during procedures and care. Vocational, legal, and ethical concepts are taught. Competency is demonstrated both in the academic

and clinical setting. Disease prevention, safety and comfort measures are introduced. The student is instructed on proper documentation using the nursing process. (F)

### **SPN 1203 Medical/Surgical Nursing I**

Course offers instruction on common conditions affecting adults. Special considerations are introduced as they apply to the geriatric population. Nursing care is discussed as it applies to clients in acute, subacute and recuperative stages of illness and recovery. Both short term and long term care are introduced along with nutritional considerations as it applies to nursing care and pharmacotherapeutics in relation to various disease processes. Co-requisite: SPN 1107. (F)

### **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. (S)

### **SPN 1304 Basic Concepts of Nursing II**

Continuation of SPN 1107. Prerequisite: SPN 1107. (S)

### **SPN 1306 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 2503. Prerequisites: SPN 1207, SPN 1902, SPN 1304, and SPN 1405. (Su)

### **SPN 1405 Medical/Surgical Nursing II**

Continuation of the study of common conditions of illness and nursing care of adult patients in acute, subacute or convalescent stages of illness, including administration of drugs. Prerequisite: SPN 1203. Co-requisite: SPN 1304. (S)

### **SPN 1507 Nursing Assistant Certification**

Upon successful completion of this course plus additional required on-the-job training, a student can become a certified nurse assistant in the State of Arkansas. The program is designed to help students learn information, skills, and critical procedures necessary to improve the

quality of life of clients in long-term care and other health care facilities and prepare them for the certification exam. This course will include a lab. (D)

**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. (F)

**SPN 1702 Pharmacology II**

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

**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. (Su)

**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. (F)

**SPN 2503 Medical/Surgical Nursing III**

Continuation of SPN 1405. Prerequisite: SPN 1405. (Su)

**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. (S)

**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. (D)

**TCOM 1003 Installer**

Focuses on the fundamentals of DC/AC, data, voice and video cabling methods, techniques and standards, and safety procedures including climbing ladders and electrical poles. (F)

**TCOM 1013 Installer Technician**

Teaches practical aspects of data, voice and video cabling methods, techniques and standards. Servicing single and multiple dwelling unit drops and troubleshooting problems with drop installations.  
Prerequisite: TCOM 1003 (S)

**TCOM 1103 Introduction to Networking**

The course teaches the fundamentals of networking and data communications and outlines how the all-digital network transports voice, video, and data. Students learn how signals travel across different types of physical network structures and how those signals carry useful data from one device to another. (F)

**TCOM 1113 Intro to Networking: LAN/WAN**

Introduction to Networking: Local Area Networks explains the concepts, technologies, and components used to build and maintain local area networks (LANs). Students completing this course will have a solid understanding of the fundamentals needed to build and maintain LANs. This course also describes the concepts, technologies, and functions of wide area networks (WANs) and how they help support broadband-related services such as Voice over Internet Protocol (VoIP). (F)

**TCOM 1143 Internetworking/ TCP/IP**

The Internetworking with TCP/IP course introduces networking protocols, including transmission control protocol (TCP), HTTP, TFTP, and FTP, and outlines how to test and troubleshoot Internetworked communications systems. (S)

**TCOM 1233 PCs for Telecommunications I**

Introduces personal computers for use as interface devices. Focuses on hardware fundamentals of personal computers including installation and troubleshooting of components and digital modem operation. (F)

**TCOM 1303 PCs for Telecommunications II**

Continues the study of personal computers for use as interface devices. Focuses on operating systems used by personal computers and advanced troubleshooting techniques. Prerequisite: TCOM 1233 (S)

**TCOM 1803 Service Technician**

This course teaches the basic characteristics and functions of the feeder line system, active and passive devices, the fundamentals of cable powering, basic test equipment operation, signal leakage basics, coaxial cable and connectorization, and an overview of fiber optics. (F)

**TCOM 1853 Troubleshooting Advanced Services**

Describes advanced services problems, instructing the student in the isolation and resolution of those problems including troubleshooting digital channels, remote control problems, picture and audio quality problems, verifying digital set-top terminal configuration and operation and using digital set-top terminal diagnostic screen. (F)

**TCOM 2953 Internship: Telecom Engineering Planning**

Provides students with an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establishing learning objectives and to coordinate learning activities with employer or work site supervisor.

Prerequisite: Completion of 36 hours toward the Technical Certificated in Telecommunications. (Su)

**TECH 1002 Introduction to Welding**

This is an introductory course into welding technology. In this course students will be instructed in proper welding techniques, safety, material selection, and testing practices for welded structures. (F,S)

**TECH 1012 Welding II**

A continuation of the topics in TECH 1002. (F,S)

**TECH 1023 Introduction to Manufacturing**

This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest. Students will explore basic manufacturing materials and processes, tools, techniques, and produce some simple products. (D)

**TECH 1033 Design for Manufacturing**

This course is designed to expand on the introductory manufacturing course and expose the student to basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in manufacturing. (D)

**TECH 1043 Manufacturing Production Processes**

This course is designed to provide the student with a hands-on learning experience with the basic tools, equipment, and operations of manufacturing industries. The student will also understand the relationship between a manufacturing need, a design, materials, processes, as well as tools and equipment. During this course, the student will utilize many of these basic manufacturing processes to produce primary and secondary materials for manufacturing. (D)

**TECH 1053 Manufacturing Power and Equipment Systems**

This course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems. (D)

**TECH 1063 Manufacturing Materials**

This course will introduce students to manufacturing materials, materials testing, and materials science. Additionally, this course will introduce primary and secondary processing and manufacturing and allow the students to instruct and conduct experiments on various manufacturing materials. (D)

**TECH 1073 The Manufacturing Enterprise**

This course is designed to expand upon concepts learned in introductory courses while allowing students to explore how manufacturing enterprises are established, how they maintain control, how they plan, how they produce, package, and market products. As a part of a product development team, students will analyze customer needs and market requirements, conceptualize a design, and develop a prototype, production tooling and other procedures. (D)

**TECH 1083 Manufacturing Equipment Maintenance & Operation**

This course is designed to provide the students with a comprehensive knowledge of manufacturing equipment safety, maintenance and operations procedures, control systems, as well as leadership abilities in the field. (D)

**TECH 1093 Manufacturing, Engineering, Design & Problem Solving**

This course will introduce new concepts related to engineering and design and problem solving, however, the primary function of this course will be to serve as a venue for student to place all previous learning into a manufacturing context. Students will solve a given manufacturing challenge that requires the use of advanced manufacturing technology systems, design skills, communication skills, and a thorough understanding of manufacturing materials, processes, and techniques. (D)

**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. (D)

**THEA 1213 Beginning Acting**

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

**THEA 2251 Theatre Workshop I**

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

**THEA 2261 Theatre Workshop II**

Continuation of THEA 2251 Prerequisite THEA 2251 (D)

**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. (D)



**THEA 2233 Stage Makeup**

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

**THEA 2243 Stage Costume Construction**

The exploration of the history and design of costumes through a variety of projects. Prerequisite: THEA 2223. (D)

**THEA 2271 Theatre Workshop III**

The second year in the workshop sequence. Open to all interested students by permission of the instructor. Prerequisite: THEA 2261. (D)

**THEA 2281 Theatre Workshop IV**

Continuation of THEA 2271 Prerequisite: THEA 2271. (D)

**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. (F, S, Su)

**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 must take this course during the first semester and part-time students need to take this course within the first two (2) semesters.) (F, S, Su)

**WELD 1002 Welding Fundamentals**

A study of the application of Gas Metal Arc Welding (MIG). This course covers proper operation of equipment and welding of steel in the flat position. Safety is emphasized. (F, S)

**WELD 1204 Introduction to MIG Welding**

A study of basic Gas Metal Arc Welding (MIG). This course covers proper operation of equipment, shop safety, and welding of steel in flat and horizontal positions. (F, S)

**WELD 1304 Introduction to SMAW**

A study of basic Shielded Metal Arc Welding (SMAW) (stick) process. This course covers proper operation of equipment, shop safety, and welding of steel in the flat and horizontal positions. (F, S)

**WELD 1404 Introduction to TIG Welding** Course will study tungsten inert gas welding, and will consist of the study of equipment, safe practices, different uses and advantages of TIG welding, and the general practice of inert gas welding. (F, S)

**WELD 2204 Advanced MIG Welding**

Advance study of the application of Gas Metal Arc Welding (MIG) process. This course will include welds made in the overhead and vertical positions. Safety is emphasized. Welding experience will include the co-requisite or prerequisite of WELD 1204 or proficiency on an equivalency exam. (F, S)

**WELD 2304 Advanced SMAW**

An advanced study of the application of Shielded Metal Arc Welding (stick) process. This course will include welds made in the overhead and vertical positions. Prerequisite: WELD 1304 or an equivalency exam. (F, S)

**WELD 2504 Blueprints and Fabrication**

This course covers symbols and diagrams used in the welding industry and will include both classroom work and practical application through a laboratory (shop) environment. Prerequisite: WELD 2304; WELD 2204 or an equivalency exam. (F, S)

**WELD 2800 Special Projects**

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit (1-3 credit hours). Prerequisite: Enroll by permission of instructor (F, S)

**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. (Lab fee required) (D)

**ZOOL 1041 Biology of Animals Lab**

Taken concurrently with ZOOL 1043. Two hours per week (Lab fee required). (D)

**ZOOL 1043 Biology of Animals**

Fundamentals of modern zoology and a survey of the phyla. Lecture three hours per week. (D)

**ZOOL 2001 Human Anatomy and Physiology I Lab**

Laboratory two hours per week. Co-requisite: ZOOL 2003. (Lab fee required) (F, S)

**ZOOL 2003 Human Anatomy and Physiology I**

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Lecture three hours. (F, S)

**ZOOL 2011 Human Anatomy and Physiology II Lab**

Laboratory two hours per week. Co-requisite: ZOOL 2013. (Lab fee required) (F, S)

**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. (F, S)

**ARKANSAS STATE UNIVERSITY-NEWPORT  
COORDINATORS FOR EQUAL OPPORTUNITY  
IN HIGHER EDUCATION**

In an attempt to comply with and carry out its responsibilities pursuant to Title VI of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, The Age Discrimination Act of 1975, and Civil Rights Act of 1991, Arkansas State University-Newport has designated the following to coordinate this effort.

**COORDINATOR FOR STUDENTS:**Dr. Mary Robertson*Name*Vice Chancellor for Student Services*Title*7648 Victory Blvd.*Address*Newport, AR 72112*City, State, Zip*870-512-7812*Phone Number**Signature* **COORDINATOR FOR EMPLOYMENT:**Ms. Bettye Davis*Name*Director of Administrative Support Services*Title*7648 Victory Blvd.*Address*Newport, AR 72112*City, State, Zip*870-512-7874*Phone Number**Signature* 

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 prohibits discrimination on the basis of race, color, or national origin.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 protect certain applicants and employees who are 40 and over from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment.

TITLE IX OF THE CIVIL RIGHTS ACT OF 1972 prohibits discrimination on the basis of sex.

SECTION 504 OF THE REHABILITATION ACT OF 1973 prohibits discrimination on the basis of handicapping condition.

AGE DISCRIMINATION ACT OF 1975 prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

CIVIL RIGHTS ACTS OF 1991 to amend the Civil Rights Act of 1964 to restore and strengthen civil rights laws that ban discrimination in employment, and for other purposes.

TITLE II of the AMERICANS with DISABILITIES ACT provides comprehensive civil rights protection for "qualified individuals with disabilities".

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