

ARKANSAS STATE UNIVERSITY-NEWPORT

CATALOG & STUDENT HANDBOOK 2012-2013

Newport Campus
7648 Victory Blvd.
Newport, AR 72112

Jonesboro Campus
5504 Krueger Drive
Jonesboro, AR 72401

Marked Tree Campus
PO Box 280
33500 Hwy 63 East
Marked Tree, AR 72365

General Information: 800-976-1676 or 870-512-7800
website: www.asun.edu



Message from the Chancellor

On behalf of the leadership, faculty and staff of Arkansas State University-Newport, welcome to our campuses.

Students, faculty, staff and administrators go out of their way every day to ensure that our students, prospective students, and visitors feel at home at each of ASU-Newport's campuses: Newport, Jonesboro, and Marked Tree.

With three campuses and online courses to choose from, ASU-Newport offers convenience, affordability, a caring professional faculty and staff, and a wide range of courses and programs to choose from.

As you make your decision where to achieve your higher education goals, I ask that you take a moment to look around our campuses and consider making ASU-Newport part of your future and a part of making your goals a reality.

I look forward to seeing you on our campuses and in our classrooms. I invite you to join the ASU-Newport family of students, faculty, staff, administrators and successful alumni who believe in the high-quality, affordable education that we offer to you and others who want to make a difference in their lives.

Best wishes as you plan for your future.

Sincerely,

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



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MISSION STATEMENT

Our mission is to provide
integrity of programs and services,
affordable lifelong learning and
enhanced quality of life
in the diverse community we serve.

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.

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 continuous evaluation, review, and approval by appropriate College officials. All statements reflect policies in existence at the time this catalog was printed. The College reserves the right to change policies at any time without prior notice. College 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 College for cause at any time.

ORGANIZATION OF THE UNIVERSITY

Board of Trustees

	Term Expires
Ron Rhodes, Chair (Cherokee Village, AR)	January 2013
Mike Gibson, Vice Chair (Osceola, AR)	January 2014
Dan Pierce, Secretary (Jonesboro, AR)	January 2015
Charles Luter, Member (Paragould, AR)	January 2016
Howard L. Slinkard, Member (Rogers, AR)	January 2017

ARKANSAS STATE UNIVERSITY

Dr. Charles L. Welch ASU-System President

ASU-NEWPORT ADMINISTRATIVE STAFF

Dr. Larry Williams *Chancellor*

B.S.E., East Central State University

M.S.E., East Central State University

Ed.D., Oklahoma State University

Adam Adair *Vice Chancellor for Fiscal Affairs*

B.S., Arkansas State University - Jonesboro

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

Jeff Bookout *Vice Chancellor for ASUN Marked Tree Campus*

B.S., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

Dr. Sandra Massey *Vice Chancellor for Academic Affairs*

B.S., Arkansas State University

M.R.C., Arkansas State University

Ed.D., Oklahoma State University

Dr. Mary Robertson *Vice Chancellor for Student Affairs*

B.S.E., Arkansas State University

M.S.E., Arkansas State University

Ed.D., Arkansas State University

Linda Sharp *Vice Chancellor for ASUN Jonesboro Campus*

B.A., Arkansas State University-Jonesboro

M.A., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

ACCREDITATION

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

North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
www.ncacihe.org

NACEP
National Alliance Concurrent Enrollment Partnership, Inc.
126 Mallette Street
Chapel Hill, NC 27516

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
4815 West Markham, Slot 8
Little Rock, Arkansas 72205

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

INSTITUTIONAL MEMBERSHIPS

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

American Association of Community Colleges (AACC)
One DuPont Circle, NW
Suite 410
Washington DC 20036

Arkansas Association of Student Financial Aid Administrators
(AASFA)

Arkansas Association for Assessment of Collegiate Learning
(AAACL)
407 West Q Street WPN 239A
Russellville, AR 72801

Arkansas Association of Campus Law Enforcement Administrators
(AACLEA)

Arkansas Association of College & University Business Officers
(AACUBO)
<http://aacubo.org>

Arkansas Council for Women in Higher Education (ACWHE)
<http://homes.hendrix.edu/acwhe/>

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

Arkansas Institutional Research Organization (AIRO)
<http://orgs.atu.edu/airo/>

Arkansas Association of Collegiate Registrars & Admissions Officers
(ArkACRAO)
<http://arkacrao.org>

INSTITUTIONAL MEMBERSHIPS, CONTINUED

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

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

Arkansas College Personnel Association (ACPA)
UALR
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

Arkansas Delta Training and Education Consortium (ADTEC)
<http://www.anc.edu/adtec>

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

Community College Survey of Student Engagement (CCSSE)
The University of Texas at Austin

ARKLink Library Consortium
Box 12267
Searcy, AR 72149

INSTITUTIONAL MEMBERSHIPS, CONTINUED

Jackson County Farm Bureau
206 North Harwood
Newport, AR 72112

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

Tree Chamber of Commerce
#1 Elm Street
Marked Tree, AR 72365

National Alliance of Concurrent Enrollment Partnerships (NACEP)
<http://nacep.org/>

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

National Association of International Educators (NAFSA)
1307 New York Avenue, NW, 8th floor
Washington, DC 20005-4701
www.nafsa.org

National Association of Publicly Funded Truck Driving Schools
(NAPFTDS)
3 CT Circle
Drumright, OK 74030

National Association of State Facilities Administrators (NASFA)
PO Box 11910
Lexington, KY 40578-1910
www.nasfa.net

National College Testing Association (NCTA)
<http://www.ncta-testing.org>

INSTITUTIONAL MEMBERSHIPS, CONTINUED

National Institute for Staff & Organizational Development (NISOD)
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

Newport Area Chamber of Commerce
201 Hazel Street
Newport, AR 72112
www.newportarchamber.org

POISE User's Group
125 South 2nd Street
PO Box 1147
Arkansas City, KS 67005

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

Southwest Association of Student Financial Aid Administrators
(SWASFAA)
1101 Connecticut Avenue NW, Suite 1100
Washington, D.C. 20036-4303

Trumann Chamber of Commerce
PO Box 215
Trumann, AR 72472



Academic Calendar

ASU-NEWPORT ACADEMIC CALENDAR 2012 - 2013

FALL 2012

April 2 (M).....	Fall Registration Opens
August 13 (M).....	Faculty Return to Campus
August 19 (Su).....	Last Day to Register/Pay for 16 Week Courses
August 20 (M).....	Classes Begin
August 20 (M) – October 3 (W).....	First Mini Term
August 26 (Su).....	Last Day for Schedule Adjustments for 16 Week Courses
August 26 (Su).....	Last Day for Full Refund for 16 Week Courses
September 3 (M).....	Labor Day Holiday
October 11(R) – November 30 (F).....	Second Mini Term
October 15-16 (M-T).....	Fall Break
November 5 (M)	Spring Registration Opens
November 20 (T).....	Last Day to Withdraw from 16 Week Courses
November 21-23 (W-F).....	Fall Break/Thanksgiving Holidays
November 30 (F).....	Last Day of Class for 16 Week Courses
December 3-9 (M-Su).....	Final Exams
December 11 (T).....	Grades Due in Admissions

SPRING 2013

November 5 (M).....	Spring Registration Opens
January 2 (W).....	Faculty Return to Campus
January 13 (Su).....	Last Day to Register/Pay for 16 Week Courses
January 14 (M).....	Classes Begin
January 14 (M) – February 27 (W).....	First Mini Term
January 20 (Su).....	Last Day for Schedule Adjustments for 16 Week Courses
January 20 (Su).....	Last Day for Full Refund for 16 Week Courses
January 21 (M).....	Martin Luther King Day Observed (No classes)
March 11 (M) – April 29 (M).....	Second Mini Term
March 18-22 (M-F).....	Spring Break
April 1 (M)	Fall/Summer Registration Opens
April 17 (W).....	Last Day to Withdraw from 16 Week Courses
April 29 (M).....	Last Day of Class for 16 Week Courses
April 30 - May 6 (T-M).....	Final Exams
May 8 (W).....	Grades Due in Admissions
May 10 (F).....	(7:00 pm).....Newport Commencement

SUMMER 2013**FIRST SUMMER TERM 2013**

May 27 (M).....	Memorial Day Holiday Observed
May 28 (T)	Last Day to Register/Pay for First Summer Term Courses
May 29 (W).....	Classes Begin
May 31 (F)	Last Day for Schedule Adjustments
May 31 (F).....	Last Day for Full Refund
June 25 (T).....	Last Day to Withdraw from Courses
June 26 (W).....	Last Day of Class
June 27 (R).....	Final Exams
June 28 (F).....(6:30pm).....	Jonesboro & Marked Tree Commencement at Trumann Auditorium
July 1 (M).....	Grades Due in Admissions

SECOND SUMMER TERM 2013

June 30 (S)	Last Day to Register/Pay for Second Summer Term Courses
July 1 (M).....	Classes Begin
July 3 (W)	Last Day for Schedule Adjustments
July 3 (W)	Last Day for Full Refund
July 4 (R).....	Independence Day Holiday Observed
July 30 (T).....	Last Day to Withdraw from Courses
July 31 (W).....	Last Day of Class
August 1 (R).....	Final Exams
August 5 (M).....	Grades Due in Admissions

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 designated by the Governor of Arkansas or College 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.



PROGRAMS OF STUDY

TYPES OF CERTIFICATES AND DEGREES

CERTIFICATE TYPES

Certificate of General Studies - A Certificate of General Studies is awarded to those who complete a minimum of 31 semester hours of credit within a specified series of courses with a minimum cumulative grade point average of 2.0. A student must have earned at least 15 credit hours at ASUN to be eligible for a certificate.

Certificate of Proficiency - A Certificate of Proficiency is awarded to those who complete a series of specified courses in an area of study in one semester or less with a minimum cumulative grade point average of 2.0.

Technical Certificate - Technical Certificates are awarded to those who complete the courses specified in various career programs. A minimum cumulative grade point average of 2.0 is required. A student must have earned at least 15 credit hours at ASUN to be eligible for a certificate.

DEGREE TYPES

Associate of Arts Degree - The Associate of Arts Degree is intended to provide a basic foundation for a Bachelor of Arts Degree program. A minimum of 60 credit hours with at least a 2.0 grade point average is required. A student must earn at least 15 credit hours at ASUN to be eligible for a degree completing the required courses within the core curriculum as well as Designated Electives.

Associate of Applied Science Degree - The Associate of Applied Science Degree is intended to provide the preparation necessary for potential employment in an occupational specialty. A minimum of 60 credit hours with at least a 2.0 grade point average is required. A student must have earned at least 15 credit hours at ASUN to be eligible for a degree. Fifteen credit hours must be met in the General Education Core courses and the student must complete the course required within the specialty.

Associate of Science - The Associate of Science Degree is intended to provide a basic foundation for a Bachelor of Science Degree program. A minimum of 60 credit hours with at least a 2.0 grade point average is required. A student must have earned at least 15 credit hours at ASUN to be eligible for a degree. In addition, the student must complete the courses required within the specialty as well as the required General Education Core courses.

DEGREE PLAN TERMS AND DEFINITIONS

Designated Elective Courses - Courses applicable toward a degree or certificate which may be selected from a specified list by the student to meet individual interests and needs.

Prerequisite - A course that is required to be completed before registering for another course.

Program Advisor - Faculty or staff member in a particular program who advises students to appropriate courses taken to complete educational objectives.

Semester Hour - Official number of hours of credit given for the course. The terms semester hours and credit hours are used interchangeably.

Degree	Newport	Marked Tree	Jonesboro
Associate of Arts	x		
Associate of Arts-Teaching	x		
Associate of Science	x		
Associate of Applied Science	x	x	x
Certificate of General Studies	x	x	x
Technical Certificate	x	x	x
Certificate of Proficiency	x	x	x

ASU-NEWPORT DEGREES & CERTIFICATES BY CAMPUS**Campus Locations:**

Newport Campus (N); Jonesboro Campus (J); Marked Tree Campus (M)

Degree Abbreviations:

Associate Degree (AD); Technical Certificate (TC); Certificate of Proficiency (CP)

*** Online options**

ASU Newport Programs and Campus Location	Campus (N/J/M)	AD	TC	CP	Page
Advanced Manufacturing	J		x	x	19
Automotive Service Technology	M	x	x		21
Business*	N	x			23
Business Operations	N			x	24
Business Technology					
<i>Option I</i>					
Marketing/ Management*	N	x			25
Office Systems*	N	x			25
<i>Option II</i>					
Administrative Office Technology	M	x	x		27
Computerized Accounting	M	x	x		27
Microcomputer Business Applications	M	x	x		27
General Studies	N/J/M		x		31
Certified Nursing Assistant	N/J			x	32
Collision Repair & Refinishing Technology	M	x	x		33
Commercial Driver Training	N			x	35
Computer and Network Technology	M	x	x		36
Cosmetology	M		x		38
Cosmetology Instructor Trainee	M		x		40
Crime Scene Investigation	N	x	x	x	41
Criminal Justice*	N	x			45

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Campus locations:

Newport Campus (N); Jonesboro Campus (J); Marked Tree Campus (M)

Degree Abbreviations:

Associate Degree (AD); Technical Certificate (TC); Certificate of Proficiency (CP)

* Online options

(Continued from previous page)

ASU Newport Programs and Campus Location	Campus (N/J/M)	AD	TC	CP	Page
Diesel Technology	N		x		46
Emergency Medical Technician	J			x	48
Energy Control Technology	M	x	x		49
General Technology					51
High Voltage Lineman Technology*	N	x	x		52
Industrial Maintenance	J	x	x		54
Plumbing Technology Apprenticeship	J	x	x		57
Renewable Energy Technology	N	x	x	x	59
Law Enforcement Administration	N	x	x	x	61
Liberal Arts*	N	x			64
Medication Assistant	N			x	67
Teaching					
Middle School/Language & Social Studies	N	x			68
Middle School/Math & Science	N	x			69
Pre-School – Fourth Grade Option	N	x			71
Nursing (RN)	N	x			73
Phlebotomy	J			x	80
Practical Nursing	N/J/M		x		81
Surgical Technology	N		x		86
Telecommunications	J		x		87
Welding	J		x	x	88

Advanced Manufacturing Jonesboro

Program graduates will be prepared for entry-level positions in automotive, automotive-related industries, and other advanced manufacturing opportunities.

Technical Certificate

(minimum required credit hours - 34)

A. Possible Prerequisites: None required

B. General Education Core (10 credit hours)

Course #	Course Title	Credit Hrs
ENG 1233	Technical Composition	3
MATH 1013	Mathematical Applications	3
PHSC 1201	Physical Science Lab	1
PHSC 1203	Physical Science	3

C. Major Technical Discipline (24 credit hours)

Course #	Course Title	Credit Hrs
TECH 1023	Introduction to Manufacturing	3
TECH 1033	Design for Manufacturing	3
TECH 1043	Manufacturing Production Processes	3
TECH 1053	Manufacturing Power & Equipment Systems	3
TECH 1063	Manufacturing Materials	3
TECH 1073	The Manufacturing Enterprise	3
TECH 1083	Manufacturing Equipment Maintenance & Operation	3
TECH 1093	Manufacturing, Engineering, Design & Problem Solving	3

D. Directed Electives: None required

**Advanced Manufacturing
Jonesboro****Certificate of Proficiency**

(minimum required credit hours -12)

A. Possible Prerequisites: None required**B. General Education Core:** None required**C. Major Technical Discipline: (12 credit hours)**

Course #	Course Title	Credit Hrs
TECH 1023	Introduction to Manufacturing	3
TECH 1033	Design for Manufacturing	3
TECH 1043	Manufacturing Production Processes	3
TECH 1053	Manufacturing Power & Equipment Systems	3

D. Directed Electives: None required

Automotive Service Technology Marked Tree

The Automotive Service Technology program is certified by the National Automotive Technician's 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 new sophistication. It requires advanced technical training and computer literacy. ASE certified programs give 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 coursework in communications, math, computer fundamentals, and human relations provide valuable information needed to perfect 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 complete developmental courses.

Associate of Applied Science

(minimum required credit hours – 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (English ACT below 19))
READ 0023	Developmental Reading (Reading ACT below 19)

B. General Education: (15 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	English I	3
ENG 1013	English II	3
MATH 1013	Mathematical Applications	3
	Computer Fundamentals elective	3
	Social Science elective	3

C. Major Technical Discipline: (39 credit hours)

Course #	Course Title	Credit Hrs
AST 1105	Automotive Engine Repair	5
AST 1106	Automotive Electrical/Electronic Systems	6
AST 1203	Automotive Brake Systems	3
AST 1205	Automotive Suspension and Steering	5
AST 1206	Automotive Engine Performance	6
AST 1604	Automotive Heating and Air Conditioning	4
AST 2105	Automatic Transmission/Transaxles	5
AST 2205	Automotive Manual Drive Train & Axles	5

D. Directed Electives: (6 credit hours)

See advisor for appropriate electives 6

Technical Certificate

(minimum required credit hours – 45)

A. Possible Prerequisites: None required**B. General Education: (6 credit hours)**

Course #	Course Title	Credit Hrs
ENG 1203	Technical Communications	3
MATH 1013	Mathematical Applications	3

C. Major Technical Discipline: (39 credit hours)

Course #	Course Title	Credit Hrs
AST 1105	Automotive Engine Repair	5
AST 1106	Automotive Electrical/Electronic Systems	6
AST 1203	Automotive Brake Systems	3
AST 1205	Automotive Suspension and Steering	5
AST 1206	Automotive Engine Performance	6
AST 1604	Automotive Heating and Air Conditioning	4
AST 2105	Automatic Transmission/Transaxles	5
AST 2205	Automotive Manual Drive Train & Axles	5

D. Directed Electives: None required

Arkansas State University-Newport

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**Business (available online)
Newport****Associate of Science Degree**

(minimum required credit hours - 62 credit hours)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (English ACT below 19)
MATH 0053	Mathematical Fundamentals I
MATH 0063	Mathematical Fundamentals II
MATH 0073	Mathematical Fundamentals III
READ 0023	Developmental Reading (Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (38 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I	3
ENG 1013	Freshman English II	3
ENG 2003	Introduction to Literature of the Western World I OR	3
ENG 2013	Introduction to Literature of the Western World II	3
BIOL 1001	Biological Science Lab	1
BIOL 1003	Biological Science	3
PHSC 1201	Physical Science Lab	1
PHSC 1203	Physical Science	3
MATH 1023	College Algebra	3
MATH 2143	Business Calculus	3
HIST 1013	World Civilization to 1660 OR	3
HIST 1023	World Civilization since 1660	3
HIST 2763	US History to 1876 OR	3
HIST 2773	US History since 1876 OR	3
POSC 2103	Introduction to United States Government	3
SOC 2213	Principles of Sociology	3
SPCH 1203	Oral Communication	3
ART 2503	Fine Arts Visual OR	3
MUS 2503	Fine Arts Musical OR	3
THEA 2503	Fine Arts Theatre	3

C. Business Technical Discipline: (21 credit hours)

Course #	Course Title	Credit Hrs
ACCT 2003	Principles of Accounting I	3
ACCT 2013	Principles of Accounting II	3
ECON 2313	Principles of Macroeconomics	3
ECON 2323	Principles of Microeconomics	3
LAW 2023	Legal Environment of Business	3
MIS 1503	Microcomputer Applications	3
QM 2113	Business Statistics	3

D. Directed Electives: (3 credit hours)

Course #	Course Title	Credit Hrs
BSYS 2563	Business Communications *	3
MKTG 1013	Introduction to Business *	3

* See advisor to determine appropriate directed elective.

**Business Operations
Newport****Certificate of Proficiency**

(minimum required credit hours -12)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Business Technical Discipline: (12 credit hours)

Course #	Course Title	Credit Hrs
ACCT 2003	Principles of Accounting I	3
BSYS 2503	Business Office Skills	3
MIS 1503	Microcomputer Applications	3
MKTG 1013	Introduction to Business	3

D. Directed Electives: None required

**Business Technology Option I (Available online)
Newport****Associate of Applied Science**

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (English ACT below 19)
MIS 1033	Introduction to Computers
READ 0023	Developmental Reading (Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (15 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I	3
ENG 1013	Freshman English II	3
MATH 1013	Mathematical Applications	3
SOC 2213	Principles of Sociology OR	3
SOC 2233	Introduction to Cultural Anthropology	3
SPCH 1203	Oral Communication	3

C. Business Technical Discipline: (18 credit hours)

Course #	Course Title	Credit Hrs
ACCT 2003	Principles of Accounting I	3
BSYS 2563	Business Communications	3
ECON 2313	Principles of Macroeconomics	3
MGMT 2003	Introduction to Management	3
MIS 1503	Microcomputer Applications	3
MKTG 1013	Introduction to Business	3

D. Directed Electives: Choose from one of the emphasis areas below**Emphasis in Marketing/Management (27 credit hours)**

Course #	Course Title	Credit Hrs
ACCT 2013	Principles of Accounting II	3
BSYS 2583	Spreadsheet for Managerial Decisions	3
ECON 2323	Principles of Microeconomics	3
LAW 2023	Legal Environment of Business	3
MGMT 2043	Supervisory Management	3
MIS 2013	Web Page Design	3
Business electives		9
See advisor to determine appropriate electives		

Emphasis in Office Systems (27 credit hours)

Course #	Course Title	Credit Hrs
BSYS 2413	Word Processing I	3
BSYS 2503	Business Office Skills	3
BSYS 2533	Internet, Intranet and Email Applications for Business	3
BSYS 2583	Spreadsheet for Managerial Decisions	3
MGMT 2043	Supervisory Management	3
MIS 2013	Web Page Design	3
Business electives		9
See advisor to determine appropriate electives		

Business Technology Option II Marked Tree

This program provides students with a solid foundation in general education and business-related courses. Individuals 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 program area options in Business Education offer students a wide range of employment possibilities for work in today's electronic office.

Associate of Applied Science

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (English ACT below 19)
READ 0023	Developmental Reading (Reading ACT below 19)

B. General Education Core (15 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	English I	3
ENG 1013	English II	3
MATH 1013	Mathematical Applications	3
	Computer Fundamentals elective	3
	Social Science Elective	3

C. Business Technical Discipline (30 credit hours)

Course #	Course Title	Credit Hrs
ACCT 1113	Concepts in Applied Accounting I	3
BSYS 1013	Business Communications	3
BSYS 1383	Spreadsheet Applications	3
BSYS 1213	Basic Word Processing Applications I	3
BSYS 1563	Administrative Support Procedures	3
BSYS 2553	Business Machines	3
ECON 2313	Principles of Macroeconomics	3
MGMT 2003	Introduction to Management	3
MIS 2813	Desktop Publishing Applications	3
MKTG 1013	Introduction to Business	3

D. Directed Electives: Choose from one of the emphasis areas below**Emphasis in Administrative Office Technology (15 credit hours)**

BSYS	1223	Basic Word Processing Applications II	3
BSYS	2523	Machine Transcription	3
MIS	1373	Database Management	3
Business Emphasis Electives:			6
See advisor for appropriate electives			

Emphasis in Computerized Accounting (15 credit hours)

ACCT	1153	Concepts in Applied Accounting II	
ACCT	2033	Computerized Accounting	
Business Emphasis Electives: (9 credit hours)			
See advisor for appropriate electives			

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)			
See advisor for appropriate electives			

E. Business Emphasis Electives: See emphasis area

ACCT	1153	Concepts in Applied Accounting II	3
ACCT	2033	Computerized Accounting	3
BSYS	1223	Basic Word Processing Applications II	3
BSYS	2143	Intro to Entrepreneurship	3
BSYS	2523	Machine Transcription	3
ENG	1023	Business English	3
ENG	1203	Technical Communication	3
LAW	2023	Legal Environment of Business	3
MIS	1323	Integrated Business Projects	3
MIS	1373	Database Management	3
MIS	1413	Multimedia Applications	3

Business Technology Marked Tree

Technical Certificate

(minimum required credit hours - 36)

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)

Course #	Course Title	Credit Hrs
ENG 1023	Business English OR	3
ENG 1203	Technical Communications	3
MATH 1043	Technical Math for Business Applications	3

C. Business Technical Discipline: (21 credit hours)

Course #	Course Title	Credit Hrs
ACCT 1113	Concepts in Applied Accounting I	3
BSYS 1013	Business Communications	3
BSYS 1383	Spreadsheet Applications	3
BSYS 1213	Basic Word Processing Applications I	3
BSYS 1563	Administrative Support Procedures	3
BSYS 2553	Business Machines	3
MIS 1033	Introduction to Computers	3

D. Directed Electives: Choose from one of the emphasis areas below

Emphasis in Administrative Office Technology (9 credit hours)

Course #	Course Title	Credit Hrs
BSYS 1223	Basic Word Processing Applications II	3
BSYS 2523	Machine Transcription	3
MIS 1373	Database Management	3

Emphasis in Computerized Accounting (9 credit hours)

Course #	Course Title	Credit Hrs
ACCT 1153	Concepts in Applied Accounting II	3
ACCT 2033	Computerized Accounting	3
Business Emphasis Electives:		3

Emphasis in Microcomputer Business Applications (9 credit hours)

Course #	Course Title	Credit Hrs
MIS 1323	Integrated Business Projects	3
MIS 1373	Database Management	3
MIS 1413	Multimedia Applications	3

E. Business Emphasis Electives: See emphasis area

Course #	Course Title	Credit Hrs
BSYS 2143	Intro to Entrepreneurship	3
ECON 2313	Principles of Macroeconomics	3
MGMT 2003	Introduction to Management	3
MIS 2813	Desktop Publishing Applications	3
MKTG 1013	Introduction to Business	3

Certificate of General Studies Newport/Jonesboro/Marked Tree

This is a one-year award designed for the purpose 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 finished a significant number of courses in general education but does not intend to complete an Associate of Arts degree.

Certificate of General Studies

(minimum required credit hours -31)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (English ACT below 19)
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
READ 0023	Developmental Reading (Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (29 credit hours)

Course #	Course Title	Credit Hrs
ART 2503	Fine Arts-Visual OR	3
MUS 2503	Fine Arts-Musical OR	3
THEA 2503	Fine Arts-Theatre	3
ENG 1003	English I	3
ENG 1013	English II	3
HIST 2763	The United States to 1876 OR	3
HIST 2773	The United States since 1876 OR	3
POSC 2103	Introduction to United States Government	3
MATH 1023	College Algebra (or higher)	3
MIS 1033	Introduction to Computers OR	3
MIS 1503	Microcomputers Applications	3
PSY 2013	Introduction to Psychology OR	3
SOC 2213	Principles of Sociology	3
SPCH 1203	Oral Communication	3
	Physical Science with lab or Biological Science with lab	4

C. Major Technical Discipline: None required

D. Directed Electives: (3 credit hours)

Social Science	3
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**Certified Nursing Assistant
Newport/Jonesboro**

This course teaches the basics of physical care for the client. Upon successful completion of this course a student can apply to sit for the certified nursing assistant exam in the state of Arkansas. The program consists of 120 hours of classroom and clinical experience. Individuals have the option to earn 7 college credit hours while training for a job in high demand.

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.

Additional Admission Requirements:

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

Certificate of Proficiency

(minimum required credit hours - 7)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline:

Course #	Course Title	Credit Hrs
CNA 1507	Nursing Assistant Certification	7

D. Directed Electives: None required

Collision Repair and Refinishing Technology Marked Tree

The Collision Repair and Refinishing Technology program provides each student with the knowledge and skills needed to enter and successfully advance within 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.

Associate of Applied Science

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course # Course Title

ENG	0033	Writing Tutorial (English ACT below 19)
READ	0023	Developmental Reading (Reading ACT below 19)

B. General Education Core: (15 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	English I	3
ENG 1013	English II	3
MATH 1013	Mathematical Applications	3
Computer Fundamentals elective		3
Social Science elective		3

C. Major Technical Discipline: (36 credit hours)

Course #	Course Title	Credit Hrs
CRT 1112	Basic Welding I	2
CRT 1122	Basic Welding II	2
CRT 1212	Body and Frame Alignment I	2
CRT 1222	Body and Frame Alignment II	2
CRT 1312	Painting I	2
CRT 1322	Painting II	2
CRT 1413	Painting Lab I	3
CRT 1423	Painting Lab II	3

Course #	Course Title	Credit Hrs
CRT 2312	Basic Metal Repair I	2
CRT 2322	Basic Metal Repair II	2
CRT 2411	Basic Metal Repair Lab I	1
CRT 2421	Basic Metal Repair Lab II	1
CRT 2512	Color Matching I	2
CRT 2522	Color Matching II	2
CRT 2611	Color Matching Lab I	1
CRT 2621	Color Matching Lab II	1
CRT 2713	Related Body Repair I	3
CRT 2723	Related Body Repair II	3

D. Directed Electives: (9 credit hours)

See advisor for appropriate electives

9

Technical Certificate

(minimum required credit hours - 42)

A. Possible Prerequisites: None required**B. General Education Core: (6 credit hours)**

Course #	Course Title	Credit Hrs
MATH 1013	Mathematical Applications	3
ENG 1203	Technical Communications	3

C. Major Technical Discipline: (36 credit hours)

Course #	Course Title	Credit Hrs
CRT 1112	Basic Welding I	2
CRT 1122	Basic Welding II	2
CRT 1212	Body and Frame Alignment I	2
CRT 1222	Body and Frame Alignment II	2
CRT 1312	Painting I	2
CRT 1322	Painting II	2
CRT 1413	Painting Lab I	3
CRT 1423	Painting Lab II	3
CRT 2312	Basic Metal Repair I	2
CRT 2322	Basic Metal Repair II	2
CRT 2411	Basic Metal Repair Lab I	1
CRT 2421	Basic Metal Repair Lab II	1
CRT 2512	Color Matching I	2
CRT 2522	Color Matching II	2
CRT 2611	Color Matching Lab I	1
CRT 2621	Color Matching Lab II	1
CRT 2713	Related Body Repair I	3
CRT 2723	Related Body Repair II	3

D. Directed Electives: None required



Commercial Driver Training Newport

ENTRANCE REQUIREMENTS

- Must be at least 18 years of age
- Must pass the DOT physical
- Must pass a drug screen
- Must have a valid driver's license
- Other requirements depending on funding resources

Certificate of Proficiency

(minimum required credit hours - 7)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline:

Course #	Course Title	Credit Hrs
DTI 1107	Commercial Driver Training	7

D. Directed Electives: None required

Computer and Networking Technology Marked Tree

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.

Associate of Applied Science

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (English ACT below 19)
READ 0023	Developmental Reading (Reading ACT below 19)

B. General Education Core: (15 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	English I	3
ENG 1013	English II	3
MATH 1013	Mathematical Applications	3
MIS 1033	Intro to Computers OR	3
MIS 1503	Microcomputer Applications	3
	Social Science Elective	3

C. Major Technical Discipline: (45 Credit hours)

Course #	Course Title	Credit Hrs
CNT 1203	DC/AC Circuits	3
CNT 1403	Networking Essentials	3
CNT 1503	PC Troubleshooting and Repair I	3
CNT 1603	Wireless LAN's	3
CNT 1613	Router Configuration	3
CNT 1903	Cabling Standards	3
CNT 2103	Local Area Networking (LAN)	3
CNT 2203	PC Troubleshooting and Repair II	3
CNT 2213	Fiber Optics	3
CNT 2303	LAN Administration	3
CNT 2413	Wide Area Networking	3
CNT 2423	Programming	3
CNT 2433	Introduction to Linux	3
ECT 2133	Programmable Logic Controls	3
CNT 2443	Internship	3

or other course with consent of CNT instructor

D. Directed Electives: None required



Technical Certificate

(minimum required credit hours - 33)

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)

Course #	Course Title	Credit Hrs
ENG 1203	Technical Communications	3
MATH 1013	Mathematical Applications	3

C. Major Technical Discipline: (27 Credit Hours)

Course #	Course Title	Credit Hrs
CNT 1203	DC/AC Circuits	3
CNT 1403	Networking Essentials	3
CNT 1503	PC Troubleshooting and Repair I	3
CNT 1603	Wireless LAN's	3
CNT 1613	Router Configuration	3
CNT 1903	Cabling Standards	3
CNT 2203	PC Troubleshooting and Repair II	3
CNT 2213	Fiber Optics	3
MIS 1503	Microcomputer Applications	3

D. Directed Electives: None required

Cosmetology Marked Tree

The Cosmetology program is designed to prepare students for professional licensing in the Cosmetology field. Students learn 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 simulated future occupational employment situations in a Cosmetology laboratory. Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others.

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 completed application file is submitted.

Technical Certificate

(minimum required credit hours - 40)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (40 Credit Hours)

Course #	Course Title	Credit Hrs
COS 1101	Hygiene & Sanitation I	1
COS 1112	Hairdressing Theory I	2
COS 1131	Manicuring I	1
COS 1141	Aesthetics I	1
COS 1151	Sales, Shop Mgmt, Dept I	1
COS 1173	Technical Skills Lab I	3
COS 1193	Supervised Experience in Clinic I	3
COS 1201	Hygiene & Sanitation II	1
COS 1212	Hairdressing Theory II	2
COS 1231	Manicuring II	1
COS 1241	Aesthetics II	1
COS 1251	Sales, Shop Mgmt, Dept II	1
COS 1273	Technical Skills Lab II	3
COS 1274	Hair Dressing Practical Application	4
COS 1293	Supervised Experience in Clinic II	3
COS 2301	Hygiene & Sanitation III	1
COS 2312	Hairdressing Theory III	2
COS 2331	Manicuring III	1

Course #	Course Title	Credit Hrs
COS 2341	Aesthetics III	1
COS 2351	Sales, Shop Mgmt, Dept III	1
COS 2373	Technical Skills Lab III	3
COS 2393	Supervised Experience in Clinic III	3

D. Directed Electives: None required

REQUIREMENTS FOR PROGRESSING IN THE COSMETOLOGY PROGRAM:

- Students must pass all prerequisite courses during a semester to progress to the next semester.
- Students who fail a prerequisite course during a semester have failed to progress in the Cosmetology program and they may retake the course(s) they failed during the following semester.
- After passing all prerequisite courses, students who had failed to progress in the program may reapply for reacceptance to the program. An individual may be readmitted based on department approval and available openings.

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.

REQUIREMENTS TO QUALIFY FOR THE STATE COSMETOLOGY LICENSING EXAM:

In order to receive instructor signature to qualify for the State Cosmetology Licensing Exam, a student must meet all three of the following criteria:

1. Complete the 40 credit hour Technical Certificate of Cosmetology;
2. Accrue a minimum of at least 1500 classroom hours (requirement of the Arkansas State Board of Cosmetology);
3. Receive program instructor recommendation.

Cosmetology Instructor Trainee Marked Tree

The Arkansas State Board of Cosmetology requires an individual to successfully complete 600 additional hours of training. Applications are placed on file by date completed.

Additional admission requirements: Present a valid Arkansas Cosmetology License.

A new class begins 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.

Complete Application File:

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

Technical Certificate

(minimum required credit hours - 16)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (16 credit hours)

Course #	Course Title	Credit Hrs
COS 2362	Preparatory Training	2
COS 2372	Conducting Theory Classes	2
COS 2379	Conducting Practical Classes In Cosmetology	9
COS 2383	Practice of Cosmetology	3

D. Directed Electives: None required

Crime Scene Investigation**Newport in partnership with Criminal Justice Institute**

Students enrolled in this program of study would obtain thirty-five to thirty-eight degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced law enforcement courses presented by the Arkansas State University-Newport. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

Associate of Applied Science

(program required credit hours - 62)

(number of contact hours noted in parentheses)

Criminal Justice Institute - 35 - 38 Credit Hours**A. Possible Prerequisites:**

Crime Scene Investigation Certificate of Proficiency	15
Crime Scene Investigation Technical Certificate	12-15

College/University - 24- 27 Credit Hours**B. General Education Core: (9 credit hours)**

College English	3
College Mathematics	3
Computers Applications*	3

*May be substituted with 'Computers Applications' offered by CJI.

Additional General Education: (18 credit hours)**select from the following courses:**

American National Government	3
Biological Sciences	4
Business English II or Technical Writing	3
Introduction to Speech	3
Psychology	3
Political Science	3
Social Science (required)	3

Criminal Justice Institute**C. Major Technical Discipline: (3 credit hours)****Advanced Crime Scene Special Topics****3**

(number of contact hours needed in parentheses; 45 total contact hours needed)

Crime Scene Interpretation and Reconstruction (28)*

Advanced Crime Scene Investigation Special Topics** (40 maximum)

Advanced Management of Evidence And Recovered Property (14)*

Bloodstain Pattern Documentation (21)

Survival Spanish for Law Enforcement (21)

Advanced Crime Scene Technician Certificate (63)

Advanced Crime Scene Technician Certificate

*** Offered every other fiscal year**

**** Courses to be approved by CJI's Degree Program Committee (Director, Assistant Director, Program Coordinators). Degree Program will also be reviewed by the CJI Advisory Board Annually. Courses may not be offered each fiscal year.**

College/University**D. Directed Electives: (6 credit hours)****Credit Hrs**

General Business

3

Introduction to Criminal Justice

3

Crime Scene Investigation**Newport in partnership with Criminal Justice Institute**

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.

Technical Certificate

(minimum required credit hours - 39)

(number of contact hours noted in parentheses)

A. Possible Prerequisites:

ENG 0033 Writing Tutorial (if ACT 0-18)

READ 0023 Developmental Reading (if Reading ACT below 19) NC

B. General Education Core: (9 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I OR	3
ENG 1203	Technical Communications	3
MIS 1503	Microcomputer Applications	3
MATH 1013	Mathematical Applications	3

C. Major Technical Discipline: (30 credit hours)

Criminal Justice Institute	Credit Hrs
Certificate of Proficiency Crime Scene Investigation (446 contact hours)	18

Special Topics	12
Criminal Justice Institute	

D. Directed Electives: None required

Crime Scene Investigation Newport in partnership with Criminal Justice Institute

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.

Certificate of Proficiency

(minimum required credit hours - 18)

(number of contact hours noted in parentheses)

A. Possible Prerequisites: None required

B. General Education core: (3 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I College English	3

C. Major Technical Discipline

Criminal Justice Institute Credit Hours (15)

Crime Scene Technical Certificate Program (126)	9
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Law Enforcement Certification (320)	6
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(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its Equivalent based upon approval of the Arkansas Commission on Law Enforcement Standards and Training.)

D. Directed Electives: None required

These programs only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Criminal Justice (available online) Newport

Associate of Science

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
MATH 0053	Mathematical Fundamentals I
MATH 0063	Mathematical Fundamentals II
MATH 0073	Mathematical Fundamentals III
READ 0023	Developmental Reading (if Reading ACT below 19)

B. General Education Core: (45 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I	3
ENG 1013	Freshman English II	3

Lab Sciences (8 credit hours)

ENG 2003	Intro to Literature of the Western World I	OR	3
ENG 2013	Intro to Literature of the Western World II	OR	3
PHIL 1103	Intro to Philosophy		3
HIST 2763	US History to 1876	OR	3
HIST 2773	US History since 1876	OR	3
POSC 2103	Introduction to United States Government		3
HIST 1013	World Civilization to 1660	OR	3
HIST 1023	World Civilization since 1660		3
MATH 1023	College Algebra (or higher)		3
MIS 1503	Microcomputer Applications		3
SOC 2213	Principles of Sociology		3
SOC 2223	Social Problems		3
SPCH 1203	Oral Communication		3
ART 2503	Fine Arts Visual	OR	3
MUS 2503	Fine Arts Musical	OR	3
THEA 2503	Fine Arts Theatre		3
UNIV 1001	Freshman Seminar		1
	Physical Education		3

C. Major Technical Discipline: (15 credit hours)

CRIM 1023	Intro to Criminal Justice	3
CRIM 2043	Community Relations	3
CRIM 2253	Criminal Investigation	3
CRIM 2263	Evidence & Procedure	3
CRIM 2273	Criminal Law	3

D. Directed electives: None required



Diesel Technology Newport

Technical Certificate

(minimum required credit hours - 42)

A. Possible Prerequisites: None required

B. General Education Requirements: (12 Credit Hours)

Course #	Course Title	Credit Hrs
ENG 1233	Technical Composition	3
MATH 1013	Mathematical Applications	3
MIS 1443	Technical Computer Applications	3
PSY 1013	Human Relations	3

C. Major Technical Discipline: (30 Credit Hours)

Course	Course Title	Credit Hrs
DT 1002	Service and Maintenance	2
DT 1022	Trailer Suspension/Brakes	2
DT 1031	Anti-lock Brakes	1
DT 1032	Brakes	2
DT 1042	Intro to Hydraulics	2
DT 1153	Electrical Problem Solving	3
DT 1202	Diesel Engines	2
DT 1302	Diesel Fuel Systems	2
DT 1412	Chassis and Steering	2
DT 1512	Applications Lab I	2

Arkansas State University-Newport

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DT	1522	Applications Lab II	2
DT	1532	Applications Lab III	2
DT	1542	Heavy Duty Transmissions	2
DT	1552	HVAC Service and Diagnostics	2
TECH	1002	Introduction to Welding	2

D. Directed electives:

DTI	1107	Commercial Driver Training	7
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PROGRAMS
OF STUDY

Emergency Medical Technician (EMT) Jonesboro

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.

Additional Admissions Requirements:

1. 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 ASUN by an independent lab)

Certificate of Proficiency

(minimum required credit hours - 10)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (10 credit hours)

Course #	Course Title	Credit Hrs
EMT 1104	Pre-Hospital Environment	4
EMT 1302	Trauma Management	2
EMT 1402	Medical Emergencies and Transport	2
EMT 1502	Basic EMT Clinical Rotation and Lab	2

D. Directed electives: None required



Energy Control Technology Marked Tree

The Energy Control Technology program prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating conditions 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 the field of residential, commercial, and industrial heating and air conditioning, industrial maintenance, residential and commercial wiring.

Associate of Applied Science

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (ACT 0-18)
READ 0023	Developmental Reading (Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (15 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	English I	3
ENG 1013	English II	3
MATH 1013	Mathematical Applications	3
MIS 1003	Introduction to Computers	3
MIS 1443	Technical Computer Applications	3
MIS 1503	Microcomputer Applications	3
Social Science	elective	3

C. Major Technical Discipline: (45 Credit Hours)

Course #	Course Title	Credit Hrs
ECT 1123	Basic Electrical Circuits	3
ECT 1133	Basic Electrical Circuits Lab	3
ECT 1144	Introduction to Air Conditioning Systems	4
ECT 1213	Split Systems	3
ECT 1223	Split Systems Lab	3
ECT 1243	HVACR Code Class	3
ECT 1313	EPA Certification	3
ECT 1314	Residential Heat Pump Systems	4
ECT 2116	Refrigeration Systems	6
ECT 2133	Programmable Logic Controls	3
ECT 2234	Building Performance Analysis	4
ECT 2253	Heat Load Calculations	3

D. Directed Electives:

Electives by advisor recommendation

3

Technical Certificate

(minimum required credit hours - 37)

A. Possible Prerequisites: None required**B. General Education Core: (6 credit hours)**

Course #	Course Title	Credit Hrs
ENG 1203	Technical Communications	3
MATH 1013	Mathematical Applications	3

C. Major Technical Discipline: (31 Credit Hours)

Course #	Course Title	Credit Hrs
ECT 1123	Basic Electrical Circuits	3
ECT 1133	Basic Electrical Circuits Lab	3
ECT 1144	Introduction to Air Conditioning Systems	4
ECT 1213	Split Systems	3
ECT 1223	Split Systems Lab	3
ECT 1243	HVACR Code Class	3
ECT 1313	EPA Certification	3
ECT 1314	Residential Heat Pump Systems	4
ECT 2133	Programmable Logic Controls	3

D. Directed electives: (2 credit hours)

Electives by advisor recommendation

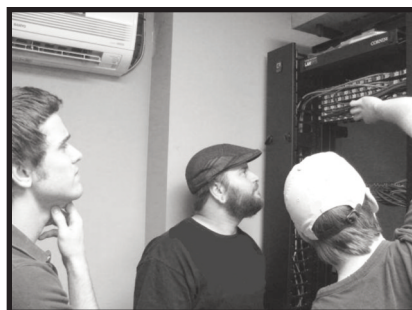
General Technology

Emphasis Areas

PROGRAMS
OF STUDY



High Voltage Lineman Technology
Newport



Industrial Maintenance
Jonesboro



Plumbing Technology Apprenticeship
Jonesboro



Renewable Energy Technology
Newport

**General Technology
Emphasis in High Voltage Lineman Technology
Newport**

Associate of Applied Science

(minimum required credit hours - 64)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (ACT 0-18)
READ 0023	Developmental Reading (Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (15 Credit Hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I	3
ENG 1013	Freshman English II	3
MATH 1013	Mathematical Applications	3
MIS 1033	Introduction to Computers	3
MIS 1443	Technical Computer Applications	3
MIS 1503	Microcomputer Application	3
PSY 1013	Human Relations	3
PSY 2013	Introduction to Psychology	3

C. Major Technical Discipline (43 Credit Hours)

Course #	Course Title	Credit Hrs
DTI 1107*	Commercial Driver Training	7
HVLT 1001	Introduction to Utilities	1
HVLT 1102	Introduction to Climbing & Groundman Procedures	2
HVLT 1401	Heavy Construction Equipment	1
HVLT 1403	DC and AC Circuit Analysis	3
HVLT 1504	Overhead Distribution Systems & Pole Framing	4
HVLT 1711	Principles of Operation of High Voltage Distribution Systems	1
HVLT 1713	Introduction to Transformers	3
HVLT 1801	Underground Distribution	1
HVLT 1904	Electrical Capstone Experience I	4
HVLT 2103	Introduction to Power Plants	3
HVLT 2203	Advanced Transformers	3
HVLT 2253	Transmissions & Substations	3
HVLT 2604	Electrical Capstone Experience II	4
RET 1713	Safety	3

D. Directed Electives (6 credit hours)

Technical Math and/or Technical Composition can be used as electives if they were previously taken. Electives by advisor recommendation

Technical Certificate

(minimum required credit hours - 42)

A. Possible Prerequisites: None required**B. General Education Core: (12 Credit Hours)**

Course #	Course Title	Credit Hrs
ENG 1233	Technical Composition	3
MATH 1013	Mathematical Applications	3
MIS 1443	Technical Computer Applications	3
PSY 1013	Human Relations	3

C. Major Technical Discipline: (30 Credit Hours)

Course #	Course Title	Credit Hrs
DTI 1107*	Commercial Driver Training	7
HVLT 1001	Introduction to Utilities	1
HVLT 1102	Introduction to Climbing & Groundman Procedures	2
HVLT 1401	Heavy Construction Equipment	1
HVLT 1403	DC and AC Circuit Analysis	3
HVLT 1504	Overhead Distribution Systems & Pole Framing	4
HVLT 1713	Introduction to Transformers	3
HVLT 1711	Principles of Operation of High Voltage Distribution & Systems	1
HVLT 1801	Underground Distribution	1
HVLT 1904	Electrical Capstone Experience I	4
RET 1713	Safety	3

D. Directed electives: None required

***Additional fees will apply. Please contact the admissions office at 870-512-7842 for more information.**

General Technology Emphasis in Industrial Maintenance Jonesboro

This two-year program offers broad-based skills and practical hands-on experience in welding, hydraulics, electricity, mechanical maintenance, maintenance machining, and programmable logic controller (PLC) maintenance. Learn how to troubleshoot, repair, install, and maintain industrial systems to engineering and industry standards. Apply life skills to your future success in an industrial environment.

Associated of Applied Science

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (ACT 0-18)
READ 0023	Developmental Reading (Reading ACT below 19)

B. General Education Core: (16 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I	3
ENG 1013	Freshman English II	3
MATH 1013	Mathematical Applications	3
PSYC 1203	Physical Science	3
PSYC 2101	Physical Science Lab	1
Social Science Elective		3

C. Major Technical Discipline: (16 credit hours)

Course #	Course Title	Credit Hrs
MIS 1033	Introduction to Computers	3
TECH 1033	Design for Manufacturing	3
TECH 1043	Manufacturing Production Processes	3
WELD 1403	Manufacturing Safety	3
WELD 1204	Introduction to Gas Metal Arc Welding (MIG)	4

D. Directed Electives: Choose from one of the emphasis areas below

Maintenance Elective Option: (15 credit hours)

Course #	Course Title	Credit Hrs
TECH 1023	Introduction to Manufacturing	3
TECH 1053	Manufacturing Power & Equipment Systems	3
TECH 1063	Manufacturing Materials	3
TECH 1073	The Manufacturing Enterprise	3
TECH 1093	Manufacturing Engineering Design & Problem Solving	3
Technology electives		13

Arkansas State University-Newport

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Welding Option: (18 credit hours)

Course #	Course Title	Credit Hrs
WELD 1304	Intro to Shielded Metal Arc Welding (SMAW)	4
WELD 1404	Intro to Tungsten Inert Gas Welding (TIG)	4
WELD 2204	Advanced Gas Metal Arc Welding (MIG)	4
WELD 2413	Welding Fabrication	3
WELD 2513	Blueprint Reading	3
Technology electives		10

Information Technology Option: (14 credit hours)

Course #	Course Title	Credit Hrs
MIS 1443	Technical Comp Applications	3
TCOM 1012	Security / Alarm	2
TCOM 1103	Introduction to Networking	3
TCOM 1233	Personal Computers (PCs) for Telecom I	3
TCOM 1303	Personal Computers (PCs) for Telecom II	3
Technology electives		14

E. Industrial Maintenance Technology Electives:

Course #	Course Title	Credit Hrs
MIS 1443	Technical Computer Applications	3
TCOM 1003	Installer	3
TCOM 1012	Security and Alarm Systems	2
TCOM 1103	Introduction to Networking	3
TCOM 1233	Personal Computers (PCs) for Telecom I	3
TCOM 1303	Personal Computers (PCs) for Telecom II	3
TECH 1023	Introduction to Manufacturing	3
TECH 1033	Design for Manufacturing	3
TECH 1043	Manufacturing Production Processes	3
TECH 1053	Manufacturing Power & Equipment Systems	3
TECH 1063	Manufacturing Materials	3
TECH 1073	The Manufacturing Enterprise	3
TECH 1083	Manufacturing Equipment Maintenance & Operation	3
TECH 1093	Manufacturing Engineering Design/Problem Solving	3
WELD 1304	Introduction to Shielded Metal Arc Welding (SMAW)	4
WELD 1404	Intro to Tungsten Inert Gas Welding (TIG)	4
WELD 2204	Advanced Gas Metal Arc Welding (MIG)	4
WELD 2304	Advanced Shielded Metal Arc Welding (SMAW)	4
WELD 2413	Welding Fabrication	3
WELD 2513	Blueprint Reading	3
WELD 2613	Welding Technology	3

Technical Certificate

(minimum required credit hours - 39)

A. Possible Prerequisites: None required**B. General Education Requirements: (6 credit hours)**

Course #	Course Title	Credit Hrs
ENG 1203	Technical Communications	3
MATH 1013	Mathematical Applications	3

C. Major Technical Discipline: (33 credit hours)

Course #	Course Title	Credit Hrs
MIS 1033	Introduction to Computers	3
TCOM 1012	Security/Alarm	2
TCOM 1103	Introduction to Networking	3
TECH 1023	Introduction to Manufacturing	3
TECH 1033	Design for Manufacturing	3
TECH 1043	Manufacturing Production Processes	3
TECH 1053	Manufacturing Power & Equipment Systems	3
WELD 1204	Introduction to Gas Metal Arc Welding (MIG)	4
WELD 1403	Manufacturing Safety	3
WELD 2413	Welding Fabrication	3
WELD 2513	Blueprint Reading	3

D. Directed Electives: None required

General Technology Emphasis in Plumbing Technology Jonesboro

This program will provide advanced educational opportunity for individuals participating in the four year apprenticeship program of coursework required by the state to qualify to test for a professional career and license in plumbing.

Additional admission requirements

- Successful completion of the first year of the plumbing apprenticeship coursework and field experience as determined by a regional plumbing apprenticeship program.

Associate of Applied Science

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
READ 0023	Developmental Reading (if Reading ACT below 19)

B. General Education Core: (16 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	English I	3
ENG 1013	English II	3
MATH 1013	Mathematical Applications	3
MIS 1033	Introduction to Computer	3
PHSC 1201	Physical Science Lab	1
PHSC 1203	Physical Science	3

C. Major Technical Discipline: (24 credit hours)

Course #	Course Title	Credit Hrs
PLB 1114	Plumbing Technology I	4
PLB 1124	Plumbing Technology II	4
PLB 1214	Plumbing Technology III	4
PLB 1224	Plumbing Technology IV	4
PLB 1314	Plumbing Technology V	4
PLB 1324	Plumbing Technology VI	4

D. Directed Electives: (20 credit hours)

Course #	Course Title	Credit Hrs
BIOL 1053	Environmental Science	3
BSYS 1383	Spreadsheets Applications	3
BSYS 2143	Introduction to Entrepreneurship	3
BSYS 2563	Business Communications	3

Course #	Course Title	Credit Hrs
ELEC 1002	Basic Electrical Theory	3
ELEC 1012	Introduction to Electrical Circuits	3
ENG 1203	Technical Communications	3
MGMT 2003	Introduction to Management	3
MIS 1503	Microcomputer Applications	3
MKTG 1013	Introduction to Business	3
PSY 1013	Human Relations	3
WELD 1304	Introduction to SMAW	3

Technical Certificate

(minimum required credit hours - 30)

Additional admission requirements

- Successful completion of the first year of the plumbing apprenticeship coursework and field experience as determined by a regional plumbing apprenticeship program.

A. Possible Prerequisites: None required

B. General Education Core: (6 Credit Hours)

Course #	Course Title	Credit Hrs
ENG 1203	Technical Communications	3
MATH 1013	Mathematical Applications	3

C. Major Technical Discipline: (24 Credit Hours)

Course #	Course Title	Credit Hrs
PLB 1114	Plumbing Technology I	4
PLB 1124	Plumbing Technology II	4
PLB 1214	Plumbing Technology III	4
PLB 1224	Plumbing Technology IV	4
PLB 1314	Plumbing Technology V	4
PLB 1324	Plumbing Technology VI	4

D. Directed Electives: None required

General Technology
Emphasis in Renewable Energy Technology
Newport

Associate of Applied Science

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
MATH 1013	Mathematic Applications
READ 0023	Developmental Reading (if Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (15 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I	3
ENG 1013	Freshman English II	3
MATH 1023	College Algebra (if math ACT below 24) OR	3
MATH 1053	College Math for Technology	3
MIS 1033	Introduction to Computers OR	3
MIS 1503	Microcomputer Applications	3
PSY 1013	Human Relations OR	3
PSY 2013	Introduction to Psychology	3

C. Major Technical Discipline: (23 credit hours)

Course #	Course Title	Credit Hrs
BOT 1101	Biology of Plants Lab and	1
BOT 1103	Biology of Plants OR	3
RET 1114	Biomass and Feedstocks	4
CHEM 1011	General Chemistry I Lab	1
CHEM 1013	General Chemistry	3
RET 1003	Intro to Renewable Energy Tech	3
RET 1013	Biofuels	3
RET 1024	Process Instrumentation	4
RET 1035	Bioprocess Practices and Lab	5

D. Directed Electives: (22 credit hours)

Course #	Course Title	Credit Hrs
PSSC 1303	Introduction to Plant Science	3
PSSC 2803	Field Crops	3
RET 1804	Internship	4
RET 1713	Safety	3
TEC 1753	Basic Mechanics	3
TEC 1763	Basic Electricity I	3
Elective		3
Elective by advisor recommendation		

Technical Certificate

(minimum required credit hours - 31)

A. Possible Prerequisites:

ENG 0033 Writing Tutorial (required if ACT below 19)

READ 0023 Developmental Reading(required if ACT below 19)

B. General Education: (9 credit hours)

Course #	Course Title	Credit Hrs
ENG 1003	Freshman English I	3
MATH 1013	Mathematical Applications	3
MIS 1033	Introduction to Computers OR	3
MIS 1503	Microcomputer Applications	3

C. Technical Core: (19 credit hours)

Course #	Course Title	Credit Hrs
RET 1003	Introduction to Renewable Energy Technology	3
RET 1013	Biofuels	3
RET 1024	Process Instrumentation	4
RET 1713	Safety	3
RET 1753	Basic Mechanics	3
RET 1763	Basic Electricity I	3

D. Directed Electives: (3 credit hours)

Electives by advisor recommendation 3

Certificate of Proficiency

(minimum required credit hours - 12)

A. Possible Prerequisites: None required**B. General Education Core:** None required**C. Major Technical Discipline: (12 credit hours)**

Course #	Course Title	Credit Hrs
RET 1003	Introduction to Renewable Energy Technology	3
RET 1013	Biofuels	3
RET 1713	Safety	3
RET 1753	Basic Mechanics	3

D. Designated Electives: None required

Law Enforcement Administration**Newport in partnership with Criminal Justice Institute**

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 meet or exceed the requirements of a minimum of 45 classroom hours to receive 3 hours of credit.

Associate of Applied Science**Law Enforcement Administration**

(total program required credit hours - 63)

Officers enrolled in this program of study would obtain up to thirty-six degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy. 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 36 Credit Hours**A. Possible Prerequisites:**

Law Enforcement Administration Certificate of Proficiency	15
Law Enforcement Administration Technical Certificate	6

B. General Education Core:

Technical Communication/ English (required)	6
Intermediate Math or higher (required)	3
Computer Applications	3
Social Science (required)	3
Speech	3
Introduction to Sociology	3
American National Government	3

C. Major Technical Discipline:

School of Law Enforcement Supervision (140 contact hours)	9
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Legal Aspects of Law Enforcement

(Number of contact hours noted in parentheses; 45 contact hours needed)

Warrantless Search/Seizure (6)	3
Courtroom Testimony (6)	
Search Warrant Update (6)	
Update Arkansas Legal Decisions (6)	
Use of Force (6)	

Case File Preparation (6)
 Racial Profiling (3-6)
 Managing Informants and Cooperative Witnesses (6)
 Civil Process (7)
 Identity Theft (7)
 Policing Emotionally Disturbed and Developmentally Disabled Persons (7-14)

Integrity in Law Enforcement

3

(Number of contact hours noted in parentheses)

Police Internal Affairs (40)
 Ethics and Public Integrity (7)
 Public Integrity (7)
 Early Intervention Programs (7)
 Background Investigations of Police Applicants (12)

College/University 27

D. Directed Electives: Business (3 credit hours)

Introduction to Criminal Justice

3

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

Technical Certificate

(minimum required credit hours - 36)

A. Possible Prerequisites: None required

B. General Education Core: (12 credit hours)

Course #	Course Title	Credit Hrs
ENG 1203	Technical Communications (or higher)	3
MATH 1013	Mathematical Applications	3
SPCH 1203	Oral Communication	3
MIS 1033	Introduction to Computers	3

C. Major Technical Discipline:

Criminal Justice Institute: (21 credit hours)

Course Title	Credit Hrs
Certificate of Proficiency in Law Enforcement Administration	15
Advanced Law Enforcement Special Topics	6

(Number of contact hours noted in parentheses)

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

D. Directed Electives: Business (3 credit Hours)

General Business

3

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 requirements from a participating college or university of their choosing.

These programs only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Certificate of Proficiency

(minimum required credit hours 18)

A. Possible Prerequisites: None required

B. General Education Core: (3 credit hours)

Course #	Course Title	Credit Hrs
ENG 1203	Technical Communication (or higher)	3

C. Major Technical Discipline:**Criminal Justice Institute Credit Hours (15 credit hours)**

Law Enforcement Administration	6
Law Enforcement Certification	6
Law Enforcement Communications	3

D. Directed Electives: None required

These programs only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity

Liberal Arts (available online) Newport

Associate of Arts

(minimum required credit hours - 60)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
READ 0023	Developmental Reading (if Reading ACT below 19)

B. General Education Core: (35 Credit Hours)

Course #	Course Title	Credit Hrs
ENG 1003	English I	3
ENG 1013	English II	3
MATH 1023	College Algebra or higher	3
ART 2503	Fine Arts Visual	3
MUS 2503	Fine Arts Musical	3
THEA 2503	Fine Arts Theatre	3
ENG 2003	Introduction to Literature of the Western World I	3
	OR	
ENG 2013	Introduction to Literature of the Western World II	3
	OR	
PHIL 1103	Introduction to Philosophy	3
HIST 2763	US History to 1876	3
HIST 2773	US History since 1876	3
POSC 2103	Introduction to United States Government	3
HIST 1013	World Civilization to 1660	3
HIST 1023	World Civilization since 1660	3

Lab Science (8 credit hours)

select two courses with labs

Course #	Course Title	Credit Hrs
BIOL 1001	Biological Science Lab	1
BIOL 1003	Biological Science	3
BOT 1101	Biology of Plants Lab	1
BOT 1103	Biology of Plants	3
PHSC 1203	Physical Science	3
PHSC 1201	Physical Science Lab	1
PHYS 2054	General Physics I	4
ZOOL 2003	Human Anatomy and Physiology I	3
ZOOL 2001	Human Anatomy and Physiology Lab I	1

Arkansas State University-Newport

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PROGRAMS
OF STUDY

Course #	Course Title	Credit Hrs
CHEM 1011	General Chemistry Lab I	1
CHEM 1013	General Chemistry I	3
ZOOL 1041	Biology of Animals Lab	1
ZOOL 1043	Biology of Animals	3

Select 2 courses (6)

[Courses taken to satisfy the U. S. History/Government, World Civilization, Fine Arts/Humanities, and Directed Electives requirements cannot fulfill this requirement.]

Course #	Course Title	Credit Hrs
ART 2503	Fine Arts Visual	3
ECON 2313	Principles of Macroeconomics	3
ECON 2323	Principles of Microeconomics	3
ENG 2033	American Literature II	3
ENG 2053	American Literature I	3
ENG 2003	Introduction to Literature of the Western World I	3
ENG 2013	Introduction to Literature of the Western World II	3
GEOG 2603	World Regional Geography	3
GEOG 2613	Introduction to Geography	3
HIST 1013	World Civilization to 1660	3
HIST 1023	World Civilization since 1660	3
HIST 2083	Arkansas History	3
HIST 2763	United States History to 1876	3
HIST 2773	United States History since 1876	3
MUS 2503	Fine Arts Musical	3
PHIL 1103	Introduction to Philosophy	3
POSC 2103	Introduction to United States Government	3
PSY 2013	Introduction to Psychology	3
SOC 2223	Social Problems	3
SOC 2213	Principles of Sociology	3
SOC 2233	Introduction to Cultural Anthropology	3
THEA 2503	Fine Arts Theatre	3

C. Directed Electives: (15 credit hours)

[Courses taken to satisfy U.S. History/Government and General Education Core cannot fulfill the Directed Electives requirement.]

Course #	Course Title	Credit Hrs
ART 2503	Fine Arts Visual	3
ECON 2313	Principles of Macroeconomics	3
ECON 2323	Principles of Microeconomics	3
ENG 2033	American Literature II	3
ENG 2053	American Literature I	3
ENG 2003	Introduction to Literature of the Western World I	3

Course #	Course Title	Credit Hrs
ENG 2013	Introduction to Literature of the Western World II	3
GEOG 2603	World Regional Geography	3
GEOG 2613	Introduction to Geography	3
HIST 1013	World Civilization to 1660	3
HIST 1023	World Civilization since 1660	3
HIST 2083	Arkansas History	3
HIST 2763	United States History to 1876	3
HIST 2773	United States History since 1876	3
MUS 2503	Fine Arts Musical	3
PHIL 1103	Introduction to Philosophy	3
POSC 2103	Introduction to United States Government	3
PSY 2013	Introduction to Psychology	3
SOC 2223	Social Problems	3
SOC 2213	Principles of Sociology	3
SOC 2233	Introduction to Cultural Anthropology	3
SPAN 1013	Elementary Spanish I	3
SPAN 1023	Elementary Spanish II	3
SPAN 2013	Intermediate Spanish I	3
SPAN 2023	Intermediate Spanish II	3
THEA 2503	Fine Arts Theatre	3

D. Institutional Requirements: (10 credit hours)

Course #	Course Title	Credit Hrs
MIS 1033	Introduction to Computers	3
PE 1623	Concepts of Fitness	3
SPCH 1203	Oral Communication	3
UNIV 1001	Freshman Seminar	1

MEDICATION ASSISTANT Newport

This course prepares, Basic Medication Administration Skills, prepares unlicensed assistant 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 long term care facility.
6. Reading skills placement test score 82 or above on the Compass.
7. Have proof of current MMR and TB skin testing.
8. Be enrolled in or have completed Introduction to Computers.

Certificate of Proficiency

(minimum required credit hours - 8)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (8 Credit Hours)

Course #	Course Title	Credit Hrs
HSC 1008	Medication Assistant	8

D. Directed Electives: None required

Teaching**Emphasis in Middle School Language Arts & Social Studies
Newport****Associate of Arts**

(minimum required credit hour - 62)

(Check with Advisor for specific course requirements)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
READ 0023	Developmental Reading (if Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (53 Credit Hours)

Course #	Course Title	Credit Hrs
BIOL 1003	Biological Science	3
BIOL 1001	Biological Science Lab	1
ENG 1003	English I	3
ENG 1013	English II	3
MATH 1023	College Algebra or higher	3
MATH 2113	Math for Teachers I	3
MATH 2123	Math for Teachers II	3
GEOG 2613	Introduction to Geography	3
HIST 1013	World Civilization to 1660	3
HIST 1023	World Civilization since 1660	3
HIST 2083	History of Arkansas	3
HIST 2763	US History to 1876	3
HIST 2773	US History since 1876	3
PHSC 1203	Physical Science	3
PHSC 1201	Physical Science Lab	1
POSC 2103	Introduction to United States Government	3
PSY 2013	Introduction to Psychology	3
SPCH 1203	Oral Communication	3
ART 2503	Fine Arts Visual	3
MUS 2503	Fine Arts Musical	3
THEA 2503	Fine Arts Theatre	3
ENG 2003	Introduction to Literature of the Western World I	3
ENG 2013	Introduction to Literature of the Western World II	3
ENG 2023	American Literature I	3
ENG 2033	American Literature II	3

C. Major Technical Discipline: (6 Credit Hours)

Course #	Course Title	Credit Hrs
EDU 2023	Introduction to Education	3
EDU 2013	K-12 Educational Technology	3

D. Directed Electives: Social Science (3 credit hours)

Arkansas State University-Newport

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Teaching**Emphasis in Middle School Math & Science
Newport****Associate of Arts**

(minimum required credit hour - 63)

(Check with Advisor for specific course requirements)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
READ 0023	Developmental Reading (if Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (57-58 Credit Hours*)

Course #	Course Title		Credit Hrs
ART 2503	Fine Arts Visual	OR	3
MUS 2503	Fine Arts Musical	OR	3
THEA 2503	Fine Arts Theatre		3
BIOL 1003	Biological Science		3
BIOL 1001	Biological Science Lab		1
ENG 1003	English I		3
ENG 1013	English II		3
GEOG 2613	Introduction to Geography		3
GEOL 1003	Environmental Geology		3
GEOL 1001	Environmental Geology Lab		1
HIST 1013	World Civilization to 1660	OR	3
HIST 1023	World Civilization since 1660		3
HIST 2083	History of Arkansas		3
HIST 2763	US History to 1876	OR	3
HIST 2773	US History since 1876		3
MATH 1023	College Algebra or higher		3
MATH 1033	Plane Trigonometry	OR	3
MATH 1054	Pre-Calculus Mathematics	OR	4
MATH 2194	Survey of Calculus		4
MATH 2113	Math for Teachers I		3
MATH 2123	Math for Teacher II		3
PHSC 1203	Physical Science		3
PHSC 1201	Physical Science Lab		1
POSC 2103	Introduction to United States Government		3
PSY 2013	Introduction to Psychology		3
SPCH 1203	Oral Communication		3
ENG 2003	Introduction to Literature of the Western World I	OR	3
ENG 2013	Introduction to Literature of the Western World II		3

C. Major Technical Discipline:(6 Credit Hours)

Course #	Course Title	Credit Hrs
EDU 2023	Introduction to Education	3
EDU 2013	K-12 Educational Technology	3

D. Directed Electives: None required***Depending upon upper-level math selection**

Arkansas State University-Newport

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Teaching**Emphasis in Pre-school - 4 Grade Option****Newport****Associate of Arts**

(minimum required credit hour - 63)

(Check with Advisor for specific course requirements)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
MATH 0053	Math Fundamentals I
MATH 0063	Math Fundamentals II
MATH 0073	Math Fundamentals III
READ 0023	Developmental Reading (if Reading ACT below 19)
UNIV 1001	Freshman Seminar

B. General Education Core: (50 Credit Hours)

Course #	Course Title	Credit Hrs
ENG 1003	English I	3
ENG 1013	English II	3
BIOL 1003	Biological Science	3
BIOL 1001	Biological Science Lab	1
PHSC 1203	Physical Science	3
PHSC 1201	Physical Science Lab	1
MATH 1023	College Algebra	3
MATH 2113	Math for Teachers I	3
MATH 2123	Math for Teachers II	3
GEOG 2613	Introduction to Geography	3
HIST 1013	World Civilization to 1660	3
HIST 1023	World Civilization since 1660	3
HIST 2083	History of Arkansas	3
HIST 2763	US History to 1876	3
HIST 2773	US History since 1876	3
POSC 2103	Introduction to United States Government	3
PSY 2013	Introduction to Psychology	3
SPCH 1203	Oral Communication	3
ART 2503	Fine Arts Visual	3
MUS 2503	Fine Arts Musical	3
THEA 2503	Fine Arts Theatre	3
ENG 2003	Introduction to Literature of the Western World I	3
	OR	
ENG 2013	Introduction to Literature of the Western World II	3

C. Major Technical Discipline: (12 Credit Hours)

Course #		Course Title	
Credit Hrs			
EDU	2023	Introduction to Education	3
EDU	2013	K-12 Educational Technology	3
ECH	2103	Child Growth and Development	3
ECH	2013	Survey of Early Childhood Education	3

D. Directed Electives: (1 credit hour)

PE	1
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Nursing LPN/LPTN to RN Newport

This 12-month program combines classroom instruction with clinical experiences. 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 nontraditional delivery format of nursing theory by interactive video.

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). 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.

For more information go to: www.asun.edu/nursing

Associated of Applied Science

(minimum required credit hours - 66)

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
READ 0023	Developmental Reading (if Reading ACT below 19)

B. General Education requirements: (33 credit hours)

Course #	Course Title	Credit Hrs
BIOL 2013	Intro to Nutrition	3
BIOL 2101	Microbiology Lab	1
BIOL 2103	Microbiology	3
ENG 1003	Freshman English I	3
ENG 1013	Freshman English II	3
MATH 1213	Math for Nurses	3
PSY 2013	Intro to Psychology	3
PSY	Developmental Psychology	3
	Human Growth & Development	3
PSY 2533	Lifespan Development	3
MIS 1503	Computer Applications	3
MIS 1033	Intro to Computers	3
ZOOL 2001	Anatomy & Physiology I Lab	1
ZOOL 2003	Anatomy & Physiology I	3
ZOOL 2011	Anatomy & Physiology II Lab	1
ZOOL 2013	Anatomy & Physiology II	3

C. Nursing Course Curriculum (33 credit hours)**Spring Semester**

Course #	Course Title	Credit Hrs
RNSG 2119	Nursing Process I	9
RNSG 2123	Nursing Practicum I	3

Summer Semester

Course #	Course Title	Credit Hrs
RNSG 2216	Nursing Process II	6
RNSG 2413	Nursing Practicum II	3

Fall Semester

Course #	Course Title	Credit Hrs
RNSG 2518	Nursing Process III	8
RNSG 2511	NCLEX-PN Preparation	1
RNSG 2523	Nursing Practicum III	3

D. Directed Electives: None required

Notice to Potential Nursing School Applicants

The Arkansas State Board of Nursing determines whether a graduate of a state approved nursing school may sit for boards after completion of a program. Completion of a nursing program does not guarantee eligibility to sit for either the NCLEX-PN examination or the NCLEX-RN examination. The following is the relevant statute that governs who is eligible to take the NCLEX-PN and the NCLEX-RN examination. All students interested in a career in nursing should read the following statute when considering a career in the nursing profession. In addition, certain criminal charges will bar a student from attending some clinic sites and may prevent them from completing a nursing program. The following statute is made available for all potential nursing school applicants at ASU-Newport. Further information is available on the Arkansas State Board of Nursing website and other official sources for updates or changes in the statute that may occur after the publication of the ASU-Newport 2011-2012 catalog.

Arkansas State Board of Nursing §17-87-312. Criminal background checks.

- (a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.

(e) Except as provided in subdivision (l)(1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:

- (1)** Capital murder as prohibited in § 5-10-101;
- (2)** Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 510-103;
- (3)** Manslaughter as prohibited in § 5-10-104;
- (4)** Negligent homicide as prohibited in § 5-10-105;
- (5)** Kidnapping as prohibited in § 5-11-102;
- (6)** False imprisonment in the first degree as prohibited in § 5-11-103;
- (7)** Permanent detention or restraint as prohibited in § 5-11-106;
- (8)** Robbery as prohibited in § 5-12-102;
- (9)** Aggravated robbery as prohibited in § 5-12-103;
- (10)** Battery in the first degree as prohibited in § 5-13-201;
- (11)** Aggravated assault as prohibited in § 5-13-204;
- (12)** Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;
- (13)** Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (14)** Rape as prohibited in §§ 5-14-103;
- (15)** Sexual indecency with a child as prohibited in § 5-14-110;
- (16)** Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124–5-14-127;
- (17)** Incest as prohibited in § 5-26-202;
- (18)** Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
- (19)** Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (20)** Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (21)** Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);

(22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;

(23) Felony adult abuse as prohibited in § 5-28-103;

(24) Theft of property as prohibited in § 5-36-103;

(25) Theft by receiving as prohibited in § 5-36-106;

(26) Arson as prohibited in § 5-38-301;

(27) Burglary as prohibited in § 5-39-201;

(28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;

(29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;

(30) Stalking as prohibited in § 5-71-229;

(31) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-32-01, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection;

(32) Computer child pornography as prohibited in § 5-27-603; and

(33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

(f)(1)(A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.

(B) The permit shall be valid for no more than six (6) months.

(2) Except as provided in subdivision (l)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

(g)(1) The provisions of subsections (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

(B) The person holding a license subject to revocation.

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

(A) The age at which the crime was committed;

(B) The circumstances surrounding the crime;

- (C) The length of time since the crime;
 - (D) Subsequent work history;
 - (E) Employment references;
 - (F) Character references; and
 - (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.
- (h)(1)** Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:
- (A) The affected applicant for licensure, or his authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.
- (2)** No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.
- (i)** Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (j)** Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (k)** The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.
- (l)(1)** For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.
- (2)** Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:
- (A) Capital murder as prohibited in § 5-10-101;
 - (B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (C) Kidnapping as prohibited in § 5-11-102;
 - (D) Rape as prohibited in § 5-14-103;
 - (E) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;

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- (G) Incest as prohibited in § 5-26-202;
- (H) Arson as prohibited in § 5-38-301;
- (I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and
- (J) Adult abuse that constitutes a felony as prohibited in § 5-28-103

PROGRAMS
OF STUDY

Phlebotomy Jonesboro

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.

Additional Admission requirements:

- Minimum COMPASS score required: Reading—70
- Current TB Test
- Tetanus Shot within the last ten (10) years
- Two MMR's
- Students must have a negative drug screen. (administered at ASUN Jonesboro campus by an independent lab)

Certificate of Proficiency

(minimum required credit hours - 8)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (8 Credit Hours)

Course #	Course Title	Credit Hrs
PHL 1101	CPR and First Aid	1
PHL 1102	Phlebotomy Clinical	2
PHL 1105	Phlebotomy	5

D. Directed Electives: None required

Practical Nursing Option I Newport

Technical Certificate

(Minimum required credit hours - 48)

Required Application Items

The prerequisite courses for a completed PN application, must include a PN application packet, all official college transcripts (which verify that all prerequisites have been completed with a "C" or better), ACT/ASSET/COMPASS scores, mental and physical abilities form signed (which will be included in the Application packet), 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. For more information contact Scott Cowell at 870-512-7833 or scott_cowell@asun.edu

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
- MMR shot records

A. Possible Prerequisites:

Course #	Course Title
ENG 0033	Writing Tutorial (if ACT 0-18)
READ 0023	Developmental Reading (if Reading ACT below 19)
BIOL 2013	Introduction to Nutrition
ENG 1003	English I
MATH 1013	Mathematical Applications
MIS 1033	Introduction to Computer
PSY 2013	Introduction to Psychology
ZOOL 2001	Human Anatomy & Psychology I Lab
ZOOL 2003	Human Anatomy & Psychology I
ZOOL 2011	Human Anatomy & Psychology II Lab
ZOOL 2013	Human Anatomy & Psychology II

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)

B. General Education Core: None required**C. Major Technical Discipline: (48 credit hours)**

Course #	Course Title	Credit Hrs
SPN 1103	Clinic I	3
SPN 1107	Basic Concepts of Nursing I	7
SPN 1203	Medical/Surgical Nursing I	3
SPN 1207	Clinical II	7
SPN 1304	Basic Concepts of Nursing II	4
SPN 1306	Clinic III	6
SPN 1405	Medical/Surgical Nursing II	5
SPN 1602	Pharmacology I	2
SPN 1702	Pharmacology II	2
SPN 1801	Mental Health	1
SPN 1902	Nursing of Children	2
SPN 2503	Medical/Surgical Nursing III	3
SPN 2603	Nursing of Mothers and Infants	3

D. Directed Electives: None required

For more information on the Arkansas State Board of Nursing §17-87-312 (Criminal background checks) go to the RN program of study section of this catalog.

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

Practical Nursing Option II Jonesboro/Marked Tree

The Marked Tree and Jonesboro Campuses offer a one-year program combining classroom instruction with clinical experience. Students meeting all departmental requirements are qualified to challenge the NCLEX administered by the Arkansas State Board of Nursing to become a Licensed Practical Nurse (LPN).

Note: Persons convicted of a crime may not be eligible to take the NCLEX-PN. See the program chair for details. Information on testing and other rules and regulations can also be obtained from the following website: <http://www.arsbn.org/licensing.html>.

Additional Admission requirements

- Minimum COMPASS scores required for PN: Writing—38; Reading—83; Math—36.
- TEAS-V minimum scores required: Reading-52 and Math-60
- Current TB Test
- Tetanus Shot within the last ten (10) years
- Two MMR's
- Students must have a negative drug screen. (administered at ASUN by an independent lab)

Technical Certification

(minimum required credit hours - 48)

A. Possible Prerequisites: None required

B. General Education Core: None required

C. Major Technical Discipline: (48 credit hours)

Course #	Course Title	Credit Hrs
PN 1012	Body Structure & Function	2
PN 1022	Nutrition	2
PN 1101	Nursing of the Geriatric Patient	1
PN 1113	Pharmacology I	3
PN 1122	Nursing of Children	2
PN 1206	Basic Nursing Principles & Skills	6
PN 1404	Clinical I	4
PN 2101	IV Therapy	1

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Course #	Course Title	Credit Hrs
PN 2113	Pharmacology II	3
PN 2122	Nursing of Mother and Infant	2
PN 2131	Mental Health	1
PN 2206	Medical Surgical Nursing I	6
PN 2212	Medical Surgical Nursing II	2
PN 2407	Clinical II	7
PN 2406	Clinical III	6

PROGRAMS
OF STUDY

D. Directed Electives: None required

NOTE: Students in the Technical Certificate program in Practical Nursing on the Marked Tree and Jonesboro Campus must achieve a grade of "C" or better in each course for progression in the program.

Surgical Technology Newport

Surgical Technology involves all areas of surgery requiring aseptic technique and surgical instrumentation. A surgical technologist is a valuable part of the operating team. The role of a surgical technologist involves being responsible for maintaining a sterile environment to prevent contamination, passing instruments by anticipating the needs of the surgeon, handling bodily tissues, and assist in providing wound care. Technologists work in all surgical areas with skills in the operating room, instrument processing, material management, and labor and delivery. This course of study requires significant travel to clinic sites in surrounding areas to meet program requirements. For more information go to www.asun.edu/nursing

Criminal background checks and drug testing by ASU-Newport and affiliated clinical sites are required to participate in clinical rotations.

Technical Certificate

(minimum Required Credit Hours - 40)

A. Possible Prerequisites:

Course #	Course Title
ZOOL 1004	Basic Anatomy and Physiology

OR

ZOOL 2003	Anatomy and Physiology I
ZOOL 2001	Anatomy and Physiology I Lab
ZOOL 2013	Human Anatomy & Physiology II
ZOOL 2011	Human Anatomy & Physiology II Lab

B. General Education Core: None required

C. Major Technical Discipline: (40 credit hours)

Course #	Course Title	Credit Hrs
SUR 1001	Basic Operating Room Techniques Lab	1
SUR 1003	Basic Operating Room Techniques	3
SUR 1005	Wound Care	5
SUR 1202	Clinical Practicum I	2
SUR 1303	Medical Terminology	3
SUR 2002	Perioperative Practice	2
SUR 2003	Advanced Operating Room Lab	3
SUR 2005	Advanced Operating Room Techniques	5
SUR 2204	Clinical Practicum II	4
SUR 2302	Pharmacology for Surgical Technology	2
SUR 2518	Clinical Practicum III	8
SUR 2702	Seminar	2

D. Directed Electives: None Required

Telecommunications Jonesboro

Telecommunications is the future of electronics communications. Fiber optics, telephone, cable television, internet, computer networking, fire and security systems are some of the types of electronic communications included in this program. Including knowledge of how communications systems work, students will learn job safety, PC repair, and how to create the infrastructure of cable, telephone and computer network systems.

Technical Certificate

(minimum required credit hours - 39)

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)

Course #	Course Title	Credit Hrs
ENG 1233	Technical Composition	3
MATH 1013	Mathematics Applications	3

C. Major Technical Discipline: (33 credit hours)

Course #	Course Title	Credit Hrs
MIS 1443	Technical Computer Applications	3
TCOM 1003	Installer	3
TCOM 1013	Installer Technician	3
TCOM 1103	Introduction to Networking	3
TCOM 1133	Fiber Optics	3
TCOM 1143	Internetworking with TCP/IP	3
TCOM 1233	PCs for Telecommunications I	3
TCOM 1303	PCs for Telecommunications II	3
TCOM 1803	Service Technician	3
TCOM 1853	Troubleshooting Advance Services	3
TCOM 2953	Internship: Telecom Engineering Planning	3

D. Directed electives: None required

Welding Jonesboro

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

(minimum required credit hours - 38)

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)

Course #	Course Title
ENG 1233	Technical Composition
MATH 1013	Mathematical Applications

C. Major Technical Discipline: (24 credit hours)

Course #	Course Title	Credit Hrs
WELD 1204	Introduction to MIG Welding	4
WELD 1404	Introduction to TIG Welding	4
WELD 1304	Introduction to SMAW	4
WELD 2413	Welding Fabrication	3
WELD 2513	Blueprint Reading	3
WELD 2613	Welding Technology	3
WLED 1403	Manufacturing Safety	3

D. Directed electives: (8 credit hours)

Course #	Course Title	
WELD 2204	Advanced MIG Welding	4
WELD 2304	Advanced SMAW X	4

Certificated of Proficiency

(minimum required credit hours - 14)

A. Possible Prerequisites: None required**B. General Education Core:** None required**C. Major Technical Discipline:** choose from one of the emphasis areas below**Emphasis in Construction Welding (14 credit hours)**

Course #	Course Title	Credit Hrs
MATH 1013	Mathematical Applications	3
WELD 1304	Introduction to SMAW	4
WELD 2304	Advanced SMAW	4
WELD 2613	Welding Technology	3

Emphasis in Manufacturing Welding (15 credit hours)

Course #	Course Title	Credit Hrs
MATH 1013	Mathematical Applications	3
WELD 1204	Introduction to MIG Welding	4
WELD 1404	Introduction to TIG Welding	4
WELD 2204	Advanced MIG Welding	4

D. Directed electives: None required



COURSE DESCRIPTIONS

COURSE ABBREVIATIONS BY DEPARTMENT**• AGRICULTURAL**

Agriculture (AGED, AGRI)
Animal Science (ANSC)
Aquaculture (AQFI)
Horticulture (HORT)
Plant Science (PSSC)

• ARTS

Art (ART)
Music (MUS)
Theatre (THEA)
Photography (PHT)

• AUTOMOTIVE

Automotive Service Technology (AST)
Collision Repair Technology (CRT)
Diesel Technology (DT, DTI)

• BUSINESS

Accounting (ACCT)
Business (BSYS, BUAD)
Economics (ECON)
Management Information Systems (MIS)
Management (MGMT)
Marketing (MKTG)
Qualitative Mathematics (QM)
Leadership (LDR)

• COMPUTERS

Computer Network Technology (CNT)
Management Information Systems (MIS)
Telecommunications (TCOM)

• COSMETOLOGY

Cosmetology (COS)

• CRIMINAL JUSTICE

Criminal Justice (CRIM)
Legal (LAW)

• EDUCATION

Early Childhood (ECH)
Education (EDU)
Secondary Teaching Education (SCED)
Special Education (SPED)

• ENERGY

Energy Control Technology (ECT)
High Voltage Lineman (HVLTL)
Renewable Energy Technology (RET)
Solar Energy (SE)
Wind Energy (WE)

• ENGLISH & READING

English (ENG)

COURSE ABBREVIATIONS BY DEPARTMENT(continued)

Reading (READ)

Speech (SPCH)

• **FOOD SCIENCE**

Food Science (FDST)

• **HISTORY**

History (HIST)

Geography (GEOG)

Geology (GEOL)

Political Science (POSC)

• **SOCIAL SCIENCE**

Psychology (PSY)

Sociology (SOC)

Social Work (SW)

• **LANGUAGE**

French (FR)

Spanish (SPAN)

• **MATH**

Mathematical Applications (MATH)

Mathematics (MATH)

Mathematics Fundamentals (MATH)

• **MEDICAL**

Emergency Medical Technician (EMT)

Health Information Technology (HIT)

Medication Assistant (HSC)

Phlebotomy (PHL)

Practical Nursing (PN) – Marked Tree & Jonesboro

Registered Nursing (RNSG)

Practical Nursing (SPN) - Newport

Certified Nursing Assistant

Surgical Technician (SUR)

• **PHYSICAL EDUCATION & HEALTH**

Health (HLTH)

Physical Education (PE)

• **SCIENCE**

Animal Science (ANSC)

Biology (BIOL, BOT)

Chemistry (CHEM)

Physics (PHYS)

Physical Science (PHSC)

Zoology (ZOO)

• **MECHANICAL & TECHNICAL**

Electrical (ELEC)

Mechanical (MECH)

Plumbing (PLB)

Telecommunications (TCOM)

Technical (TEC & TECH)

Welding (WELD)

• **TRUCK DRIVING**

Commercial Driver Training (CDT)

• **UNIVERSITY**

Freshman Seminar (UNIV)

Course Abbreviation Codes (in alphabetical order)

Accounting (ACCT)
Agriculture (AGED, AGRI)
Animal Science (ANSC)
Aquaculture (AQFI)
Art (ART)
Automotive Service Technology (AST)
Biology (BIOL, BOT)
Business (BSYS, BUAD)
Chemistry (CHEM)
Commercial Driver Training (CDT)
Computer Network Technology (CNT)
Cosmetology (COS)
Collision Repair Technology (CRT)
Criminal Justice (CRIM)
Diesel Technology (DT, DTI)
Early Childhood (ECH)
Economics (ECON)
Energy Control Technology (ECT)
Education (EDU)
Electrical (ELEC)
Emergency Medical Technician (EMT)
English (ENG)
Food Science (FDST)
French (FR)
Geography (GEOG)
Geology (GEOL)
History (HIST)
Health Information Technology (HIT)
Health (HLTH)
Horticulture (HORT)
Medication Assistant (HSC)
High Voltage Lineman (HVLT)
Legal (LAW)
Leadership (LDR)
Mathematics (MATH)
Mechanical (MECH)
Management (MGMT)
Management Information Systems (MIS)
Marketing (MKTG)
Music (MUS)

Course Abbreviation Codes (continued) (in alphabetical order)

Physical Education (PE)
Phlebotomy (PHL)
Physical Science (PHSC)
Physics (PHYS)
Photography (PHT)
Plumbing (PLB)
Practical Nursing (PN)
Political Science (POSC)
Plant Science (PSSC)
Psychology (PSY)
Qualitative Mathematics (QM)
Reading (READ)
Renewable Energy Technology (RET)
Registered Nursing (RNSG)
Solar Energy (SE)
Secondary Teaching Education (SCED)
Sociology (SOC)
Spanish (SPAN)
Speech (SPCH)
Special Education (SPED)
Practical Nursing (SPN)
Certified Nursing Assistant (CNA)
Surgical Technician (SUR)
Social Work (SW)
Telecommunications (TCOM)
Technical (TEC & TECH)
Theatre (THEA)
University (UNIV)
Wind Energy (WE)
Welding (WELD)
Zoology (ZOOL)

COURSE DESCRIPTIONS

**F-Fall; S-Spring; Su-Summer; D-Demand,
ACTS-Arkansas Course Transfer System
Not all courses have an ACTS number**

Accounting (ACCT)

ACCT 1113 Concepts in Applied Accounting I - Prerequisite: MIS 1033. Students will gain knowledge of corporate accounting enabling them to gain the crucial decision making and problem solving skills needed in the workplace. (F, S) n/a

ACCT 1153 Concepts in Applied Accounting II - Prerequisite: ACCT 1113. This course is a continuation of Concepts in Applied Accounting I. Students will gain a more advanced knowledge of corporate accounting enabling them to gain advanced decision making and problem solving skills needed in the workplace. (F, S) n/a

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) ACTS-ACCT 2003

ACCT 2013 Principles of Accounting II - Prerequisite: ACCT 2003 with a grade of "C" or better. 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. (F, S) ACTS-ACCT 2013

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 - Prerequisite: ACCT 2003. 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. (D)

ACCT 280X Special Topics in Accounting - Variable credit course for special topics in accounting. (D)

Agriculture (AGED, AGRI, AGECE)

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. The 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 arc 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 their implications to society. (D)

AGED 2433 Principles of Agricultural Power Electricity and Internal Combustion Engines - Prerequisite AGED 1403. 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. (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 complete with 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)

Animal Science (ANSC)

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 – Prerequisite: ANSC 1602 or permission of instructor. 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. (D)

ANSC 1613 Introduction to Animal Science - A study of animals that provide food, fiber, and companionship to humankind, 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 reproduction 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 – Prerequisite: ANSC 1602 or permission of instructor. 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 of the horses and riders for jumping. Four hours of lab per week. (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)

Art (ART)

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 - Prerequisite: ART 1033. Continuation of ART 1033. Light and shade drawing with emphasis on original illustration using the human form. (D)

ART 2063 Painting I - Prerequisite: ART 1033. 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. (D)

ART 2073 Painting II - Prerequisite: ART 2063. A continuation of 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 - Prerequisite: ART 2093. Continuation of Introduction to Ceramics work. Emphasis is placed upon sculpture, slab, and wheel thrown pot methods along with glazing and firing procedures. (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) ACTS: ARTA 1003

Automotive Service Technology (AST)**AST 1003 Hybrid, Electric and Fuel Cell Vehicle Technologies -**

Prerequisite: AST 1106 This course will introduce students to the theory, construction, operation and proper repair procedures related to hybrid vehicles. The course will also introduce students to electric, and fuel cell vehicle technologies. Students will receive instruction on the use of diagnostic and service equipment, and safety procedures specifically related to these technologies. (D)

AST 1102 Automotive Cylinder Heads and Valve Trains Theory

with Service - Prerequisite: AST 1103. This course would introduce students to the basic components of cylinder heads and valve trains. Students will receive basic instruction on cylinder heads, valve trains, combustion chambers and valves for servicing to manufacturers specifications. Safety will be emphasized. (S)

AST 1103 Automotive Short Block Theory and Service -

This course would introduce students to the basic parts of the short block engine. Students will receive basic instruction on diagnostic tools, measuring instruments and analytical testing for servicing to manufacturers specifications. Safety will be emphasized. (F)

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. (D)

ST 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. (D)

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. (D)

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. (D)

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. (D)

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. (Su)

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. (D)

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. (D)

Biology (BIOL, BOT)

BIOL 1001 Biological Science Lab - Co-requisite: BIOL 1003. Two hours per week. (Lab fee required).(F, S, Su) ACTS: BIOL 1004

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 BIOL and ZOOL courses. (F, S, Su) ACTS-BIOL 1004

BIOL 1051 Environmental Science Lab - Co-requisite: BIOL 1053. 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 - Co-requisite: BIOL 2103. Laboratory two hours per week. (Lab fee required). (F, S, Su) ACTS: BIOL 2004

BIOL 2401 Special Problems in Biological Sciences (D)

BIOL 2402 Special Problems in Biological Sciences (D)

BIOL 2403 Special Problems in Biological Sciences (D)

BIOL 2404 Special Problems in Biological Sciences (D)

BIOL 2103 Microbiology - Prerequisite: BIOL 1003 or ZOOL 2003. A study of microorganisms, in particular, bacteria, involving their structure and function at the molecular level, and interaction of these organisms with humans and their environment. Knowledge of basic chemistry strongly recommended. Lecture three hours. (F, S, Su) ACTS: BIOL 2004

BOT 1101 Biology of Plants Lab - Co-requisite: BOT 1103. Two hours per week.. (Lab fee required). (D) ACTS: BIOL 1034

BOT 1103 Biology of Plants - A study of plant structures and their functions and the evolution, diversity, and ecology of plants. Lecture three hours. (D) ACTS: BIOL 1034

Business (BSYS, BUAD)

BSYS 1213 Basic Word Processing Application I - Provides instruction in the basic word processing computer operations and skills. The student will learn to produce documents through keyboarding, editing, storing, retrieving and printing. (F, S)

BSYS 1223 Basic Word Processing Applications II - Designed to provide advanced word and information processing concepts, and communication skills on a computer. (F, S)

BSYS 1383 Spreadsheet Applications - Prerequisite: MIS 1033. 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, S)

BSYS 1503 Document Formatting - This course is designed 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, retrieving and printing.

BSYS 1553 Word Processing II - Prerequisite: BSYS 1543. Designed to include advanced word and information processing concepts, administrative and communication skills, and advanced applications. (F, S)

BSYS 1563 Administrative Support Procedures - Prerequisite/Co-requisite: BSYS 1543 OR MIS 1033. 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. (F, S)

BSYS 2143 Introduction to Entrepreneurship - Perquisites: MIS 1033 or MIS 1503. 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 - Prerequisite: MIS 1033. Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time. (D)

BSYS 2503 Business Office Skills - Prerequisite: Keyboarding ability. 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. (F)

BSYS 2523 Machine Transcription - Prerequisite or Co-requisite: BSYS 1543 and MIS 1033. Includes training in transcribing office documents using transcription equipment. Stresses skills required to produce respective documents. (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 - Prerequisite: MATH 1043.

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 - Prerequisite: ENG 1013.

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentation. (F, S, Su) ACTS BUS 2013

BSYS 2573 Medical Transcription - Prerequisite: Knowledge of medical terminology and keyboarding speed of at least 40 words per minute.

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. (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)

Chemistry (CHEM)

CHEM 1003 Introduction to Chemistry - Prerequisite: MATH 1003 or equivalent. 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. (D)

CHEM 1011 General Chemistry I Lab - Co-requisite: CHEM 1013. Three hours per week lab. (Lab fee required). (F, S, Su) ACTS-CHEM 1414

CHEM 1013 General Chemistry I - Co-requisite: MATH 1023. Fundamental laws and theories of chemistry. Lecture three hours. (F, S, Su) ACTS: CHEM 1414

CHEM 1021 General Chemistry II Lab - Co-requisite: CHEM 1023. Three hours per week lab. (Lab fee required). (D) ACTS-: CHEM 1424

CHEM 1023 General Chemistry II - Prerequisite: CHEM 1013. Continuation of CHEM 1013. Lecture three hours. (D) ACTS: CHEM 1424

CHEM 1031 Introduction to Organic and Biochemistry Lab - Co-requisite: CHEM 1033. Three hours per week lab. (Lab fee required). (S, Su) ACTS: CHEM 1224

CHEM 1033 Introduction to Organic and Biochemistry - Prerequisite: CHEM 1013. A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy (S, Su) ACTS: CHEM 1224

CHEM 1052 Fundamental Concepts of Chemistry II - Prerequisite: CHEM 1013. A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. This will include an emphasis on the role of chemistry in human body functions. (S, Su)

CHEM 2051 Investigations in Chemistry - Prerequisite: CHEM 1013. 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. (D)

CHEM 2052 Investigations in Chemistry - Prerequisite: CHEM 1013. 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. (D)

CHEM 2053 Investigations in Chemistry - Prerequisite: CHEM 1013. 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. (D)

Commercial Driver Training

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)

Computer Network Technology (CNT)

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 1613 Router Configuration - Prerequisite: CNT 1403. 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. (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) - Prerequisite: CNT 1613. 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. (F, S)

CNT 2203 PC Trouble-shooting and Repair II - Prerequisite: CNT 1503. 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 troubleshooting techniques. (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. (Su)

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) - Prerequisite: CNT 2103. 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. (F, S)

CNT 2423 Programming - An introduction to programming basics using the C++ programming language. This course introduces students to program design and problem solving covering topics including algorithms, control structures, functions, arrays, pointers, and file I/O. 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)

CNT 2443 Internship: Computer and Networking Technology - 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. Prerequisites: Completion of 30 CNT hours toward the Associate of Applied Science/Technical Certificate in Computer Networking Technology. (F,S)

Cosmetology (COS)

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 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 make-up, 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 - Prerequisites: COS 1101. 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. (F, S)

COS 1212 Hairdressing Theory II - Prerequisites: COS 1112. Continued study of the properties of the hair and scalp; principles of hair care and design. (F, S)

COS 1231 Manicuring II - Prerequisites: COS 1131. Continued study of skin and nails, which includes manicuring, pedicuring, and massage. (F, S)

COS 1241 Aesthetics II - Prerequisites: COS 1141. Continued study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. (F, S)

COS 1251 Salesmanship, Shop Management, and Shop Department II - Prerequisites: 1151. Continued 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 1273 Technical Skills Lab II** - Prerequisites: COS 1173.
Continued application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (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 1293 Supervised Experience in Clinic II** - Prerequisites: COS 1193. Continued instruction and supervised experience in all aspects of cosmetology. (F, S)
- COS 2301 Hygiene and Sanitation III** - Prerequisites: COS 1101, COS 1201. 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. (F, S)
- COS 2312 Hairdressing Theory III** - Prerequisites: COS 1112, COS 1212. Advanced study of the properties of the hair and scalp; principles of hair care and design. (F, S)
- COS 2331 Manicuring III** - Prerequisites: COS 1131, COS 1231. Advanced study of skin and nails, which includes manicuring, pedicuring, and massage. (F, S)
- COS 2341 Aesthetics III** - Prerequisites: COS 1141, COS 1241. Advanced study of histology of the skin, hair removal, skin care facial, electrotherapy and light therapy, facial makeup, and eyebrow arching. (F, S)
- COS 2351 Salesmanship, Shop Management, and Shop Department III** - Prerequisites: COS 1151, COS 1251. Advanced 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 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. Consent of instructor. (D)

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. Consent of instructor. (D)

COS 2373 Technical Skills Lab III - Prerequisites: COS 1173, COS 1273. Advanced application of theoretical concepts, hygiene and sanitation in the practice of hairdressing, manicuring, and aesthetics. (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. Consent of instructor. (D)

COS 2383 Practice of Cosmetology - Training in specific areas in which the instructor trainee may be deficient. Consent of instructor. (D)

COS 2393 Supervised Experience in Clinic III - Prerequisites: COS 1193, COS 1293. Advanced instruction and supervised experience in all aspects of cosmetology. (F, S)

Criminal Justice (CRIM)

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) ACTS: CRJU 1023

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)

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. (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. (S)

CRIM 2273 Criminal Law - A course designed to provide students in criminology, criminal justice, and political science a concise and comprehensive introduction to criminal law. This course is appropriate for the criminal justice professional who needs to better understand the legal environment as well as the individual wishing to transfer to a two-year college. (F)

Collision Repair Technology (CRT)

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 - Prerequisite: CRT 1112. 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. (F, 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 - Prerequisite: CRT 1212. 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. (F, 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 - Prerequisite: CRT 1312. 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. (F, 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 - Prerequisite: CRT 1413. 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. (F, 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 - Prerequisite: CRT 2312. The course offers instruction in the removal and replacement of auto body parts and non-structural parts along with repair. Safety measures are emphasized. (F, 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 - Prerequisite: CRT 2411. 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. (F, S)

CRT 2512 Color Matching I - Co-requisite: CRT 1312. A continuation of auto painting with emphasis on spraying techniques and the blending of paints to achieve color match. (F, S)

CRT 2522 Color Matching II - Prerequisites: CRT 1312, CRT 2512; Co-requisite CRT 1322. Advanced auto painting with emphasis on spraying techniques and the tinting of paints to achieve color match. (F, S)

CRT 2611 Color Matching Lab I - Co-requisite: CRT 1312, CRT 2512. The practical application of spraying techniques and blending of paints to achieve color match. (F, S)

CRT 2621 Color Matching Lab II - Prerequisite CTR 1312; CRT 2512; CRT 2611 Co-requisite: CRT 2522. The practical application of spraying techniques of paints to achieve color match: (F, 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)

Diesel Technology (DT, DTI)

DT 1002 Service & Maintenance – Co-requisites: DT 1032; DT 1153; DT 1512; TECH 1002. 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 1022 Trailer Suspension and Brake Systems - A course concerning suspension, foundation, and air brake systems as pertains to heavy trailers. Design differences of trailer systems compared to truck systems will be the main area of study. Spring versus air suspension systems will also be discussed. Emphasis will be placed on the safety of both the technician and the truck operator. (Su)

DT 1031 Antilock Braking Systems - A course designed around ABS as it relates to air brakes and heavy trucks. Subject matter will include electronics and electronic/air interface. Current, past and future systems will be discussed at length. Emphasis will be placed on the safety of both the technician and the truck operator. (S)

DT 1032 Brakes – Co-requisites: DT 1002; DT 1042; DT 1153; DT 1512; TECH 1002. 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 1042 Introduction to Hydraulics - Prerequisites: DT 1002; DT 1032; DT 1153; DT 1512; TECH 1002. A course designed around service and repair of contemporary and past hydraulic systems as used on heavy and medium duty trucks. Covered subject matter will include control side hydraulics: pumps, directional control valves, and pressure and flow regulators; and power side hydraulics: cylinders, motors, solenoids, and actuators. Manual, air, and electric controls will be covered, as will be hoses, lines and delivery ports. Emphasis will be placed on the safety of both the technician and the truck operator. (F)

DT 1153 Electrical Problem Solving - Prerequisites: DT 1032; DT 1512; TECH 1002. 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 multi-meter 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 1512 Applications Lab I – Prerequisites: DT 1002; DT 1032; DT 1153; DT 1512; TECH 1002. 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 1532 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)

DT 1552 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)

Early Childhood (ECH)

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 in deciding whether a career in Early Childhood Education is a proper career fit 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)

Economics (ECON)

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) ACTS: ECON 2103

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) ACTS: ECON 2203

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)

Energy Control Technology (ECT)

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 diagrams 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 refrigeration and air conditioning units along with their application, circuits, controls refrigerant cycles and functions. Recovery, recycling procedures and code requirements will 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 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. (D)

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. (D)

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 Programmable Logic Controls. Coursework includes communication, timers, sequencers, compare functions, inputs, outputs, and basic logic reasoning. This course will also provide the study of electronic circuits used for controlling machines and processes in industry, control circuits and basic PLC operations. 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 designated class and lab experiments. (D)

ECT 2234 Building Performance Analysis - The practice of measuring the rate of infiltration and exfiltration in residential homes using blower door technology, conducting ductwork analysis using duct blasters, locating air leaks in the housing envelope, along with calculating carbon monoxide levels of combustion appliances. (D)

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. (D)

Education (EDU)

EDU 2013 K-12 Educational Technology - Co-requisite: EDU 2023. An introduction to the use of technology for the classroom teacher. Emphasis will be on the computer as an instructional, administrative, and information-gathering tool. (F, S)

EDU 2023 Introduction to Education - Pre-requisite: 15 hours, praxis and portfolio. Co-requisite: EDU 2013. 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. (F, S)

Electrical (ELEC)

ELEC 1002 Basic Electrical Theory - Basic Electrical Theory is an overview of Electricity and Electrical Controls. This course is beneficial to those entering general electrical maintenance in industry. (D)

ELEC 1012 Introduction to Electrical Circuits - This course is designed to strengthen the skills of entry-level maintenance personnel who will install and repair Industrial Electrical Control Systems. Characteristics of basic electrical circuits will be covered including troubleshooting and safety rules for working with electricity. (D)

ELEC 1023 Introduction to Programmable Logic Controllers -

Prerequisite: ECT 1002. This course is an overview of PLC's including hardware components, number systems and codes, and the basic programming and applications. The course is beneficial to those entering general electrical maintenance in industry. (D)

Emergency Medical Technician (EMT)

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 the majority of runs a 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)

English (ENG)

ENG 0013 Communications for Careers - This course is designed to develop a 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 fundamental 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 0043 Developmental English - This course focuses on teaching traditional grammar, principles of spelling, Basic English sentence patterns, correct punctuation, and vocabulary building. (Provides institutional credit only-not applicable toward a degree) (D)

ENG 0051 Writing Seminar - This course provides instruction in the expository essay form, structure, and style. Students with an English ACT score of 19 or better or the successful completion of ENG 0033 or ENG 0053 may enroll directly in ENG 1013.

Highly motivated students with an English ACT score of 17 or 18 may dual enroll in ENG 1003 and the Writing Seminar. The seminar will provide intensive, individualized work on the basic strategies, organization, diction, and grammar of the collegiate essay. This one hour seminar, required for completion of ENG 1003 for this select group of students, is non-credit and will be graded S or U.

ENG 0053 English Fundamentals - This course focuses on intensive work on the basic strategies, organization, diction, and grammar of the collegiate essay through use of readings to improve vocabulary, comprehension skills, critical thinking skills, and writing competency. Students with an ACT score of 17 or lower in English must take this course before enrolling in ENGL 1013. (This is a non-credit course). (F, S, Su)

ENG 1003 Freshman English I - Prerequisite: English ACT score of 19 or better or successful completion of ENG 0033 Writing Tutorial. Instruction in expository essay form, structure, and style. (F, S, Su) ACTS: ENGL 1013

ENG 1013 Freshman English II - Prerequisite: ENG 1003. A continuation of ENG 1003 with the addition of research papers and literary genres. (F, S, Su) ACTS: ENGL 1023

ENG 1023 Business English - Prerequisite: ENG 0043 or results of English placement test. 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. (F, S)

ENG 1203 Technical Communications - This course provides instruction in preparation of resume 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)

ENG 1213 Technical Communications for Emergency Personnel - This course provides instruction in preparation of technical documents. Techniques of persuasion through written communications for successful employment will be developed by writing essays and reports. (F, S, Su)

ENG 1243 Technical Composition for Emergency Personnel - 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. (F, S, Su)

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)
ACTS: ENGL 2113

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)
ACTS: ENGL 2123

ENG 2023 Creative Writing - Instruction and practice in writing poetry and fiction. Prerequisite: ENG 1003 or consent of instructor. (D) ACTS: ENGL 2013

ENG 2033 American Literature II - Survey of major authors in American Literature from the time of the Civil War to the present. (S) ACTS: ENGL 2663

ENG 2053 American Literature I - Survey of major authors in American Literature prior to the Civil War. (F) ACTS: ENGL 2653

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 - Prerequisite: ENG 1013. 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. (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)

Food Science (FDST)

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 - Prerequisite: CHEM 1013 or equivalent. 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. (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)

French (FR)

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 – Prerequisite: FR 1013 or at least one year of high school French. Elementary French II is a continuation of FR 1013. (D)

FR 2013 Intermediate French I - Prerequisite: FR 1023 or two years of high school French. Intermediate French I is a continuation of FR 1023. (D)

FR 2023 Intermediate French II - Prerequisite: FR 2013. Intermediate French II is a continuation of FR 2013. (D)

Geography (GEOG)

GEOG 2603 World Regional Geography - A general survey of geographic regions of the world emphasizing culture, demography, and economic and social patterns. (D) ACTS: GEOG 2103

GEOG 2613 Introduction to Geography - Emphasizes the physical and cultural patterns of the world. (F, S, Su) ACTS: GEOG 1103

GEOG 2621 Physical Geography Lab - Two hours per week. To be taken concurrently with GEOG 2623. (D)

GEOG 2623 Physical Geography - Co-requisite: GEOG 2621. This course examines the nature and character of various components of the physical environment including basic weather elements, climate, landforms, soil and natural vegetation. (D) ACTS: GEOG 2223

Geology (GEOL)

GEOL 1001 Environmental Geology Lab - Co-requisite: GEOL 1003. Two hour per week lab (lab fee required). (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)

History (HIST)

HIST 1013 World Civilization to 1660 - A survey of world civilizations from prehistory to 1660. (F, S, Su) ACTS: HIST 1113

HIST 1023 World Civilization Since 1660 - A survey of world civilizations from 1660 to present. (F, S, Su) ACTS: HIST 1123

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) ACTS: HIST 2113

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) ACTS: HIST 2133

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)

Health Information Technology (HIT)

HIT 2303 Introduction to Medical Coding - This course introduces the student to formats, conventions, and basic principles of medical coding as it relates to the individual body systems and conditions and lays the foundation for more advanced coding and medical record analysis. Review of patients' medical records and assignment of ICD-9 code numbers to the diagnoses and CPT/HCPCS codes for procedures are emphasized. (D)

Health (HLTH)

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) ACTS: HEAL 1003

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)

Horticulture (HORT)

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 - Prerequisite: HORT 2253 or PSSC 1303 or BOT 1103. 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. (D)

HORT 2273 Vegetable Crops Production - Prerequisite: HORT 2253. Growth habits, soil and climate requirements, varietal characteristics, and pests of vegetable crops. (D)

Medication Assistant (HSC)

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)

Humanities (HUM)

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)

High Voltage Lineman (HVLT)

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 – 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 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 1711 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 1713 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 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 2003 Underground Basics - This is an entry level course for Underground Distribution. This will include underground systems, construction, maintenance, tools, material and safety. (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 2113 Advanced Underground - This is an advanced course in underground maintenance, construction, troubleshooting, safety, cable locating and fault finding. (Su)

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 section will include construction, maintenance, and safety. (S)

HVLT 2604 Electrical Capstone II - Prerequisite: HVLT 1904. This course is an employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer. (Su)

Legal (LAW)

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) ACTS: BLAW 2003

Leadership (LDR)

LDR 1111 Leadership Development I - This course is designed for students who want to become leaders. The characteristics, qualifications, and responsibilities of leaders will be explored. A portfolio is required which will reflect the information received in the course, characteristics of the guest speakers, and the information gleaned from the class visits to leadership events. (F)

LDR 2111 Leadership Development II - Prerequisite: LDR 1111. 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. (S)

Mathematics (MATH)

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 0023 Developmental Mathematics - This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication and division in computing of whole numbers, fractions, decimals, percentages, ratio/proportion, basic algebra and geometry. A student who successfully completes this course can enroll in MATH 1043, MATH 1103. (Provides institutional credit only not applicable toward a degree) (F, S)

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 0053 Mathematical Fundamentals I - This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing of whole numbers, fractions, decimals, ratio and proportions, and introduction to geometry. Using modular, mastery-based approach, this course will prepare a student for Mathematical Fundamentals II.

MATH 0063 Mathematical Fundamentals II - This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing of Real numbers, variables and expressions, and polynomials. Other topics include solving and graphing linear equations and factoring polynomials. Using modular, mastery-based approach, this course will prepare a student for Mathematical Fundamentals III.

MATH 0073 Mathematical Fundamentals III - This course is designed to develop and expand basic math skills involving addition, subtraction, multiplication, and division in computing of rational and radical expressions. Other topics include solving quadratic equations and complex numbers. Using modular, mastery-based approach, this course will prepare a student for College Algebra.

MATH 1003 Intermediate Algebra - Prerequisite: MATH 0013 or Math ACT score between 17 - 18. Review and development of fundamental concepts with additional topics including absolute value equations and inequali-

ties, systems of linear equations, rational exponents, radical expressions, and solving quadratic equations (Credit earned not applicable toward Associate of Arts or Associate of Science degrees.) (F, S, Su)

MATH 1013 Mathematical Applications - Technical Math reviews basic mathematical concepts and builds mathematical concepts in the context of technical areas and builds on those skills to include applications in measurement, using formulas, applied geometry, basic statistics and graphing. Using modular, mastery-based approach, those majoring in certain AAS or TC programs will complete a subset of the modules, completing only the mathematics needed for that major.

MATH 1023 College Algebra - Prerequisite: MATH 1003 or Math ACT of 19 or better. 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. (F, S, Su) ACTS: MATH 1103

MATH 1033 Plane Trigonometry - Prerequisite: MATH 1023 or Math ACT of 19 -36. A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers. (D) ACTS: MATH 1203

MATH 1043 Technical Math for Business Applications - This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. (F,S)

MATH 1054 Pre-calculus Mathematics - Prerequisite: MATH 1023 or Math ACT of 22 or higher. Selected topics from algebra, trigonometry, and analytic geometry. (D) ACTS: MATH 1305

MATH 1061 Technical Math (Metric Emphasis) - The Technical Math with Metric Emphasis is designed to instruct students in basic measurement using the metric system in an industrial type environment. (D)

MATH 1063 Metric Math - The Technical Math with Metric Emphasis is designed to instruct students in basic measurement using the metric system in direct measurements and calculated measurements (e.g., area, torque, speed and flow rate). This course describes the basic kinds of metric measurement, the use of prefixes (kilo, centi, milli, etc.) and how to convert between metric and English measurement. (D)

MATH 1103 Technical Mathematics - This course is a review of arithmetic, calculator use, linear and angular measurement, use of formulas and equations, elementary applications of geometry and basic statistics. (Credit earned not applicable toward an Associate of Arts degree). (F, S)

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 Elementary Teachers I - Prerequisite: MATH 1023 or a higher level of mathematics. 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. (F)

MATH 2123 Mathematics for Elementary Teachers II - Prerequisite: MATH 2113. 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. (D)

MATH 2143 Business Calculus - Prerequisite: MATH 1023. Topics in elementary differential and integral calculus, stressing applications in business and economics. (S) ACTS: MATH 2203

MATH 2183 Discrete Structures - Prerequisite: MATH 1033. This course is recommended for the major in Mid-Level Education with the Math & Science Specialty. Topics include sets and functions, partially ordered sets, trees and graphs, algorithms, symbolic logic, Boolean Algebra, combinations, and probability modeling. (D)

MATH 2194 Survey of Calculus - Prerequisite: MATH 1023. 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. (D) ACTS: MATH 2203

MATH 2204 Calculus I - Prerequisites: MATH 1023 and 1033. First course includes analytic geometry, functions and limits, differentials and integrals, and transcendental functions. (D) ACTS: MATH 2405

MATH 2214 Calculus II - Prerequisite: MATH 2204. Second course, includes techniques of integration, sequences and series, conic sections, polar coordinates, and vectors. (D) ACTS: MATH 2505

MATH 2233 Applied Statistics - Prerequisite: MATH 1023. A study of elementary statistics for students in the biological, physical, or social sciences. (D)

MATH 2254 Calculus III - Prerequisite: MATH 2214. 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. (D) ACTS: MATH 2603

Mechanical (MECH)

MECH 1002 Blueprint Reading - This course is designed to give the student a building foundation in developing the skills needed to interpret basic engineering drawings in industry. This course is designed for someone with minimum or no prior experience, is planning to enter production work, inspector, set-up personnel, buyers and schedulers, and those planning to enter machining or construction operations. (D)

MECH 1003 Mechanical Maintenance - This course is designed to give the student a building foundation in industrial maintenance. This course is designed for someone with minimum or no experience. The Mechanical Maintenance covers the installation, maintenance, and troubleshooting as well as preventive maintenance techniques. (D)

MECH 1012 Geometric Dimensioning & Tolerance - The Geometric Dimensioning & Tolerance (GDT) is designed to give the student a building foundation in industrial gauging and measurement methods and how they apply to industry standards of ANSI/ASME 14.5M. This course is designed for someone with minimum or no prior experience who is planning to enter machining or construction operations or machine parts, manufacturing or machine assemblers. (D)

MECH 1022 Pneumatics & Hydraulics – Fluid Power I - Pneumatics & Hydraulics course is design to give students a basic understanding of pneumatics and hydraulics in an industrial environment. Students planning on maintaining and/or operating pneumatic and hydraulic equipment will be given an overview of systems, components, compressors, controls, symbols and circuits of each type of system. (D)

Management (MGMT)

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

Management Information Systems (MIS)

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) ACTS: CPSI 1003

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 (F, S)

MIS 1373 Database Management - Prerequisite: MIS 1033 or MIS 1503. 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. (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 - Prerequisite: MIS 1033 or BSYS 1543. Introduces the student to various electronic means of presenting information of professional design and quality using presentation and web-page design software. (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,S)

MIS 1503 Microcomputer Applications - Prerequisite: MIS 1033.
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 - Prerequisite: MIS 1503.
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. (D)

MIS 2013 Web Page Design - Prerequisite: MIS 1503 or MIS 1033.
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. (D)

MIS 2033 Visual Basic Programming - Prerequisite: MIS 1503. 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. (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 - Prerequisite: MIS 1503. 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. (D)

MIS 2403 Introduction to Database Management - Prerequisites: MIS 1503. 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. (D)

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** - Prerequisites: MIS 1503. 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. (D)

MIS 2873 **Structured Programming in the C Language** - Prerequisites: MIS 2203 and/or MIS 2033. 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. (D)

Marketing (MKTG)

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) ACTS: BUS 1013

Music (MUS)

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. It 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) ACTS: MUSC 1003

MUS 2803 Special Topics in Music (D)

Physical Education (PE)

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 1021 Fitness for Life II - Prerequisite: PE 1011. A course designed for students who wish to enhance their personal physical fitness through the development of strength, cardiovascular endurance, and flexibility. Motivational materials provided by the instructor will be included in this study so that students can assess and select future fitness activities. This course is a continuation of Fitness for Life I and focuses on further enhancement of fitness levels. (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 - Prerequisite: PE 1002. Aerobics II is a continuation of Aerobics I. The basic concepts of physical fitness are covered. Especially emphasized are 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. (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 strategies of badminton. (D)

PE 1501 Beginning Golf - Introduction to the basic skills, rules, and strategies of golf. (D)

PE 1601 Soccer - Introduction to the basic skills, rules, and strategies of soccer. (D)

PE 1611 Basketball - Introduction to the skills, rules, and strategies of basketball. (D)

PE 1621 Volleyball - Introduction to the skills, rules, and strategies of volleyball. (D)

PE 1623 Concepts of Fitness - Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a life quality; 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 strategies 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 teens 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 - Prerequisite: PE 1861. A continuation of 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 - Prerequisite: PE 1421. 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. (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 of 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)

Philosophy (PHIL)

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)
ACTS: PHIL 1103

Phlebotomy (PHL)

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 - Prerequisite: A grade "C" or better in PHL 1101, PHL 1105. 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 a hospital clinic or doctor's office laboratory. (F, S)

PHL 1105 Phlebotomy - Provides instruction on the fundamentals of Phlebotomy through lectures, discussion and films with return demonstration of skills. (F,S)

Physical Science (PHSC)

PHSC 1201 Physical Science Lab - Co-requisite: PHSC 1203. Two hour per week lab (Lab fee required). (F, S, Su) ACTS: PHSC 1004

PHSC 1203 Physical Science - Prerequisite: MATH 1003. 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. (F, S, Su) ACTS: PHSC 1004

Photography (PHT)

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)

PHT 1801 Advanced Photography - Prerequisite: Instructor consent. Advanced topics in the field of photography. Subjects will include such things as lighting, subject selection, aperture selection, computer and software. (D)

Physics (PHYS)

PHYS 1101 Introduction to Space Science Laboratory - Co-requisite: PHYS 1103 Special course fees may apply. (D)

PHYS 1103 Introduction to Space Science - Prerequisite: MATH 1013 or Math score of 16. A survey of the basic principles of science with emphasis on physics through their application to study about our place in the cosmos. Lecture three hours. This course will meet the general education requirements for physical science if taken with PHYS 1101. Special course fees may apply. (D)

PHYS 2054 General Physics I - Prerequisite: MATH 1033. The essentials of mechanics, heat, materials and simple harmonic motion. (D)
ACTS: PHSY 2014

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) ACTS: PHSY 2024

PHYS 2133 Survey of Physics for the Health Professions - Prerequisite: MATH 1023. A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions. (F, S)

Plumbing (PLB)

PLB 1114 Plumbing Technology I - The course encompasses the fundamentals of trade math, basic sketching and specifications of rough plumbing systems, basic knowledge in the techniques of pipe joining, pipe cutting and pipe threading and the basics of single fixture and water heater installations. (F)

PLB 1124 Plumbing Technology II - The course continues the fundamentals of trade math, basic sketching and specifications of rough plumbing systems, basic gas piping procedures and vent sizing and the basics needed for the installation and maintenance of hot water heating systems. (S)

PLB 1214 Plumbing Technology III - The course continues the fundamentals of trade math, basic drawing and specifications of plumbing systems, more advanced skills for drainage piping and fittings including brazing and soldering, and basic troubleshooting of plumbing systems. (F)

PLB 1224 Plumbing Technology IV - The course continues the fundamentals of trade math, drawing and specifications of plumbing systems, basic skills for selecting, measuring, cutting, threading pipe, joints, leaks, and venting according to code for gas system appliances. (S)

PLB 1314 Plumbing Technology V - The course continues the fundamentals of trade math, with angle drawing and specifications of plumbing systems, estimations of labor and materials for minor plumbing installations and repair, advanced piping for water supply and distribution, sanitary and storm drainage and advanced venting requirements. (S)

PLB 1324 Plumbing Technology VI - The course provides a review of all training concepts. In depth study of the Code book, completion of all apprenticeship requirements and preparation for the state required exam. (S)

Practical Nursing (PN)

PN 1012 Body Structure & Function - Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree. 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. (F, S)

PN 1022 Nutrition - Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree. 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. (F,S)

PN 1101 Nursing of the Geriatric Patient- Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree. Includes normal aging process, characteristics of aging, special problems associated with aging and experience in the care of the aging patient. (F, S)

PN 1113 Pharmacology I - Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree. 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, 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. (F, S)

PN 1122 Nursing of Children - Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree . Covers the nursing of infant through adolescence, the behavior of well & sick children. (F,S)

PN 1206 Basic Nursing Principles and Skills - Prerequisite: Admission to Practical Nursing Program at Jonesboro/Marked Tree. 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. (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 - 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. Provides the student with instruction of administration and monitoring of the client with an IV as allowed in the Nurse Practice Act. (S, Su)

PN 2113 Pharmacology II - Prerequisite: must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404. 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. (S, Su)

PN 2122 Nursing of Mother & Infant - 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. 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, postpartum care, family planning and care of the newborn. (S, Su)

PN 2131 Mental Health - Prerequisite: Also must have a "C" or better in PN 1012, PN 1022, PN 1101, PN 1113, PN 1122, PN 1206, PN 1404. Covers common conditions of mental illness, prevention, care, and treatment of patients suffering from abnormal and normal responses. (Su)

PN 2206 Medical/Surgical Nursing I - 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. 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. (S, Su)

PN 2212 Medical/Surgical Nursing II - 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. 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. (Su)

PN 2406 Clinical III - 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. 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. (F, Su)

PN 2407 Clinical II - 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. 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. (F, S)

PN 2700 Supervised Experience in Practical Nursing - Prerequisite: Enrollment in approved number of credit hours by departmental approval only. 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(s) of credit hours available. (D)

Political Science (POSC)

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) ACTS: PLSC 2003

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) ACTS: PLSC 2103

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)

Plant Science (PSSC)

PSSC 1301 Plant Science Laboratory - Introduction to agronomic and horticultural concepts related to crop anatomy, growth/development, physiology, and pest identification and management. (F, S)

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. (F, S)

PSSC 2323 Agricultural Chemicals - Prerequisites: CHEM 1013 and CHEM 1011. Introduction to the types and uses of agricultural pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined. (D)

PSSC 2803 Field Crops - Field crops, types and varieties. Lecture two hours, laboratory two hours per week. (F, S)

PSSC 2811 Soils Laboratory - Co-requisite: PSSC 2813. (D)

PSSC 2813 Soils - Prerequisite: CHEM 1013 and CHEM 1011. Origin, classification, physical and chemical properties of soil and environmental considerations. (D)

Psychology (PSY)

PSY 1013 Human Relations - This course will cover basic psychological 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) ACTS: PSYC 1103

PSY 2023 Contemporary Psychology - Prerequisite: PSY 2013. Study of the nature of modern scientific psychology and its application to selected topics and issues of contemporary interest. (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) ACTS: PSYC 2103

Qualitative Mathematics (QM)

QM 2113 Business Statistics - Prerequisite: MATH 1023 or MATH 2143. 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. (F, S) ACTS: BUS 2103

Reading (READ)

READ 0023 Developmental Reading - A course designed to help students improve reading, vocabulary and comprehension skills. Students with ACT

reading scores below 19 must take this course. (This is a non-credit course.) (F, S, Su)

Renewable Energy Technology (RET)

RET 1003 Introduction to Renewable Energy Technology - This course introduces the concepts, methodologies and sources of renewable energy. Energy production and the environmental impacts from the use of fossil fuels will be compared with alternative forms of energy, including hydro-electric, solar, wind, geothermal, tidal, and nuclear energies. Upon completion, students should have a thorough understanding of renewable energy technology and its impact on humans and the environment. (F, S, Su)

RET 1013 Biofuels - History of biodiesel and early applications. Understanding biochemical methods involved in the generation of biodiesel from feed stocks, animal fats, and waste vegetable oil. Social, environmental, and economical aspects of the production and usage of biodiesel, as well as the structure and function of ethanol, and uses. Defines the fundamental processes involved in ethanol production. Identifies social, environmental, and economical effects of using ethanol as a fuel source. (F, S, Su)

RET 1024 Process Instrumentation - Intensive combined lecture/lab course designed to expose students to the spectrum of analytical instruments utilized in modern biofuels production.

RET 1035 Bioprocess Practices - Prerequisite: CHEM 1011; CHEM 1013. Involves in-depth examination of the methods utilized in the production of biofuel throughout the plant manufacturing process. The laboratory provides a hands-on experience of producing and testing biofuel.

RET 1114 Biomass and Feedstocks - This course is designed to provide students with content related to the sources, properties, and production of biomass feedstock; harvesting, transportation, storage, and processing. The course includes a detailed study of the form, structure, function, and reproduction of plants and the production, handling, and maintenance of biomass in the alternative fuels industry. Emphasis is placed on the study of types of biomass (i.e., annual crops, forestry byproducts, organic waste, landfill gas, etc.) economic costs, sustainability, waste products, and employment issues. Students will investigate photosynthesis, be introduced to biomass gasification by generating biomass gases, convert energy and mass from one form to another, examine the conditions that produce the highest conversion yields, discover the most efficient manners of producing biodiesel, and identify and conduct experiments with other potential catalysts. (S, Su)

RET 1713 Safety - This course emphasizes the importance of safety and sanitation in the industrial plant setting. Attention is focused on meeting federal safety regulations, setting up safety programs, and training in the concepts and practices used in industries. (F, S)

RET 1804 Internship - This course is a cooperative internship between industry and education and is designed to integrate the students' technical studies with industrial experience. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study. A minimum of 150 contact hours required for RET internship. Prerequisites: 45 credit hours toward graduation in the A.A.S.G.T. Renewable Energy Technology program, registration for the internship during the preregistration period prior to the semester of enrollment and completion of an Internship Agreement. (F, S, Su)

Registered Nursing (RNSG)

RNSG 2119 Nursing Process I - (9 hrs credit, 9 hrs/wk lecture) Pre-requisite: Admission to the ARNEC program Co-requisite: RNSG 2123. 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. (S)

RNSG 2123 Nursing Practicum I - Prerequisite: Admission to the ARNEC program Co-requisites: RNSG 2119 (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. (S)

RNSG 2216 Nursing Process II - Prerequisite: RNSG 2119, RNSG 2123 Co-requisite: RNSG 2413 (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. (Su)

RNSG 2413 Nursing Practicum II - Prerequisite: RNSG 2119, RNSG 2133 Co-requisite: RNSG 2216 (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. (Su)

RNSG 2511 NCLEX-RN Preparation - Prerequisites: RNSG 2119, RNSG 2123, RNSG 2216, RNSG 2413 Co-requisite: RNSG 2518, RNSG 2523 -(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. (F)

RNSG 2518 Nursing Process III - . Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123 Co-requisite: RNSG 2511, RNSG 2523 (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 experience 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. (F)

RNSG 2523 Nursing Practicum III - Prerequisites: RNSG 2216, RNSG 2413, RNSG 2119, RNSG 2123 Co-requisite: RNSG 2518, RNSG 2511 (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. (F)

Secondary Teaching Education (SCED)

SCED 2514 Introduction to Secondary Teaching - Prerequisites: 15 hours, praxis and portfolio. 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. (F, S)

Solar Energy (SE)

SE 1003 Introduction to Solar Energy - This course provides an introduction to electricity using solar/photovoltaic technologies. The course begins with a basic history of solar technology, solar technology advancements over the last 100 years and an overview of solar energy that culminates with hands on photovoltaic array installation. Topics also include basic residential and commercial solar electric and thermal system design and installation, markets and applications, and emerging technologies. (S)

Sociology (SOC)

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) ACTS: SOCI 1013

SOC 2223 Social Problems - Prerequisite: SOC 2213. Application of sociological concepts and methods of the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. (D) ACTS: SOCI 2013

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) ACTS: ANTH 2013

Spanish (SPAN)

SPAN 1013 Elementary Spanish I - Elementary Spanish I is designed to teach Spanish language and culture as complementary topics of study. 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. (D) ACTS: SPAN 1013

SPAN 1023 Elementary Spanish II - Prerequisite : SPAN 1013 or at least one year of high school Spanish. Elementary Spanish II is a continuation of Elementary Spanish I. (D) ACTS: SPAN 1023

SPAN 2013 Intermediate Spanish I – Prerequisite: SPAN 1023 or two years of high school Spanish. Intermediate Spanish I is a continuation of Elementary Spanish II. (D) ACTS: SPAN 2013

SPAN 2023 Intermediate Spanish II – Prerequisite: SPAN 2013. Intermediate Spanish II is a continuation of Intermediate Spanish. (D) ACTS: SPAN 2023

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)

Speech (SPCH)

SPCH 1203 Oral Communication - A basic speech course in which an understanding of the fundamentals of communication theory and proficiency in the use of oral communication skills are developed. (F, S, Su) ACTS: SPCH 1003

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 learner with the opportunity to gain and practice new interpersonal skills in an open, helpful, accepting environment. (D)

Special Education (SPED)

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)

Practical Nursing (SPN)

SPN 1103 Clinic I - Co-requisite: SPN 1107, SPN 1602 and SPN 1203. This clinical will emphasize basic nursing principles in conjunction with the geriatric patient and the medical/surgical patient. This clinical will be taught in nursing care facilities and hospitals. (F)

SPN 1107 Basic Concepts of Nursing I - Co-requisite: SPN 1103, SPN 1203, SPN 1602, SPN 1902. 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 - Co-requisite: SPN 1107, SPN 1103, SPN 1602, SPN 1902. 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. (F)

SPN 1207 Clinic II - Co-requisites: SPN 1702, SPN 1304, SPN 2603 and SPN 1405. Prerequisite: SPN 1103. 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. (S)

SPN 1304 Basic Concepts of Nursing II - Prerequisite: SPN 1107. Co-requisite: SPN 1207, SPN 1405, SPN 1702, SPN 2603. Continuation of Basic Concepts of Nursing I that teaches the basic fundamentals of nursing including basic skills, delegation, and attitudes needed to give basic nursing care. (S)

SPN 1306 Clinic III - Co-requisite: SPN 1801 and SPN 2503. Prerequisites: SPN 1207 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. (Su)

SPN 1405 Medical/Surgical Nursing II - Prerequisite: SPN 1203. Co-requisite: SPN 1304. 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. (S)

SPN 1602 Pharmacology I - Prerequisite: MATH 0003 or higher. Co-requisite: SPN 1107, SPN 1203, SPN 1103, SPN 1902. 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. (F)

SPN 1702 Pharmacology II - Prerequisite: SPN 1602. Co-requisite: SPN 1207, SPN 1304, SPN 1405, SPN 2603. 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. (S)

SPN 1801 Mental Health - Co-requisite: SPN 1306, SPN 2503. 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 - Co-requisite: SPN 1103, SPN 1107, SPN 1203, SPN 1602. 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 - Prerequisite: SPN 1405, SPN 1207, SPN 1304, SPN 1702. Co-requisite: SPN 1306, SPN 1801. Continuation of Medical/ Surgical Nursing II of common conditions of illness and nursing care of adult patients in acute, subacute or convalescent stages of illness, including administration of drugs. (Su)

SPN 2603 Nursing of Mothers and Infants - Co-requisite: SPN 1207, SPN 1304, SPN 1405, SPN 1702. 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)

Certified Nursing Assistant (CNA)

CNA 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)

Surgical Technician (SUR)

SUR 1001 Basic Operating Room Techniques Lab - Fundamental procedures of perioperative patient care. Guided practice prior to clinical experience. (F)

SUR 1003 Basic Operating Room Techniques - Orientation to surgical techniques with emphasis on basic patient care concepts, asepsis, and the surgical environment, and case preparation and procedures before, during, and after surgical procedures. (F)

SUR 1005 Wound Care - Prerequisite: SUR 1003 and SUR 1001. Promoting successful wound care with emphasis on aseptic technique. Applying actual wound care components which include cleaning, dressing, determining frequency of dressing changes, and reevaluation of wound. (F)

SUR 1202 Clinical Practicum I - Supervised clinical experience. Observation of patient care procedures, beginning skills of sterilization/disinfection and aseptic techniques. (F)

SUR 1303 Medical Terminology - Introduction to commonly used medical abbreviations and terminology used in the health care setting. (F)

SUR 2002 Perioperative Practice - Overview of surgical technology as a profession. Explores standards of care, criteria for professional growth and ethical and legal issues surrounding the profession. (S)

SUR 2003 Advanced Operating Room Techniques Lab - Prerequisite: SUR 1001. Guided practice on specialty procedures with emphasis on functioning independently during clinical experience. (S)

SUR 2005 Advanced Operating Room Techniques - Prerequisite: SUR 1003 and SUR 1001. Emphasis placed on specialty procedures and instrumentation. (S)

SUR 2204 Clinical Practicum II - Prerequisite: SUR 1202. Supervised clinical experience and the application of advanced techniques in aseptic and surgical procedures. (S)

SUR 2302 Pharmacology for Surgical Technology - Introduction to the classifications, actions, and uses of drugs. Calculations of dosages and drug preparation with emphasis on varying surgical procedures. (S)

SUR 2518 Clinical Practicum III - Supervised clinical experience. Four (4) week rotation of clinical experiences on an advanced level. (Su)

SUR 2702 Seminar - Review of major theoretical and technical concepts of the surgical technician profession. (Su)

Social Work (SW)

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)

Telecommunications (TCOM)

TCOM 1003 Installer - This course focuses on the fundamentals of basic electricity and DC/AC, data, voice and video cabling methods, techniques and standards, and safety procedures including climbing ladders and electrical poles. (F)

TCOM 1012 Security and Alarm - This course will prepare students for entry level careers in security and alarm system installation and repair. Emphasis will be placed on hands on training with common security and alarm system equipment. (Su)

TCOM 1013 Installer Technician - Prerequisite: TCOM 1003. This course will prepare the student for a career in the Telecommunications field. The majority of this course will consist of hands on activities that mimic the tasks the student will use on the job on a day to day basis. (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. This is the first networking course offered in the Telecommunications program that helps prepare the student to sit for the Cisco Certified Entry level Networking Technician (CCENT) certification exam. (F)

TCOM 1133 Fiber Optics - Outside Plant - An introduction to fiber optics as a telecommunications medium. Emphasis will be placed on the outside plant including aerial and underground installations. Students will learn correct fiber optic cable installation procedures, fusion splicing and measurement techniques. Students will also learn correct procedures to test and troubleshoot the fiber plant with an OTDR. (F)

TCOM 1143 Internetworking/ TCP/IP - Prerequisite: TCOM 1103; TCOM 1113. This course is designed to teach networking concepts by applying them to a type of network you might encounter on the job in a small to medium business or ISP. The course introduces the student to the help desk and emphasizes soft-skills. The course also educates students in device configuration, routing, ISP services and responsibilities. (S)

TCOM 1233 PCs for Telecommunications I - Introduces the student to PC hardware fundamentals and basic troubleshooting of components in a personal computer. Extensive hands on labs will prepare students to troubleshoot and maintain modern computer systems. This course maps directly to and prepares a student to sit for the 2009 CompTIA A+ Essentials exam. (F)

TCOM 1303 PCs for Telecommunications II - Prerequisite: TCOM 1233. The PCs for Telecommunications II course continues the study of personal computers for use as interface devices and focuses on operating systems used by personal computers and advanced troubleshooting techniques. (S)

TCOM 1803 Service Technician - Prerequisite: TCOM 1003. 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. (S)

TCOM 1853 Troubleshooting Advanced Services - Prerequisite: TCOM 1003. 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. (S)

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 coordinate learning activities with employer or work site supervisor. Prerequisite: Completion of 36 hours toward the Technical Certificated in Telecommunications. (Su)

Technical (TEC & TECH)

TEC 1753 Basic Mechanics - This course introduces the principles involved in the performance of mechanical work. Various drive types, gears belts, pumps, pipes and other mechanisms will be included. (S)

TEC 1763 Basic Electricity I - An introduction to basic electrical terminology, units, symbols, concepts, notation, basic measurement techniques and equipment usage. Topics include charge, AC/DC current and voltage, resistance, Ohm's Law, power, series and parallel circuits, and basic troubleshooting techniques. (S)

TECH 1002 Introduction to Welding - Co-requisites: DT 1002; DT 1032; DT 1042; DT 1153; DT 1512. 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 component 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)

TECH 2091 Mechatronics III - The Mechatronics course is design to give a field of study that focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas are all areas combine together to operate, maintain and trouble shoot a manufacturing scenario. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (Su)

TECH 2093 Mechatronics I - The Mechatronics course is design to give a field of study that focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas in Mechatronics I are pick and place feeding, gauging, orientation processing and sorting and buffering machinery in a manufacturing area. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (F)

TECH 2193 Mechatronics II - The Mechatronics course is design to give a field of study that focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. Focus areas in Mechatronics II are Servo Robotics, Mechanical Torque and Automated Inventory Storage type systems found in a manufacturing area. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment. (S)

Theatre (THEA)

THEA 1203 Introduction to Theatre - Prerequisite: ENG 1003. 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. (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 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 – Prerequisite: THEA 2223. The exploration of the history and design of costumes through a variety of projects. (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 2271 Theatre Workshop III - Prerequisite: THEA 2261. The second year in the workshop sequence. Open to all interested students by permission of the instructor. (D)

THEA 2281 Theatre Workshop IV - Prerequisite: THEA 2271. Continuation of 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 dramatic presentations is required. (F, S, Su)

University (UNIV)

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)

Wind Energy (WE)

WE 1003 Introduction to Wind Energy - Students will be exposed to the many facets of the wind industry. This course will cover the history and development of the wind industry, terminology used in the wind industry setting, types and uses of various wind turbines and technologies associated with them, environmental, ecological, and economic issues of the wind industry as well as the future endeavors of this revolutionary field. This course will also provide students with direct contact with producers, managers, laborers, regulators, planners, and others in the field. (F)

Welding (WELD)

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. (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)

WELD 1403 Manufacturing Safety - This course will cover health and safety guidelines used in today's Industrial settings. Material covered will include safe work practices for use of electrical, mechanical, and fire safety as well as the laws governing them. Occupational health precautions will also be covered. (F, Su)

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. (S)

WELD 2204 Advanced MIG Welding - Prerequisite or Corequisite: WELD 1204 or equivalency exam. Advance study of the application of Gas Metal Arc Welding (MIG) process. This course will include welds made in the overhead and vertical positions. Welding experience is required for successful completion of this course and will include WELD 1204 or an equivalency exam. (S)

WELD 2304 Advanced SMAW - Prerequisite or Corequisite: WELD 1304 or an equivalency exam. 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. (F)

WELD 2314 SMAW- Pipe Welding - Prerequisites: WELD 1304; WELD 2304 or proficiency on an equivalency exam. A study of the application of pipe welding using the Shielded Metal Arc Welding (stick) process. This course will include welds made on carbon steel pipe in the 1G, 3G, and 5G positions (F, S)

WELD 2413 Welding Fabrications - This course will cover the use of tools and procedures used in the design and fabrication of metallic products. Skills will include measurement, geometric layout, and use of specialized tools. (F,S)

WELD 2513 Blueprint Reading - This course covers prints and drawings used in the welding industry. The material will cover various types of prints, dimensioning, and symbols. (F,S)

WELD 2613 Welding Technology - A study of technologies and concepts associated with the welding and metalworking processes. Materials covered will include welding processes, equipment, codes, and heat treatments of various metals. (F, S)

WELD 2800 Special Projects - Prerequisite: Enroll by permission of instructor. This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit (1-3 credit hours). (F, S)

WELD 3304 SMAW - PIPE WELDING – Prerequisite: WELD 1304 and WELD 2304, or proficiency on an equivalency exam. A study of the application of pipe welding using the Shielded Metal Arc Welding (stick) process. This course will include welds made on carbon steel pipe in the 1G, 3G, and 5G positions. (F, S)

Zoology (ZOOL)

ZOOL 1004 Basic Human Anatomy and Physiology - Prerequisites: BIOL 1003. 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. (Lab fee required) (D)

ZOOL 1041 Biology of Animals Lab - Co-requisite: ZOOL 1043. Two hours per week (Lab fee required). (D) BIOL 1054

ZOOL 1043 Biology of Animals - Fundamentals of modern zoology and a survey of the phyla. Lecture three hours per week. (D) ACTS: BIOL 1054

ZOOL 2001 Human Anatomy and Physiology I Lab - Co-requisite: ZOOL 2003. Laboratory two hours per week. (Lab fee required) (F, S) ACTS: BIOL 2404

ZOOL 2003 Human Anatomy and Physiology I - Corequisite: ZOOL 2001. Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Lecture three hours. (F, S) ACTS: BIOL 2404

ZOOL 2011 Human Anatomy and Physiology II Lab - Prerequisite: ZOOL 2001; ZOOL 2003 Co-requisite: ZOOL 2013. Laboratory two hours per week. (Lab fee required) (F, S) ACTS: BIOL 2414

ZOOL 2013 Human Anatomy and Physiology II - Prerequisite: ZOOL 2003 or Corequisite: ZOOL 2011. Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. Lecture three hours. (F, S) ACTS: BIOL 2414



GENERAL INFORMATION

General Information

(in alphabetical order)

ADMISSIONS/REGISTRATION

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 Office of Admissions/Registrar may call (870) 512-7800 or 1-800-976-1676. The fax number is (870) 512-7825 and the website is www.asun.edu.

GETTING STARTED

1. Apply

A. Complete an online application at www.asun.edu.

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

B. For questions, call the Office of Admissions/Registrar at 870-512-7725 or Toll-Free at 800-976-1676.

C. Additional Requirements may be needed for acceptance into specific programs of study that include Cosmetology, High Voltage Lineman Technology, Nursing Allied Health and Surgical Technology.

2. Submit your items to complete the admissions process. Prospective students should submit the following required credentials prior to the date of desired registration:

A. 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.)

B. 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.

C. Provide proof of immunization in accordance with directives from the Arkansas State Board of Health: **proof of two separate injections for Measles, Mumps, and Rubella (MMR).**

D. Transfer/Transient students must submit Official copies of transcripts from each college or university attended.

E. All Admissions documents should be submitted to:

Arkansas State University-Newport
ATTN: Office of Registrar
7648 Victory Boulevard
Newport, AR 72112

3. Plan

A. Review the Financial Aid site at www.asun.edu to find information on scholarships, PELL grants, and student loan possibilities. Complete FASFA as soon as possible. Refer to the Financial Aid/Scholarship section and the ASUN website, www.asun.edu, for further details.

B. Veterans: Contact our VA representative at 870-512-7877 to discuss GI Bill Benefits. Refer to the Veterans section for further details.

C. Activate your ASUN Login :

- i. Go to www.asun.edu
- ii. Click on the “? Portal Help” link on the right side of the screen.
- iii. Follow the instructions and link on the page.

D. Contact your advisor. An academic advisor is assigned to each student to help ensure student success. Your advisor and contact information will be identified in correspondence from the Office of Admissions/Registrar. Refer to the Academic Advising section for further details.

4. Enroll

A. Paper copies of the Course Schedule are available at each campus; or you may access the schedule online at www.asun.edu.

B. First-time students are required to be Advised before they are able to enroll in courses. After you meet with your advisor, you may log in to the My ASUN Portal to enroll in your classes. Portal instructions may be found in the E-mail Activation and Logging into the Portal section.

C. To enroll in courses, go to www.asun.edu. Login to the My ASUN Portal and click on the Academics Tab. --> Campus Connect Student Links--> Add/Drop Courses.

5. Changes in Schedule

A. During the first week of classes, a course may be dropped by following the instructions listed above in 4c.

B. After the first week of classes, to drop a course, a withdrawal form must be submitted to the Office of Admissions/Registrar. This form is found under the Admissions Tab in the My ASUN Portal. Students that withdraw from a course after the first week of class will receive a grade of "W" on their academic record.

6. Withdrawing from the College (Withdrawing from all courses for a semester): Withdrawing from college will affect the time necessary to complete a program of study and may affect a student's financial aid. ASU-Newport has professional staff trained to help students overcome problems that might negatively affect their academic goals.

A. Students considering withdrawal from the College must consult with their Academic Advisor. The Withdrawal form must be signed by the student and Academic Advisor.

B. Students receiving Financial Aid should meet with their Financial Aid Advisor prior to withdrawing from a course or from the College.

C. Students are encouraged to consult with Counseling Services prior to withdrawal. Refer to Counseling Services for further information.

7. Payment

Payment arrangements for student account charges must be made before the first day of class. Students who have not made payment arrangements may be dropped from the courses in which they are enrolled. **Payment arrangements include:**

- **Payment in full by cash, check, or credit card**

- **Complete arrangements with the Business office or online through FACTS with 25% of tuition and fees paid as a down payment**
- **Proof of financial aid award**

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 are in good standing at 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 Director of

Admissions/Registrar. **Students admitted in this category are:**

- A.** Applicants from high schools not accredited by the state.
- B.** Transfer students who do not have a 2.00 GPA may be admitted conditionally if they are eligible to return to the college 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 Director of Admissions/Registrar for conditional admission. The College believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the College. 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

College. During subsequent enrollment terms, students who were granted conditional admission will be subject to College policy as outlined in the Academic Probation and Suspension section of this catalog. Some short-term technical programs could be exempt from the prerequisite requirements. Check the Office of Admissions/Registrar for details.

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. The Arkansas Department of Health requires all students that attend college require proof of immunizations for two separate doses of Measles, Mumps, and Rubella (MMR) unless they are eligible for a waiver.

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 college 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 have appropriate test scores may enroll in college 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 upon the student's request, the credits earned will be forwarded to their "home" institution. 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. Transfer Students

A student may transfer from another accredited college or university and seek a degree at Arkansas State University-Newport. Transfer students must complete an Application for Admissions. In addition, they must provide an official transcript from each accredited college or university attended; proof of two doses of immunization for Measles, Mumps, and Rubella; and placement scores if they are not transferring credit for College Algebra and Freshman English I (or

their equivalent).

7. 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/Registrar. Upon approval by the Director of Admissions/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.

8. Admission and Enrollment of International Students*

In addition to regular procedures, special conditions apply to the admission and enrollment of international students.

For students requesting a student visa, requirements include:

- Application for Admission
- Proof of a minimum English Proficiency (i.e. TOEFL, IELTS, etc.)
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella)
- Proof of current negative TB tine test or clear tuberculosis chest x-ray
- Placement scores (ACT/SAT/COMPASS)
- Notarized copy of high school diploma in English
- Official copies of all college transcripts of other colleges/universities attended
- Complete Home of Record Address
- Deposit of \$8,000

For International students transferring from other institutions, requirements include:

- Application for Admission
- Proof of a minimum English Proficiency (i.e. TOEFL, IELTS, etc.)
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella)
- Proof of current negative TB tine test or clear tuberculosis chest x-ray.
- Placement scores (ACT/SAT/COMPASS)
- Notarized copy of high school diploma in English
- Official copies of all college transcripts of other colleges/universities attended
- Complete Home of Record Address
- Copy of current I-20
- Copy of current I-94
- Agreement of understanding that all tuition and fees must be paid at the time of registration.

The application and all supporting documentation must be received in the Office of Admissions/Registrar at least 6 weeks 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.**

PUBLIC INFORMATION AND FERPA

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/Registrar 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.

ACADEMIC ADVISING

An Academic Advisor is a faculty or staff member assigned to a student for the purpose of mentoring, helping to plan a course of study, approving schedules, and approving changes of schedules.

Each student has an academic advisor. All first-time students are required to be advised before enrolling in courses. All students who select an area of major interest will be assigned an advisor in the area selected. Students who do not select a major upon enrolling will be assigned to a general advisor. Once a major has been selected, they may be reassigned to an advisor in the area selected. A student may request a change of advisor by completing a form and returning it to the Office of Admissions/Registrar. Forms are available on line in the Admissions Tab in the My ASUN Portal.

ACADEMIC DISTINCTION

The 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). The 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).

Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receive a scholastic achievement certificate from ASU-Newport. At Commencement, graduates who have a cumulative 3.8 GPA will be awarded the Chancellor's Award for Academic Excellence.

ACADEMIC LOAD

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

ACADEMIC 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. Transfer/Transient students must provide official transcripts showing good standing from the last college/university attended. A student who has been academically suspended may petition for re-admission (after sitting out the semester following the semester in which they were suspended). Readmission is not automatic; each case will be judged on merit. Steps for petitioning for re-admission include:

1. Obtain a petition form and a current transcript from the Office of Admissions/Registrar.
2. Submit the completed petition and the transcript to the Vice Chancellor for Academic Affairs.

*Summer enrollments are not included in this policy.

Forms may be found under the Academics Tab in the Portal or are available in the Office of Admissions/Registrar.

ADULT EDUCATION

The Adult Education program is designed to improve and refine the academic skills of students, as well as enable them to attain the life skills needed to improve the quality of their lives. Instructors are available to assess the educational needs and prepare the students for completion of the GED Tests. The program is designed to allow the students to set their own pace in order to accomplish their goals as quickly as possible. In addition to the various locations, the program may be entered at any time to facilitate the students' participation. There is no charge for tuition or books for this program.

The Newport campus Adult Education program is offered on-campus and at various locations off-campus as a convenience for students wishing to obtain an Arkansas High School Diploma. For more information, please call the Newport Coordinator of Adult Education at 870-512-7824.

The Marked Tree campus and satellite locations offer services for students wishing to obtain a Arkansas High School Diploma. For more information, please call the Director of Student Services at 870-358-2117.

ASSESSMENT

A fundamental purpose of our assessment plan is program and service improvement as well as to determine the extent to which the institution is fulfilling its stated mission. Assessment at Arkansas State University-Newport (ASUN) is a shared process of intentional, systematic measurement that is used to document, reflect upon, and improve student learning. ASUN's assessment program is an ongoing process. ASUN views assessment as the collective responsibility of administration, faculty, staff and students to gather and use information which can be used to maintain and enhance the quality of ASUN's programs and services as well as facilitate student success.

Each program has established learning outcomes that center upon what ASUN believes all students should master upon completion of a particular course of study. While enrolled in a program, students will continuously be assessed regarding the extent to which they demonstrate proficiency for these outcomes. Additionally, ASUN has instituted core learning outcomes for associate level courses. These core competencies focus on four distinct categories: communication, math, critical thinking, and technology. ASUN strives to ensure that every student graduating from ASU-Newport with any Associate Degree will be proficient in these four categories of learning.

Assessment is a perpetual process and Arkansas State University-Newport will continue to dedicate itself to developing and strengthening assessment practices that are mindful of student learning and reflective of educational values. Arkansas State University-Newport strives to attain assessment practices that demonstrate a clear purpose and lead to effectual change.

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.

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.

BOOKSTORE

ASU-Newport is proud to offer a convenient on-campus full-service bookstore to its students. The bookstore is operated by our business partner, BBA Solutions. We offer a year-round bookstore on the Newport campus in the Student Community Center. We offer seasonal bookstore options on our Jonesboro and Marked Tree campuses. We also offer the ability to purchase textbooks and merchandise year-round online at asun.edu. For more specific information regarding the campus bookstores, please visit us online at www.asun.edu.

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 **Newport campus police department** is staffed with two officers and open 16 hours a day. Each police officer meets Act 452 of 1975 (complied Arkansas Statue 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 Newport campus telephone number is 870-512-7866 and the cell phone numbers are 870-217-1348 or 870-217-1347.

Marked Tree or Jonesboro campus students should contact the main office or local police in case of an emergency. **Call the Marked Tree police department at 870-358-2024 or Jonesboro Police Department at 870-935-5553.**

CAMPUS SAFETY AND YOUR RIGHT TO KNOW

A safety guide is provided online at www.asun.edu/universitypolice/campus-safety.pdf. Printed copies of the publication are available by writing to Student Services and providing an address.

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 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 educational 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.

CAREER FACILITATORS

The Career Facilitator program is a grant funded program that is designed to support and assist high school students and adults to obtain the education and skills required for employment opportunities. Career Facilitators provide information about the importance of postsecondary education, facilitate the development of individual career plans and portfolios, assist students with enrolling in education or training programs, provide information about career options, career pathways, and educational requirements, provide opportunities for job shadowing, mentoring, internships, and other career awareness activities, provide or connect low-income students to support services that will ease the transition to postsecondary education, connect students to academic enrichment activities such as study groups, tutoring, and workshops on effective study skills, connect high school students to early college programs, the Smart Core curriculum, Advanced Placement classes, and academic and career and technical education programs and concurrent-credit enrollment.

ASU-Newport received five positions to work in public school systems in Jackson, Poinsett, and Woodruff counties. For more information, contact the Vice Chancellor on the Marked Tree campus at 870.358.8614 or email jeff_bookout@asun.edu or the Vice Chancellor for Student Affairs on the ASU-Newport campus at 870.512.7812 or email mrobertson@asun.edu.

CAREER PATHWAYS INITIATIVE

Arkansas Career Pathways is a grant funded program that provides assistance to qualified Arkansas parents and/or legal guardians 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.

The Career Pathways program is available for both credit and non-credit students at the ASU-Newport (870-512-7856), ASUN Jonesboro Campus (870-680-8730) and ASUN Marked Tree campus (870-358-8615).

For more information, contact Career Pathways at 1-866-454-4686 (toll-free) or email 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.

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**
- **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 at www.asun.edu under Career Services.
- **Special Programs:**
Job Search Counseling

The Newport Counseling office is located in Walton Hall room A. Student Services/Financial Aid is located in the Student/Community Center.

Counseling office - 870-512-7890

Student Services/Financial Aid office at 870-512-7838

email cheryl_cross@asun.edu.

Marked Tree Student Services Office is located in Building A.

Student Services office - 870-358-2117

email ashley_buchman@asun.edu.

Office hours are 8:00 a.m.-4:30 p.m., Monday through Friday.

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 college 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 copyright 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 college 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 college 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 college 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, using the Internet, radio, playing games, watching movies, or using file sharing applications (Peer-to-Peer) for personal use.
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using university resources for commercial activity such as creating products or services for sale.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to 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.

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 three separate series offered at ASU-Newport through the Office of Continuing Education. The 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 Children's Series, in partnership with the Iron Mountain Regional Arts Council, is offered four times per year, highlighting programming for children ages about 3-10. Both the Concert~Lecture Series and the Children's Series are offered free to the public.

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", Country Music star Pam Tillis, the Chinese Acrobats, the Memphis Symphony Orchestra with The Classical Mystery Tour performing Beatles hits, musicals featuring the songs of Irving Berlin and George and Ira Gershwin, and some very high energy shows straight from Branson, MO. Tickets for this series are sold at the ASU-Newport Business Office, located in the Student/Community Center, 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.

CONTINUING EDUCATION UNITS (CEU)

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

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 Counseling office is located in Walton Hall room A. The business hours are 8:00 a.m. to 4:30 p.m. Students can walk in for services, but appointments are preferred. Appointments may be made by calling 870-512-7890. The last appointment of the day is 4:00 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, abilities, and personality instruments are used in this process. 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.

CREDIT TYPES

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.

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.

NON-TRADITIONAL CREDITS (MAXIMUM 30 HOURS)

Upon successful completion of a minimum of six credit hours with ASU-Newport, a student is eligible to receive up to 30 credit hours through non-traditional methods. A student must submit a Petition for Non-Traditional Credit to the Registrar for each course they feel they might be eligible. The petition(s) must present a clear argument that the petitioner has met all the course requirements. Prior to completing the petition, students should view the course description in the course catalogue and research the course syllabus available in the Division Chair tab in the Portal. Included with the petition must be evidence to support the petition. Evidence might include: Letters from instructors, performance evaluations, transcripts from technical schools, training certificates, and professional development documentation. 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. All Non-Traditional Credits will receive a grade of "AS" and will be grade neutral for cumulative grade point average.

TRANSFER CREDIT POLICY

Students who present official transcripts of college-level credit from regionally accredited and international institutions may receive credit toward a degree on any passing grade where the subjects are determined to be applicable toward requirements for a degree at the college. Only the courses determined to be appropriate for the degree requested will be added to the student's transcript. 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.

DISABILITY SERVICES

The Vice Chancellor for Student Affairs is the college'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 (Newport Campus) or 870-358-4108 (Marked Tree/Jonesboro) or visit Student Services/Financial Aid (870-512-7838) located in the Student Community Center (Newport Campus) or Building A, Room 109 (Marked Tree Campus).

VOCATIONAL REHABILITATION

Refer to the Financial Aid/Scholarship section for further information.

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.)

DISTANCE EDUCATION (Online)

You can find information about the online courses ASU-Newport offers at 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 maintaining 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 gain access to online classes or material that is available to students online, a student will need to login to the Portal at www.asun.edu. In order to access the portal the student must activate their email account (portal and email use the same account).

E-MAIL ACTIVATION AND LOGGING INTO THE PORTAL

There are three ways to activate your email account:

1. Go to www.asun.edu.

- A.** Click on the "? Portal Help" link on the right side of the screen.
- B.** Follow the instructions and link on the page.

2. Click on the My ASUN Portal link from www.asun.edu.

- A.** Click on the Student Account link that is on the left hand side under Quick References.
- 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, campus id, password of your choice, and the year of your high school graduation
- 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.

3. Go to 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

Steps for Logging into the Portal:

After your email account has been activated you should be able to log in to the portal. Go to <http://portal.asun.edu> or click on the My ASUN Portal link on our main page. The Portal Help button will give you more detailed instructions if you need them. If you still cannot log in, contact Tamya Stallings at 870-512-7822 or Debbie Keyton at 870-512-7847.

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

ENROLLMENT

Refer to the Admissions/Registration section on Getting Started section 4 for information on enrolling in courses.

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.

FINANCIAL AID AND SCHOLARSHIPS

The primary purpose of the Financial Aid Office is to provide financial resources to students who would otherwise be unable to pursue a college education. Information on available financial aid is disseminated to both currently enrolled and prospective students.

The staff in the Financial Aid Office seeks to accomplish this purpose by making every effort to meet the demonstrated financial needs to all students enrolled at Arkansas State University-Newport. Financial aid is awarded on the basis of demonstrated need except where funds are specified for recognition of special talents or abilities. Practices and procedures followed by the Financial Aid staff ensure fair and equitable treatment for all applicants.

The director and the staff of the office compile composite financial aid packages for individual students to provide maximum grant and scholarship funds, along with part-time employment, in order to keep the necessity for loans at a minimum. They assist students in seeking, obtaining, and utilizing to the best advantage all financial resources available. The office seeks to obtain maximum funding for all aid programs-federal, institution, and state sources.

Detailed information and financial aid application forms may be obtained by visiting our website at <http://www.asun.edu/FinancialAid/Index.htm>

All requested financial aid documents for federal student assistance must be received by the Financial Aid Office by May 1 of the award year to ensure delivery of funds by the beginning of the fall term. For students starting with the spring semester, requested documents must be received by September 15 to ensure delivery of funds by the beginning of the spring term.

Federal Aid Programs

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Direct Student Loan (subsidized and unsubsidized)
- Federal Work-Study Program
- Federal Direct Parent Loan for Undergraduate Students

State Programs

- Arkansas Academic Challenge/Lottery Scholarship
- Distinguished Governor's Scholarship
- Governor's Scholarship
- Higher Education Opportunities Grant (Go! Opportunities Grant)
- Law Enforcement Officer's Dependents Scholarship
- Military Dependents Scholarship Program
- State Teacher Education Program (STEP Program)

- Workforce Improvement Grant (WIG)

Detailed information and application may be obtained by visiting the Arkansas Department of Higher Education website at www.adhe.edu.

University Aid Programs:

- Academic Scholarships*

*Descriptions and guidelines for ASU-NEWPORT institutional academic scholarships may be found at <http://www.asun.edu/FinancialAid/ScholarshipInformation.htm>.

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 at Newport or Marked Tree.

FOOD SERVICES

A privately owned food vendor offers food service for both breakfast and lunch on the Newport campus.

Vending machines are available in several locations on all campuses. Food and drinks are not allowed in any classroom or lab.

GRADING SYSTEM

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 credit hours 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.

GRADING SYSTEM

Letter grades are used to indicate the following qualities:

- A = Excellent
- B = Good
- C = Satisfactory
- D = Poor
- F = Failure
- AS= Advanced Standing
- I = Incomplete
- W = Withdrawals
- S = Satisfactory (a C or better)
- U = Unsatisfactory
- AU = Audit

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. 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. Students should contact their VA or Financial Aid advisor prior to repeating courses. Some benefits do not apply to repeat credit. Developmental courses are not included in this policy.

ACADEMIC DISTINCTION

Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receive a scholastic achievement certificate from ASU-Newport. At Commencement, graduates who have a cumulative 3.8 GPA will be awarded the Chancellor's Award for Academic Excellence. See the Academic Distinction section for further details.

INCOMPLETE GRADE POLICY

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade: The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor. At the time of the incomplete request, the student must have successfully completed a substantial portion of the coursework. At the time of the incomplete request, the student must have a passing grade in the course. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.

A student may be required to submit documentation to support the reason(s) the student is not able to complete the coursework. The student and instructor must complete a "Request for Incomplete Grade" form outlining specific work required for course completion and expected date of completion. The Incomplete form can be found at www.asun.edu under the Admissions link under the My Portal link.

Incomplete status is not granted until the form has been completed, the appropriate Division Chair has approved and the form submitted for record with the Registrar. Normally, students must complete all required work by the end of the following term. Should this work not be completed within this time frame, the Incomplete grade will be changed to an "F" on the student's transcript. The one term completion requirement is a maximum time period; instructors may require a shorter time period for satisfactory completion of the course. Students unable to complete a course because of military duties or extended jury duty may not be required to meet all of the requirements outlined above.

The instructor will notify the Registrar upon successful completion of all coursework and will report the student's grade. If the student fails to complete the coursework as agreed, the instructor will notify the Registrar and the report the grade as an "F".

GRADUATION

APPLYING FOR DEGREES AND CERTIFICATES

Continuous enrollment is defined as a student being enrolled without sitting out a fall or spring semester. If continuously enrolled, students may graduate under the ASU-Newport catalog in effect when they first enrolled or the current catalog. If students re-enroll after sitting out at least one semester, they may graduate under the catalog in effect when they re-enrolled or the current catalog.

Students must have earned at least 15 credit hours at ASU-Newport to receive a degree or a technical certificate with a cumulative GPA of 2.0. Refer to the Intent to Graduate section for further information.

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 Office of Admissions/ Registrar NO LATER than October 1. Students intending to graduate in the spring semester and/or summer must submit the form NO LATER than March 1. The form is available online at www.asun.edu or in the Office of Admissions/Registrar at each campus. 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.

GRADUATION REGALIA/COMMENCEMENT

Commencement is held at the end of the spring semester for the Newport Campus and at the end of the first summer term for the Jonesboro and Marked Tree Campuses. The Office of Admissions/Registrar will forward information on Academic Regalia and commencement to all graduate candidates.

HEALTH INSURANCE

The university offers each student the opportunity to purchase an accident and hospitalization insurance policy as part of a group consisting of ASU-NEWPORT students and students enrolled in other colleges 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 on the Newport Campus or Student Services office located in Building A on the Marked Tree campus. A reputable insurance company provides this insurance and the college 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.

IDENTIFICATION CARDS

Students may get an ASU-Newport Student ID at the Newport, Marked Tree, or Jonesboro Campus 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 college 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.

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. For the latest updates consult ASUN Portal: portal.asun.edu. Regional and local news media will also publicize the cancellations and/or delays. 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.

LEARNING RESOURCE 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 com-

puter 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. 870-512-7867

LIBRARY

The Harryette M. Hodges and Kaneaster Hodges, Sr. Library at the Newport Campus, Jonesboro Campus Library, and the Marked Tree Campus Library serve as centers 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. 870-512-7862 (Newport); 870-680-8720 (Jonesboro); 870-358-8624 (Marked Tree).

Textbooks are in our Reserve Collection. These books are available for in-library use. Students can checkout Microsoft Office disks in the library. Students must present a valid ASU-Newport Student ID and copy of current schedule to check out Microsoft Office disks.

STUDENT IDENTIFICATION CARDS

Students must have a valid Student ID to borrow materials. Student ID cards are made at each campus library.(See Identification Cards section)

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. For more information call 870-512-7862 or 870-512-7861

REFUND OF TUITION AND FEES SCHEDULE

Refer to the TUITION AND FEES SECTION for specific information.

STUDENT CLASSIFICATION

Beginning students as well as transfer and continuing students with fewer than 30 semester credit hours are classified as freshmen; students with 30-60 credit hours are classified as sophomores.

STUDENT ACTIVITIES

Student organizations and activities, representing many fields of interest, offer experiences that will foster life skills and personal enrichment.

Examples of activities include, but are not limited to:

- Community Resource Fair
- Concert~Lecture and Patron Series
- Earth Day Celebration
- Spring Fling
- Intramural Sports
- Real Life Workshop Series
- Travel Study (Once per year)
- Welcome Week

GENERAL POLICIES CONCERNING STUDENT ORGANIZATIONS: See Student Handbook.

STUDENT LEADERSHIP/INVOLVEMENT OPPORTUNITIES

Students are strongly encouraged to enhance their overall college experience through involvement in campus groups and activities. These groups offer opportunities for leadership, recognize scholarship, encourage citizenship, and provide social experiences. Leadership, Honorary, and Special Interest Groups/Organizations include the following:

LEADERSHIP ORGANIZATIONS AND OPPORTUNITIES

STUDENT AMBASSADORS

Six Student Ambassador Scholarships are awarded every year for eligible students. Contact the Counseling Office at 870-512-7890 for further information.

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 college community, while giving student leaders a place to develop sound leadership skills through the process of programming. For more information, contact the Counselor at 870-512-7890 or visit the office located in Walton Hall, room A.

STUDENT PARTICIPATION IN COLLEGE 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 committee membership--only full-time students who are not on academic or disciplinary probation may hold positions on college 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.

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. For more information, contact the Counselor's Office at 870-512-7890, or Janna Ellis at 870-512-7816, janna_ellis@asun.edu.

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.

BIOLOGY CLUB

The Biology Club sponsors science-related activities on and off campus, including Earth Day Celebration, Arkansas Department of Transportation Adopt-A-Highway Program, and campus Tree Planting Ceremonies. Participation is open to any interested students. Contact the Biology Department for further information.

PHYSICAL EDUCATION MAJORS CLUB

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

STUDENT PRACTICAL NURSING 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.

STUDENT VETERANS ASSOCIATION

The Arkansas State University-Newport Student Veterans Organization provides student veterans and their dependents opportunities for social support, networking, and leadership development. It supports the educational mission of the college and promotes community service. Membership is open to all student veterans and their family members that are currently enrolled in a minimum of six hours at ASU-Newport, ASU-Newport Alumni, and veteran faculty/staff.

TESTING SERVICES

Arkansas State University-Newport offers the following Tests:

- **American College Testing (ACT)**
ACT test schedules and additional information may be obtained in the Counselor's office located in Walton Hall or by calling 870-512-7890. **ACT registration is coordinated directly through the ACT test website: www.act.org.**
- **Compass**
- **Practical Nursing Pre-entrance TEAS V Test***
*TEAS V Test Note: Students may test twice during the calendar year and must wait one month between testing.
- **Registered Nursing Pre-entrance STEP Test**

For Compass and Nursing Entrance tests scheduling and additional information contact:

1. ASUN Newport Campus: Test registration and administration is coordinated through the Learning Resource Center located in Walton Hall or by calling 870-512-7867.

2. ASUN Jonesboro Campus: Registration is coordinated through the Main office or by calling 870-932-2176.

3. ASUN Marked Tree Campus: Registration is coordinated through the Student Services office located in Building A or by calling 870-358-2117.

- **WorkKeys Assessment**
WorkKeys Testing is coordinated through the Department of

Workforce Services. It is administered in the Learning Resource Center located in the Library in Walton Hall. Call Christy Mann at 870-512-7867 for further information in Newport. The Career Pathways office in Jonesboro also administers this test. Call 870-336-3020.

Testing Information may also be obtained by visiting ASU-Newport's web page at www.asun.edu.

Testing Fees are located in the Tuition and Fees Section.

TRANSCRIPT REQUEST

All transcript requests must be made in person or in writing to the Office of Admissions/Registrar. A transcript request form may be found on our web-site. Transcripts are provided free of charge unless ten or more are ordered at one time. Transcripts will not be issued if the student has been placed on a financial or academic hold.

TUITION AND FEES

Student tuition and fees are due in full at the time of registration. Students are expected to pay all tuition and fee charges before attending classes. Payment can be made in person at the Business Office. Payments can be made with Cash, Check, Debit or Credit Card (Visa, MasterCard, or Discover). Checks returned due to insufficient funds are subject to a returned check fee of \$30.

It is the responsibility of the student to verify with the Financial Aid office that sufficient aid is in place to cover tuition and fee charges for the semester. For students that do not have financial aid in place and are unable to pay the full amount of tuition and fees before classes begin, we offer a payment plan online. To establish a payment plan or to view details of the plan, the student should visit www.asun.edu and click on the link "Pay Online". **A 25% down payment is required to enroll in a payment plan.**

If payment arrangements are not made prior to the first day of classes of the semester, students may be dropped for non-payment.

Tuition and Fee Schedule

Tuition:

In-State	\$ 86 per credit hour
Out of State	\$ 141 per credit hour
Off Campus (Prison and Concurrent)	\$ 93 per credit hour

Required Fees:

Online Course Fee	\$ 15 per credit hour
Quality Improvement Fee	\$ 7 per credit hour
Academic Excellence Fee	\$ 2 per credit hour

Optional and Program Fees:

Nursing Fee	\$100 per semester
Allied Health Fee	\$ 70 per semester
Commercial Driver Training Institute	\$ 1,150 per semester
Commer. Driver Training Equip. Fee	\$ 300 per semester
Lab Fee	\$ 20 per lab course
Nursing Testing Fee	\$ 100
Advanced Placement Fee	\$ 45
TEAS-V Testing Fee	\$ 40
ACT Testing Fee	\$ 30
COMPASS Testing	\$ 10
Returned Check Fee	\$ 30
Payment Plan Fee	\$ 30
Welding Certification Testing Fee	\$ 100

The University reserves the right to change or add fees at any time such action is deemed necessary.

See the Refund Schedule for further information.

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 the Withdrawal section 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 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.

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

Any student who officially withdraws from the University during a semester shall be entitled to a refund, provided the withdrawal occurred during the refund period as outlined below. Refunds must be claimed at the time of withdrawal through the Admissions Office and the Business Office. The refund applies to the total charges rather than the amount paid at the time of withdrawal. The following refund schedule does not apply to the Commercial Driver Training program students.

1. Two-week up to five-week courses:

A. First two days of class	100%
B. After the second day of class	No Refund
2. Five-week up to sixteen-week courses:

A. First week	100%
B. After the first week	No Refund
3. Full-Term (Fall and Spring) courses:

A. First week	100%
B. Second or third week	60%
C. After the third week	No Refund

Commercial Driver Training Students refund policy is: 100% refund if the student withdraws during the first 8 days of class. Thereafter, no refund will apply.

VETERANS

VETERANS ADMINISTRATION BENEFITS

ASU-Newport is an approved institution for veterans, veterans' 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 payments from the Veteran 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 go online to www.gibill.va.gov. Information on campus regarding this program may be secured from the Office of Admissions/Registrar located in the Student Community Center. You may also call 870-512-7877 or 870-512-7894 or e-mail

suzanne_blackburn@asun.edu.

STUDENT VETERANS' ASSOCIATION

See the Student Veterans' Association section in Special Interest Student Organizations for further details.

STUDENTS ACTIVATED FOR MILITARY SERVICE

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

1. When any person is activated for 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.

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

i. 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.

ii. 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.

B. 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.

2. 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.

3. 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 the office of Admissions/Registrar immediately upon notification of activation to initiate the withdrawal process.

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.

WELLNESS CENTER

ASU-Newport's Wellness Center offers students, faculty, and staff the opportunity to maintain a healthy lifestyle by utilizing facilities and equipment that can lead to improved physical fitness and wellness. Facilities include a gymnasium (used for basketball, volleyball, and other indoor activities), a weight workout room, a softball field, and soccer/football fields. A locker room and showers are also available and lockers may be assigned each semester to those requesting a locker from the wellness center director. Anyone using the facility should sign in prior to participating in an activity on the ASU-Newport campus. Various types of equipment are available for checkout by students, faculty, and staff of ASU-Newport. This equipment includes balls, bats, gloves, nets, and other items needed for use to participate in activities occurring on the ASU-Newport campus. Additionally, wellness center hours are posted each semester so that students know when the wellness center is open to them. Finally, safety is the primary concern and the center is closed unless a staff member is present.

The Wellness center may not be used by students, faculty, or staff while it is being used by students participating in a course.

No drinks or food should be in the wellness center and participants should always wear white-soled shoes. For more information please see a staff member in the wellness center gymnasium located in Walton Hall.

WITHDRAW

Refer to the Admissions/Registration section on Getting Started section 5 for information on withdrawing from a course and section 6 for withdrawing from the College.



STUDENT HANDBOOK

OVERVIEW OF RIGHTS, FREEDOMS, AND RESPONSIBILITIES

ASU-Newport is a community of scholars whose members include its faculty, staff, 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 college are the enhancement, 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 opportunities.

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. Therefore, the college 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 college 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 college. 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 he/she is also a citizen of the larger society. The college 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 college 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 college 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 responsibilities 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 college. 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 college'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.

ACADEMIC STUDENT GRIEVANCE PROCEDURE

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 college, 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 college 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:

- Date and details of the alleged violation;
- Any available evidence of the alleged violation;
- Names, addresses, and phone numbers of witnesses to the violation;
- 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, then 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 pres-

ent 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.

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 construc-

tively contributes to its culture.

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

Civility	Members of a learning community interact with others in a courteous and polite manner. Members of the community are expected to respect the values, opinions, and feelings of others.
Ethical Behavior	The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.
Morality	Members of a learning community commit to the ideas of appropriate human conduct. This lifestyle seeks to harm no one and attempts to be a positive contribution in every interaction.
Respect	Every member of this community should seek to gain and demonstrate respect. Members should hold one another in higher regard. Each individual should conduct 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 college 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 college 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 college property or within the jurisdiction of the College Police. Additionally, the college reserves the right to adjudicate acts that occur one semester prior and one semester following any student's enrollment with the university. Furthermore, the college reserves the right to discipline students for extreme acts of misbehavior detrimental to the college community wherever they occur.

INHERENT AUTHORITY

The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its members.

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 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 college's most effective and efficient ways to disseminate important information to the campus community.

MODIFYING THE STANDARDS OF STUDENT CONDUCT

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

STANDARDS OF STUDENT CONDUCT

Standards of Student Conduct are divided into two categories: Non-Academic Misconduct and Academic Misconduct. The following lists are not exclusive and serve only as examples of specific actions constituting either Non-academic Misconduct or Academic Misconduct.

NON-ACADEMIC MISCONDUCT**1. ACCESSORY**

A student commits a violation of the Standards of Student Conduct if he or she aids another student in the commission of a violation of the Non-Academic Standards of Student Conduct or is present or fails to leave immediately a situation where a violation is occurring. Typically, a student charged as an accessory will be subject to the same sanction(s) as the perpetrator of the actual violation.

2. ALCOHOL

- Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages, on College Property or at College sponsored events.
- Use by, possession of or distribution to person(s) under twenty-one (21) years of age of any alcoholic beverage. Public intoxication or impairment that can be attributed to the use of alcohol.
- Activities or promotions that encourage excessive and/or rapid consumption of alcoholic beverages, including the use of common containers.
- The possession and/or use of drinking paraphernalia or products that promote the abuse of alcohol and/or put the user in a position to consume alcohol irresponsibly. This includes but is not limited to funnels, taps, and beer pong tables.

3. BICYCLES, SKATEBOARDS, SKATES

Potentially dangerous or damaging use to self, property or others, of skateboards, bicycles, scooters, skates or other wheeled forms of transportation.

4. COMPUTER MISUSE

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.

5. DAMAGE TO PROPERTY

Damaging or destroying university property or the property of others, or actions that have the potential for such damage or destruction. Conduct which threatens to damage, or creates hazardous conditions.

6. DISRUPTION OF UNIVERSITY BUSINESS

Engaging in, leading or inciting others to materially and substantially disrupt or obstruct teaching, research, administration or other University functions, operations or activities 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 members of the College Community.

7. DISRUPTIVE CONDUCT

Disrupting the regular or normal functions of the Arkansas State University- Newport Community, including behavior which breaches the peace, limits the safety or violates the rights of others. This includes high volume speech that may or may not be offensive or inflammatory in common areas of buildings such as the student union lobby or cafeteria.

8. DRUGS

- Use, manufacturing, distribution, sale or illegal possession of any quantity, whether usable or not, of any drug, narcotic or controlled substance without medical prescription under medical supervision.
- Impairment that can be attributed to the use of any drug, narcotic or controlled substance.
- Possession and/or use of drug paraphernalia which includes objects used, primarily intended for use or designed for use in ingesting, inhaling, or otherwise introducing any drug, narcotic or controlled substance into the human body including, but not limited to, pipes, water pipes, bong, hookahs, roach clips and vials without medical prescription.
- Misuse or abuse of prescription drugs.
- Misuse or abuse of any chemical substance.

9. ENDANGERING CONDUCT

Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of self or others.

10. FAILURE TO COMPLY

Failure to comply with directions, verbal or written, of university officials, or those appointed to act on behalf of the university in the performance of their duties.

11. FALSE ACCUSATIONS

- Knowingly, intentionally, or recklessly making false accusations of inappropriate behavior under these Standards against another individual.
- Providing false or falsified information with intent of harming another student.
- Attempting to intimidate witnesses.
- Altering or destroying information necessary to conflict resolutions pending with the University.

12. FALSE OR FRAUDULENT INFORMATION

- Furnishing false information to a College Official.
- Forgery, alteration, taking possession of or the unauthorized use of College documents, records, keys or identification without the consent or authorization of the appropriate University Official.

13. FIRE/EMERGENCY THREAT

- Starting a fire or creating a fire hazard, including false alarms by setting off the fire alarm system, making a bomb threat or creating a false emergency of any kind.
- Tampering with, misusing or damaging fire extinguishers, sprinkler heads, alarms or other safety equipment.

14. GAMBLING

Gambling is prohibited on college property.

15. GUEST RESPONSIBILITY

Failure to inform guests, both student and non-student, of college policies.

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

16. HARASSMENT

Actions, whether physical, oral, written, electronic, through a third party or otherwise communicated, that have the purpose of creating a hostile or intimidating environment and which are directed at a specific individual or group.

17. HAZING

Any mental or physical requirement, request or obligation placed upon any person that could intentionally or unintentionally cause discomfort, pain, fright, disgrace, injury or which is personally degrading for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in, a group or organization. A person's expressed or implied consent to hazing does not negate the standards above.

When ASU-NEWPORT's hazing policy is allegedly violated, the college will investigate all participants through the conduct process. A victim complaint is not necessary to initiate an investigation, as the university recognized the difficulty in coming forward in such cases. The college takes all allegations of hazing seriously and will address all allegations of hazing to the best of its ability.

18. INVASION OF PRIVACY

Viewing, transmitting, recording, filming, photographing, producing or creating a digital electronic file of the image or voice of another person without his/her knowledge, or consent while in an environment that is considered private or where there is an expectation of privacy, such as a bathroom or office. This does not apply to the security cameras placed on campus by the College.

19. LEWD, OBSCENE OR INDECENT BEHAVIOR

Any conduct that is offensive to accepted standards of decency, including attire that exposes undergarments or does not provide adequate coverage.

20. LITTERING

Littering, including the improper disposal of tobacco products.

21. NON-RECOGNIZED ORGANIZATIONS

Non-recognized and/or unregistered student groups attempting to function on the campus or in the name of Arkansas State University-Newport. Acting as an organization when a group has been removed from campus.

22. OBJECTS DROPPED OR THROWN

Throwing objects or causing an object to fall from buildings or other elevated areas when such throwing or dropping creates a risk of personal injury or property damage.

23. SEXUAL HARASSMENT

Unwelcomed sexual advances, requests for sexual favors or other verbal and physical conduct of a sexual nature when at least one of the following conditions is met:

- Submission to such conduct is made either explicitly or implicitly as a condition of an Individual's employment, membership or education;
- Submission to or rejection of such conduct by an individual is used as the basis for evaluation in making employment, membership or academic decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive work, academic or living environment.

24. SEXUAL MISCONDUCT

Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn. To constitute sexual misconduct, the sexual conduct must meet one of the following criteria:

- The sexual conduct is not consensual;
- The sexual conduct includes force, threat(s) or intimidation;
- The sexual conduct occurs when the victim is mentally or physically impaired, such as when under the influence of alcohol or other drugs or when the victim is a minor.

25. SMOKING

Smoking is prohibited on campus property.

26. SOLICITATION ACTIVITIES

Solicitation not in accordance with federal, state or local law or without the permission as outlined in the Fundraising (Solicitation) Policy found in the Student Handbook.

27. THEFT

Theft of any kind including: attempted theft, possession, sale or barter of, seizing or concealing property of the college or of a member of the college community or campus visitor.

28. UNAUTHORIZED USE

- Unauthorized or illegal entry into a building, classroom, office, room, or vehicle.
- Unauthorized use or possession of college property.

- Use or possession of any college key without proper authorization including duplication of any college key.

29. VIOLATION OF LAW

Arrest or citation for violation(s) of local, state, or federal law, and/or conduct that adversely affects the student's suitability as a member of the college community.

30. VIOLATIONS OF OTHER UNIVERSITY REGULATIONS

Violations of any university rule or regulations outside the Standards of Student Conduct.

31. WEAPONS

To the fullest extent allowed by law, the use, possession or storage of weapons. Weapons include, but are not limited to: firearms, explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, numb chucks, brass knuckles, tasers or other electrical stun devices, bows or cross bows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate.

PROCEDURES FOR RESOLVING NON-ACADEMIC 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 for 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 5:00 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 back to the Vice Chancellor for Student Affairs. 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 Case 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 responsibility, does not attend the Case Resolution or if the initial hearing officer does not feel that a Case Resolution is appropriate, then a Formal Conduct Hearing will be convened. There are three types of Formal Conduct Hearings that an alleged violator may choose from or be remanded to:

Administrative, Student Hearing Board, or the College Disciplinary Committee Hearing 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 for 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/her peers. Student Hearing Boards consist of 4-9 Arkansas State University-Newport students who have been selected and trained to participate in the conduct process.

COLLEGE DISCIPLINARY COMMITTEE

College Disciplinary Committee hearings are assigned in cases where the student requests such a hearing or the hearing is assigned. A University Disciplinary Committee Hearing consist of 5-9 students and faculty or staff members from an appointed pool of hearing board members.

STUDENT ORGANIZATIONS

Cases involving Student organizations will follow the same procedure noted for students. A student organization may be subject to the conduct process in the following situations:

- 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.
- An alleged offense was committed by one or more members of an organization and organization funds were used to finance the venture.
- An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
 - An organization has chosen to protect one or more individual offenders who were members or guests of the organization.
 - 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.
- An alleged offense occurred as a result of an organization sponsored function.
 - A pattern of individual violations is found to have existed without proper and appropriate group control, remedy or sanction.

FORMAL CONDUCT HEARING GUIDING PRINCIPLES

- An alleged violator may request a pre-hearing conference prior to his/her Formal Conduct Hearing.
- An alleged violator will have at least 48 hour notice of a hearing or the notice will be posted five University business days prior to the hearing.
- An alleged violator may choose to not attend a scheduled hearing, however, if properly notified it will proceed in his/her absence.
- 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 feels it is in his/her best interest.
- A complete witness list must be turned into the Vice Chancellor for Student Affairs two university business days prior to the hearing.
- 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.
- 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.
- No character witnesses or irrelevant information will be considered in a hearing.

- 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 nondisruptive manner. A list of trained student advisors is available in the Office of Student Conduct.
- 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.
- 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 for Student Affairs or designee for the appeal process only. If an appeal is made, the recording will be destroyed ten (10) college business days after the appeal date has past. A student will be given reasonable access to their hearing recording for the purposes of review, with the understanding that no duplication of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provided to the Vice Chancellor for Student Affairs or designee at least 24 hours' notice to make the appropriate arrangements.

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-Newport policy, procedures, or Code(s) 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 college.

1. Possession, use and/or distribution of alcoholic beverages, in any form, in or about college 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 college 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 college property;
6. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of college 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(s);
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 college 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 college 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 college or of a member of the college community or campus visitor;
12. Failure to register a motor vehicle operated on the campus and abide by the stated rules of the college regulating the use of such vehicles;
13. Engaging in overt physical acts that interfere with the normal or sponsored activities of the college on or off the campus, including, but not limited to, the blocking of ingress or egress to the college's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, college 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 to respond to an official request related to an alleged violation of college policy or regulations or giving false testimony or fraudulent evidence in university disciplinary proceedings; mental or physical harm or injury to any person on or off the college 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 College 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 college 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 college community.

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

20. Possession or use of firearms, fireworks, other weapons, or chemicals.

CONDUCT INFORMATION AND PROCEDURES

1. Any individual may refer a student to the Vice Chancellor for Student Affairs. Conduct Referrals should be delivered to the appropriate vice chancellor within ten (10) college 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 or 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 e-mailed the charges and an initial meeting will be scheduled.

3. The Vice Chancellor or designee will determine the initial hearing officer depending upon the severity of the alleged infraction and where it occurred.

Alleged violations of the Standards of Conduct should be reported to the Vice Chancellor for 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 for Student Affairs or the Director of Student Affairs for conduct charges. Conduct Referrals should be delivered to the Vice Chancellor for Student Affairs within ten (10) college 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, Director of Student Services, 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 for Student Affairs, Director of Student Services, 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 for Student Affairs, Director of Student Services, 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 for Student Affairs within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next college business day, if the deadline falls on a weekend or after 5:00 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 college 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 for 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:

- An alleged violator may request a pre-hearing conference prior to his/her Formal Conduct Hearing.
- An alleged violator will have at least 48 hours notice of a hearing or the notice will be posted five College business days prior to the hearing.
- An alleged violator may choose to not attend a scheduled hearing, however, if properly notified it will proceed in his/her absence.
- 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.
- A complete witness list must be turned into the Vice Chancellor of Student Affairs or designee two business days prior to the hearing.
- 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.
- 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.
- No character witnesses or irrelevant information will be considered in a hearing.
- 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.
- 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.
- 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 for Student Affairs for the appeal process only. If an appeal is not made, the recording will be destroyed 10 college business days after the appeal date is past. If an appeal is made, the recording will be destroyed 10 college 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 for 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 college 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 for Student Affairs or designee within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next college business day if the deadline falls on a weekend or after 5:00 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 for Student Affairs Office or Designee and the decision is final.

STUDENT ORGANIZATION COUNCIL HEARING APPEAL

A student organization found responsible for a violation of college/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 harsh or inappropriate for the circumstances for the violation.

Requests for appeal must be delivered in writing to the Vice Chancellor for Student Affairs within 72 hours, of receipt of the original written decision, or by 9:00 a.m. on the next college 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) college business days, unless the sanction includes suspension or dismissal. After review, the Vice Chancellor for 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 for 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 for Student Affairs within 72 hours, of receipt of the original written decision, or by 9:00 a.m. on the next college 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 for a new hearing including the new information shared in the appeal.

The decision of the Appeal Officer is final.

NON-ACADEMIC CONDUCT SANCTIONS

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

- Sanctions for Non-Academic Misconduct
- Sanctions for Non-Academic Misconduct will be imposed by the Vice Chancellor of Student Affairs or his/her designee.

The following sanctions may be imposed for Non-Academic Misconduct. MISCONDUCT:

- Educational Task – Completion of a task which educates the student about and allows the student to learn from the misconduct.
- Written Warning – Official record that a student has been warned about behavior.
- Removal of Property – Required removal of property.
- Restitution – Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- Restriction of Activities or Privileges – Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time.
- Fees – Monetary requirements based on the resolution of a case.

- **Conduct Probation** – A period of self reflection, during which a student is on official warning that subsequent violations of college rules, regulations or policies are likely to result in a more severe sanction including suspension or expulsion from the college.
- **Conduct Suspension** – Temporarily canceling a student's enrollment at Arkansas State University- Newport. A student can not graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from college property. A student cannot enter college property during his/her term of suspension without prior permission from the Vice- Chancellor for Student Services or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Arkansas State University- Newport.
- **Expulsion** – Permanently canceling a student's enrollment at Arkansas State University – Newport. A dismissed student cannot re-enroll or graduate. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter College property once dismissed without prior permission from the Vice Chancellor for Student Affairs or designee.
- **Revocation or Denial of Degree** – The College reserves the right to revoke or refuse to confer a degree on the basis of a violation of the Standards of Student Conduct that occurred while the student was enrolled, given that the violation (s) would have resulted in expulsion.

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 college web site, as these electronic means of communication are the college's most effective and efficient ways to disseminate important information to the campus community.

MODIFYING THE STANDARDS OF STUDENT CONDUCT

The College 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 college 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.

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).

CONDUCT SANCTIONS

College 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 college residence hall, or a member/guest of the college 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 college 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 college.

***NOTE: THE COLLEGE WILL NOT ACCEPT FOR TRANSFER ANY CREDIT EARNED AT OTHER INSTITUTIONS DURING THE PERIOD A STUDENT IS ON SUSPENSION FOR DISCIPLINARY REASONS FROM THE COLLEGE.**

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 College 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 College 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 college reserves the right to administratively resolve the problem.

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 college 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.

POLICIES AND PROCEDURES (listed alphabetically)**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 College. 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 sources 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 College.

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 college.

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).

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 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.

CAMPUS SAFETY AND YOUR RIGHT TO KNOW

Federal Requirements

ASU-Newport must abide by Federal requirements that include the Campus Sex Crimes Prevention Act of October 29, 2000, the Student Right To Know and Campus Security Act of 1990 which is known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In addition, an annual Security Report is published each year. Each of these reports may be found on the ASUN website under University Police. A written copy will be provided upon request.

Voter Registration Forms are available online or in the Counselors Office. Emergency Response information is available on the website under Student Services.

CAMPUS FUNDRAISING/SOLICITATION POLICY

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

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 that 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

Jonesboro Police Department

870-935-5553

Marked Tree Police Department

870-358-2024

For detailed information, visit
www.asun.edu/UniversityPolice/CampusSexCrimesPreventionAct.htm

**CAMPUS SIGNS, POSTERS, AND PROMOTIONAL MATERIALS
POLICY**

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 therein 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 college.

DISABILITY SERVICES

Refer to the Disability Services section in General Information

DISABILITY GRIEVANCE PROCEDURE

Refer to the Disability Grievance Procedure section in General Information for further information.

FREEDOM OF EXPRESSION POLICY

Arkansas State University-Newport 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-Newport is not a public forum open for assembly and expression of free speech as are the public streets, sidewalks, and parks. Arkansas State University-Newport remains firmly committed to affording each member of the college 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 college. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the college 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 college 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 college community can be preserved, college 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- Requests for a distribution of written material should be submitted to the Vice Chancellor for Student Affairs for approval. The College 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 College 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 college or damage to property belonging to students, faculty, staff, or guests of the college 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 college policies, rules, and regulations.

FUNDRAISING 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 college 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.

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. (34 CFR §99.31 (A)(10) AND §99.36) This 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 educational 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.

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. For the latest updates consult ASU-NEWPORT Portal: portal.asun.edu. Regional and local news media will also publicize the cancellations and/or delays. 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.

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 college community and/or college property; or
- b. Interferes with the rights of students, staff, faculty, or members of the college community, including disruption of the normal or sponsored academic and extracurricular activities of the college.

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 the 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 college, they will be required to present written evidence they will not exhibit the behavior that resulted in Mandatory Administrative Leave, including recommendation from a medical or mental health professional as to whether the student should be able to function at the college 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 college 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**.

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, college 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.

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 college 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 college 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 sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or toleration of such conduct on or off campus is made a term or condition of instruction, employment or participation in other college activities.
- 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; or
- 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 college 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 suggestions relative to 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 or actions cannot reasonably be perceived as coercive.

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

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.

COMPLAINT RESOLUTION PROCESS

The following describes, in detail, the complaint resolution process afforded to students at Arkansas State University-Newport. Further explanation about the process includes:

- The right to be accompanied by a representative of his/her choice during any testimony

- The opportunity to present witnesses and other evidence
- The timeframes and deadlines that will be used during the investigation and resolution of the Complaint
- The appeal process

RETALIATORY ACTION PROHIBITED

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by the above laws and Arkansas State University-Newport.

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 of 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).

Department of Human Resources:

On the request of the person alleging that he/she is the victim of, or aware of, an occurrence of sexual harassment, the Human Resources director will meet with the person(s) involved and attempt to reach an informal resolution. If such resolution is reached, a 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 College 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 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 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 college 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.

- Educative
- Sanctions
- Reprimand
- Restrictions
- Restitution
- Probation
- Suspension
- 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, college 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.

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) wish to 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 college 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 college 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 college 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.

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. **(For more information on ASUN student organizations refer to the general information section of the catalog.)**

STUDENT ORGANIZATIONS GENERAL POLICIES

- 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 college upon completion of all requirements set by the Vice Chancellor for Student Affairs on the Newport Campus. Jonesboro and Marked Tree students must set up their organization through the Student Services office on the Marked Tree campus.

5. Formation of New Organizations- New organizations may be formed at the university by approval of the Vice Chancellor for Student Affairs on the Newport campus and the Director of Student Services for the Jonesboro and Marked Tree campuses.

6. Appeals- The Student Affairs Committee will hear appeals to the decision of the Vice Chancellor for Student Affairs on the Newport campus and the Director of Student Services for the Jonesboro and Marked Tree campuses.

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.

TIMELY NOTIFICATION POLICY

In the event of a major crime incident or other emergency situation occurring on the Arkansas State University-Newport campus or the surrounding area that will endanger or affect the campus community, the Chief of College Police, or his/her designees, will evaluate the circumstances and determine the need and manner for alerting the campus community.

The mode of notification will vary depending on the particular circumstances of the crime or other emergency. One or more of the following communication tools will be used to notify students, faculty and staff:

- Messages on telephones
- Alerts on the ASU-NEWPORT Website
- Signage placed in and around buildings
- Emails to ASU-NEWPORT email addresses
- Messages via the Computer Network
- Media alerts

If a problem appears to be confined to a building or group of buildings, notification will generally occur through posting flyers in the affected area.

TOBACCO POLICY

Arkansas State University-Newport is dedicated to providing a healthful, comfortable, and productive work and study environment for all faculty, staff and students. In order to maintain this environment and to comply with all federal, state and local laws, the following policy is currently in effect: Smoking is strictly prohibited in buildings, on the grounds and within college-owned vehicles. This includes all offices, hallways, waiting rooms, restrooms, dining rooms, meeting rooms, community areas, sidewalks, picnic areas, sports fields, breezeways, parking lots, and inside vehicles on college property. The use of tobacco products of any kind is prohibited in any college building. Any person in violation of the smoking prohibition is subject to a fine.

TRESPASSING POLICY

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

VOCATIONAL REHABILITATION

Refer to the Financial Aid/Scholarship section in General Information for further information.



FACULTY & STAFF DIRECTORY

FACULTY & STAFF DIRECTORY*(in alphabetical order)*

(Campus-specific directories are available online at
www.asun.edu)

Adair, Adam**Vice Chancellor for Fiscal Affairs**

B.S., Arkansas State University-Jonesboro

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

Adams, Barbara**Support Services Assistant**

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

Adams, Terry**Public Safety Officer**

A.A., Arkansas State University-Newport

Allen, William**Landscape Supervisor****Anderson, Samantha****Instructor of Nursing**

A.A., Arkansas State University-Newport

B.S.N., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

Ashcraft, Elizabeth "Betsy"**Assistant Professor of Life Sciences**

B.S.E., Mississippi University for Women

M.S., Arkansas State University-Jonesboro

Bailey, Jan**Administrative Specialist III**

Clerical Certificate, White River Vo-Tech

A.A., Arkansas State University-Newport

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

B.S., Arkansas State University-Jonesboro

Ballard, Jennifer

Librarian

B.A., Arkansas State University-Jonesboro

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

Baxter, Janet

Instructor of Phlebotomy

A.A.S.N., Arkansas State University-Jonesboro

Arkansas Registered Nurse, Arkansas State University-Jonesboro

Beach, Ken

Instructor of Welding

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

Black, Jayne

Assistant Professor of Mathematics

B.S.E., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

Blackburn, Suzanne

Administrative Specialist II

A.A., University of Central Arkansas

B.S., University of Central Arkansas

Bookout, Jeff

Vice Chancellor for ASUN Marked Tree Campus

B.S., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

Cisco Certified Network Associate, CCNA

Cisco Certified Academy Instructor, CCAI

Certified Novell Administrator, CNA

Brockway, Zandra

Assistant Professor of English

B.A., Harding University

M.Ed., Harding University

Reading Specialist

Browning, Kenny

High Voltage Technology Instructor

Buchanan, Bobbie
Administrative Specialist II

Buchman, Ashley
Director of Student Services
B.S., Arkansas State University-Jonesboro
M.B.A., Arkansas State University-Jonesboro

Burgess, Robert
Instructor of Digital Electronics
Advanced Digital Electronics Certificate, Delta Technical Institute
A.A.S., Arkansas State University-Jonesboro
B.S., Arkansas State University-Jonesboro
Cisco Certified Network Associate
Cisco Certified Academy Instructor
Certified Fiber Optics Technician
Certified Fiber Optics Installer

Calhoun, Patricia
Director Continuing Education / Business Outreach
A.A., Arkansas State University-Beebe/Newport
B.S., Arkansas State University-Jonesboro

Campbell, Joseph
Assistant Professor of Social Science
A.A., North Arkansas Community College
B.A., Arkansas State University-Jonesboro
M.A., Arkansas State University-Jonesboro
S.C.C.T., Arkansas State University-Jonesboro

Cathey, James
Maintenance Assistant

Chance, Melissa
Assistant Professor of English
B.A., Henderson State University
Master of Liberal Arts, Henderson State University

Clark, Larissa
Assistant Professor of Life Science
B.S., Evangel University
M.S.E., Arkansas State University-Jonesboro

Clay, Susan

Administrative Specialist II

A.A., Arkansas State University-Newport

Coe, Brandon

Director of Administrative Services

A.A., Arkansas State University-Newport

B.S., Williams Baptist College

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

Collier, Tammy

Instructor of Nursing

A.S.N., Mississippi County Community Hospital

Arkansas Registered Nurse

National Registry of Emergency Medical Technicians/Instructors

Constant, Mark

Instructor of Energy Control Technology

A.S., Arkansas State University-Jonesboro

A.S.E., Refrigerant Recovery & Recycling Certification

Class "B" HVACR Contractor's License

Arkansas Air Condition/Electrician License

Universal EPA Test Proctor, ESCO Institute

R-410A Test Proctor, ESCO Institute

NOCTI Certification

Cook, Scott

Maintenance Specialist

Cooper, Connie

Fiscal Support Specialist

Cooper, Susan

Assistant Professor of Psychology/Sociology

B.S.E., Arkansas State University-Jonesboro

M.S.E., Arkansas State University-Jonesboro

Cowell, Scott

Director of Nursing

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

Cross, Cheryl

Administrative Specialist III

A.A., Arkansas State University-Newport

Crotts, Stacey

Accounts Payable Specialist

Secretarial Certificate
A.A., Arkansas State University-Newport

Davis, Bettye

Director of Human Resources

B.S., Arkansas State University-Jonesboro

Davis, Charles Dr.

Assistant Professor of Life Science

B.A., Indiana University, Bloomington
M.S., Oregon State University
Ph.D., Oregon State University

DeBruce, Jennifer

Instructor of Nursing

A.A.S.N., Arkansas State University-Jonesboro
Arkansas Registered Nurse

DeFord, Gregory

Career Counselor-CBJT ADTEP Grant

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

DeFord, Patty

Instructor of Business Education

B.S., Arkansas Tech University

Devereux, Nick

Instructor of Telecommunications

B.S., Arkansas State University-Jonesboro

Doyle, Duane Dr.

Assistant Professor of Mathematics

B.S., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

Ed.D., University of Arkansas-Little Rock

Dragonjac, Nancy

Assistant Professor of Mathematics

B.S., Arkansas State University-Jonesboro

M.S., Mathematics, Arkansas State University-Jonesboro

M.S., Computer Science, Arkansas State University-Jonesboro

Duncan, Linda

Assistant Professor of Business

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

A.A., Arkansas State University-Jonesboro

B.S.E., Arkansas State University-Jonesboro

M.S.E., Arkansas State University-Jonesboro

Dunning, Jerry

Maintenance Technician

Ellis, Eric

Diesel Technology Instructor

Ellis, Janna Kegley

Assistant Professor of Business

B.S., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

Cisco Certified Networking Associate, CCNA

Cisco Certified Academy Instructor, CCAI

Frans, Vicki

Assistant Registrar

A.G.S., Arkansas State University-Jonesboro

B.S., Arkansas State University-Jonesboro

Fuentes, Tina**Career Pathways Counselor/Student Advisor**

B.A., Arkansas State University-Jonesboro

M.A., Arkansas State University-Jonesboro

Fulton, Clay**Instructor of High Voltage Technology**

A.A.S., Community College of the Air Force

B.B.A., Tarleton State University

Getman, Matthew**Maintenance Assistant****Grady, Amber****Counselor**

B.A., Williams Baptist College

M.S., Arkansas State University-Jonesboro

Grizzle, Jeff**Public Safety Officer Supervisor**

A.C.L.E, ALETA, Camden

Hagler, Tanya**Assistant Professor of Physical Science**

B.S., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

Hargett, Tammy**Instructor of Nursing**

LPN, Delta Vo-Tech

Associate RN, Arkansas Northeastern College

Harvey, Stacey**Career Facilitator**

A.A., Arkansas State University-Jonesboro

B.S., Arkansas State University-Jonesboro

M.S., Arkansas State University-Jonesboro

Heern, Daphene**Instructor of Nursing**

A.A.S.N., Arkansas State University-Jonesboro

Arkansas Registered Nurse, Arkansas State University-Jonesboro

Henderson, Sue

Financial Aid Analyst

A.A., Arkansas State University-Newport

A.A./CIS, Arkansas State University-Newport

B.S., Arkansas State University-Jonesboro

Houchin, Billy

Skilled Tradesman

Houchin, Mary

Human Resources Specialist

A.G.S., Arkansas State University-Jonesboro

B.S., Arkansas State University-Jonesboro

Householder, Tim

Instructor of Automotive Service Technology

Master Certified ASE Auto Service Technician

Senior Master, Chassis Master, Drivetrain Master, Engine Master-Cavanaugh

Jernigan, Judy

Accountant I

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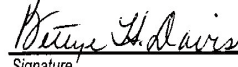
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**ARKANSAS STATE UNIVERSITY-NEWPORT
COORDINATORS FOR EQUAL OPPORTUNITY
IN HIGHER EDUCATION**

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, an 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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