



ASU

ARKANSAS STATE UNIVERSITY - NEWPORT
NEWPORT • JONESBORO • MARKED TREE



2020 – 2021 COURSE CATALOG



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Getting Started

What to do to attend classes at Arkansas State University-Newport....

STEP 1: Apply Today! Complete the online application and find all the resources you need at the ASUN [Get started page](http://www.asun.edu/getstarted) (<http://www.asun.edu/getstarted>).

STEP 2: Submit Required Materials to complete the admission process.

Official High School Transcript or GED Scores

Proof of two (2) Measles, Mumps and Rubella Injections (MMRs)

College Entrance Exam Scores (less than five years old)

Submit Official College Transcripts from college attended

You can submit documents via mail at ASU-Newport

ATTN: Admissions Office

7648 Victory Blvd.

Newport, AR 72112

OR, you can submit scores or unofficial transcripts via MyCampus. Instructions are available at <http://www.asun.getstarted>

STEP 3: Complete your FAFSA (Federal Application for Financial Aid)

Arkansas State University-Newport school code is 042034. You can access all forms at http://www.asun.edu/financial_aid or for assistance, you can visit one of our campus offices or call our office at 870-512-7835.

STEP 4: Register for a New Student Orientation Session

Schedule a New Student Orientation Session to get oriented on the great things ASUN has to offer you? You will receive information about financial aid, academic support services, educational access, information technology services, advising, and much more!

STEP 5: Meet with your Academic Advisor

Your Academic Advisor is assigned after your online application is submitted and processed and will help you make your course schedule based on the specific degree plan you want to pursue.

ALL STUDENTS

Please refer to the [Student Handbook](#) for additional information.



ARKANSAS STATE UNIVERSITY-NEWPORT Catalog 2020-2021

Newport Campus
7648 Victory Blvd.
Newport, AR 72112

Jonesboro Campus
5504 Krueger Drive
Jonesboro, AR 72401

Marked Tree Campus
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



Welcome to Arkansas State University-Newport, home of the Aviators. Thank you for taking the time to consider us as your flight plan to a brighter future.

At ASUN, we have made it our mission to provide students with an accessible, affordable, high-quality education. ASUN achieves its mission by hiring the best and brightest faculty and staff to teach, advise, and provide support to its students. ASUN also strategically partners with local businesses to ensure our curriculum meets the needs of local industries and our students receive the most up-to-date training.

In the pages of this catalog, you will find classes and programs assured to provide you with the skills necessary to succeed in your chosen career field or at a four-year university. You will also find extensive support services to assist you on your educational journey. Whether you attend full-time, part-time or online, you are important to us and we are committed to helping you achieve your goals. ASUN offers everything traditional and non-traditional students need to soar in both the classroom and in the workforce.

I invite you to join the ASUN family of students, faculty, staff and successful alumni who believe in the quality education we offer. We want to make a difference in your lives. On behalf of the ASUN family, I hope you'll join us and see just how powerful an Aviators education can be.

Sincerely,

A handwritten signature in black ink that reads "Sandra". The signature is fluid and cursive, with a horizontal line underneath it.

Dr. Sandra Massey
Chancellor
Arkansas State University-Newport

ASU-NEWPORT MISSION STATEMENT

MISSION

ASU-Newport provides an accessible, affordable, quality education that transforms the lives of our students, enriches our communities and strengthens the regional economy.

VISION

ASU-Newport will be the driving force that revitalizes the Delta and restores the American Dream in the communities we serve.

VALUES

Community • Diversity • Innovation • Integrity • Student-Centeredness • Trust

STRATEGIC PRIORITIES

- Student Success
- Institutional Excellence
- Community Engagement

INSTITUTIONAL LEARNING OUTCOMES

ILO1: Communication

Goal: Students will express ideas, knowledge, and concepts in a clear and concise manner.

- a) Written
- b) Verbal
- c) Interpersonal

ILO2: Reasoning

Goal: Students will apply reasoning skills in a variety of environments, which demonstrates problem-solving and applied knowledge.

- a) Explore
- b) Locate
- c) Interpret
- d) Evaluate
- e) Apply

ILO3: Responsibility

Goal: Students will participate in service activities that instill in them a sense of social responsibility.

- a) Civic
- b) Academic
- c) Financial

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

Mrs. Stacy Crawford , Chair (Jonesboro, AR)	January 2021
Mr. Price Gardner , Vice-Chair(Little Rock, AR)	January 2022
Mrs. Christy Clark Secretary (Little Rock, AR)	January 2023
Dr. Tim Langford (Little Rock, AR)	January 2024
Dr. Niel Crowson , (Jonesboro, AR)	January 2025

Dr. Charles L. Welch	ASU-System President
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ARKANSAS STATE UNIVERSITY-NEWPORT EXECUTIVE CABINET

Dr. Sandra Massey Ed.D., Oklahoma State University M.S., Arkansas State University B.S., Arkansas State University	Chancellor
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Mr. Adam Adair M.S., Arkansas State University B.S., Arkansas State University	Vice-Chancellor for Finance & Administration
---	--

Mr. Jeff Bookout M.B.A., Arkansas State University B.S., Trevecca Nazarene	Vice-Chancellor for Economic & Workforce Development
---	--

Dr. Ashley Buchman Ed.D., Arkansas State University S.C.C.T., Arkansas State University M.B.A., Arkansas State University B.S., Arkansas State University	Vice-Chancellor for Student Affairs
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Dr. Holly Smith Ed.D., Arkansas State University S.C.C.T. Arkansas State University M.S. Arkansas State University B.S. Arkansas State University	Vice-Chancellor for Academic Affairs
--	--------------------------------------

Mr. Ike Wheeler M.A., Arkansas State University B.A., Arkansas State University	Vice-Chancellor for Leadership & Community Engagement
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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.

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.

DEGREE TYPES

Associate of Arts Degree: The Associate of Arts (AA) 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 complete the required courses within the core curriculum as well as designated electives.

Associate of Applied Science Degree: The Associate of Applied Science (AAS) 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 (Note: Some programs have differing graduation requirements, please refer to individual programs of study). Fifteen credit hours must be met in the General Education Core courses, and the student must complete the courses required within the specialty.

Associate of Science Degree: The Associate of Science (AS) 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. The student must complete the courses required within the specialty as well as the required General Education Core courses.

ASU-NEWPORT HELPFUL LINKS

Academic Advising Placement Score Chart

<https://www.asun.edu/catalogs>

Academic Calendar

<https://www.asun.edu/catalogs>

Academic Support Center

https://www.asun.edu/academic_support_center

Accreditation

<http://www.asun.edu/accreditation>

Arkansas State University-Newport is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), Thirty North LaSalle, Suite 2400, Chicago, IL 60602, Telephone: 312-263-0456.

Advising

<https://www.asun.edu/advising>

Apply & Get Started

<https://www.asun.edu/getstarted>

Articulation Agreements

<https://www.asun.edu/programs/transfer-from>

ASUN Tickets

<https://www.asun.edu/tickets>

Bookstore

<https://bookstore.asun.edu/>

Campus Police

https://www.asun.edu/campus_police

Career Coach

https://www.asun.edu/career_coach

Career Pathways

<https://www.asun.edu/programs/career-pathways>

Course Catalog

<https://www.asun.edu/catalogs>

Center for Educational Access

<https://www.asun.edu/cea>

History of Arkansas State University-Newport

<https://www.asun.edu/history>

Over the years, ASU-Newport has grown from one campus to three and now boasts enrollment exceeding 2,500 students. The milestones of our past have made us the institution we are today.

Library

<https://www.asun.edu/library>

Meet our Faculty and Staff

<https://www.asun.edu/faculty-directory>

Outstanding Account Balance Procedure

https://www.asun.edu/tuition_and_fees

Programs and Degrees

<https://www.asun.edu/all-programs>

[Advanced Manufacturing Technology](#)
[Agriculture Technology](#)
[Automotive Service Technology](#)
[Business](#)
[Collision Repair and Refinishing Technology](#)
[Commercial Driver Training](#)
[Computer and Networking Technology](#)
[Cosmetology](#)
[Criminal Justice](#)
[Diesel Technology](#)
[Education](#)
[Energy Control Technology](#)
[Health Professions](#)
[High Voltage Lineman Technology](#)
[Hospitality Services](#)
[Industrial Maintenance](#)
[Transfer Degrees](#)
[Welding](#)
[Adult Education](#)
[Lifelong Learning](#)
[Economic and Workforce Development](#)
[IGNITE Academy](#)
[Online Courses](#)

Refunds

https://www.asun.edu/tuition_and_fees

Senior Citizen Waiver

https://www.asun.edu/tuition_and_fees

Student Affairs

https://www.asun.edu/student_affairs

Student Handbook

https://www.asun.edu/student_affairs

Testing Services

https://www.asun.edu/testing_services

Transcripts

<https://www.asun.edu/transcripts>

Transfer from ASUN

<https://www.asun.edu/transfer-from>

Transfer to ASUN

<https://www.asun.edu/transfer>

Tuition and Fees

https://www.asun.edu/tuition_and_fees

Veterans Services

https://www.asun.edu/veterans_services

Why ASUN

<https://www.asun.edu/why-asun>

Withdraw from a Course

<https://www.asun.edu/withdrawal>

DEGREE PLAN TERMS AND DEFINITIONS

Corequisite: Courses that require simultaneous enrollment.

Course Numbers and Descriptions: The courses of instruction offered by this institution are described on the following pages. Each course is designated by a number composed of four digits. The course number provides the following information: The first digit indicates the course level (1=freshman, 2=sophomore). The next two digits indicate the particular course, and the fourth digit indicates the number of semester hours of credit. Course numbers that begin with zero carry no university credit applicable to a degree. No student may enroll in a course until the prerequisites for that course have been successfully completed. Prerequisites to a course are noted following the description of the course.

Directed 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.

Hours, Credits & Courses: Higher education institutions use the terms hours, credits and courses to describe requirements for certificate and degree completion. Hours usually indicate the number of classroom hours for a course; however, there are exceptions. Credits indicate the amount of credit possible or required, and courses refer to the class itself.

Prerequisite: A course that is required to be successfully completed before enrolling in another course.

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

Residency: A minimum of 20% of any program of study must be completed at Arkansas State University-Newport for a certificate or degree to be conferred.

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

DIVISION OF NURSING AND HEALTH PROFESSIONS

Dean

Dr. Typhanie Myers

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Academic Coordinator

Sheila McNeal

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Director of Surgical Technology

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PRE-HEALTH PROFESSIONS

Program Philosophy

The Pre-Health Professions Program is designed to assist students in their quest to become healthcare professionals by gaining the knowledge needed to enroll in health professions programs. This pathway will focus on basic nutrition, composition, and computer skills needed in the healthcare field. Additionally, this pathway will focus on human sciences and integrated concepts from various scientific fields necessary to enter the health care field.

Program Information

- <https://www.asun.edu/programs/health-professions>

Program Student Learning Outcomes

Upon completion of this program students will:

- Exhibit effective written and verbal communication skills
- Apply basic math skills for healthcare
- Demonstrate and apply critical thinking and reasoning skills pertinent to the healthcare setting
- Apply basic technological skills for working within a healthcare setting

Program Admission Requirements

- ASUN application for admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- None

[TC Pre-Health Professions](#)

PRACTICAL NURSING

Program Philosophy

The Practical Nursing program is designed to offer an eleven-month program, fully approved by the Arkansas State Board of Nursing, combining classroom instruction with clinical experience. The Practical Nursing Program meets requirements for application to the Arkansas State Board of Nursing and the NCLEX-PN Examination. Persons convicted of certain crimes may not be eligible to take the NCLEX- PN examination.

Program Information

- <http://www.asun.edu/programs/health-professions>

Program Student Learning Outcomes

Upon completion of this program students will:

- Provide quality, safe, holistic, patient-centered care to diverse patient populations across the lifespan guided by a caring attitude, effective delegation, and the promotion of a culture of health
- Engage in critical thinking and prioritization necessary to provide quality patient care
- Participate in the development of quality improvement measures for diverse patient populations
- Participate in collaborative relationships with members of the intra-professional team
- Use informatics principles, techniques, systems, and patient care technology to communicate, process knowledge, mitigate error, and support decision making
- Provide leadership in a variety of healthcare setting for diverse patient populations within the Practical Nurse's scope of practice
- Function as a competent nurse assimilating professional, ethical, and legal guidelines in practice as a practical nurse

Program Admission Requirements

- Students must apply to both ASUN and the Practical Nursing program to be eligible.
- Application for ASUN: <https://www.asun.edu/getstarted>
- Application for PN Program: [Practical Nursing Application](#)

Program Accreditation

- The Licensed Practical Nursing Program is fully approved from the Arkansas State Board of Nursing

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support
- Arkansas State Board of Nursing Practical Nursing Licensure

[TC Practical Nursing](#)

TRANSITION TO REGISTERED NURSING (ARNEC)

Program Philosophy

The Transition to Registered Nursing (ARNEC) program is designed to offer an eleven-month LPN-to-RN transition program that is fully approved by the Arkansas State Board of Nursing and is a member of the Arkansas Rural Nursing Education Consortium (ARNEC). This program combines classroom instruction with clinical experience. The Registered Nursing Program meets requirements for application to the Arkansas State Board of Nursing and the NCLEX-RN examination. Students must apply both to ASUN and ARNEC to be eligible for this program. Persons convicted of certain crimes may not be eligible to take the NCLEX- RN examination.

Program Information

- <https://www.asun.edu/programs/health-professions>

Program Student Learning Outcomes

Upon completion of this program students will:

- Provide quality, safe, holistic, patient-centered, evidence-based nursing to diverse patient populations across the lifespan guided by a caring attitude
- Engage in critical thinking necessary to provide quality patient care
- Implement quality improvement measures for diverse patient populations
- Participate in collaborative relationships with members of the inter-professional team
- Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision making
- Provide leadership in a variety of healthcare settings for diverse patient populations
- Function as a competent nurse assimilating professional, ethical, and legal guidelines in practice as a professional nurse

Program Admission Requirements

- ASUN application for admission: <https://www.asun.edu/getstarted>
- Application for ARNEC: <https://www.arnec.org/application-process>
- Students must apply to both ASUN and ARNEC to be eligible for consideration into the Registered Nursing program. Additional admission requirements can be reviewed at www.arnec.org

Program Accreditation

- The LPN to RN Bridge (ARNEC) is fully approved from the Arkansas State Board of Nursing

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support
- American Heart Association Advanced Cardiac Life Support
- Maintain LPN License
- Arkansas State Board of Registered Nursing Licensure

[AAS Registered Nursing](#)

REGISTERED NURSING PROGRAM (TRADITIONAL PATHWAY)

Program Philosophy

The Registered Nursing Program is designed to offer a Nursing program that is approved by the Arkansas State Board of Nursing. This program meets requirements for application to the Arkansas State Board of Nursing and the NCLEX-RN examination after successful completion of all requirements. Persons convicted of certain crimes may not be eligible to take the NCLEX-RN examination.

Program Information

- <http://www.asun.edu/programs/health-professions>

Program Learning Outcomes

Upon completion of this program students will:

- Advocate holistically for diverse patient populations and their families in ways that promote health, self-determination, integrity and ongoing growth as human beings
- Integrate clinical reasoning, substantiated with evidence, to provide and promote safe quality care for patients and families in a community context
- Distinguish one's professional identity in ways that reflect integrity, responsibility, and ethical practices, and professional growth and development as a nurse
- Communicate respectfully and effectively with diverse populations and the multidisciplinary health care team through collaborative decision making to produce optimal patient outcomes
- Manage patient care effectively related to time, personnel, informatics, and cost to continuously improve the quality and safety of health care systems

Program Admission Requirements

- Students must apply to both ASUN and the traditional Registered Nursing program to be eligible
- Application for ASUN: <https://www.asun.edu/getstarted>
- Application for RN Program: [Traditional RN Program](#)

Program Accreditation

- The Traditional Registered Nursing Program has Initial Approval from the Arkansas State Board of Nursing

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support
- American Heart Association Advanced Life Support
- Arkansas State Board of Nursing Registered Nursing License (Post graduation after successful completion of the NCLEX-RN)

[AAS Registered Nursing Traditional](#)

CERTIFIED NURSING ASSISTANT (CNA)

Program Philosophy

The Certified Nursing Assistant (CNA) program is designed to prepare students with basic knowledge and skill for entry-level care in the long-term and home-health setting. In addition, the ASUN, CNA program fosters intellectual curiosity and a commitment to life-long learning for personal and professional growth.

Program Information

<https://www.asun.edu/programs/patient-care>

Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety
- Identify services that promote patient/client independence
- Demonstrate basic knowledge of anatomy and physiology of body systems and anatomic terminology associated with the body systems, for all clients of all ages
- Demonstrate ability to communicate changes in client condition to the nurse
- Demonstrate knowledge of the importance of specimen collection in the overall patient care system
- Demonstrate knowledge of equipment, to assist the client, and proper use of equipment for activities of daily living
- Demonstrate proper techniques to perform activities of daily living
- Demonstrate knowledge of the basic concepts of communication, personal and patient interaction, stress management, professional behavior and legal implications in this work environment
- Identify steps to answer patient call system, communicate with the vision/hearing impaired client
- List reasons, and procedures for use of restraints and legal consequences
- Demonstrate means of taking Temp, Pulse, Respirations, and Blood Pressures

Program Admissions Requirements

- ASUN application for admission
- Criminal Background Check (Persons convicted of certain crimes may not be eligible to be placed at clinical sites).
- Urine Drug Screen

Program Accreditation

- Office of Long Term Care Certified Nursing Assistant Certification

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support
- Certified Nursing Assistant Exam

[CP Certified Nursing Assistant](#)

PHLEBOTOMY

Program Philosophy

The Phlebotomy program is designed to educate and train entry-level competent and diverse phlebotomists with the mental, physical and ethical knowledge and skills for career entry in the laboratory profession. In addition, ASUN's Phlebotomy program fosters intellectual curiosity and a commitment to life-long learning for personal and professional growth.

Program Information

- <https://www.asun.edu/programs/patient-care>

Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety
- Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems, for all clients of all ages
- Demonstrate knowledge of the importance of specimen collection in the overall patient care system
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents
- Demonstrate proper techniques to perform venipuncture and capillary puncture
- Demonstrate knowledge of requesting, specimen transport, and specimen processing

Program Admission Requirements

- ASUN Application for admission
- Criminal Background Check
- Urine Drug Screen

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support

[CP Phlebotomy](#)

PATIENT CARE TECHNICIAN

Program Philosophy

The Patient Care Technician program is designed to prepare students wanting a career in the acute care setting. This program incorporates the knowledge and skills needed to provide safe and competent direct client care. While preparing them with knowledge and skills to provide indirect laboratory care. In addition, ASUN's PCT program fosters intellectual curiosity and a commitment to life-long learning for personal and professional growth.

Program Information

- <https://www.asun.edu/programs/patient-care>

Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety
- Identify services that promote patient/client independence
- Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate client condition to the charge nurse, associated with the body systems, for all clients of all ages
- Demonstrate knowledge of the importance of specimen collection in the overall patient care system
- Demonstrate knowledge of equipment, to assist the client, and proper use of equipment for activities of daily living
- Demonstrate proper techniques to perform activities of daily living
- Demonstrate knowledge of the basic concepts of communication, personal and patient interaction, stress management, professional behavior and legal implications in this work environment
- Identify steps to answer patient call system, communicate with the vision/hearing impaired client
- List reasons, and procedures for use of restraints and legal consequences.
- Demonstrate means of taking Temp, Pulse, Respirations, and Blood Pressures
- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety
- Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems, for all clients of all ages
- Demonstrate knowledge of the importance of specimen collection in the overall patient care system

- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents
- Demonstrate proper techniques to perform venipuncture and capillary puncture.
- Demonstrate knowledge of requisitioning, specimen transport and specimen processing

Program Admission Requirements

- ASUN application for admission
- Criminal Background Check
- Urine Drug Screen

Program Accreditation

- Office of Long Term Care Certified Nursing Assistant Certification

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support
- Certified Nursing Assistant Exam

[CP Patient Care Technician](#)

EMERGENCY MEDICAL TECHNICIAN (EMT)

Program Philosophy

The Emergency Medical Technician (EMT) program is designed to prepare competent entry-level EMT's in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains with or without exit points at the Emergency Medical Technician, and/or Emergency Medical Responder levels allow the students to take the National Registry of Emergency Medical Technicians certification exam at their level of training. The EMT is an allied health professional whose primary focus is to assist the Paramedic and to provide emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. EMT's function as part of a comprehensive EMS response, under medical oversight. EMTs perform interventions with the basic equipment typically found on an ambulance.

Program Information

https://files.asun.edu/academics/program_application/2018-2019_EMT_application.pdf

Program Student Learning Outcomes

Upon completion of this program students will:

- Describe the unique needs for assessing an individual with a specific chief complaint with no known prior history
- Differentiate between the history and physical exam that are performed for responsive patients with no known prior history and responsive patient with a known prior history
- Differentiate between the assessment that is performed for a patient who is unresponsive or has an altered mental status and other medical patients requiring assessment
- Explain the reason for prioritizing a patient for care and transport
- Explain and demonstrate the value of performing an initial assessment and a secondary assessment
- Explain and demonstrate knowledge and use of EMT level medication administration
- Explain the benefits and advantages of operating in an integrated EMS System
- Describe the emergency medical care considerations and procedures of the patient with head and/or spine injuries
- Describe the emergency medical care considerations and procedures for the patient with a chest injury
- Describe the emergency medical care considerations and procedures for a patient with an abdominal wound
- Describe the procedures for movement of the patient with life-threatening and non-life threatening injuries

Program Admission Requirements

- Students must apply to both ASUN and the EMT program to be eligible
- Application for ASUN: <https://www.asun.edu/getstarted>
- Application for the EMT Program
- A criminal background check (In program)
- Drug screen (In program)
- Must remain current with an American Heart Association Basic Life Support CPR Certification
- Current TB skin test
- Current flu vaccine
- Current Hepatitis B vaccine series or signed waiver

Program Accreditation

- The Emergency Medical Technician (EMT) program meets the requirements of the Arkansas Department of Health Section of EMS and the guidelines of the Department of Transportation

Associated Licensure, Certification, and Credentials

- American Heart Association BLS Provider
- National Registry of Emergency Medical Technician Arkansas Department of Health, Section of EMS
- National Registry of Emergency Medical Technicians (required to work in the field)
- American Heart Association BLS Provider (required to work in the field)

[CP Emergency Medical Technician](#)

SURGICAL TECHNOLOGY

Program Philosophy

The Surgical Technology program is designed to provide Nationally Certified Surgical Technologist who are allied health professionals, serving as an integral part of the team of medical practitioners that provide surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures.

Surgeon supervision is also utilized in order to ensure that the operating room environment is safe, that all equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical Technologists must be able to work under stressful and emergency situations. Manual dexterity, physical stamina, and considerable patience are needed to provide the best patient care.

Program Information

<https://www.asun.edu/programs/surgical-technology>

Program Student Learning Outcomes

Upon completion of this program students will:

- Identifies, discusses, and evaluates (self) the duties of the Surgical Technologist in the scrub role, circulating role, and second assisting
- Identifies discusses and diagrams key elements related to anatomy and physiology, microbiology, and the mechanisms of wound healing and wound complications, as it relates to surgical care
- Identifies, discusses, and displays appropriate key elements of universal precautions and infection control measures. [Cognitive – Knowledge, comprehension, and application
- Identifies safety hazards. Discusses and selects appropriate interventions regarding patient and environmental safety including specimen care, counts, electrical, radiation and laser precautions, CDC (Infection Control measures), latex allergy, and OSHA (PPE) requirements
- Identifies, discusses, and prepares pharmacology medications and solutions used in surgery correctly and safely
- Identifies discusses, and (self) evaluates the principles of surgical fundamentals such as aseptic technique, storage and handling of sterile supplies, sterilization, and disinfection efficiently and safely
- Identifies and selects appropriate equipment for assigned procedure setup. Organizes a comprehensive pre-case supply and equipment check including orthopedic equipment, dermatomes, tourniquets, suction units, endoscopes, microscopes, cryotherapy units, electrosurgical units, irrigation/aspiration units, laser equipment, monitors, and emergency equipment
- Utilizing imitation, manipulation following oral or written directions, and finally precision independent performance

- Identifies and selects appropriate action when confronted with equipment-related malfunctions or emergencies. Identifies and selects an appropriate response to surgical complications and emergencies. Demonstrates appropriate response in lab or clinical setting Identifies basic step, discusses possible variations, and applies principles of surgical technique and planning to patients of all ages and physical conditions for a variety of procedures by formulating or modifying the patient's case plan
- Identifies procedural steps and demonstrates performance (independent) of patient care procedures correctly and safely such as skin preparation, positioning, draping, catheterization, vital signs, and cardiopulmonary resuscitation
- Identifies, manipulates and manages instruments (classifications), sutures, needles, catheters, drains, surgical packing and dressings, and other types of specialty supplies and equipment with precision
- Demonstrates ability to progress from the ability to imitate basic scrub skills in the lab setting, manipulate case setup according to oral or written instructions, and perform with precision a minimum of 80 procedures in the "first scrub solo" or "with assist" role in the required procedure categories. Demonstrates articulation (ability to perform the procedure with competency) in the "first scrub" role prior to graduation

Program Admission Requirements

- ASUN application for admission
- ACCUPLACER Score of 249 in algebra, 256 in writing and reading or an ACT score of 19 or higher
- Program application: https://files.asun.edu/academics/program_application/2018-2019_Surgical_Technology_Application.pdf

Program Accreditation

- CAAHEP – Commission on Accreditation of Allied Health Education Programs

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support
- National Certification in Surgical Technology (*upon successfully passing boards*)
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[TC Surgical Technology](#)

[AAS Surgical Technology](#)

DIVISION OF APPLIED SCIENCE

Philosophy

The Division of Applied Science supports the college vision as a driving force that revitalizes the Delta and restores the American Dream in the communities we serve. Our programs will be accessible, affordable, transform the lives of our students, enrich our communities and strengthen the regional economy.

Program Student Learning Outcomes

Upon completion of this program students will:

- Obtain gainful employment or continue their education in their technical field
- Express ideas, knowledge, and concepts in a clear and concise manner
- Apply reasoning skills in a variety of environments, which demonstrates problem-solving and applied knowledge
- Participate in service activities that instill in them a sense of social responsibility

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ADVANCED MANUFACTURING

Program Philosophy

The Advanced Manufacturing program is designed to provide students the opportunity to learn the skills needed to successfully execute jobs in the CNC and manual machining fields. Our goal is to provide the knowledge needed to secure an entry to mid-level position in these fields. We aspire to train advanced manufacturing program students in a way that they will be prepared and confident as they start their careers. With the help of our advisory board and local partners, we will be able to provide entry and midlevel curriculum for students, to meet current needs in the industry today. We encourage students to evaluate problems and access individual situations to provide the best solution for each. We encourage good work habits and a good work ethic, not only to make students a better person but a better employee.

Program Information

<http://www.asun.edu/programs/manufacturing>

Program Student Learning Outcomes

Upon completion of this program students will:

- Be proficient at using precision measuring tools
- Be able to read and understand part drawings
- Understand the details of, be able to write and troubleshoot CNC programming code
- Understand, calculate, and communicate the cutting speed and feed information to produce parts on CNC and manual machining equipment
- Be able to create solid model drawings for parts
- Understand the need for and the application of Geometric Dimensioning and Tolerancing
- Be able to communicate with customers, peers, and management on the details of the manufacture of parts
- Demonstrate proper use of PPE
- Demonstrate routine maintenance for all types of machining equipment
- Create production methods and specifications for parts

Program Admission Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- NIMS Level 1 Machining Certification
- NIMS Measurement, Materials & Safety

- NIMS Job Planning, Benchwork & Layout
- NIMS CNC Lathe Operations
- NIMS CNC Operator
- NIMS CNC Programmer
- NIMS Milling I
- NIMS Turning I (Between Centers)
- NIMS Grinding I

[CP Manual Machining](#)

[CP Computer Numeric Control \(CNC\)](#)

[TC Advanced Manufacturing](#)

AGRICULTURE TECHNOLOGY

Program Philosophy

The Agriculture Technology program is designed to equip students with the knowledge and skills needed to be successful employees within the field of agriculture. Students will gain valuable, hands-on and real-life techniques that will benefit them in today's high-tech agricultural occupations.

Program Information

<http://www.asun.edu/programs/agtech>

Program Student Learning Outcomes

Upon completion of this program, students will:

- Obtain gainful employment in agriculture or further their education at a four-year institution
- Apply communication and analytical skills
- Demonstrate proper use and care of equipment and tools
- Demonstrate and understand safety precautions and practices
- Develop responsible and ethical behavior in social, academic and financial settings
- Apply learned skills in different sectors of agriculture in Northeast Arkansas and the Delta
- Comprehend and implement the components of agronomy
- Successfully understand the life cycle of crops from planting to harvest
- Utilize mechanical and operational skills
- Perform equipment calibrations and chemical calculations
- Demonstrate an understanding of resistant plants and recognize methods to avoid resistance
- Understand and demonstrate the uses of herbicides, pesticides, and insecticides
- Understand and incorporate state and federal Ag regulations and laws

Program Admissions Requirements

- ASUN Application for Admission
- If seeking the Class A CDL, must meet requirements for the Commercial Driver Training program.

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Private Pesticide Applicator License
- Class A Commercial Driver's License (if they choose that path)

- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Agronomy](#)

[TC Agriculture Operations](#)

[AAS Agriculture Technology](#)

AUTOMOTIVE SERVICE TECHNOLOGY

Program Philosophy

The Automotive Service Technology program is designed to recruit and train students for a prosperous career in the automotive service industry by providing a broad theoretical foundation, as well as pertinent and interesting hands-on training. We strive to encourage the proper work habits and attitudes necessary to work in the industry and to help students become responsible, accountable, and productive employees. Regular consultations with our advisory committee ensure that the Automotive Service Technology program remains relevant and current with industry standards. In order to keep up-to-date with technological advances within the industry, the program will instill in its students the value of life-long learning.

Program Information

<http://www.asun.edu/programs/auto>

Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate professionalism and safe work practices
- Identify components associated with automotive systems
- Diagnose basic faults in automotive systems
- Perform repairs and service components in automotive systems
- Demonstrate the proper use of shop tools and equipment
- Students will apply communication and analytical skills

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Automotive Service Excellence (ASE) Entry-Level Certifications
- Environmental Protection Agency (EPA) Section 609 Certification
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Automotive Engine Performance](#)

[CP Automotive Heating & Air Conditioning](#)

[CP Automotive Mechanical Systems](#)

[CP Automotive Transmission & Axles](#)

[TC Automotive Service Technology](#)

[AAS Automotive Service Technology](#)

BUSINESS

Program Philosophy

The Associate of Science in Business is designed to provide the knowledge and background in general business concepts to prepare students for transfer to a baccalaureate program. By incorporating the state-mandated general education core along with a good solid business foundation in accounting, economics, marketing, management, and technology, the degree is transferable to all state universities in Arkansas. Students pursuing this degree should contact the university they plan to transfer to and obtain the specific baccalaureate degrees aligned with the Associate of Science in Business.

Program Information

<http://www.asun.edu/programs/business>

Program Outcomes

Upon completion of this program students will:

- Develop effective written and oral communication skills appropriate to the business environment
- Acquire a foundational understanding of business principles and practices in the areas of accounting, economics, law, management, and marketing
- Demonstrate knowledge of technical skills, software, and programs used in the modern business world
- Develop analytical reasoning and mathematical skills specific to the area of business
- Practice ethical and responsible behavior in business, academic, and financial activities expected in business and industry

Program Admission Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Microsoft Specialist Certification in Microsoft Access
- Microsoft Expert Certification in Microsoft Word
- Microsoft Expert Certification in Microsoft Excel
- Microsoft Specialist Certification in Microsoft Excel
- Microsoft Specialist Certification in Microsoft PowerPoint
- Microsoft Specialist Certification in Microsoft Word
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

- Bachelor of Arts in Economics, Arkansas State University
- Bachelor of Science in Accounting, Arkansas State University
- Bachelor of Science in Business Administration, Arkansas State University
- Bachelor of Science in Business Economics, Arkansas State University
- Bachelor of Science in Computer & Information Technology, Arkansas State University
- Bachelor of Science in Education in Business Technology, Arkansas State University
- Bachelor of Science in Global Supply Chain Management, Arkansas State University
- Bachelor of Science in International Business, Arkansas State University
- Bachelor of Science in Management: General Management, Arkansas State University

[CP Business Operations](#)

[TC Business Technology](#)

[AAS Business Technology](#)

[AS Business](#)

COLLISION REPAIR AND REFINISHING TECHNOLOGY

Program Philosophy

The Collision Repair and Refinishing Technology program is designed to provide 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 parts.

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. Graduates are encouraged to continue their education to earn an Associate of Applied Science in Collision Repair and Refinishing Technology.

Program Information

<https://www.asun.edu/programs/collision>

Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate professionalism and safe work practices
- Identify components associated with automotive systems
- Perform repairs to structural and non-structural components of the automobile
- Demonstrate the proper use of shop tools and equipment
- Mix and apply a variety of automotive refinish materials
- Perform estimates on collision repair damage
- Demonstrate polishing and detaining methods
- Demonstrate communication and analytical skills

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Automotive Service Excellence (ASE) Entry-Level Certifications
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[TC Collision Repair & Refinishing Technology](#)

[AAS Collision Repair & Refinishing Technology](#)

COMMERCIAL DRIVER TRAINING

Program Philosophy

The philosophy of the commercial driver training program is to provide a safe and productive learning environment for our students. We strive to increase program enrollment and to maintain or increase completion rates in the program. Our goal is also to ensure that the program is meeting the standards of the industry, regarding equipment and training needs.

Program Information

<http://www.asun.edu/programs/commercial-driver-training>

Program Student Learning Outcomes

Upon completion of this program, students will:

- Demonstrate professionalism and industry-specific safety practices
- Demonstrate commercial driving skills
- Demonstrate knowledge of the US Department of Transportation regulations and logs
- Demonstrate proper inspection procedures

Program Admissions Requirements

- ASUN Application for Admission
- Must be at least 18 years of age
- Must pass the DOT physical
- Must have a 'clean' drug screen
- Must have a valid driver's license
- Must have an original birth certificate with a raised stamp

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Class A Commercial Driver's License

[CP Commercial Driver Training](#)

COMPUTER AND NETWORKING TECHNOLOGY

Program Philosophy

The Computer and Networking Technology program is designed to provide students with the fundamental skills and abilities for employment in the field of Information Technology (IT) by educating them in the design, installation, administration, and support of computer systems and networks. This is accomplished by building well-rounded, entry-level IT technicians. CNT fosters completers of Technical Certificates and/or Associates of Applied Science degrees. Through a rigorous, hands-on approach CNT offers the necessary educational foundation for industry certifications and the future pursuit of a bachelor's degree.

Program Information

<http://www.asun.edu/programs/computer-and-networking-technology>

Program Student Learning Outcomes

Upon completion of this program students will:

- Express concepts, knowledge, and ideas in a clear and concise manner and communicate effectively with the end-user
- Install, maintain, secure, troubleshoot, and repair computer networks.
- Demonstrate appropriate reasoning skills in order to effectively troubleshoot microcomputer hardware and software issues
- Display responsibility through providing PC troubleshooting and repair services to the community, obtaining satisfactory academic progress, and ensuring financial means for timely completion

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Cisco Certified Entry Networking Technician (CCENT) Certification
- Cisco Certified Network Associate (CCNA) Certification
- CompTIA A+ Certification
- CompTIA IT Fundamentals
- CompTIA Security+
- CompTIA Network+
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Information Communication Technology](#)

[TC Computer & Networking Technology](#)

[AAS Computer & Networking Technology](#)

COSMETOLOGY

Program Philosophy

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 practicum setting.

Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others.

New students are accepted each January.

Program Information

<https://www.asun.edu/programs/cosmetology>

Program Student Learning Outcomes

Upon completion of this program students will:

- Students will evaluate concepts learned and apply them to assignments that reflect real-life scenarios
- Students will demonstrate the ability to locate and effectively assess value, relevance, authority, and applicability of information
- Students will demonstrate the ability to identify the type of problem and, from multiple problems solving methods, choose the best method for a possible solution to the problem
- Students will demonstrate effective listening, speaking, reading, and writing communication skills
- Students will demonstrate the ability to identify the type of problem and, from multiple problems solving methods, choose the best method for a possible solution to the problem

Program Admissions Requirements

- A placement test such as Compass, Accuplacer, ACT exam or equivalent is required for admission into the Cosmetology program
- Students must submit an application to ASUN and an application to the Cosmetology program
- Official transcripts (High School or Previous College/Universities Attended)
- Cosmetology Application Essay
- Letter of Recommendation
- Additional admission requirements can be found at <http://www.asun.edu/programs/cosmetology>

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Arkansas State Board of Cosmetology Licensure (Requires successful completion of post-completion exam)

[TC Cosmetology](#)

COSMETOLOGY INSTRUCTOR TRAINEE

Program Philosophy

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 practicum setting.

Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others.

New students are accepted each January.

Program Information

<https://www.asun.edu/programs/cosmetology>

Program Student Learning Outcomes

Upon completion of this program students will:

- Students will evaluate concepts learned and apply them to assignments that reflect real-life scenarios
- Students will demonstrate the ability to locate and effectively assess value, relevance, authority, and applicability of information
- Students will demonstrate the ability to identify the type of problem and, from multiple problems solving methods, choose the best method for a possible solution to the problem
- Students will demonstrate effective listening, speaking, reading, and writing communication skills
- Students will demonstrate the ability to identify the type of problem and, from multiple problems solving methods, choose the best method for a possible solution to the problem

Program Admissions Requirements

- A minimum placement test score of 83 on the Compass exam or equivalent is required for admission into the Cosmetology program
- Students must submit an application to ASUN and an application to the Cosmetology program
- Official transcripts (High School or Previous College/Universities Attended)
- Current Cosmetology License
- Additional admission requirements can be found at <http://www.asun.edu/programs/cosmetology>
- Must be at least 21 years of age

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Arkansas State Board of Cosmetology Instructor Licensure (Requires successful completion of post-completion exam)

[TC Cosmetology Instructor Trainee](#)

AESTHETICS

Program Philosophy

The Aesthetics program is designed to prepare students in the management and care of the skin by utilizing industry products and techniques while maintaining infection control standards. This course will help students develop customer service standards.

Program Information

<https://www.asun.edu/programs/cosmetology>

Program Student Learning Outcomes

Upon completion of this program students will:

- Select, utilize, and recommend a variety of industry-standard equipment and products in compliance with Occupational Health and Safety, sanitation, and infection and prevention control standards and procedures
- Demonstrate skills required to establish and maintain the operation of an aesthetics business
- Demonstrate customer service skills that promote a professional standard.
- Demonstrate a variety of skincare treatments, while maintaining infection control standards, and meeting client need

Program Admissions Requirements

- A minimum placement test score of 83 on the Compass Reading exam or equivalent (ACT- 19 Reading, ACCUPLACER- 80 Reading) is required for admission into the Aesthetic program
- Students must submit an application to ASUN and an application to the Aesthetic program
- Official transcripts (High School or Previous College/Universities Attended)

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Arkansas Department of Health State Aesthetic Licensure (requires successful completion of a written and practical state licensing exam)

[CP Aesthetics](#)

DIESEL TECHNOLOGY

Program Philosophy

The Diesel Technology program is designed to provide students with the knowledge and technical skills required to work in a modern commercial truck and trailer maintenance facility. Students are instructed through a hands-on approach, utilizing the institution's fleet of tractors and trailers. The diesel technology instructional lab, equipped with state of the art equipment and tools, ensures graduates will be competitive in a workforce that is becoming increasingly dependent on technology.

Program Information

<http://www.asun.edu/programs/diesel-technology>

Program Student Learning Outcomes

Upon completion of this program, students will:

- Exhibit an understanding of proper safety practices
- Demonstrate professionalism in the lab
- Identify components associated with heavy diesel systems
- Diagnose basic faults in heavy diesel systems
- Perform repairs and service components in heavy diesel systems
- Show the proper use of shop tools and equipment
- Demonstrate an understanding of the importance and setup of a proper maintenance program

Program Admissions Requirements

- ASUN Application for Admission
- If seeking the Class A CDL, must meet requirements for the Commercial Driver Training program.

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Class A Commercial Driver's License
- Get Ahead Certifications

[CP Truck Service and Maintenance](#)

[TC Diesel Technology](#)

ENERGY CONTROL TECHNOLOGY

Program Philosophy

The Energy Control Technology (ECT) program is designed to provide students with the opportunity to begin a career in the residential air conditioning and commercial refrigeration field. The fundamental skills needed for entry-level employment are taught and reinforced with hands-on training through the different courses within the program. Students are prepared to take the Environmental Protection Agency (EPA) 608 safe handling of refrigerants exam which allows them to be conscious of their responsibilities to protect and preserve our communities' well-being and health. ECT's goals are for the student to leave this program with a Certificate of Proficiency, a Technical Certificate, or an Associate of Applied Science Degree that provide them with life-long earning potential.

Program Information

<http://www.asun.edu/programs/energy>

Program Student Learning Outcomes

Upon completion of this program student will:

- Express and communicate clearly the concepts of Residential and Commercial Air Conditioning
- Understand and follow all health and safety standards provided by local, state, and federal health codes
- Install equipment according to manufacturer's instructions, Department of Energy guidelines, and Arkansas Mechanical Code requirements
- Provide and maintain equipment operation with knowledgeable, professional, and courteous service
- Analyze and calculate the whole house system for energy efficiency, combustion appliance zones, and air changes in the home per industry standards.

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Environmental Protection Agency (EPA) Section 608 Certification
- Level 1 Apprentice Preventative Maintenance Technician
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Contractors License
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Apprentice Preventative Maintenance Technician](#)

[CP Introduction to Air Conditioning](#)

[TC Energy Control Technology](#)

[AAS Energy Control Technology](#)

GENERAL TECHNOLOGY PATHWAY IN HIGH VOLTAGE LINEMAN TECHNOLOGY

Program Philosophy

The High Voltage Lineman Technology program is designed to prepare individuals to apply technical knowledge and skills needed to install, repair, service, and maintain electrical power lines and supporting equipment. The program includes instruction in AC/DC electrical theory, safety, transformers, tools, material, testing equipment, pole framing, and bucket and digger derrick trucks. The program also includes instruction in the construction, maintenance, and troubleshooting of underground electrical systems. Students also receive instruction in pole climbing, pole testing, equipment maintenance, and pole top rescue. Graduates may find employment in the field of electrical power line work for electric cooperatives, electric contractors, city municipalities, and investor-owned power companies.

Program Information

<http://www.asun.edu/programs/high-voltage>

Program Student Learning Outcomes

Upon completion of this program, students will:

- Learn and use OSHA and industry safety rules and practices
- Learn how to climb wood poles and use and care of climbing equipment
- Basic understanding of electric utility systems and its components
- Pole framing using electrical cooperative specifications
- Possess skills in First Aid and CPR
- Perform pole top and bucket truck rescue
- Identify tools, equipment, and material
- Demonstrate proper use of PPE
- Demonstrate the use of transformers connections, construction, taps, and loading
- Identify the use and care of bucket and digger trucks
- Understand underground equipment, construction, and troubleshooting
- Exhibit basic electrical theory and utility meters

Program Admission Requirements

- ASUN Application for Admission
- Complete pole climbing evaluation
- Must meet requirements for the Commercial Driver Training program.

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support
- Class A Commercial Driver's License
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[TC High Voltage Lineman Technology](#)

[AAS GT \(Pathway to High Voltage Lineman Technology\)](#)

GENERAL TECHNOLOGY PATHWAY IN INDUSTRIAL MAINTENANCE

Program Philosophy

The philosophy of the Industrial Maintenance program is to recruit and instruct students for a prosperous career in the manufacturing industry. This is done by providing a wide-ranging theoretical foundation, as well as relevant and stimulating hands-on training. We inspire positive work habits and the cooperative attitude needed to succeed in a manufacturing environment. With this way of thinking students become responsible, accountable, and productive employees. With the input of our advisory committee, we can keep the Industrial Maintenance program relevant, and current with industry standards. We believe that if we teach students the basic skills necessary to become lifelong learners and instill a desire for the knowledge they will be successful.

Program Information

<http://www.asun.edu/programs/industrial>

Program Student Learning Outcomes

Upon completion of this program students will:

- Identify maintenance concepts for bearings, couplings, brakes, valves, pumps, v-belts
- Identify industrial components and controls
- Identify maintenance concepts for Industrial motor control systems
- Identify industrial electrical circuits and controls
- Demonstrate industrial electrical circuit wiring methods
- Discuss and analyze electrical circuit component, use, application and faults
- Identify local, state, and federal laws governing health and safety codes
- Demonstrate proper use of PPE
- Read schematics, diagrams, flowcharts
- Demonstrate routine maintenance procedures

Program Admission Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- National Institute for Metal Working Skills (NIMS), Materials & Safety
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Industrial Maintenance - Electrical](#)

[CP Industrial Maintenance – General](#)

[CP Technical Operator/Industrial Maintenance](#)

[TC Industrial Maintenance](#)

[AAS Pathway to Industrial Maintenance](#)

HOSPITALITY SERVICES

Program Philosophy

The Hospitality Services Program prepares students with the necessary skills for culinary and management positions in the hospitality industry. Our students will learn quality cooking and managerial skills, with emphasis on food selection, preparation, and customer service. Students will be prepared to work in a variety of foodservice businesses such as restaurants, schools, hospitals, and hotels.

Program Information

<http://www.asun.edu/programs/hospitality>

Program Student Learning Outcomes

Upon completion of this program students will:

- Understand and demonstrate *mise en place* practices for front-of-house and back-of-house
- Discuss FOH/dining room operations and table service techniques
- Analyze and discuss principles of professional service
- Identify and review the professional standards for dining room personnel
- Explain/discuss the standards of service involved in the wide range of service levels of dining establishments
- Apply theories and concepts of cooking and implementation techniques to operate or function in a commercial kitchen
- Identify sanitation and safety codes and procedures necessary to maintain a safe food service facility
- Analyze food cost and implement necessary controls to maintain costs and ensure profitability
- Identification and explanation of flow patterns within foodservice space
- Identify and discuss menu item pricing, profitability, popularity, and promotion strategies
- Develop menus for various service-style food operations

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- National Restaurant Association
 - ServSafe Manager
 - ManageFirst - Controlling Foodservice Costs
 - ManageFirst - Hospitality and Restaurant Management

- ManageFirst - Hospitality Human Resources Management and Supervision
- ManageFirst - Purchasing
- ManageFirst - Principles of Food and Beverage Management
- ManageFirst - Hospitality and Restaurant Marketing
- Arkansas Department of Parks and Tourism
 - First Impressions
- American Hotel and Lodging Educational Institute
 - AHLEI START: Restaurant Server
 - Guest Service Gold
 - AHLEI START: Front Desk Representative
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Hospitality Services](#)

[TC Hospitality Services](#)

[AAS Combined Pathway Hospitality Services](#)

WELDING TECHNOLOGY

Program Philosophy

The Welding Technology program is dedicated to preparing students for employment in the welding sector of manufacturing, construction, maintenance, and steel production industries. We obtain this by training students in the theory and application of manual and automated welding and cutting processes commonly found in the communities we serve. We encourage good work habits and attitudes necessary to excel in the welding industry in order to help students become responsible, accountable, and productive team-oriented employees. Continuous interaction with our advisory committee and industry partners ensures that the Welding Technology program remains current with the ever-changing technology and industry standards.

Program Information

<http://www.asun.edu/programs/welding>

Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate professionalism and safe work practices
- Demonstrate the proper use of shop tools and equipment
- Students will apply communication and analytical skills
- Demonstrate welding and cutting that meets industry standards
- Understand how to use automation in the manufacture of welded parts
- Demonstrate the ability to read prints and weld symbols used in manufacturing to produce welded parts
- Understand welding inspection, codes, and certification
- Apply mathematical knowledge to the fabrication of welded parts

Program Admission Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- National Center for Construction Education and Research (NCCER) Level 1 Welding Certification
- National Center for Construction Education and Research (NCCER) Level 2 Welding module Certification
- American Welding Society (AWS) Welder Qualification

[CP Welding - General](#)

[CP Manufacturing Welding](#)

[TC Welding](#)

PRISON EDUCATION

Program Philosophy

The general philosophy of the Prison Education Program is to facilitate student success, institutional excellence, and community engagement through credit offerings that can result in the completion of academic credentials by student-inmates. Through this effort, and by focusing on retention, persistence, and completion by students, the goal of reducing recidivism may be more likely, reducing the number of inmates who return to incarceration after release.

Program Information

<https://asun.edu/programs/transfer-degrees>

Program Student Learning Outcomes

Upon completion of this program students will:

The following are the general program outcomes for the Prison Education Program:

- To provide college-level coursework to student-inmates at the Grimes and McPherson units
- To facilitate a schedule that will support the attainment of credentials by student-inmates
- To provide assistance to student-inmates relative to academic success including tutoring and advising

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- The Associate of Arts degree is part of a statewide articulation agreement that provides students the opportunity to complete an Associate of Arts and then transfers to a four-year university to complete a baccalaureate degree.

[Certificate of General Studies](#)

[Associate of Arts General Education](#)

INVESTING IN GENERATION NEXT INDUSTRIAL AND TECHNICAL EDUCATION (IGNITE) ACADEMY



Program Philosophy

The IGNITE Academy is designed to facilitate the opportunity for area high school students to earn academic certifications and industry-recognized credentials that will allow them to gain employment and transfer for additional education.

Program Information

<http://www.asun.edu/programs/ignite>

Program Student Learning Outcomes

Upon completion of this program, students will:

- Demonstrate knowledge and skills in their chosen area of study
- Show proper use of PPE and other safety precautions related to their area of study
- Recognize resources that ease the transition from secondary to postsecondary environments
- Understand and demonstrate how to create a resume and participate in a job interview
- Exhibit transferable skills such as communication, critical thinking, time management, and teamwork

Program Admission Requirements

- ASUN Application for Admission
- IGNITE Application

Program Accreditation

- None

Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Certificate of Proficiency in Certified Nursing Assistant
- Certificate of Proficiency in Phlebotomy

- Certificate of Proficiency in Patient Care Technician
- Certificate of Proficiency in Manufacturing Welding
- Certificate of Proficiency in Truck Service and Maintenance
- Certificate of Proficiency in Information Communication Technology
- Certified Nursing Assistant License
- American Heart Association Basic Life Support
- National Center for Construction Education and Research (NCCER) Level 1 Welding Certification
- Daimler Trucks North America Service Training Academy Certifications
- CompTIA A+ Certification

[Information Communication Technician Pathway](#)

[Health Professions Pathway](#)

[Truck Service and Maintenance Pathway](#)

[Welding Pathway](#)

DIVISION OF GENERAL EDUCATION

This Division includes programs in Education, General Studies, Natural Sciences, Distance Learning, and Concurrent Education.

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GENERAL EDUCATION DIVISION

Philosophy

ASUN is committed to a holistic approach regarding educational opportunity. As an institution, we believe that individuals should be exposed to the broadest array of experiences to not only craft their outlook but develop an appreciation to life-long learning. ASUN has developed a general education program that prepares students with a good firm foundation of skills useful in both their academic and personal lives. By developing, augmenting, and honing these skills, students are provided the tools to enhance success in their chosen fields, become better-informed citizens, and enrich their lives.

General Education supports the core of every degree and certificate. The General Education program is committed to providing pathways to student success in both transfer Associate degrees, but also complementing the various applied science and technical program courses of study. The knowledge and skills attained through exposure to general education curricula offer students immediate opportunities for success in the present, but also inspire them to pursue a life journey filled with stronger and more enlightened perspective to the ever-changing world in which we live.

Certificates and Degrees Offered

- [Certificate of General Studies](#)
- [Associate of Arts General Education](#)
- [Associate of Science in Education](#)
- [Associate of Science in Natural Sciences](#)
- [Associate of Science Liberal Arts and Sciences](#)

ASSOCIATE OF ARTS IN GENERAL EDUCATION

Program Philosophy

The Associate of Arts degree is designed to provide a broad general education core for students who wish to transfer to a four-year university to pursue baccalaureate studies. By incorporating all of the state-mandated core courses and allowing students to choose from a wide range of elective courses, the Associate of Arts degree provides a solid foundation that provides a seamless path to transfer to other institutions.

Program Information

<http://www.asun.edu/programs/transfer-degrees>

Program Student Learning Outcomes

Upon completion of this program students will:

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences
- Develop effective written and verbal communication skills
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines
- Apply basic technological skills for academic purposes
- Develop responsible and ethical behavior in social, academic, and financial settings

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Credentials, and/or Articulation Agreements:

- The Associate of Arts degree is part of a statewide articulation agreement that provides students the opportunity to complete an Associate of Arts and then transfers to a four-year university to complete a baccalaureate degree.

[AA Associate of Arts](#)

CERTIFICATE OF GENERAL STUDIES

Program Philosophy

The Certificate of General Studies is designed to provide the basic general education core of courses that fulfill individual and employment goals for students who are seeking further education, workplace requirements, or just life-long learning goals. The degree provides a good foundation as students pursue higher degrees by allowing students to complete the General Education core that is embedded into several Associate degree programs. While the degree in its entirety may not serve as a transferable degree into specialized fields, most of the individual courses will transfer to other institutions. Students should consult their advisors to see what the best mix of courses to achieve this degree needs to be taken to fit their individual educational goals.

Program Information

<http://www.asun.edu/programs/transfer-degrees>

Program Student Learning Outcomes

Upon completion of this program students will:

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences
- Acquire general knowledge and skills in specialized fields including science, technology, healthcare, and humanities
- Develop effective written and verbal communication skills
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines
- Apply basic technological skills for academic purposes
- Develop responsible and ethical behavior in social, academic, and financial settings

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Credentials, and/or Articulation Agreements:

- None

[Certificate of General Studies](#)

ASSOCIATE OF SCIENCE IN LIBERAL ARTS & SCIENCES

Program Philosophy

The Associate of Science in Liberal Arts and Sciences degree is designed to provide a broad general education core for students who wish to transfer to a four-year university to pursue baccalaureate studies tailored to specific program tracks. The program tracks are established with specific transfer agreements to various four-year universities. By incorporating many of the state-mandated core courses coupled with specific program track elective courses, the Associate of Liberal Arts and Sciences degree provides a seamless path to transfer to other institutions.

Program Information

<http://www.asun.edu/programs/transfer-degrees>

Program Student Learning Outcomes

Upon completion of this program students will:

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences
- Acquire general knowledge and skills in specialized fields including science, technology, healthcare, and humanities to move to specialized baccalaureate program tracks
- Develop effective written and verbal communication skills
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Credentials, and/or Articulation Agreements:

- Bachelor of Science in Health Sciences, University of Central Arkansas
- Bachelor of Science in Biology, University of Central Arkansas
- Bachelor of Science in Environmental Science, Biology, University of Central Arkansas
- Bachelor of Science in Environmental Science, Chemistry, University of Central Arkansas
- Bachelor of Science in Environmental Science, Planning and Administration, University of Central Arkansas
- Bachelor of Science in Health Sciences, Health Education, University of Central Arkansas

- Bachelor of Science in Health Sciences, Health Services Administration, University of Central Arkansas
- Bachelor of Science in Family and Consumer Sciences, University of Central Arkansas
- Bachelor of Science in Education, History, University of Central Arkansas

[ASLAS Pathway to Addiction Studies Treatment](#)

[ASLAS Pathway to Community Nutrition](#)

[ASLAS Pathway to Dietetics](#)

[ASLAS Pathway to Environmental Science Biology](#)

[ASLAS Pathway to Environmental Science Chemistry](#)

[ASLAS Pathway to Environmental Science Planning and Administration](#)

[ASLAS Pathway to Health Sciences - Health Services Administration](#)

[ASLAS Pathway to Health Education](#)

[ASLAS Pathway to Nutrition Science](#)

[ASLAS Pathway to Science Biology](#)

[ASE Pathway to Social Studies](#)

ASSOCIATE OF SCIENCE EDUCATION

Program Philosophy

The Associate of Science in Education program is designed to prepare students to transfer to a four-year institution to earn a baccalaureate degree in elementary or mid-level education and teacher certification. This program builds a foundation for future teachers by exposing them to fundamental beliefs about schools and society through knowledge, performance, and ideas that meet state and national standards for the profession.

The Early Childhood Development program is designed to prepare students by providing them with coursework and practicum experiences that will aid in enhancing the quality of child-care. This program will also prepare students for the Child Development Associate (CDA) licensure which is a nationally recognized credential in early childhood education.

Program Information

<http://www.asun.edu/programs/education>

Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate knowledge of the basic principles of teaching and learning in a diverse society
- Demonstrate effective communication skills
- Engage in critical self-reflection designed to enhance teaching and learning for all students
- Design an emerging personal philosophy to teaching and learning
- Demonstrate a well-constructed understanding of technological operations and concepts to engage students, improve learning, and enrich professional practice

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Credentials, and/or Articulation Agreements:

- Child Development Associate (CDA)
- Praxis
- Bachelor of Science in Education in Elementary Education, Arkansas State University

- Bachelor of Science in Education in Middle-Level Education: English Language Arts / Social Studies, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Math / English Language Arts, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Math / Science, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Math / Social Studies, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Science / English Language Arts, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Science / Social Studies, Arkansas State University
- Bachelor of Science in Education (Elementary Education K-6), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Language Arts / Math), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Language Arts / Science), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Language Arts / Social Studies), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Math / Science), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Math / Social Studies), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Science / Social Studies), University of Central Arkansas

[CP Early Childhood Development](#)

[TC Early Childhood Development](#)

[AS Education](#)

ASSOCIATE OF SCIENCE IN NATURAL SCIENCES

Program Philosophy

The Associate of Science in Natural Sciences is designed to provide students with a solid general education core coupled with a broad background in the natural sciences from biology and chemistry to environmental sciences. This program will prepare them to further education and employment opportunities in the sciences. The Associate of Science in Natural Science will allow students who transfer to ASU-Jonesboro and several other institutions to meet the first two-years of several baccalaureate degrees in biology, chemistry, or environmental science. Additionally, some other institutions may accept individual courses within this degree.

Program Information

<http://www.asun.edu/programs/transfer-degrees>

Program Student Learning Outcomes

Upon completion of this program students will:

- Develop effective written and oral communication skills appropriate to the sciences
- Demonstrate an understanding of various life forms, with emphasis on the cell and the levels of the organization
- Develop analytical reasoning and mathematical skills specific to the area of science
- Demonstrate critical reasoning skills to interpret data, synthesize information, and communicate chemistry-based ideas and concepts
- Develop critical thinking skills applying to natural history, effects of abiotic variables on individuals, ecology, and ecosystem structure

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Credentials, and/or Articulation Agreements:

- Bachelor of Science in Chemistry, Arkansas State University
- Bachelor of Arts in Chemistry, Arkansas State University
- Bachelor of Science in Biological Sciences
- Bachelor of Science in Education in General Science: Emphasis in Biology
- Bachelor of Arts in Environmental Studies
- Bachelor of Arts in Environmental Science
- Bachelor of Science in Wildlife, Fisheries, and Conservation

[AS Natural Science](#)

[ASNS Pathway to Biological Science](#)

[ASNS Pathway to Environmental Science](#)

[ASNS Pathway to Environmental Studies](#)

[ASNS Pathway to General Science Biology](#)

[ASNS Pathway to Wildlife Fisheries Conservation](#)

CRIMINAL JUSTICE

Program Philosophy

The Associate of Science in Criminal Justice is designed to provide students with a solid general education core coupled with a broad background in the field of criminal justice. This program will prepare them to further education and employment opportunities in the criminal justice field. The A.S. in Criminal Justice will allow students who transfer to other institutions with articulation agreements with ASUN to meet the first two years of a baccalaureate degree. Currently, this includes Arkansas State University in Jonesboro. Additionally, other institutions may accept individual courses within this degree. In the fall of 2017, this program was officially named the Lieutenant Patrick Weatherford Criminal Justice program to honor an officer who gave his life in the line of duty.

Program Information

<http://www.asun.edu/programs/criminal-justice>

Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate an understanding of terminology, trends, and processes of the criminal justice system
- Interpret the basic concepts, philosophies, and functions of criminal law
- Analyze and discuss the ethical and social issues in the criminal justice system.
- Explain the basic theories and concepts of corrections and the ethical issues involved
- Demonstrate an understanding of the basic functions of law enforcement, courts, and correctional agencies

Program Admissions Requirements

- ASUN Application for Admission

Program Accreditation

- None

Associated Licensure, Certification, Credentials, and/or Articulation Agreements:

- Bachelor of Arts in Sociology, Arkansas State University
- Bachelor of Arts in Criminology, Arkansas State University

[CP Criminal Justice](#)

[TC Criminal Justice](#)

[AS Criminal Justice](#)

Criminal Justice/ Law Enforcement Administration

Program Philosophy

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 ASUN. Some courses are delivered through an agreement with the Criminal Justice Institute. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

NOTE: This program is only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a crime scene capacity.

Program Outcomes

Upon completion of this program students will:

- Demonstrate an understanding terminology, trends, and processes of the criminal justice system.
- Interpret the basic concepts, philosophies, and functions of criminal law.
- Analyze and discuss the ethical and social issues in the criminal justice system.
- Explain the basic theories and concepts of corrections and the ethical issues involved.
- Demonstrate an understanding of basic functions of law enforcement, courts, and correctional agencies.

[CP Crime Scene Investigation](#)

[TC Crime Scene Investigation](#)

[AAS Crime Scene Investigation](#)

[CP Law Enforcement Administration](#)

[TC Law Enforcement Administration](#)

[AAS Law Enforcement Administration](#)

CONCURRENT EDUCATION

Program Philosophy

The Concurrent Enrollment program is designed to provide students who are enrolled in partnering high schools the opportunity to earn college credit for courses taken at the high school. ASUN's Concurrent Enrollment program works closely with their high school partners to ensure that concurrent courses use the same curriculum, are taught by credentialed faculty, and adhere to the same course learning outcomes as college courses.

Program Student Learning Outcomes

Upon completion of this program students will:

The following are the general program outcomes for the Concurrent Enrollment Program:

- Earn some college credits that will aid them in their efforts to complete certifications and degrees in a timely manner
- Gain an understanding of the rigor and demands of college-level courses that will help them prepare for a seamless transition from high school to college

Program Admissions Requirements

- ASUN Application for Admission
- Recommendation of high school administrator/faculty

Program Accreditation

- National Alliance of Concurrent Enrollment Partnerships (NACEP)

Associated Licensure, Certification, Credentials, and/or Articulation Agreements:

- None

Concurrent Courses

Concurrent courses available at each high school depends on several factors including a number of students interested in particular areas as well as the potential to credential the high school faculty to teach in a particular area. It is also dependent on the ability to ensure that the high school course meets all the course objectives that exist in that course on the college campus. Schedules are revised each year and, when it is possible to match courses in which credentialed faculty is available, coursework in those areas are offered to concurrent students.



COURSE DESCRIPTIONS

ACCOUNTING

ACCT1113 Concepts in Applied Accounting I

3 Credits

Students will gain knowledge of corporate accounting enabling them to gain the crucial decision-making and problem-solving skills needed in the workplace.

Prerequisite: MIS1033 Introduction to Computers.

ACCT1153 Concepts in Applied Accounting II

3 Credits

This course is a continuation of ACCT1113 Concepts in Applied Accounting. Students will gain more advanced knowledge of corporate accounting, enabling them to gain advanced decision-making and problem-solving skills needed in the workplace.

Prerequisite: ACCT1113 Concepts in Applied Accounting.

ACCT2003 Principles of Accounting I

3 Credits

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.

ACTS Equivalency: ACCT2003 Principles of Accounting I.

ACCT2013 Principles of Accounting II

3 Credits

Special measurement problems for partnerships and corporations. Part of the course covers accounting for manufacturing companies and managerial use of accounting data and reports for decision-making.

Prerequisite: ACCT2003 Principles of Accounting I with a grade of "C" or better

ACTS Equivalency: ACCT2013 Principles of Accounting II.

ACCT2023 Fundamental Accounting Concepts

3 Credits

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.

ACCT2033 Computerized Accounting

3 Credits

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

Prerequisite: ACCT2003 Principles of Accounting I.

ACCT2043 Computer Applications for Accounting

3 Credits

A course designed to use QuickBooks for small businesses. This course introduces the student to QuickBooks, a software program used by small businesses for accounting/bookkeeping needs. Students will gain "hands-on" experience using the software program applying basic accounting principles.

ACCT 2801 Special Topics in Accounting

1 Credit

ACCT 2802 Special Topics in Accounting

2 Credits

ACCT 2803 Special Topics in Accounting

3 Credits

ADVANCED MANUFACTURING

ADVM1024 Introduction to Manufacturing

4 Credits

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore Safety, basic materials, simple metallurgy, CNC basics, CNC equipment maintenance, published resources, minor process adjustments, and beginning quality control, shop math, and precision measurement.

ADVM1034 Design for Manufacturing

4 Credits

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore intermediate shop math and precision measurement, reading manufacturing blueprints speeds and feeds, basic machining theory, published resources, benchwork, layout, and introduction to G&M code.

ADVM1043 Manufacturing Production Processes

3 Credits

This course is designed to provide the student with in-depth skills to operate CNC controlled turning centers. Students will explore: CNC lathe setup, Has lathe intuitive programming system, CNC lathe programming, modern cutting tools for lathes, machining theory for lathes, published resources, and introduction to CAD/CAM process.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1054 Manufacturing Power and Equipment Systems

4 Credits

This course is designed to provide the student with in-depth skills to operate CNC controlled milling machines. Students will explore CNC mill setup, Haas milling intuitive programming system, CNC milling programming, modern cutting tools for mills, machining theory for mills, published resources, and introduction to CAD/CAM.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1063 Manufacturing Materials

3 Credits

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.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1073 The Manufacturing Enterprise**3 Credits**

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 part of a product development team, students will analyze customer needs and market requirements, conceptualize a design, and develop a prototype, production tooling, and other procedures.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1083 Manufacturing Equipment Maintenance and Operation**3 Credits**

This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment safety, maintenance and operation procedures, control systems, as well as leadership abilities in the field.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1093 Manufacturing, Engineering, Design and Problem Solving**3 Credits**

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 students 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.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1123 Materials, Measurement, and Safety**3 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore Safety, basic materials, simple metallurgy, CNC basics, CNC equipment maintenance, published resources, minor process adjustments, and beginning quality control, shop math, and precision measurement.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1134 Job Planning, Benchwork, and Layout**4 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore intermediate shop math and precision measurement, reading manufacturing blueprints speeds and feeds, basic machining theory, published resources, benchwork, layout, and introduction to G&M Code.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1144 CNC Turning**4 Credits**

This course is designed to provide the student with in-depth skills to operate CNC controlled turning centers. Students will explore CNC lathe setup, Haas Lathe intuitive programming system, CNC lathe programming, modern cutting tools for lathes, machining theory for lathes, published resources, and introduction to CAD/CAM process.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1154 CNC Milling**4 Credits**

This course is designed to provide the student with in-depth skills to operate CNC controlled milling machines. Students will explore CNC mill setup, Haas milling intuitive programming system, CNC milling programming, modern cutting tools for mills, machining theory for mills, published resources, and introduction to CAD/CAM process.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1223 Manual Milling**3 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate manually controlled milling equipment. Students will explore tools and tool selection, tool holding and work holding for a milling machine, milling machine operations, indexing, and rotary table operations, precision measurements, and equipment maintenance.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1233 Manual Lathe**3 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate manual lathes. Students will explore tools and tool selection, tool holding and work holding for lathes, lathe operations, precision measurements, and equipment maintenance.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1242 Surface Grinding**2 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate surface grinding equipment. Students will explore wheel selection, work-holding, surface grinder operations, precision measurements, and equipment maintenance.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1253 Geometric Dimensioning and Tolerancing**3 Credits**

This course is designed to introduce the student to the basics that are needed to understand GD&T principles, methods, and standards. Students will explore: symbols,

material, and feature modifiers, datum simulators, and freedoms, and analyze Cartesian deviation to determine tolerance zones.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM1264 CAD/CAM

4 Credits

This course is designed to introduce the student to the basics that are needed to understand CAD and CAM software and principles. Students will explore Solidworks and MasterCam on an introductory level.

Corequisite: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout.

ADVM2003 CNC Internship

3 Credits

This course is designed to allow students to earn credit while participating in an industry internship.

Prerequisites: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout, ADVM1144 CNC Turning, ADVM1154 CNC Milling, ADVM1223 Manual Mill, ADVM1233 Manual Lathe, ADVM1242 Surface Grinding, ADVM1253 Geometric Dimensioning and Tolerancing, ADVM1264 CAD/CAM.

ADVM2013 CNC INTERNSHIP – EDUCATIONAL

3 Credits

This course is designed to allow students to get credit for an educational internship.

Prerequisites: ADVM1123 Materials, Measurement, and Safety, ADVM1134 Job Planning, Benchwork, and Layout, ADVM1144 CNC Turning, ADVM1154 CNC Milling, ADVM1223 Manual Mill, ADVM1233 Manual Lathe, ADVM1242 Surface Grinding, ADVM1253 Geometric Dimensioning and Tolerancing, ADVM1264 CAD/CAM.

AGRICULTURE

AGEC1003 Introduction to Agricultural Economics

3 Credits

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

AGED1403 Basic Agricultural Mechanics

3 Credits

Introduction to basic mechanics and operations of agriculture equipment. The focus will be on preventative maintenance and safety.

AGED1411 Introduction to Agricultural and Extension Education

1 Credit

Philosophy, aims, and objectives of agricultural and extension education. Explanation of programs, career opportunities, and qualifications in agricultural and extension education.

AGED2411 Home and Farm Improvement

1 Credit

Learn about improvements that can increase the 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.

AGED2421 Introduction to Welding Processes **1 Credit**

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.

AGED2431 Introduction to Alternative Energy Sources **1 Credit**

An introductory course on the use and applications of alternative energy sources and their implications to society.

AGED2433 Principles of Agricultural Power Electricity and Internal Combustion Engines **3 Credits**

Agricultural power includes electricity and internal combustion engines. Electricity includes systems, devices, motors, installation, and service. Internal combustion power includes small engine repair and maintenance.

Prerequisite: AGED1403 Basic Agricultural Mechanics.

AGED2441 Introduction to Electricity **1 Credit**

An introduction to basic electrical theory, appropriate safety practices, and applied techniques associated with electricity.

AGED2453 Application of Welding Technologies to Agriculture **3 Credits**

Principles and practices of various methods of welding technology applied to agriculture. Lecture two hours, laboratory two hours per week

AGRI 1103 Principles of Agronomy **3 Credits**

This course presents instruction in crop plant classification, use, and identification. It will also cover cropping systems, tillage and harvesting methods, and crop growth patterns.

AGRI 1123 Precision Farming Systems **3 Credits**

This course provides an overview of the concepts of precision farming. Emerging technologies are introduced as “tools” and the way they are used by growers as “processes”. Fundamental concepts in mapping, decision making, and industry issues.

AGRI1203 Agricultural Resources and Management **3 Credits**

The significance of agriculture as a major force in advancing civilization. The application of agricultural sciences in solving pressing world problems will be stressed.

AGRI1211 Introductory Seminar in Agriculture **1 Credit**

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

AGRI1213 Making Connections in Agriculture **3 Credits**

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.

AGRI1503 Technical Agriculture Lab I **3 Credits**

This course provides an introduction to farm machinery, basic operational and mechanical skills and safety procedures. Students will be on local farms assisting producers with everyday daily demands.

AGRI 2103 Crop Monitoring/Scouting Techniques **3 Credits**

Students will learn types of irrigation and proper use of timing for various crops. Also, identify common pest problems and develop a pest management program.

AGRI2213 Genetic Improvement of Plants and Animals **3 Credits**

Introduction to agriculturally important plant and animal traits and the methods used to incorporate these into favorable combinations.

AGRI 2323 Agriculture Chemicals **3 Credits**

Introduction to the types and uses of agriculture pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined.

AGRI 2333 Internship **3 Credits**

This course is a cooperative internship between industry and education and is designed to integrate the student's technical studies with industrial experience.

AGRI 2403 Field Crop Harvesting **3 Credits**

Introduces the different types of equipment used depending on the crop being harvested, understanding the importance of moisture levels at maturity, and the proper timing of harvest. Also, the practices are taken to get crops to grain storage facilities, actual storing of grain and safety measures.

AGRI 2423 Geospatial Data Collection **3 Credits**

This course provides technical knowledge and skills related to collecting field information as a basis for decision-making. Most importantly, it also includes project and time management, working with a client, and refining a problem to determine data to be collected.

AGRI 2243 Feeding the Planet **3 Credits**

Emphasizes the historical background and current and future social, political, environmental or economic implications for the use of natural resources for feeding the world population.

AGRI 2503 Technical Agriculture Lab II **3 Credits**

This course is a continuation of Technical Agriculture Lab I. Students will gain skills in harvesting and daily routine procedures and tasks.

Prerequisite: AGRI1503 Technical Agriculture Lab I.

AMERICAN SIGN LANGUAGE

ASL1003 American Sign Language

3 Credits

This is an introductory course in conversational ASL. Participants will be introduced to ASL and ASL History, Deaf Culture, and fingerspelling, as well as basic signs for simple conversation. This class will focus on practical everyday communication skills for beginners.

ART

ART1013 Design I

3 Credits

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

ART1033 Drawing I

3 Credits

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.

ART1043 Drawing II

3 Credits

Light and shade drawing with emphasis on original illustration using the human form.

Prerequisite: ART1033 Drawing I.

ART2063 Painting I

3 Credits

A studio course which utilizes the elements and principles of art. In addition to the language of art, value studies, contrast, and technique will be taught.

Prerequisite: ART1033 Drawing I.

ART2073 Painting II

3 Credits

Prerequisite: ART2063 Painting I.

ART2093 Ceramics I

3 Credits

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.

ART2103 Ceramics II

3 Credits

Emphasis is placed upon sculpture, slab, and wheel-thrown pot methods along with glazing and firing procedures.

Prerequisite: ART2093 Ceramics I.

ART2503 Fine Arts Visual

3 Credits

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

ACTS Equivalency: ARTA1003 Art Appreciation.

AUTOMOTIVE SERVICE TECHNOLOGY

AST1003 Hybrid, Electric and Fuel Cell Vehicle Technologies 3 Credits

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.

Prerequisite: AST1106 Automotive Electrical/Electronic Systems.

AST1102 Automotive Cylinder Heads and Valve Trains Theory with Service 2 Credits

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.

Prerequisite: AST1103 Automotive Short Block Theory and Service.

AST1103 Automotive Short Block Theory and Service 3 Credits

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.

AST1105 Automotive Engine Repair 5 Credits

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.

AST1106 Automotive Electrical/Electronic Systems 6 Credits

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.

AST1203 Automotive Brake Systems 3 Credits

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.

AST1205 Automotive Suspension and Steering 5 Credits

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.

AST1206 Automotive Engine Performance 6 Credits

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.

AST1604 Automotive Heating and Air Conditioning 4 Credits

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.

AST2105 Automatic Transmission/Transaxles 5 Credits

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.

AST2205 Automotive Manual Drive Train and Axles 5 Credits

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 driveline and final drive assemblies for automotive use. Safety is emphasized.

BIOLOGY

BIOL1004 Biological Science and Lab 4 Credits

A study of the similarity and diversity of life on Earth.
ACTS Equivalency: BIOL1004 Biology for Non-Majors.

BIOL1034 Biology of Plants and Lab 4 Credits

A study of plant structures and their functions and the evolution, diversity, and ecology of plants.
ACTS Equivalency: BIOL1034 Botany for Majors.

BIOL1054 Biology of Animals and Lab 4 Credits

Fundamentals of modern zoology and a survey of the phyla. 4 Credits.

ACTS Equivalency: BIOL1054 Zoology.

BIOL1064 Environmental Science and Lab 4 Credits

An introduction to symbiotic relationships on planet Earth and the cross-disciplinary sciences that study them.

BIOL1404 Body Structure and Function 4 Credits

A course in anatomy and physiology wherein the function 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 a teaching emphasis in biology.

BIOL2004 Microbiology and Lab 4 Credits

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.

Prerequisites: BIOL1004 Biological Science or BIOL2404 Human Anatomy and Physiology I.

ACTS Equivalency: BIOL2004 Introductory Microbiology.

BIOL2013 Introduction to Nutrition 3 Credits

A study of human nutritional needs over the human lifespan. 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.

BIOL2214 Biology of the Cell and Lab 4 Credits

This course is designed to provide a general understanding of the mechanism of how living cells work, by covering cell components, DNA replication, transcription, translation, cell membrane structure, and cytoskeleton, cell division, and signal transduction, and to familiarize students with cell and molecular biology techniques that are used for investigation cellular structure and function.

ACTS Equivalency: BIOL1014 Biology for Majors.

BIOL2404 Human Anatomy and Physiology I and Lab 4 Credits

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. 4 Credits.

ACTS Equivalency: BIOL2404 Human Anatomy and Physiology I.

BIOL2414 Human Anatomy and Physiology II and Lab 4 Credits

Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid-base balance, and fluid balance.

Prerequisite: BIOL2404 Human Anatomy and Physiology I.

ACTS Equivalency: BIOL2414 Human Anatomy and Physiology II.

BIOL2501 Special Problems in Biological Sciences 1 Credit
The specific area of the topic and mode of inquiry agreed upon by student and instructor and includes experimental design and research. The student will conduct research, analyze data, and submit an abstract of findings to the instructor.

BIOL2502 Special Problems in Biological Sciences 2 Credits
The specific area of the topic and mode of inquiry agreed upon by student and instructor and includes experimental design and research. The student will conduct research, analyze data, and submit a report of findings to the instructor.

BIOL2503 Special Problems in Biological Sciences 3 Credits
The specific areas of the topic and mode of inquiry agreed upon by student and instructor and include experimental design and research. The student will conduct research, analyze data, submit a report of findings to the instructor and give a public presentation of findings. Registration may be repeated with various topics.

BIOL2504 Special Problems in Biological Sciences 4 Credits
The specific areas of the topic and mode of inquiry agreed upon by student and instructor and include experimental design and research. The student will conduct research including hands-on laboratory or field-based data collection, analyze data, submit a report of findings to Instructor and give a public presentation of findings. Registration may be repeated with various topics.

BUSINESS

BSYS1213 Basic Word Processing Application I 3 Credits
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.

BSYS1223 Basic Word Processing Applications II 3 Credits
Designed to provide advanced word and information processing concepts, and communication skills on a computer.

BSYS1383 Spreadsheet Applications 3 Credits
The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems.
Prerequisite: MIS1033 Introduction to Computers.

BSYS1503 Document Formatting 3 Credits
This course is designed for persons with some keyboarding skills. The major emphasis is on skill development. Instruction is provided on microcomputers.

BSYS1563 Administrative Support Procedures 3 Credits

Topics include self-improvement, interpersonal relations, mail handling, telephone usage, and travel arrangements. Emphasizes the practice and procedures acceptable in a business office regarding records management and control. Topics include sorting, filing, and retrieval of records.

Prerequisite: MIS1033 Introduction to Computers.

BSYS2143 Introduction to Entrepreneurship 3 Credits

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.

Prerequisites: MIS1033 Introduction to Computers or MIS1503 Microcomputer Applications.

BSYS2413 Administrative Technology 3 Credits

Instruction in the use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time.

BSYS2503 Business Office Skills 3 Credits

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.

BSYS2523 Machine Transcription 3 Credits

Includes training in transcribing office documents using transcription equipment. Stresses skills required to produce respective documents.

Prerequisite MIS1033 Introduction to Computers.

BSYS2533 Internet, Intranet, and E-mail Applications for Business 3 Credits

This is a course to teach students about the Internet, Intranet, and E-mail. They will develop technical skills and research strategies using the Internet.

BSYS2553 Business Machines 3 Credits

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

Prerequisite: MATH1043 Technical Math for Business Applications.

BSYS2563 Business Communications 3 Credits

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports, and preparing various types of oral presentation.

Prerequisite: ENG1003 Composition I.

ACTS Equivalency: BUSI2013 Business Communications.

BSYS2573 Medical Transcription 3 Credits

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.

BSYS2583 Spreadsheets for Managerial Decisions 3 Credits

The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems.

BSYS2801 Special Topics in Business 1 Credit

BSYS2802 Special Topics in Business 2 Credits

BSYS2803 Special Topics in Business 3 Credits

BUAD2093 Internship 3 Credits

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.

CERTIFIED NURSING ASSISTANT

CNA1507 Certified Nursing Assistant 7 Credits

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 healthcare facilities and prepare them for the certification exam. This course will include a lab.

CHEMISTRY

CHEM1014 General Chemistry I and Lab 4 Credits

The study of the fundamentals of atomic theory, quantum theory, atomic structure, bonding processes, reactions and equations, periodic law, thermochemistry, stoichiometry and behavior of gases. The course includes a laboratory component, which is integrated into the course that covers an introduction to the equipment and techniques common to the chemistry laboratory.

Corequisite: MATH1023 College Algebra.

ACTS Equivalency: CHEM1414 Chemistry I for Science Majors.

CHEM1024 General Chemistry II and Lab 4 Credits

The study of solids, liquids, solutions, acids and base equilibria and kinetics, electrochemistry, nuclear chemistry and an introduction of industrial production of compounds. The course includes a laboratory component, which is integrated into the

course that covers an introduction to the equipment and techniques common to the chemistry laboratory.

Prerequisite: CHEM1014 General Chemistry I.

ACTS Equivalency: CHEM1424 Chemistry II for Science Majors.

CHEM1034 Introduction to Organic and Biochemistry and Lab 4 Credits

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy.

Prerequisite: CHEM1014 General Chemistry I.

ACTS Equivalency: CHEM1224 Chemistry II for Health Related Professions.

CHEM1044 Fundamental Concepts of Chemistry and Lab 4 Credits

A one-semester chemistry survey course introducing selected fundamental concepts including dimensional analysis, mole concept, atomic and molecular structure, nomenclature, chemical reactions, thermochemistry, intermolecular interactions, gases, mixtures, kinetics, equilibrium, and acid-base chemistry.

ACTS Equivalency: CHEM1214 Chemistry I for Health Related Professions.

CHEM1052 Fundamental Concepts of Organic and Biochemistry 2 Credits

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.

Prerequisite: CHEM1014 General Chemistry I, CHEM1044 Fundamental Concepts of Chemistry and Lab.

CHEM2051 Investigations in Chemistry 1 Credit

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory techniques.

Prerequisite: CHEM1014 General Chemistry I.

CHEM2052 Investigations in Chemistry 2 Credits

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory techniques.

CHEM1014 General Chemistry I.

CHEM2053 Investigations in Chemistry 3 Credits

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory techniques.

Prerequisite: CHEM1014 General Chemistry I.

COLLISION REPAIR TECHNOLOGY

CRT1112 Basic Welding I

2 Credits

The 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.

CRT1122 Basic Welding II 2 Credits

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.

CRT1212 Body and Frame Alignment I 2 Credits

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.

CRT1222 Body and Frame Alignment II 2 Credits

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.

CRT1312 Painting I 2 Credits

Teaches the skills and technical knowledge in the preparation of the metal for paint; chemical stripping of old finishes; use and maintenance of spray painting equipment. Safety is emphasized.

CRT1322 Painting II 2 Credits

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.

CRT1413 Painting Lab I 3 Credits

The practical application of preparing metal for paint; chemical stripping of old finishes; using and maintaining spray painting equipment. Safety will be emphasized.

CRT1423 Painting Lab II 3 Credits

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.

CRT2312 Basic Metal Repair I 2 Credits

The course offers instruction in professional metalwork and dent removal and procedures used with the application of filler. Procedures necessary to rough, shrink, bump, and finish is included. Safety measures are emphasized.

CRT2322 Basic Metal Repair II 2 Credits

The course offers instruction in the removal and replacement of auto body parts and non-structural parts along with repair. Safety measures are emphasized.

CRT2411 Basic Metal Repair Lab I**1 Credit**

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.

CRT2421 Basic Metal Repair Lab II**1 Credit**

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.

CRT2512 Color Matching I**2 Credits**

A continuation of auto painting with an emphasis on spraying techniques and the blending of paints to achieve a color match.

CRT2522 Color Matching II**2 Credits**

Advanced auto painting with an emphasis on spraying techniques and the tinting of paints to achieve a color match.

CRT2611 Color Matching Lab I**1 Credit**

The practical application of spraying techniques and blending of paints to achieve a color match.

CRT2621 Color Matching Lab II**1 Credit**

The practical application of spraying techniques of paints to achieve a color match.

CRT2713 Related Body Repair I**3 Credits**

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.

CRT2723 Related Body Repair II**3 Credits**

This course further covers the skills in the removal and replacement of glass, trim, and electrical wiring, and the repair of plastic.

COMMERCIAL DRIVER TRAINING**CDT1101 Professional Driver Refresher Course I****1 Credit**

This one (1) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to re-enter the workforce or for experienced drivers that are required to take refresher training for insurance purposes.

CDT1102 Professional Driver Refresher Course II**2 Credits**

This two (2) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to re-enter the workforce or for experienced drivers that are required to take refresher training for insurance purposes. Practical application is provided through field exercises and road trips.

CDT1103 Professional Driver Refresher Course III 3 Credits

This three (3) student semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to re-enter the workforce or for experienced drivers that are required to take refresher training for insurance purposes. Practical application is provided through field exercises and road trips.

CDT1104 Special Projects 4 Credits

This is a two-week course that provides instruction for students that need specific specialized driving instruction. The instruction will be determined based on the need of the student/industry.

CDT1107 Commercial Driver Training 7 Credits

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, logbooks, bill of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. The course consists of a combination of classroom, lab, and driving time.

CDT1903 Enhanced Entry-Level Driver Training 3 Credits

This three (3)-student semester credit hour course will provide the knowledge and skills necessary to obtain a Class A CDL. Students will practice pre-trip inspections, maneuvering, and gain knowledge of the rules and regulations mandated by DOT. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. The course consists of classroom, lab, and driving time.

Prerequisite/Corequisite: AGRI2503 Technical Agriculture Lab II or DT1522 Applications Lab II.

CDT1907 Special Topics 7 Credits

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, logbooks, bill of lading, and trip reports. Safety is emphasized throughout

the course. Practical application is provided through field exercises and road trips. The course consists of classroom, lab, and driving time.

COMPUTER NETWORKING TECHNOLOGY

CNT1303 PHP Essentials

3 Credits

Hypertext Preprocessor) is a cross-platform scripting language that is particularly well-suited to web development. The PHP Essentials course starts by introducing students to the fundamentals of the PHP language. This course will teach the principles of programming through simple game creation. Students will acquire the skills needed for more practical programming applications and will learn how these skills can be put to use in real-world scenarios.

CNT1403 Introduction to Networking

3 Credits

Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Basic configurations for routers and switches and IP addressing schemes will also be introduced.

CNT1503 PC Troubleshooting and Repair I

3 Credits

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, and diagnostic and troubleshooting techniques.

CNT1613 Routing and Switching Essentials

3 Credits

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area, and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

CNT1903 Cabling Standards

3 Credits

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.

CNT2103 Scaling Networks

3 Credits

Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, VTP and both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

CNT2203 PC Troubleshooting and Repair II**3 Credits**

This is the second course in the active exploration into the operation, construction, and troubleshooting 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 systems, software installation, safety, and diagnostic and troubleshooting techniques.

CNT2223 Introduction to Network Security**3 Credits**

This course offers/provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security.

CNT2303 LAN Administration**3 Credits**

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.

CNT2313 Troubleshooting Processes**3 Credits**

This course is the study of the installation and troubleshooting of LAN devices. The course will include the design and installation of a local area network, testing and troubleshooting techniques, and preventative maintenance. Emphasis will be placed on activities and processes technicians will encounter in a work environment.

CNT2323 Special Topics in IT**3 Credits**

This course gives the student the opportunity to study emerging trends and technologies in the field of IT. Projects, expert speakers, and field trips are used to help explore selected course topics. Course content will vary based on new and emerging technologies selected by the instructor.

CNT2413 Connecting Networks**3 Credits**

Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.

CNT2433 Introduction to Linux**3 Credits**

The study of a current version of Linux. Topics include hardware requirements, basic and custom server installation, Shell administration, and log-in scripts.

CNT2443 Internship: Computer and Networking Technology 3 Credits

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, to establish learning objectives and to coordinate learning activities with an employer or work site supervisor.

Prerequisites: Completion of 24 CNT hours toward the Associate of Applied Science/Technical Certificate in Computer Networking Technology.

CNT2503 Health Information Networking 3 Credits

Health Information Networking (HIN) equips students with knowledge that can be applied toward entry-level specialist careers in healthcare ICT and networking. The course aims to develop an in-depth understanding of the skills needed to specialize in healthcare network implementations. The Health Information Networking course complements the Cisco CCNA curriculum and is designed to help students develop specialized skills for working in the field of healthcare ICT and networking. The course equips students with the knowledge and skills needed to design, implement, monitor, and troubleshoot networks in healthcare environments.

COSMETOLOGY

COS1012 Cosmetology Clinical Experience I 12 Credits

This course provides the application of theoretical concepts, hygiene, and sanitation in the practice of hairdressing, manicuring and esthetics. Instruction and supervised experience in all aspects of cosmetology including the application of knowledge to give the client full service through management and shop department.

COS1102 Cosmetology I 2 Credits

This course provides basic concepts necessary to obtain the National Industry Skill Standard for entry-level Cosmetologists. Students will learn to conduct services in a safe environment and take measures to prevent the spread of infectious and contagious diseases. Students will be prepared to safely use a variety of salon products while providing client safety. Areas of skills covered include all Basic and Introductory levels of Hairdressing, Manicuring, Esthetics and Shop Department.

COS1202 Cosmetology II 2 Credits

This course provides a continued study into the intermediate steps necessary to obtain the National Industry Skill Standard for entry-level Cosmetologists. Students will learn to conduct services in a safe environment and take measures to prevent the spread of infectious and contagious diseases. Students will be prepared to safely use a variety of salon products while providing client safety. Continued studies in the areas of skills covered include all Basic and Introductory levels of Hairdressing, Manicuring, Esthetics and Shop Department.

COS1302 Cosmetology Application Theory 2 Credits

COS2012	Cosmetology Clinical Experience II	12 Credits
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COS2016 Aesthetics 16 Credits

COS2110	Cosmetology Application Practicum	10 Credits
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COS2353 Practical Concepts **3 Credits**

COS2362 **Preparatory Training** **2 Credits**

COS2363 Lecture Demonstration and Class Attendance 3 Credits

COS2372 Conducting Theory Classes in Cosmetology 2 Credits**COS2379 Conducting Practical Classes in Cosmetology 9 Credits**

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. *9 Credits.*

COS2382	Student Records	2 Credits
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COS2383 Practice of Cosmetology**3 Credits**

Training in specific areas in which the instructor trainee may be deficient.

CRIMINAL JUSTICE**CRIM1023 Introduction to Criminal Justice****3 Credits**

This course is intended to expose the student to the workings of criminal justice systems. It explores 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 the law, strategies for 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.

ACTS Equivalency: CRJU1023 Introduction to Criminal Justice.

CRIM2043 Community Relations in the Administration of Justice 3 Credits

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.

CRIM2253 Criminal Investigation**3 Credits**

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.

CRIM2263 Criminal Evidence and Procedure**3 Credits**

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.

CRIM2273 Criminal Law**3 Credits**

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.

DIESEL TECHNOLOGY**DT1004 Service and Maintenance****4 Credits**

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.

Corequisites: DT1032 Brakes/ABS, DT1153 Electrical Problem Solving, DT1512 Applications Lab I.

DT1022 Trailer Suspension and Brake Systems 2 Credits

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.

DT1032 Brakes/ABS 2 Credits

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.

Corequisites: DT1004 Service and Maintenance, DT1042 Introduction to Hydraulics, DT1153 Electrical Problem Solving, DT1512 Applications Lab I.

DT1042 Introduction to Hydraulics 2 Credits

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.

Prerequisites: DT1004 Service and Maintenance, DT1032 Brakes/ABS, DT1153 Electrical Problem Solving, DT1512 Applications Lab I.

DT1153 Electrical Problem Solving 3 Credits

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

Prerequisites: DT1032 Brakes/ABS, DT 1512 Applications Lab I.

DT1203 Diesel Engines 3 Credits

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.)

DT1303 Diesel Fuel Systems 3 Credits

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.

DT1412 Chassis and Steering 2 Credits

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.

DT1512 Applications Lab I 2 Credits

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

Prerequisites: DT1004 Service and Maintenance, DT1032 Brakes/ABS, DT1153 Electrical Problem Solving.

DT1522 Applications Lab II 2 Credits

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

DT1542 Heavy Duty Transmissions 2 Credits

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

DT1552 HVAC Service and Diagnostics 2 Credits

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 control systems that are used on Freightliner vehicles. Lecture two hours with supplemental lab time.

EARLY CHILDHOOD

ECH1303 Practicum I 3 Credits

This course affords students the opportunity to acquire in-depth knowledge in the field of early childhood education. Observation hours are required. Students will observe infants, toddlers, and preschool children in a childcare facility. The course content will focus on the child development associate (CDA) subject areas.

ECH1313 Practicum II 3 Credits

This course is an extension of ECH1303 Practicum I. This course provides students working with children birth to age five with comprehensive opportunities to acquire as well as demonstrate knowledge, skills, and abilities regarding early childhood education. Observation hours are required. Students will observe infants, toddlers, and preschool

children in a childcare facility. The course content will focus on the child development associate (CDA) subject areas.

ECH2013 Foundations of Early Childhood Education 3 Credits

This course will provide a study of the history, theory, and practice of early childhood education. The student will be presented with the theories that support early childhood education and the role of families in children's development (age's birth to eight). The knowledge gained from this study will give the student an understanding of this special area of education as well as the laws pertaining to the care and education of young children.

ECONOMICS

ECON2113 Business Statistics 3 Credits

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.

Prerequisites: MATH1023 College Algebra or MATH2143 Business Calculus.

ACTS Equivalency: BUSI2103 Business Statistics.

ECON2313 Principles of Macroeconomics 3 Credits

Analysis of whole economic systems, particularly the U.S. Economy. Emphasis is placed on the analysis of economic problems and their possible solutions. Topics include inflation, unemployment, national income, and the monetary system.

ACTS Equivalency: ECON2103 Principles of Macroeconomics.

ECON2323 Principles of Microeconomics 3 Credits

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.

ACTS Equivalency: ECON2203 Principles of Microeconomics.

ECON2333 Economic Issues and Concepts 3 Credits

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.

ENERGY CONTROL TECHNOLOGY

ECT1123 Basic Electrical Circuits 3 Credits

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.

ECT1133 Basic Electrical Circuits Lab 3 Credits

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.

ECT1144 Introduction to Air Conditioning Systems 4 Credits

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.

ECT1213 Split Systems 3 Credits

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.

Prerequisites: ECT1123 Basic Electrical Circuits, ECT1133 Basic Electrical Circuits Lab, ECT1144 Introduction to Air Conditioning Systems.

ECT1223 Split Systems Lab 3 Credits

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.

Prerequisites: ECT1123 Basic Electrical Circuits, ECT1133 Basic Electrical Circuits Lab, ECT1144 Introduction to Air Conditioning Systems.

ECT1243 HVACR Code Class 3 Credits

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.

ECT1253 Construction Trades Piping 3 Credits

Construction Trades Piping will allow students to study codes governing refrigeration piping, electrical conduit, black iron, and galvanized piping. Safe and acceptable industry standards will be discussed and then used when modifying, soldering, bending, or connecting tubing and piping. Students should be able to distinguish and identify the various types of tubing and piping used in various construction trades. Students should be able to explain the uses of the individual types of tubing and piping.

ECT1313 EPA Certification 3 Credits

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.

ECT1314 Residential Heat Pump Systems

4 Credits

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.

Prerequisites: ECT1123 Basic Electrical Circuits, ECT1133 Basic Electrical Circuits Lab, ECT1144 Introduction to Air Conditioning Systems.

ECT1323 Preventive Maintenance Technician

3 Credits

The content of this course will supply information and service practices needed to effectively extend the operating life of vapor-compression equipment, typically utilized in the HVAC/R industry. This course is to help technicians obtain optimum performance, reliability, and long life from the systems they service which are related to preventative maintenance with proper service and repair while maintaining air conditioning, refrigeration, and heat pump systems. Students taking this course will be eligible to test for their Apprentice Preventative Maintenance Technician Certification.

ECT2116 Refrigeration Systems

6 Credits

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 recycling of refrigerants will also be performed. Students will demonstrate knowledge of system components and charging procedures.

Prerequisites: ECT1123 Basic Electrical Circuits, ECT1133 Basic Electrical Circuits Lab, ECT1144 Introduction to Air Conditioning Systems.

ECT2234 Building Performance Analysis

4 Credits

The practice of measuring the rate of infiltration and ex-filtration 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.

ECT2243 Advanced HVACR Systems Diagnostics

3 Credits

This course will allow students to develop skills needed to properly diagnose high-efficiency heating and air conditioning equipment. System diagnostics will be discussed and calculated on the advanced electrical wiring schematics in order to achieve optimum efficiency ratings of various types of equipment. Students will be trained to use diagnostic tools that pinpoint precise system refrigerant calculations and airflow to increase SEER Ratings of the equipment.

ECT2253 Home Performance Principles**3 Credits**

This course will allow students to examine the heating and cooling loads of residential homes along with health and safety standards. Students will study the mechanical systems, insulation techniques, air sealing, moisture control, and conservation strategies involved in home efficiency. Procedures for proper duct and equipment sizing will also be part of the course content.

EDUCATION**EDU0033 Praxis I Preparation Course****(This is a non-credit course)**

This course is designed for both elementary and secondary education teacher candidates preparing to take the Praxis I exams. This course focuses on skills necessary to pass the Praxis I: Pre-Professional Skills Test in reading, writing, and mathematics. Students will learn test-taking strategies and practice taking the Praxis I exams.

EDU2013 Educational Technology**3 Credits**

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.

Corequisite: EDU2023 Introduction to Education.

EDU2023 Introduction to Education**3 Credits**

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

Prerequisite: 15 hours, Praxis and portfolio.

Corequisite: EDU2013 Educational Technology.

EDU2043 Exceptional Student in the Regular Classroom**3 Credits**

This course examines the historical and current delivery of special education services and program practices. Legal foundations and issues, special education terminology, and professional roles are addressed. This course is specifically for Elementary Education K-6 or K-12 Special Education majors.

EDU2103 Child Growth and Development**3 Credits**

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.

ELECTRICAL**ELEC1002 Basic Electrical Theory****2 Credits**

Basic Electrical Theory is an overview of Electricity and Electrical Controls. This course is beneficial to those entering general electrical maintenance in industry.

ELEC1012 Introduction to Electrical Circuits **2 Credits**

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.

ELEC1023 Introduction to Programmable Logic Controllers **3 Credits**

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.

Prerequisite: ECT1002 Basic Electrical Theory.

EMERGENCY MEDICAL TECHNICIAN

EMT1101 Basic EMT Practicum **1 Credit**

The student must rotate through the emergency departments to develop the skills that were discussed in the classroom setting.

EMT1109 Basic EMT Theory **9 Credits**

This course will develop the skills to meet the needs of most of the runs the student will face as an EMT.

ENGLISH

ENG0051 Writing Seminar **(This is a non-credit course)**

This course provides instruction in expository essay form, structure, and style. Students with an ACT score 17 - 18 in English and Reading who would like to enroll in ENG 1003 Composition I simultaneously should see an advisor about enrolling in this class.

ENG0053 English Fundamentals **(This is a non-credit course)**

This course focuses on intensive work on the basic strategies, organization, diction, and grammar of the collegiate essay through the use of readings to improve vocabulary, comprehension skills, critical thinking skills, and writing competency. Students with an ACT score of 14 - 16 in English and Reading must take this course before enrolling in ENG1003 Composition I.

ENG1003 Composition I **3 Credits**

Instruction in expository essay form, structure, and style.

Prerequisite: ACT score of 19 or higher in both English and Reading or successful completion of ENG0053 English Fundamentals.

ACTS Equivalency: ENGL1013 Composition I.

ENG1013 Composition II **3 Credits**

A continuation of ENG1003 with the addition of research papers and literary genres.

Prerequisite: ENG1003 Composition I.

ACTS Equivalency: ENGL1023 Composition II.

ENG1203 Workplace Essentials

3 Credits

The focus of this course is effective communication and essential soft skills. This course provides instruction in the preparation of resumes, cover letters and employment interview skills conflict resolution and interpersonal communications will be developed through a variety of techniques to include leadership interviews, team building activities, critical thinking exercises, and character development.

ACTS Equivalency: ENGL2023 Introduction to Technical Writing.

ENG1213 Technical Communications for Emergency Personnel 3 Credits

This course provides instruction in the preparation of technical documents. Techniques of persuasion through written communications for successful employment will be developed by writing essays and reports.

ENG1233 Technical Composition

3 Credits

This course will include exercises in basic grammar, mechanics, sentence structure, and paragraph structure. Instruction will include skills in completing repair orders, learning abbreviations, and writing complete, concise descriptions of mechanical problems.

ENG2003 Intro to Literature of the Western World I

3 Credits

A study of literature from Antiquity through the Renaissance, reflecting the major philosophical, religious, and literary trends of these time periods.

ACTS Equivalency: ENGL2213 Western Literature I.

ENG2013 Intro to Literature of the Western World II

3 Credits

A study of literature from the Renaissance to the present, reflecting the major philosophical, religious, and literary trends of these time periods.

ACTS Equivalency: ENGL2223 Western Literature II.

ENG2023 Creative Writing

3 Credits

Instruction and practice in writing poetry and fiction.

Prerequisite: ENG1003 Composition I.

ACTS Equivalency ENGL2013 Introduction to Creative Writing.

ENG2033 American Literature II

3 Credits

Survey of major authors in American Literature from the time of the Civil War to the present.

ACTS Equivalency: ENGL2663 American Literature II.

ENG2053 American Literature I

3 Credits

Survey of major authors in American Literature prior to the Civil War.

ACTS Equivalency: ENGL2653.

ENG2493 Popular Literature**3 Credits**

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

ENG2563 Special Topics Travel**3 Credits****ENG2583 Literature for Adolescents****3 Credits**

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

Prerequisite: ENG1013 Literature for Adolescents.

ENG2623 Introduction to Mythology**3 Credits**

A survey of world mythologies, including archetype, hero, creation, flood, apocalyptic, and afterlife characteristics that cultivate literary interpretive skills.

FOOD SCIENCE**FDST2203 Introduction to Food Science****3 Credits**

Introduction to modern food science and technology. Concepts of food quality, nutrition, sanitation, consumption patterns, and food laws. Overview of careers in food technology.

FDST2213 Food Chemistry**3 Credits**

Covers the functionality and interactions of major food components, carbohydrates, proteins, lipids and water and their impact on food quality. Two hours lecture, two hours laboratory per week.

Prerequisite: CHEM1014 General Chemistry I or equivalent.

FDST2223 Principles of Food Processing**3 Credits**

Introduction to the concepts and application of food processing techniques. Concepts include the processing of cereals, vegetables, fruits, and animal products. Lecture for two hours, laboratory two hours per week.

FRENCH**FR1013 Elementary French I****3 Credits**

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.

FR1023 Elementary French II**3 Credits**

Elementary French II is a continuation of FR1013 Elementary French I.

Prerequisite: FR1013 Elementary French I or at least one year of high school French.

FR2013 Intermediate French I 3 Credits

Intermediate French I is a continuation of FR1023 Elementary French II.

Prerequisite: FR1023 Elementary French II or two years of high school French.

FR2023 Intermediate French II 3 Credits

Intermediate French II is a continuation of FR2013 Intermediate French I.

Prerequisite: FR2013 Intermediate French I.

GENERAL ENGINEERING

GENG1103 Introduction to General Engineering 3 Credits

This introductory course for undergraduates introduces the field of engineering and many of the modeling and problem-solving techniques used by engineers. It also introduces the students to the engineering profession and some of the computer tools necessary for pursuing a degree in engineering.

GEOGRAPHY

GEOG2603 World Regional Geography 3 Credits

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

ACTS Equivalency: GEOG2103 World Regional Geography.

GEOG2613 Introduction to Geography 3 Credits

Emphasizes the physical and cultural patterns of the world.

ACTS Equivalency: GEOG1103 Introduction to Geography.

GEOG2621 Physical Geography Lab 1 Credit

This course examines the nature and character of various components of the physical environment including basic weather elements, climate, landforms, soil, and natural vegetation. Laboratory two hours per week.

Corequisite: GEOG2623 Physical Geography.

GEOG2623 Physical Geography 3 Credits

This course examines the nature and character of various components of the physical environment including basic weather elements, climate, landforms, soil, and natural vegetation.

Corequisite: GEOG2621 Physical Geography Lab.

ACTS Equivalency: GEOG2223 Physical Geography.

GEOLOGY

GEOL1004 Environmental Geology 4 Credits

The study of the earth as habitat. Interrelationships between humans and the environment. Geologic factors in urban, rural, and regional land use.

ACTS Equivalency: GEOL1124 Environmental Geology.

GEOL1114 Physical Geology

4 Credits

The study of the earth and the modification of its surface by internal and external processes. Includes an examination of the Earth's interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes, and resources.

ACTS Equivalency: GEOL1114 Physical Geology.

HEALTH

HLTH2513 Principles of Personal Health

3 Credits

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

ACTS Equivalency: HEAL1003 Personal Health.

HLTH2523 First Aid and Safety

3 Credits

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.

HLTH2553 Basic Physiology of Activity

3 Credits

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.

HLTH2883 Foundations of Health Education

3 Credits

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.

HEALTH INFORMATION TECHNOLOGY

HIT2303 Introduction to Medical Coding

3 Credits

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.

HIGH VOLTAGE LINEMAN TECHNOLOGY

HVLT1001 Introduction to Utilities**1 Credit**

This is the beginning course for the apprentice program and contains instruction focused around electrical systems in an overview.

HVLT1101 Power Line Right Away Maintenance and Equipment **1 Credit**

This course will provide the student with instruction in the powerline right away maintenance and clearing. This will include tree trimming, tree felling, brush clearing, and chemical spraying. The student will also receive instruction in chainsaw operation, maintenance and safety.

HVLT1104 Introduction to Climbing and Groundman Procedures **4 Credits**

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.

HVLT1203 Electrical Safety**3 Credits**

This course will provide instruction in safety practices related to electrical utilities. Students will be instructed in NESC, NEC as well as OSHA requirements.

HVLT1401 Heavy Construction Equipment**1 Credit**

This course is a continuance of equipment operation. Students will receive instruction in setup procedures, vehicle inspection, hand signals, and safety issues related to the operation of equipment.

HVLT1403 DC and AC Circuit Analysis**3 Credits**

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.

HVLT1504 Overhead Distribution Systems and Pole Framing **4 Credits**

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.

**HVLT1711 Principles of Operation of High Voltage
Distribution Systems****1 Credit**

This course will include an overview of substations, transmission systems, and generation systems. Instruction will be provided in electrical devices, i.e. step-up transformers, regulators, capacitors, breakers, fusing, etc.

HVLT1713 Introduction to Transformers**3 Credits**

HIST2763 The United States to 1876**3 Credits**

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

ACTS Equivalency: HIST2113 United States History I.

HIST2773 The United States Since 1876**3 Credits**

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

ACTS Equivalency: HIST2123 United States History II.

HIST2893 American Minorities**3 Credits**

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.

HORTICULTURE

HORT2203 Urban Landscaping and Gardening**3 Credits**

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 two hours per week, Laboratory two hours per week.

HORT2253 Fundamentals of Horticulture**3 Credits**

Growth, fruiting habits, propagation, and culture of horticultural plants. Lecture two hours, laboratory two hours per week.

HORT2263 Horticulture Technology**3 Credits**

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 two hours per week, Laboratory two hours per week.

Prerequisites: HORT2253 Fundamentals of Horticulture or PSSC1303 Introduction to Plant Science or BIOL1034 Biology of Plants.

HORT 2273 Vegetable Crops Production**3 Credits**

Growth habits, soil and climate requirements, varietal characteristics, and pests of vegetable crops.

Prerequisite: HORT2253 Fundamentals of Horticulture.

HOSPITALITY SERVICES

HS1003 Introduction to Hospitality Services**3 Credits**

This course provides an introduction to the elements of the Hospitality Industry. Focus will be given in the 3 primary areas of food and beverage, lodging and tourism, and introduction to business basics.

HS1013 Sanitation

3 Credits

Introduces food and manager safety for food service operations. Students will use the National ServSafe materials to fully comprehend operating a hazard-free workplace.

HS1023 Culinary Techniques I Lab

3 Credits

Introduces students to the fundamentals of professional cooking. Students will become competent in culinary terminology, equipment and utensil use, mise en place, knife skills, and basic cooking methods.

HS1033 Table Services

3 Credits

This course addresses front-of-house standards and service needs of dining establishments.

HS1043 Food Service Cost Control

3 Credits

This course builds a sound foundation of concepts and applications of cost control procedures in food, beverage, labor, and operational expenses. Forecasting, menu pricing and analysis, and income statement analysis are also emphasized.

Prerequisites: HS1003 Introduction to Hospitality Services, HS1013 Sanitation, HS1023 Culinary Techniques I Lab, HS1033 Table Services, HS1233 Menu Planning, HS1253 Banquets, Catering, and International Cuisine, HS1343 Operations, Personnel, and Procedures for Hospitality, HS1353 Purchasing in Food Services, and HS1363 Food Service Design and Equipment.

HS1113 Bakery and Desserts

3 Credits

This course is an introduction to the theory and techniques of baking and dessert preparation. Students will learn to create a variety of baked goods, chocolates, frozen treats, and plated desserts.

HS1123 Culinary Techniques II Lab

3 Credits

This course focuses on potato, grain, and pasta production. Students will then concentrate on meat fabrication and preparation using various types of meats, game, and seafood.

Prerequisites: HS1013 Sanitation and HS1023 Culinary Techniques I Lab.

HS1133 Hospitality Human Relations

3 Credits

This course offers an analysis of human resource issues in the Hospitality Industry, such as staffing, training, appraisal, and employment law.

HS1223 Culinary Techniques Lab III

3 Credits

This course focuses on the concept of Garde Manger. The students will prepare a variety of sandwiches, sauces, salads, and appetizers. It will also include preparing specialty items such as sausage, pickles, crackers, and condiments.

Prerequisites: HS1023 Culinary Techniques I Lab and HS1123 Culinary Techniques II Lab.

HS1233 Menu Planning 3 Credits

This course is designed to apply the principles of menu planning and layout to the development of menus for a variety of facilities and services. Truth in-menu guidelines are highlighted.

Prerequisites: HS1003 Introduction to Hospitality Services, HS1013 Sanitation, HS1023 Culinary Techniques I Lab, HS1033 Table Services.

HS1253 Banquets, Catering, and International Cuisine 3 Credits

This course is designed as a practical approach to the understanding of catering and banquet management tasks necessary to exceed the needs of the client through the delivery of food, beverage, and related services.

HS1263 Nutrition 3 Credits

This course will introduce students to the nutrition requirements to lead a healthy lifestyle. The class will focus on the needs of the food industry, which include; menu analysis, nutrition information, and specialty diets.

HS1323 Culinary Techniques IV Lab 3 Credits

This course will be a capstone of all acquired culinary knowledge. The emphasis will be on culinary projects with real-world applications. Students will also focus on the quantity of food preparation.

Prerequisites: HS1023 Culinary Techniques I Lab, HS1123 Culinary Techniques II Lab, HS1223 Culinary Techniques Lab III.

HS1333 Hospitality and Restaurant Marketing 3 Credits

This capstone course focuses on promotion and communication of the food, beverage and service offerings within hospitality entities. The effect of direct and indirect competition on food service menu popularity and profitability is emphasized.

Prerequisites: HS1003 Introduction to Hospitality Services, HS1013 Sanitation, HS1023 Culinary Techniques I Lab, HS1033 Table Services, HS1233 Menu Planning, HS1343 Operations, Personnel, and Procedures for Hospitality, HS1353 Purchasing in Food Services, HS1363 Food Service Design and Equipment, and HS2013 Food and Beverage for Hotels, Clubs, and Resorts.

HS1343 Operations, Personnel, and Procedures for Hospitality 3 Credits

This course focuses on daily operations and management functions of commercial and non-commercial foodservice facilities. The dynamics of the manager-employee and manager-owner relationships will be scrutinized.

Prerequisites: HS1003 Introduction to Hospitality Services, HS1013 Sanitation, HS1023 Culinary Techniques I Lab, HS1033 Table Services.

HS1353 Purchasing in Food Services 3 Credits

This course is a comprehensive review of the methodology of selection and procurement of food and non-food items within a food service operation. USDA and FDA guidelines will be emphasized, as well as the calculation of actual food costs.

Prerequisites: HS1003 Introduction to Hospitality Services, HS1013 Sanitation, HS1023 Culinary Techniques I Lab, HS1033 Table Services.

HS1363 Food Service Design and Equipment 3 Credits

This course focuses on the concept development of a food service space and the Implementation of elements that contribute to the comfort of guests and staff in food service entities. Emphasis will be placed on the inclusion of eco-friendly practices and waste reduction strategies.

Prerequisites: HS1003 Introduction to Hospitality Services, HS1013 Sanitation, HS1023 Culinary Techniques I Lab, HS1033 Table Services.

HS2013 Food and Beverage for Hotels, Clubs, and Resorts 3 Credits

This course is an overview of food and beverage operations within non-captive market entities. Emphasis is placed on standards of food and beverage production and standards of food and beverage service.

Prerequisites: HS1003 Introduction to Hospitality Services, HS1013 Sanitation, HS1023 Culinary Techniques I Lab, HS1033 Table Services.

HS2023 Introduction to Business in Food Services 3 Credits

This course presents the fundamental concepts and techniques applied when managing the financial and business elements of a food service establishment.

HS2053 Hospitality Services Internship 3 Credits

Practical experience in assisting an entity with the Hospitality Industry. Goals and evaluation of performance will be a cooperative effort between the site supervisor and the ASUN faculty.

Corequisites: HS1043 Food Service Cost Control, HS1333 Hospitality, and Restaurant Marketing.

HUMANITIES

HUM2003 Introduction to Humanities 3 Credits

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.

LAW

LAW2023 Legal Environment of Business 3 Credits

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.

ACTS Equivalency: BLAW2003 Legal Environment of Business.

LEADERSHIP

LDR1111 Leadership Development I

1 Credit

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.

LDR2111 Leadership Development II

1 Credit

This course is designed for students who want to become leaders. The course will explore the characteristics, qualifications, and responsibilities of leaders. A portfolio is required which will reflect the information received in the course, the characteristics of the guest speakers, and the information gleaned from the class visits to leadership events.

Prerequisite: LDR1111 Leadership Development I.

MANAGEMENT

MGMT2003 Introduction to Management

3 Credits

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.

MGMT2023 Introduction to Managerial Finance

3 Credits

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.

Prerequisites: ACCT2003 Principles of Accounting I, ACCT2013 Principles of Accounting II, and ECON2313 Principles of Macroeconomics or ECON2323 Principles of Microeconomics.

MGMT2043 Supervisory Management

3 Credits

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

MGMT2063 Management of Marketing Organizations

3 Credits

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

Prerequisites: ACCT2003 Principles of Accounting I.

MGMT2073 Promotions Management

3 Credits

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.

MGMT2083 Introduction to Retail Store Management 3 Credits

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.

MGMT2153 Small Business Management 3 Credits

Organizing and operating the small business, with emphasis on personal qualifications, small business techniques, capital requirements, and forms of organization, location, and sources for assistance.

MANAGEMENT INFORMATION SYSTEMS

MIS1033 Introduction to Computers 3 Credits

A required introductory course for all degree-seeking students. This course introduces the student to the components of microcomputer systems and 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.

ACTS Equivalency: CPSI 1003 Introduction to Computers.

MIS1041 Basic Web Design with MS Office 1 Credit

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).

MIS1043 Introduction to Mobile Apps Development 3 Credits

Introduction to Mobile App Development (iMAD) is the foundation course for the Mobile App Development program of study. This project-based course will explore the current landscape of mobile app development, define the roles of a development team, and introduce fundamental software development terminology and mindsets. Students will discuss and use various hardware platforms and operating systems to design, create and maintain an application.

MIS1323 Integrated Business Projects (IBP) 3 Credits

Capstone experience designed to integrate student's abilities in word processing, spreadsheets, database, graphics and business communication in a project-based simulated work situation.

MIS1373 Database Management 3 Credits

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security, and integrity. Surveys current generalized database management systems.

Prerequisites: MIS1033 Introduction to Computers or MIS1503 Microcomputer Applications.

MIS1401 Introduction to Microsoft Access

1 Credit

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.

MIS1403 Introduction to Mobile Applications Development (IMAD)

3 Credits

Introduction to Mobile Applications Development is the foundation's course for the Mobile App Development program of study. This project-based course will explore the current landscape of mobile app development, define the roles of a development team, and introduce fundamental software development terminology and mindsets. Students will discuss and use various hardware platforms operating systems to design, create and maintain an application.

MIS1413 Multimedia Applications

3 Credits

Introduces the student to various electronic means of presenting information on professional design and quality using presentation and web-page design software.

Prerequisite: MIS1033 Introduction to Computers.

MIS1443 Technical Computer Applications

3 Credits

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.

MIS1503 Microcomputer Applications

3 Credits

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.

Prerequisite: MIS1033 Introduction to Computers.

MIS1513 Microcomputer Applications II

3 Credits

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

Prerequisite: MIS1503 Microcomputer Applications.

MIS2013 Web Page Design

3 Credits

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.

Prerequisites: MIS1033 Introduction to Computers or MIS1503 Microcomputer Applications.

MIS2033 Visual Basic Programming 3 Credits

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

Prerequisite: MIS 1503.

MIS2103 Introduction to Electronic Commerce 3 Credits

This course covers emerging online technologies and trends and their influence on the electronic commerce marketplace. This course will cover discussions of both businesses 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.

MIS2203 Structured Programming Using COBOL 3 Credits

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

Prerequisite: MIS1503 Microcomputer Applications.

MIS2403 Introduction to Database Management 3 Credits

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security, and integrity. Surveys current generalized database management systems.

Prerequisite: MIS1503 Microcomputer Applications.

MIS2511 Special Topics in Computer Applications 1 Credit

MIS2512 Special Topics in Computer Applications 2 Credits

MIS2513 Special Topics in Computer Applications 3 Credits

MIS2523 Special Topics in Computer Applications 3 Credits

MIS2533 Special Topics in Computer Applications 3 Credits

MIS2813 Desktop Publishing Applications 3 Credits

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.

Prerequisite: MIS1503 Microcomputer Applications.

MIS2873 Structured Programming in the C Language 3 Credits

A structured design in software development will be emphasized, along with usage of the many software modules available in most libraries that come with C compilers.

Prerequisites: MIS2203 Structured Programming Using Cobal and/or MIS2033 Visual Basic Programming.

MARKETING

MKTG1013 Introduction to Business 3 Credits

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.

ACTS Equivalency: BUSI1013 Introduction to Business.

MATHEMATICS

**MATH0021 Foundations of
 Mathematical Reasoning *(This is a non-credit course)***

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. Required for all students who have scored a 16 - 18 on the ACT in Math.

Corequisites: MATH1023 College Algebra.

MATH0083 Mathematical Fundamentals *(This is a non-credit course)*

This course is the first remedial mathematics course designed to develop and expand basic math skills to prepare the student for College Algebra. Required for all students scoring an ACT Mathematics score of 14 - 15.

MATH1013 Mathematical Applications 3 Credits

Math Applications 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.

ACTS Equivalency: MATH1003 College Math.

MATH1023 College Algebra 3 Credits

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

determinants are also included. Emphasis will be placed on applications and problem-solving.

Prerequisite: MATH0083 Mathematical Fundamentals or Math ACT of 19 or higher.
ACTS Equivalency: MATH1103 College Algebra.

MATH1033 Plane Trigonometry **3 Credits**

A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers.

Prerequisite: MATH1023 College Algebra or Math ACT of 19 or higher.
ACTS Equivalency: MATH1203 Plane Trigonometry.

MATH1054 Pre-calculus Mathematics **4 Credits**

Selected topics from algebra, trigonometry, and analytic geometry.

Prerequisite: MATH1023 College Algebra or Math ACT of 22 or higher.
ACTS Equivalency: MATH1305 Pre-Calculus.

MATH1083 Quantitative Literacy **3 Credits**

The course includes topics including but not limited to the mathematics of contemporary applications used to identify, analyze, generalize, and communicate quantitative and mathematical relationships. (Satisfies state minimum core general education mathematics for non-STEM majors).

Prerequisite: Math ACT of 16-18.
ACTS Equivalency: MATH1113 Quantitative Literacy/Mathematical Reasoning.

MATH 1213 Math for Health Professions **3 Credits**

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, military time, reconstitution, mixing medications, IV flow rates, and drip rates, interpretation of physician orders, dispensing, and proper documentation of medication.

MATH2113 Mathematics for Elementary Teachers I **3 Credits**

Sets, logics, and numbers with emphasis on the axiomatic development of the real numbers. For elementary education majors only. This course may not be used to satisfy the general education mathematics requirement.

Prerequisite: "C" or higher in MATH1023 College Algebra.

MATH2123 Mathematics for Elementary Teachers II **3 Credits**

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

Prerequisite: MATH2113 Mathematics for Elementary Teachers I.

MATH2143 Business Calculus **3 Credits**

Topics in elementary differential and integral calculus, stressing applications in business and economics.

Prerequisite: MATH1023 College Algebra.

ACTS Equivalent: MATH2203 Survey of Calculus.

MATH2183 Discrete Structures

3 Credits

This course is recommended for the major in Mid-Level Education with the Math and Science Specialty. Topics include sets and functions, partially ordered sets, trees and graphs, algorithms, symbolic logic, Boolean Algebra, combinations, and probability modeling.

Prerequisite: MATH1033 Plane Trigonometry.

MATH2194 Survey of Calculus

4 Credits

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

Prerequisite: MATH1023 College Algebra.

ACTS Equivalency: MATH2203 Survey of Calculus.

MATH2204 Calculus I

4 Credits

The first course includes analytic geometry, functions and limits, differentials and integrals, and transcendental functions.

Prerequisites: MATH1023 College Algebra and MATH1033 Plane Trigonometry.

ACTS Equivalency: MATH2405 Calculus I.

MATH2214 Calculus II

4 Credits

The second course, includes techniques of integration, sequences, and series, conic sections, polar coordinates, and vectors.

Prerequisite: MATH 2204 Calculus I.

ACTS Equivalency: MATH2505 Calculus II.

MATH2233 Applied Statistics

3 Credits

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

Prerequisite: MATH 1023 College Algebra.

MATH2254 Calculus III

3 Credits

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 coursework.

Prerequisite: MATH 2214 Calculus II.

ACTS Equivalency: MATH2603 Calculus III.

MECHANICAL

MECH1002 Blueprint Reading

2 Credits

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.

MECH1003 Mechanical Maintenance

3 Credits

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

MECH1012 Geometric Dimensioning and Tolerance

2 Credits

The Geometric Dimensioning and 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.

MECH1022 Pneumatics and Hydraulics - Fluid Power I

2 Credits

Pneumatics and Hydraulics course is designed 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.

MEDICAL TERMINOLOGY

HP2013 Medical Terminology

3 Credits

Covers basic language to medical science and the health professions. It includes word analysis, word construction, spelling, and definitions.

MUSIC

MUS1211 Elementary Piano I

1 Credit

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.

MUS1221 Elementary Piano II

1 Credit

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.

MUS1361 ASUN Singers I 1 Credit

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.

MUS1371 ASUN Singers II 1 Credit

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.

MUS1381 ASUN Singers III 1 Credit

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.

MUS2371 ASUN Singers IV 1 Credit

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.

MUS2503 Fine Arts Musical 3 Credits

An introduction to music for the listener who has had no formal training. The purpose is to help the student develop criteria for the appreciation of music.
ACTS Equivalency: MUSC1003 Music Appreciation.

MUS 2803 Special Topics in Music 3 Credits

PARAMEDIC

EMSP1001 Introduction to Clinical Areas I 1 Credit

This course consists of supervised rotations through selected clinical areas. It emphasizes developing and improving skills to reinforce classroom instruction. Clinical areas that need emphasizing include Emergency Department and OR/Recovery. Specific Skills practiced during this time include I.V. therapy, intubations, and EKG recognition. *1 Credit hour*

EMSP 1002 Paramedic Clinical II 2 Credits

This is a supervised rotation in clinical settings. It emphasizes the application of previous course work in the clinical environment. Clinical areas emphasized include the Emergency Department, OR/Recovery, Critical Care, Labor, and Delivery. The student will be able to use the skills learned in the previous semester. Specific skills to be

practiced during the time include patient assessment, endotracheal intubations, medication administration, and EKG recognition.

EMSP1006 Paramedic Theory III

6 Credits

This course covers the management and treatment of traumatic injuries involving soft tissues, central nervous system, and musculoskeletal structures. It includes materials based upon and is compatible with, the material contained in the Advanced Trauma Life Support of the American College of Surgeons and their pre-hospital protocol document, and the Pre-Hospital Trauma Life Support Program by the National Association of EMT's. Shock or lack of cellular oxygen, its significance, and its management are covered in depth. The class covers body fluids, osmosis, and pathophysiology of shock, evaluation, and resuscitation. The current pre-hospital treatment of shock and trauma-related injuries is covered.

EMSP 1008 Paramedic Theory II

8 Credits

This course is designed to assist the student in preparing for the National Registry exam. Through instructor-led reviews and case studies that revisit key medical and trauma situations, the Paramedic may be faced with in the pre-hospital setting. A standardized exam will be administered that will allow the student to identify areas of strength and/or weakness.

EMSP1010 Paramedic Theory I

10 Credits

Paramedic Theory I includes advanced EMS Operations, Patient Assessment, and Medical Emergencies of the Respiratory and Cardiovascular system. This course will focus on the role of the paramedic in the pre-hospital setting. It will also provide a base knowledge of physical assessment, patient history, and ongoing assessment. This course will incorporate ACLS.

EMSP1011 Paramedic Clinical III

1 Credit

Supervised rotations in clinical settings. The student will strive to improve and perfect the application of previous skills and course work to meet or exceed the standard of care. Clinical areas will include the Emergency Department, OR/Recovery, Critical Care, and Labor and Delivery. Specific skills practiced will include I.V. therapy, EKG recognition, patient assessment, endotracheal intubation, and medication administration.

EMSP 1101 Paramedic Skills Lab I

1 Credit

This course consists of laboratory exercises that sharpen the skill level of paramedic students in pain assessment, venous access, airway management, and cardiac emergencies. This skill lab provides students the opportunity to practice those skills that will be expected when they enter the practicum.

EMSP1102 Paramedic Skills Lab II

2 Credits

This course uses situational simulations to help students apply their knowledge and skills in a mock situation to help students prepare for their field internship. The indication

and administration of cardiac drug therapy along with defibrillation and synchronized cardioversion is covered and practiced in this course.

EMSP1111 Paramedic Skills Lab III **1 Credit**

This course uses situational simulations to help students apply their knowledge and skills in a mock situation. This lab helps the students to prepare for their certification exam.

EMSP 1301 Introduction to Field Internship **1 Credit**

This is a supervised rotation that introduces the EMS system and the service with which the student will be doing their field internship. During this phase, the student functions as a team member and will be evaluated as such.

EMSP1304 Field Internship **4 Credits**

This is a supervised experience in pre-hospital care settings. It emphasizes the application of previous course work in the field environment. During this time the student applies the knowledge and skills learned during the year. This is a true field internship experience for the student, who must demonstrate the ability to serve as the team leader. The evaluation is based on the student's ability to act as the team leader of an ALS unit providing the appropriate care in the pre-hospital setting.

EMSP1401 Paramedic Comprehensive Review **1 Credit**

This course is designed to assist the student in preparing for the National Registry exam. Through instructor-led reviews and case studies that revisit key medical and trauma situations, the Paramedic may be faced with in the pre-hospital setting. A standardized exam will be administered that will allow the student to identify areas of strength and/or weakness.

PHILOSOPHY

PHIL1103 Introduction to Philosophy **3 Credits**

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

ACTS Equivalency: PHIL1103 Philosophy.

PHLEBOTOMY

PHL1101 CPR and First Aid **1 Credit**

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.

PHL1102 Phlebotomy Clinical **2 Credits**

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 a preceptor in the clinic area. Graduates of the program may work in a hospital clinic or doctor's office laboratory.

Prerequisites: A grade "C" or better in PHL1101 CPR and First Aid, PHL1105 Phlebotomy.

PHL1105 Phlebotomy

5 Credits

Provides instruction on the fundamentals of Phlebotomy through lectures, discussion, and films with return demonstration of skills.

PHOTOGRAPHY

PHT1101 Basic Photography I

1 Credit

Elements of composition, camera, and digital techniques. Practical experience in the application of digital photography and printing/output theories.

PHT1201 Personal Digital Darkroom

1 Credit

The student will learn to manipulate, store, and print digital photos. Emphasis will be placed on using Photoshop Pro Software as an enhancement tool for digital photographs.

PHT1801 Advanced Photography Techniques

1 Credit

Advanced topics in the field of photography. Subjects will include such things as lighting, subject selection, aperture selection, computer, and software.

PHYSICAL EDUCATION

PE1001 Recreational Games

1 Credit

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, pickleball, volleyball, table tennis, shuffleboard, racquetball, wallyball, horseshoes, and various board games.

PE1011 Fitness for Life I

1 Credit

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.

PE1021 Fitness for Life II

1 Credit

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 the further enhancement of fitness levels.

Prerequisite: PE1011 Fitness for Life I.

PE1022 Aerobics I

2 Credits

The purpose of this course is to provide an understanding and personal appreciation of the relationship of physical activity and fitness to health so that the individual will select an appropriate personal lifestyle for optimal lifelong health and 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.

PE1032 Aerobics II

2 Credits

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

Prerequisite: PE1022 Aerobics I.

PE1421 Beginning Racquetball

1 Credit

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 knowledge of rules, terminology, etiquette, and strategy.

PE1461 Archery

1 Credit

Fundamentals, techniques, and practice in recreational archery.

PE1471 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 knowledge of the rules, terminology, history, scoring, strategy, and safety practices.

PE1481 Beginning Tennis

1 Credit

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

PE1491 Badminton

1 Credit

Introduction to the skills, rules, and strategies of badminton.

PE1501 Beginning Golf

1 Credit

Introduction to the basic skills, rules, and strategies of golf.

PE1601 Beginning Soccer

1 Credit

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

PE1611 Basketball

1 Credit

Introduction to the skills, rules, and strategies of basketball.

PE1621 Volleyball

1 Credit

Introduction to the skills, rules, and strategies of volleyball.

PE1623	Concepts of Fitness	3 Credits
Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and life quality; provides opportunities for psychomotor development. A required course of physical education majors.		
PE1651	Softball	1 Credit
Introduction to the basic skills, rules, and strategies of softball.		
PE1841	Ballroom Dancing	1 Credit
The techniques of the following dances: Foxtrot, Polka, Waltz, Basic Moves, Country Western, Swing, others.		
PE1851	Hip Hop Dance	1 Credit
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.		
PE1861	Aerobics Dancing/Exercise I	1 Credit
The principles and concepts of exercise as related to the enhancement of personal appearance, and cardiovascular development.		
PE 1871	Aerobics Dancing/Exercise II	1 Credit
A continuation of PE1861.		
Prerequisite: PE 1861 Aerobics Dancing/Exercise I.		
PE 1883	Foundations of Physical Education	3 Credits
An introductory course designed for the prospective physical education major. Areas of special emphasis are history, principles, the scope of the program, and the relationship of physical education to general education, current professional literature, and vocational opportunities.		
PE 2421	Intermediate Racquetball	1 Credit
Prerequisite: PE1421. 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.		
PE 2792	Folk and Square Dancing	2 Credits
The study and practice of folk dances of various countries, with emphasis on performing and calling square dances.		
PE 2811	American Square and Round Dancing	1 Credit
The techniques and basics of square and round dancing.		
PE 2892	Fitness and Motor Development	2 Credits

A basic orientation and screening course for physical education majors. Motor ability and physical fitness testing will be used.

PHYSICAL SCIENCE

PHSC1104 Earth Science and Lab

4 Credits

This course investigates Earth's major physical systems, including the lithosphere, hydrosphere, and atmosphere, as well as Earth's place in the solar system. As such, this course provides a synthesis of pertinent topics in geology, physical geography, oceanography, meteorology, and astronomy. It is intended for those with a general interest in the Earth Sciences and those wishing to satisfy requirements for middle and secondary science education programs.

ACTS Equivalency: PHSC1104 Earth Science.

PHSC1204 Physical Science and Lab

4 Credits

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

Prerequisite: MATH1023 College Algebra or MATH1083 Plane Trigonometry.

ACTS Equivalency: PHSC1004 Physical Science.

PHYSICS

PHYS1104 Introduction to Space Science and Lab

4 Credits

A survey of the basic principles of science with an emphasis on physics through their application to study about our place in the cosmos. Lecture three hours. Includes two hours per week lab.

Prerequisite: MATH1013 Mathematical Applications or ACT Math score of 16 or higher.

ACTS Equivalency: PHYS1204 Introduction to Astronomy.

PHYS2034 University Physics I

4 Credits

Introduction to the principles of mechanics, wave motion, temperature, and heat, with calculus. Lecture three hours per week and practicum two hours a week.

Corequisite: MATH2204 Calculus I.

PHYS2044 University Physics II

4 Credits

A continuation of PHYS2034. Topics covered include electricity magnetism, light, and geometric optics. Lecture three hours per week and practicum two hours a week.

Prerequisite: PHYS2034 University Physics I.

Corequisite: MATH2214 Calculus II.

PHYS2054 General Physics I

4 Credits

The essentials of mechanics, heat, materials and simple harmonic motion.

Prerequisite: MATH1033 Plane Trigonometry.

ACTS Equivalency: PHYS2014 Algebra/Trigonometry-Based Physics I.

PHYS2064 General Physics II

4 Credits

A continuation of PHYS2054. The essentials of electricity, magnetism, wave motion, light and modern physics.

Prerequisite: PHYS2054 General Physics I.

ACTS Equivalency: PHYS2024 Algebra/Trigonometry-Based Physics II.

PHYS2133 Survey of Physics for the Health Professions

3 Credits

A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions.

Prerequisite: MATH1023 College Algebra.

PLANT SCIENCE

PSSC1003 Survey of Soils

3 Credits

An introductory course focusing on soil classifications and physical and chemical properties of soils and the environment. The focus is on row crop production.

PSSC1301 Introduction Plant Science Lab

1 Credit

Introduction to agronomic and horticultural concepts related to crop anatomy, growth and development, physiology, and pest identification and management.

PSSC1303 Introduction to Plant Science

3 Credits

Agronomic and horticultural cropping systems including crop growth and development, crop physiology, crop ecology, environmental considerations, and production and protection practices.

PSSC2323 Agricultural Chemicals

3 Credits

Introduction to the types and uses of agricultural pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined.

PSSC2803 Field Crops

3 Credits

Field crops, types, and varieties. Planning and planting of crops grown in the Delta.

PSSC2814 Soils and Lab

4 Credits

Origin, classification, physical and chemical properties of soil and environmental considerations.

POLITICAL SCIENCE

POSC2103 Introduction to United States Government

3 Credits

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

ACTS Equivalency: PLSC2003 American National Government.

POSC2203 State and Local Government**3 Credits**

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

ACTS Equivalency: PLSC2103 State and Local Government.

POSC 2323 Principles of International Relations**3 Credits**

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

PRACTICAL NURSING**PN1213 Nursing Process I****13 Credits**

Nursing Process 1 includes the fundamentals of nursing, medication administration, mental health, and medical-surgical content focusing on adult and geriatric clients. This course examines both prevention and promotion of well-being. In addition, this course will focus on growth and development, common disease processes and nursing care of the client throughout the lifespan. Pharmacology and nutrition are integrated into this course or the promotion of holistic care.

PN1406 Nursing Practicum I**6 Credits**

Nursing Practicum I integrates and enhances knowledge gained in Nursing Process I. This course includes fundamentals of nursing, medication administration, mental health, and medical-surgical content focusing on adult and geriatric clients. As the student advances through the clinical experience, progression from basic skills to more complex skills will occur.

**PN2106 Maternal-Newborn and Fundamentals
of Pediatric Nursing****6 Credits**

Maternal-Newborn and Fundamentals of Pediatric Nursing explore the components of maternity nursing including communication skills, prenatal care, high-risk pregnancy, labor and delivery, postpartum care, family planning, care of the newborn including high-risk newborn. This course builds on the basic concepts of nursing principles, meeting the needs of pediatric clients and their caregiver(s), and the behavior of the well-child and the child experiencing illness.

PN2213 Nursing Process II**13 Credits**

Nursing Process II is a continuation of care for the adult client and explores fundamental care of the pediatric client. This course examines prevention, promotion of well-being, management, and delegation within the scope of the Licensed Practical Nurse. In addition, this course will focus on growth and development, common disease processes, and nursing care of the client throughout the lifespan. Pharmacology and nutrition are integrated into this course for the promotion of holistic care.

**PN2402 Maternal-Newborn and Fundamentals
of Pediatric Nursing Practicum****2 Credits**

Maternal-Newborn and Fundamentals of Pediatric Nursing will integrate and enhance knowledge gained in Maternal-Newborn and Fundamentals of Pediatric Nursing and Practicum I. This practicum experience will include communication skills, prenatal care, high-risk pregnancy, labor and delivery, postpartum care, family planning, care of the newborn including high-risk newborn. This practicum experience includes the fundamental care of the pediatric client with a focus on the promotion of wellness and the care of the child with an illness.

PN2406 Nursing Practicum II

6 Credits

Nursing Practicum II expands the foundation of Nursing Practicum I by integrating and enhancing knowledge gained in Nursing Process II. This course includes the care of the adult and pediatric client with a focus on management and delegation within the scope of practice of the Licensed Practical Nurse.

PSYCHOLOGY

PSY1013 Human Relations

3 Credits

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.

PSY2013 Introduction to Psychology

3 Credits

A scientific study of behavior and cognitive processes. This course covers a wide range of human behavior.

ACTS Equivalency: PSYC1103 General Psychology

PSY2023 Contemporary Psychology

3 Credits

Study of the nature of modern scientific psychology and its application to selected topics and issues of contemporary interest.

Prerequisite: PSY2013 Introduction to Psychology.

PSY2533 Lifespan Development

3 Credits

A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors.

Prerequisite: PSY2013 Introduction to Psychology.

ACTS Equivalency: PSYC2103 Developmental Psychology

REGISTERED NURSING

TRADITIONAL PATHWAY

NRS1109 Nursing Concepts and Experience I

9 Credits

Provides the traditional RN student to an introduction to nursing curricular concepts, role responsibilities, development of fundamental knowledge and nursing skills. This course combines theory and practicum experiences. The following concepts will be introduced

to beginning students: Quality and Safety Education for Nurses (QSEN), patient-centered care, interdisciplinary collaboration and relationships, evidenced-based practice, informatics, the nursing process, and categories of basic patient need. Morning, afternoon, and/or evening hours may be scheduled for clinical experience. A pharmacological with calculations exam will be given. Each student will be required to achieve 90% on the calculation test to pass the course.

Prerequisite: Acceptance to RN program, ENG1003 Composition I, MATH1213 Math for Health Professions, BIOL2404 Human Anatomy and Physiology I must be passed with a grade of “C” or better.

NRS1208 Nursing Concepts and Experience II 8 Credits

This course integrates nursing curriculum concepts, evidence-based practice from previous nursing core, and pre-requisite courses with a focus on patient aligned care. The emphasis is placed in long and short-term health problems in the areas of maternal and children’s health. Student learning outcomes include the application of quality and safety educational standards (QSEN) and clinical decision-making. Students will focus on specified nursing problems in relation to developmentally and culturally diverse patients and families. The outcomes will include collaboration with the health care team, the areas of health promotion, maintenance, and restoration. Knowledge and skills from previous courses are reinforced and related to new content. Clinical experiences will focus on patient responses in the area of maternal and child health, primarily in acute care settings. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

Prerequisite: NRS1109 Nursing Concepts and Experience I.

Corequisite: MIS1033 Introduction to Computers.

NRS1311 Nursing Concepts and Experience III 11 Credits

The focus of Nursing Process II is on clinical decision-making and the delivery of patient-centered care in selected medical/surgical settings with adult patients. Curricular concepts from previous courses continue to be built upon and a unit focusing on gerontological nursing. Content and clinical experiences will emphasize patient-centered care, the role of the nurse in the health care team, communication skills, interdisciplinary collaboration, and quality and safety. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

Prerequisite: NRS1208 Nursing Concepts and Experience II.

NRS2031 NCLEX Preparation 1 Credit

NCLEX preparation course is a review of all nursing content from the latest test plan of the National Council of State Boards of Nursing Licensure Examination. The course includes content review, practice test questions, and strategies and techniques to optimize the pre-licensure nursing student testing ability.

Corequisite: NRS2411 Nursing Concepts and Experience IV.

NRS 2411 Nursing Concepts and Experience IV 11 Credits

This course focuses on nursing of the adult patient with common recurring health alterations. It includes advanced nursing interventions based on physiological and psychological needs of adult patients. This course builds on concepts of commonly recurring health alterations presented in Nursing Concepts and Experience III (NRS 1309). Students apply the nursing process and utilize information literacy skills to demonstrate clinical decision-making that is grounded in evidence-based practice to achieve best practice outcomes. The physiological and psychological needs of the adult patient are addressed through Quality and Safety for Nurses (QSEN), incorporating the concepts of patient-centered care, teamwork, and collaboration, evidence-based practice, safety, quality improvement and informatics. The principles of priority setting, leadership and delegation are incorporated throughout the course. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

Prerequisite: NRS 1311 Nursing Concepts and Experience II.

Corequisite: NRS 2031 *NCLEX Preparation*.

Arkansas Rural Nursing Education Consortium (ARNEC) LPN to RN

RNSG 2119 Nursing Process I

9 Credits

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 lifespan. 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 of 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 a discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content.

Prerequisite: Admission to the ARNEC program.

Corequisite: RNSG2123 Nursing Practicum I (9 hrs/wk lecture).

RNSG2123 Nursing Practicum I

3 Credits

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG2119. Students will have the opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application.

Prerequisite: Admission to the ARNEC program.

Corequisite: RNSG2119 Nursing Process I (9 hrs/wk practicum).

RNSG2216 Nursing Process II

6 Credits

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 childbearing 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.

Prerequisites: RNSG2119 Nursing Process I, RNSG2123 Nursing Practicum I.

Corequisite: RNSG2413 Nursing Practicum II (8 hrs/wk lecture).

RNSG2413 Nursing Practicum II

3 Credits

This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in the care of the child-bearing family, newborn, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Students will engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice.

Prerequisite: RNSG2119 Nursing Process I, RNSG2123 Nursing Practicum I.

Corequisite: RNSG2216 Nursing Process II (9 hrs/wk practicum).

RNSG2511 NCLEX-RN Preparation

1 Credit

This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style

questions. The focus of this course is to review what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse.

Prerequisites: RNSG2119 Nursing Process I, RNSG2216 Nursing Process II, RNSG2413 Nursing Practicum II.

Corequisites: RNSG2518 Nursing Process III, RNSG2523 Nursing Practicum III - (1 hr/wk lecture).

RNSG2518 Nursing Process III

8 Credits

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 an emergency (including bioterrorism preparedness), critical care, surgical care, and acute care and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated.

Prerequisites: RNSG2119 Nursing Process I, RNSG2216 Nursing Process II, RNSG2413 Nursing Practicum II, RNSG2123 Nursing Practicum I.

Corequisites: RNSG2511 NCLEX-RN Preparation, RNSG2523 Nursing Practicum III (8 hrs/wk lecture).

RNSG2523 Nursing Practicum III

3 Credits

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 RNSG2318 Nursing Process III, demonstrating independence and mastery of the role of an entry-level Registered Nurse.

Prerequisites: RNSG2119 Nursing Process I, RNSG2123 Nursing Practicum I, RNSG2216 Nursing Process II, RNSG2413 Nursing Practicum II.

Corequisites: RNSG2518 Nursing Process III, RNSG2511 NCLEX-RN Preparation (9 hrs/wk practicum).

SECONDARY TEACHING EDUCATION

SCED2514 Introduction to Secondary Teaching

4 Credits

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

Prerequisites: 15 hours, Praxis and portfolio.

SOCIOLOGY

SOC2213 Principles of Sociology**3 Credits**

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

ACTS Equivalency: SOCI1013 Introduction to Sociology.

SOC2223 Social Problems**3 Credits**

Application of sociological concepts and methods of the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations.

Prerequisite: SOC2213 Principles of Sociology.

ACTS Equivalency: SOCI2013 Social Problems.

SOC2233 Introduction to Cultural Anthropology**3 Credits**

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.

ACTS Equivalency: ANTH2013 Cultural Anthropology.

SPANISH**SPAN1013 Elementary Spanish I****3 Credits**

Elementary Spanish I is a beginning course to help students develop basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people.

ACTS Equivalency: SPAN1013 Spanish I.

SPAN1023 Elementary Spanish II**3 Credits**

SPAN1023 Elementary Spanish II is a continuation of SPAN1013 Elementary Spanish I. It seeks to further develop basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN1013 with a "C" or better.

Prerequisite: SPAN1013 Elementary Spanish I or at least one year of high school Spanish.

ACTS Equivalency: SPAN1023 Spanish II.

SPAN2013 Intermediate Spanish I**3 Credits**

SPAN2013 is designed to help the student develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN1023 with a "C" or better.

Prerequisite: SPAN1023 Intermediate Spanish I or at least two years of high school Spanish.

ACTS Equivalency: SPAN2013 Spanish III.

SPAN2023 Intermediate Spanish II

3 Credits

SPAN2023 Intermediate Spanish II is a continuation of SPAN2013 Intermediate Spanish I. It seeks to further develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN 2013 with a "C" or better.

Prerequisite: SPAN2013 Intermediate Spanish I.

ACTS Equivalency: SPAN2023 Spanish IV.

SPAN2103 Spanish for the Professions

3 Credits

Instruction in Spanish related to a variety of different professions including basic written and oral vocabulary and composition, dialogues, and cultural information pertinent to the different professions healthcare professionals.

SPEECH

SPCH1203 Oral Communication

3 Credits

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.

ACTS Equivalency: SPCH1003 Introduction to Oral Communication.

SPCH2233 Oral Interpretation

3 Credits

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

SPCH2243 Interpersonal Communication

3 Credits

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.

SPECIAL EDUCATION

SPED2613 Introduction to Exceptional Children

3 Credits

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

SURGICAL TECHNICIAN

SUR1001 Basic Operating Room Techniques Lab

1 Credit

Fundamental procedures of perioperative patient care. Guided practice prior to clinical experience.

Orientation to surgical techniques with an emphasis on basic patient care concepts, asepsis, and the surgical environment, and case preparation and procedures before, during, and after surgical procedures.

Promoting successful wound care with an emphasis on aseptic technique. Applying actual wound care components which include cleaning, dressing, determining the frequency of dressing changes, and reevaluation of the wound.

Supervised clinical experience. Observation of patient care procedures, beginning skills of sterilization/ disinfection and aseptic techniques.

Introduction to commonly used medical abbreviations and terminology used in the healthcare setting.

Overview of surgical technology as a profession. Explores standards of care, criteria for professional growth and ethical and legal issues surrounding the profession.

Guided practice on specialty procedures with emphasis on functioning independently during the clinical experience.

Emphasis placed on specialty procedures and instrumentation.

Prerequisites: SUR1003 Basic Operating Room Techniques and SUR1001 Basic Operating Room Techniques Lab.

Supervised clinical experience and the application of advanced techniques in aseptic and surgical procedures.

Introduction to the classifications, actions, and uses of drugs. Calculations of dosages and drug preparation with emphasis on varying surgical procedures.

Supervised clinical experience. Four (4) week rotation of clinical experiences on an advanced level.

SUR2702 Seminar**2 Credits**

Review of major theoretical and technical concepts of the surgical technician profession.

SOCIAL WORK**SW2203 Introduction to Social Work****3 Credits**

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.

TECHNICAL**TEC1713 Safety****3 Credits**

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.

TEC1753 Basic Mechanics**3 Credits**

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.

TEC1763 Basic Electricity I**3 Credits**

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.

TECH1023 Industrial Mechanical Maintenance**3 Credits**

Maintenance personnel are responsible for an ever-expanding range of industrial processes and building systems. This course will introduce students to the many different types of maintenance tasks and skills necessary to recognize complex problems caused by different parts of a system. Students will explore the fundamental maintenance and troubleshooting principles, procedures and practices required on bearings, couplings, valves, pumps, belts, chains, and industrial gearing. Safety, service, and repair principles are also explained through common industrial examples and equipment.

TECH1033 Computer Aided Design**3 Credits**

This course is designed to expand on the introductory industrial manufacturing courses and expose the student to basic design concepts, computer skills, and

drawing skills used in product and process design within the field of industrial manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in an industrial manufacturing environment.

TECH1043 Principles of Industrial Hydraulic

3 Credits

This course is an elementary course which is designed to introduce a student to hydraulics as it related to industrial machinery. Modern industrial equipment makes use of many fluid power systems where the fluid is either a liquid, oil, or gas, air. Students will gain experience on actuators, types of fluids, valves, pumps, motors, reservoirs, coolers and filters used industrial manufacturing plants. Students will demonstrate their knowledge and proper use of Personal Protective equipment and Lock Out Tag Out.

TECH1053 Basic Electrical Schematics and Motor Controls

3 Credits

This course is designed to strengthen the skills of entry-level maintenance personnel who will install and repair Industrial Electrical Control Systems. The course includes the study of magnetism, induction, generation of electricity, the wide array of field devices used by industry and manufacturers, single and three-phase electrical service and their wave-forms are studied both as theory and in practical applications. An intense study of Ohm's Law as it applies to series and parallel circuits is implemented providing hands-on wiring of single and three-phase motors and various control circuits, such as, but not limited to, Stop-start-run, jog, seal-in control circuits, which are examined and tested. Upon completion, participants should be able to read and interpret basic electrical drawings with an emphasis on Ladder Diagrams and Ladder Logic Diagrams. Students will demonstrate their ability to construct both control and power circuits from schematic diagrams and the ability to troubleshoot the systems built in the lab.

TECH1063 Principles of Industrial Automation

3 Credits

This course will introduce students to articulated arm servo robotics and their industrial applications. Additionally, this course will introduce students to a wide variety of applications used in industrial environments such as assembly, material handling, machine tending, and inspection. Students will learn and work with a 5-axis articulated servo robots, computer-based controller, griper, teach pendant, on-line/off-line programming software, cable sets used in theory and lab settings. Extensive programming capability is provided with the powerful MCL II programming language to deliver an unparalleled learning experience.

TECH1073 Mechatronics

3 Credits

The Mechatronics course is designed to provide a field study of focuses on the integration of mechanical, electrical, fluid and computer technologies to control machine movement. This course will give instruction on how to step up, maintain and troubleshoot machinery found in the industrial manufacturing environment.

TECH1083 Industrial Motor Controls and PLC's

3 Credits

Those completing the course will be able to: (1) identify a power circuit and a control circuit; (2) demonstrate an understanding of the logic associated with the control circuit by tracing a control circuit and discussing the parts and the purpose behind each; (3) demonstrate basic knowledge pertaining to troubleshooting a failed circuit and give a general explanation of the cause of the failure; (4) demonstrate an understanding of Safety rules by following Lock/Out – Tag Out procedures when troubleshooting a circuit; (5) be able to replace heaters and fuses, check continuity, and do basic voltage testing. The course is an overview of PLC's including hardware components number systems and codes, and the basics programming and applications. This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment LOTO, PPE, and safety.

TECH1093 Industrial Process Controls

3 Credits

This course will introduce new concepts related to engineering and problem solving, however, the primary function of this course will be to serve as a venue for the student to place all previous learning into a manufacturing context. Students will learn the two most common types of process control systems, flow and liquid level and the basic concepts on which other systems are based. Students will learn to calibrate, adjust, install, operate and connect these process control systems.

TECH2091 Mechatronics III

1 Credit

The Mechatronics course is designed 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 troubleshoot a manufacturing scenario. This course will give instruction on how to step up, maintain and troubleshoot machinery found in a manufacturing environment.

TECH2093 Mechatronics I

3 Credits

The Mechatronics course is designed 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.

TECH2193 Mechatronics II

3 Credits

The Mechatronics course is designed 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.

THEATRE

THEA1203 Introduction to Theatre

3 Credits

A study of basic principles and techniques of drama with emphasis on analytic reading of representative traditional and contemporary plays and the theatrical traditions, terminology, and techniques for the production of dramatic works.

Prerequisite: ENG1003 Composition I.

THEA1213 Beginning Acting

3 Credits

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

THEA2223 Fundamentals of Stagecraft

3 Credits

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.

THEA2233 Stage Makeup

3 Credits

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

THEA2243 Stage Costume Construction

3 Credits

The exploration of the history and design of costumes through a variety of projects.

Prerequisite: THEA 2223 Fundamentals of Stagecraft.

THEA2251 Theatre Workshop I

1 Credit

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

THEA2261 Theatre Workshop II

1 Credit

Prerequisite: THEA 2251 Theatre Workshop I.

THEA2271 Theatre Workshop III

1 Credit

The second year in the workshop sequence. Open to all interested students by permission of the instructor.

Prerequisite: THEA 2261 Theatre Workshop II.

THEA2281 Theatre Workshop IV

1 Credit

Prerequisite: THEA 2271 Theatre Workshop III.

THEA2503 Fine Arts Theatre

3 Credits

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.

ACTS Equivalency: DRAM1003 Theatre Appreciation.

UNIVERSITY

UNIV1001 College and Life Skills**1 Credit**

Designed to assist students in obtaining the information and skills necessary to succeed in college and life. The class will give the student information on-campus programs, class resources, and life skills will be presented along with a special emphasis on soft skills. College and life skills are 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).

WELDING**WELD1002 Welding Fundamentals****2 Credits**

A study of the application of Gas Metal Arc Welding (MIG). This course covers the proper operation of equipment and welding of steel in the flat position. Safety is emphasized.

WELD1012 Thermal Cutting**2 Credits**

A study of the thermal cutting processes. This course covers equipment shop safety, oxyfuel cutting, carbon arc cutting and gouging, and plasma arc cutting.

WELD1016 Manufacturing Welding**6 Credits**

This course is designed to introduce the skills and knowledge necessary to enter the manufacturing welding workforce. Items covered will include: shop safety, tool use, material handling, set up and operation of GMAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel using the GMAW short circuit process. Upon completion of this course, students should be able to layout and fit-up materials, set up equipment for GMAW short circuit process, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

Prerequisite: WELD1203 Gas Metal Arc Welding.

WELD1026 Heavy Manufacturing Welding**6 Credits**

This course is designed to increase the understanding of the manufacturing welding processes and introduce processes used in heavy manufacturing. Items covered will include: shop safety, tool use, material handling, setup and operation of GMAW and FCAW equipment, setup and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, and welding of carbon steel using the GMAW Spray and FCAW processes. Upon completion of this course, students should be able to lay out and fit up materials, set up equipment for GMAW and FCAW, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

Prerequisite: WELD1203 Gas Metal Arc Welding.

WELD1036 Shielded Metal Arc Welding**6 Credits**

This course is designed to introduce the welding skills and knowledge necessary to enter the workforce as a "stick" welder. Items covered will include: shop safety, tool use, material handling, setup and operation of SMAW equipment, setup and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, and welding of carbon steel using the SMAW process. Upon completion of this course, students should be able to lay out and fit up materials, set up equipment for the SMAW process, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

WELD1046 Precision Welding and Cutting

6 Credits

This course is designed to introduce welding skills and knowledge necessary to make precision welding and cutting using GTAW welding process, CNC operated equipment and robotics. Items covered will include: shop safety, tool use, material handling, set up and operation of GTAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel, stainless steel, and aluminum using the GTAW process, welding design, heat treatments, material properties, and automated cutting and welding. Upon completion of this course, students should be able to layout and fit-up materials, set up equipment for the SMAW process, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

WELD1057 Welding Internship

7 Credits

This course is designed to increase the understanding of the manufacturing welding processes and introduce processes used in heavy manufacturing through an internship. Students will learn hands-on while working with an approved Industrial Partner. Material covered will include: shop safety, tool use, material handling, set up and operation of GMAW and FCAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel using the GMAW and FCAW processes. Upon completion of this course, students should be able to layout and fit-up materials, set up equipment for GMAW and FCAW, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

WELD1202 GMAW Level I

2 Credits

A study of the Gas Metal Arc Welding (MIG) process. This course covers shop safety, setup and operation of GMAW equipment, weld joints, and welding of fillet welds in the 1F, 2F, 3F, and 4F positions.

WELD1203 Gas Metal Arc Welding

3 Credits

A study of Gas Metal Arc Welding (GMAW). This course will cover shop safety, set up and operation of equipment, joints and positions, and welding of carbon steel using the GMAW short circuit process. Upon completion of this course, students should be able to set up equipment for GMAW short circuit process and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

WELD1212 GMAW Level II

2 Credits

A study of the Gas Metal Arc Welding (MIG) process. This course covers GMAW equipment settings, shielding gases, filler metals, and groove welding in the 1G, 2G, 3G, and 4G positions.

Prerequisite: WELD1202 GMAW Level 1.

WELD1222 FCAW Level I

2 Credits

A study of the Flux Cored Arc Welding process. This course covers shop safety, setup of FCAW equipment, joint design, shielding gas, filler metal, and fillet welds in the 2F, 3F, and 4F positions.

WELD1232 FCAW Level II

2 Credits

A study of the Flux Core Arc Welding (FCAW) process. This course covers FCAW equipment, shielding gasses, filler metals and groove welding in 1G, 2G, 3, AND 4G positions.

Prerequisite: WELD1222 FCAW Level I.

WELD1302 SMAW Level I

2 Credits

A study of the Shielded Metal Arc Welding (Stick) process. This course covers shop safety, setup of SMAW equipment, joint design, and fillet welds in the 2F, 3F, and 4F positions.

WELD1303 Introduction to SMAW

3 Credits

A study of Shielded Metal Arc Welding. This course will cover shop safety, set up and operation of equipment, and weld joints and positions. Upon completion of this course, students should be able to set up SMAW equipment and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

WELD1312 SMAW Level II

2 Credits

A study of the Shielded Metal Arc Welding (Stick) process. This course covers SMAW equipment settings, filler metals and groove welding in the 1G, 2G, 3G, and 4G positions.

Prerequisite: WELD1302 SMAW Level 1.

WELD1402 GTAW Level I

2 Credits

A study of the Gas Tungsten Arc Welding (TIG) process. This course covers shop safety, set up and operation of GTAW equipment, weld joints, electrode selection, and welding of filler welds in the 2F, 3F, and 4F positions.

WELD1403 GTAW Welding

3 Credits

A study of Gas Tungsten Arc Welding (GTAW). This course covers welds made using the GTAW (TIG) process, weld joints and positions, set up and operation of welding equipment, and shop safety. Carbon steel, Stainless Steel, and Aluminum welding will be covered.

WELD1412 GTAW Level II

2 Credits

A study of the Gas Tungsten Arc Welding (TIG) process. This course covers machine controls, electrode selection, filler metal selection, and groove welding in the 1G, 2G, 3G, and 4G positions.

Prerequisite: WELD1402 GTAW Level I.

WELD1503 Maintenance Welding

3 Credits

A study of welding processes and procedures used by maintenance personnel. This course will introduce the welding of carbon steel and stainless steel using GMAW, SMAW, and GRAW welding processes. The material will include set up and operation of equipment, process selection, and weld quality.

WELD1603 Trade Skills

3 Credits

This course introduces trade skills that are common among all industrial and manufacturing careers. This course will follow the NCCER core curriculum and testing. Material covered includes safety material handling, hand tools, power tools, and rigging.

WELD2203 Advanced Wire Welding

3 Credits

A continued study of the Gas Metal Arc Welding process. This course will cover transfer modes, shielding gas selection, filler metal selection, process advantages, and disadvantages, print reading, and fabrication of parts. Upon completion of this course, students should be able to set up and operate the GMAW welding processes and produce welds in all applicable materials and positions in accordance with AWS entry-level welder standards.

Prerequisite: WELD1203 Gas Metal Arc Welding.

WELD2303 Advanced SMAW

3 Credits

A continuation of the study of the Shielded Metal Arc Welding process. This course will cover welding of structural shapes, identification, and selection of filler metal. Upon completion of this course, students should be able to set up SMAW equipment and produce welds on carbon steel in all positions, using all applicable filler metal groups in accordance with AWS entry-level welder standards.

Prerequisite: WELD1303 Introduction to SMAW.

WELD2314 SMAW Pipe Welding

4 Credits

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.

Prerequisites: WELD1303 Introduction to SMAW and WELD2303 Advanced SMAW or proficiency on an equivalency exam.

WELD2413 Welding Fabrication

3 Credits

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.

WELD2513 Blueprint Reading

3 Credits

This course covers prints and drawings used in the welding industry. The material will cover various types of prints, dimensioning, and symbols.

WELD2613 Welding Technology

3 Credits

A study of technologies and concepts associated with the welding and metalworking processes. This course will cover concepts related to programming and operation of automated welding, cutting, and metalworking equipment. Students will be introduced to Computer Aided Design concepts and software that will aid in the production of a finished product.

WELD2801 Special Projects

1 Credit

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit.

WELD2802 Special Projects

2 Credits

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit.

WELD2803 Special Projects

3 Credits

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit.



GENERAL INFORMATION

GENERAL INFORMATION

The academic division of the university is under the direction of the Vice-Chancellor for Academic Affairs.

ADMISSIONS/REGISTRATION

ADMISSIONS

The ASU-Newport Enrollment Services Office of Admissions and College Engagement provides students with the materials and services needed for admission to the institution and continued progression in the academic environment. The Enrollment Services Team is available to update applicants of their admission process. If you have Admissions or Records questions, email admissions@asun.edu.

ACADEMIC ADVISORS

<http://www.asun.edu/advising>

Vision: ASU-Newport academic advising is a shared responsibility between advisors and students to exchange information that promotes excellence and inspires lifelong learning.

Mission: Academic advising at ASU-Newport seeks to build relationships which support and empower students to reach their academic and professional goals.

Academic advising is strongly encouraged for all students of ASU-Newport. As many studies in both college retention and completion have shown, academic advising plays a pivotal role in helping students complete their degree in a timely manner. ASU-Newport advisors intentionally spend time building rapport and trust with their advisees. Advisors will learn about each advisee's strengths, skills, and abilities. Advisors will encourage and challenge students to dream about their future and then co-create a plan to help students achieve their goals. During this entire process, advisors are committed to maintaining an appropriate level of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).

Processes academic advisors may assist students with include: degree and career exploration, designing an academic plan, registering for courses, supplying information on transfer options and/or employment opportunities, and providing information on student services such as tutoring and financial aid.

For more information, contact academicadvising@asun.edu.

ACADEMIC LOAD

[Student Academic Overload Request Form](#)

REGISTRATION & STUDENT ACADEMIC LOAD

See <http://its.asun.edu/mycampus-online-registration> for a complete set of instructions for course registration (registering for courses) and un-registration. Once the 100% drop period has passed (see dates published on ASU-Newport's Academic Calendar in the current Catalog), you may complete a Request to Withdraw from Course(s) Form (http://files.asun.edu/admissions/Withdraw_Request_Form.pdf). ASU-Newport uses the following classifications which enable students to discontinue enrollment in an individual course; multiple courses; or all courses.

Student Academic Load

The maximum student academic load shall not exceed 20 hours per semester in fall or spring and 20 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. Students who meet the following provisions are exempt from special approval: student has declared a major for which the Program of Study detailed in the catalog lists more than the maximum academic load for an individual semester or term and is enrolled in only those courses and the student has appropriate major and degree plan on file with his or her advisor.

Questions? Email registrar@asun.edu.

ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

http://www.asun.edu/financial_aid

Federal regulations require all recipients of student financial aid to make Satisfactory Academic Progress (SAP) towards an eligible degree or certificate program. Students applying for assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent PLUS Loan and other programs as determined by the Financial Aid Office must meet the requirements in the policies listed below to maintain their financial aid eligibility at ASU-Newport, including the Jonesboro and Marked Tree sites. Being financially eligible according to results from the Free Application for Federal Student Aid (FAFSA) does not mean the student is eligible for federal aid at ASUN. Rules are applied uniformly to all students whether or not aid has been previously received.

The Financial Aid Office (FAO) monitors SAP at the end of each semester, including summer, for financial aid recipients. In reviewing SAP, FAO personnel evaluate GPA, completion rate and maximum timeframe. At the conclusion of each semester, students who do not meet the minimum SAP requirements are notified and either placed on Financial Aid warning (FA Warning) or Financial Aid Suspension (FA Suspension). Please note: students on FA Warning have one semester to meet SAP eligibility or will be placed on FA Suspension the next semester.

- Students placed on FA Warning are eligible for financial aid consideration and do not need to appeal, but will be required to sign an academic plan.

- Students placed on FA Suspension are no longer eligible for financial aid and may submit an SAP appeal to be considered for financial aid for one semester.

Students enrolled in clock hour programs (such as Cosmetology and Cosmetology Instructor Trainee) will have SAP reviewed at the end of each payment period.

[Satisfactory Academic Progress Policy](#)

[Satisfactory Academic Progress Appeal Form](#)

The Arkansas State University-Newport Financial Aid Office coordinates the awarding of grants, scholarships, loans, and work-study funds to provide a comprehensive financial aid package for ASU-Newport students.

Questions? Email sap@asun.edu

ACADEMIC PROBATION AND SUSPENSION

ACADEMIC STANDING

Arkansas State University-Newport's Academic Probation and Suspension policy is aligned with the institution's Financial Aid Satisfactory Academic Progress policy, which encourages students to progress toward program completion.

ACADEMIC PROBATION

Students are placed on academic probation at the close of any enrollment period (Fall, Spring or Summer term) in which their cumulative grade point average falls below 2.00.

Students can be placed on Academic Probation at the close of any enrollment period (Fall, Spring or Summer term) in which they do not meet all three of the standards listed below. Academic Probation status will be removed at the end of the following enrollment period if all three standards are met. If all three standards are not met at the end of the following enrollment period, the student is placed on Financial Aid Suspension.

I. Term grade point average must be 2.00 or higher.

II. Term course completion rate must be 67% or higher.

Examples of 67% course completion:

67% of 12 is 8.04. If you enroll in 12 hours, you will need to successfully complete 9 hours to meet the completion rate requirement.

67% of 15 is 10.05. If you enroll in 15 hours, you will need to successfully complete 12 hours to meet the completion rate requirement.

67% of 18 is 12. If you enroll in 18 hours, you will need to successfully complete 12 hours to meet the completion rate requirement.

III. Cumulative attempted credit hours must not exceed 150% of the published

length of declared degree program.

Examples of 150% program completion:

If your degree program is published as requiring 60 hours, you need to complete it within 90 attempts (including grades of F, I, and W).

If your degree program is published as requiring 30 hours, you need to complete it within 45 attempts (including grades of F, I, and W).

If your degree program is published as requiring 45 hours, you need to complete it within 69 attempts (including grades of F, I, and W).

HOW TO REGAIN GOOD ACADEMIC STANDING

- No action is required from the student while on Academic Probation.
- Student will need to strive to meet all three standards at the end of the next enrollment period.

To request an Academic Probation Exemption form, contact:

academicaffairs@asun.edu

ACADEMIC SUSPENSION

Students are placed on academic suspension at the close of any enrollment period

Students can be placed on Academic Suspension at the close of any enrollment period (Fall, Spring or Summer term) in which they do not meet all three of the standards listed below and are on Academic Probation.

- I. **Term grade point average must be 2.00 or higher.**
- II. **Term course completion rate must be 67% or higher.**

Examples of 67% course completion:

67% of 12 is 8.04. If you enroll in 12 hours, you will need to successfully complete 9 hours to meet the completion rate requirement.

67% of 15 is 10.05. If you enroll in 15 hours, you will need to successfully complete 12 hours to meet the completion rate requirement.

67% of 18 is 12. If you enroll in 18 hours, you will need to successfully complete 12 hours to meet the completion rate requirement.
- III. **Cumulative attempted credit hours must not exceed 150% of the published length of declared degree program.**

Examples of 150% program completion:

If your degree program is published as requiring 60 hours, you need to complete it within 90 attempts (including grades of F, I, and W).

If your degree program is published as requiring 30 hours, you need to complete it within 45 attempts (including grades of F, I, and W).

If your degree program is published as requiring 45 hours, you need to complete it within 69 attempts (including grades of F, I, and W).

HOW TO REGAIN GOOD ACADEMIC STANDING (AND FINANCIAL AID STANDING IF APPROPRIATE)

- Suspended students (Academic and/or Financial Aid) must appeal to be reinstated to the institution as well as be approved for one additional semester of financial aid eligibility and to enroll in courses. Visit <https://asun.edu/resources/satisfactory-academic-progress> to access the SAP Appeal form.
- If the SAP suspension appeal is approved, students must submit the ASUN Student Success Plan (Part 1 only or Parts 1 and 2) to initiate the reinstatement process for financial aid and academics.
- Students who are reentering from a suspension status will be entered as a re-entry into the academic program in which they were previously enrolled, or a new enrollment will be added to indicate a change of academic major if necessary.
- If the Financial Aid and Academic Suspension ASP appeal is denied, students must sit out for one 16-week term (Fall or Spring) or two summer terms before reenrolling at ASUN. Sitting out for one term will only allow students to reenter ASUN to take courses and does not mean they will be eligible for federal financial aid. After the student has sat out for one 16-week term, they must submit an Academic Readmission Form to reestablish academic standing and be allowed to enroll in courses. If the Academic Readmission Form is approved, the student will only be able to enroll in courses and not be eligible for Federal Financial Aid. Visit <https://asun.edu/resources/satisfactory-academic-progress> to access the Academic Readmission Form.
- Decisions of the FA and ACADEMIC SAP Suspension Appeals are final. Any exceptions can be reviewed by the Offices of the Vice-Chancellor for Students Affairs and Academic Affairs.

Questions email sap@asun.edu.

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 (at the time of commencement), and will complete an Associate's degree or Technical certificate will be awarded the Chancellor's Award for Academic Excellence.

Questions about academic distinction? Contact registrar@asun.edu.

ACADEMIC RIGHTS AND RESPONSIBILITIES

PREAMBLE

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. 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 the achievement of these purposes is freedom of expression and assembly. Without this freedom, effective testing of ideas cease and teaching, learning, and research is rendered ineffective. Yet absolute freedom in all aspects of life leads to anarchy, just as absolute order leads to tyranny. Therefore, the college always must strive for that balance between maximum freedom and necessary order, which best 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 college. 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 college, in its relationship to each student, recognizes the constitutional 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.

The guidelines in the following pages have been established 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 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 functions. This relationship should be founded on mutual respect and understanding and assumes a common dedication to the educational process. If problems arise in this relationship, both student and faculty should attempt to resolve them in informal, direct discussions as between well-intentioned and reasonable persons.

THE ACADEMIC RESPONSIBILITIES OF THE STUDENT

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Responsible students take ownership of their actions by exhibiting the following behaviors related to the ASUN Institutional Learning Outcomes:

Communication

- Communicate in a careful and respectful manner with professors, peers, and other members of the greater college community.
- Communicate regularly with faculty, academic advisors, and college personnel to ensure understanding of college policies and expectations.
- Avoid abusive or disrespectful language or actions which damages the classroom and college environment.
- Meet with an academic advisor at least once per semester, and communicate regularly as needed, to discuss academic progress toward completion of the degree requirements.

Reasoning

- Utilize college resources and seek help when needed.
- Identify, develop, and implement a plan to achieve their educational goals.

- Attend and participate in classes, labs, and seminars, arriving academically prepared and on time.
- Complete all assigned work in a timely manner with attention to the quality of work.
- Take all required steps to complete degree requirements, which includes meeting both academic and administrative requirements.

Responsibility

- Demonstrate academic integrity and honesty.
- Avoid making excuses for their behavior.
- Are engaged learners who dedicate sufficient time outside of class to college work.
- Act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and college catalog.
- Respect diverse ideas and opinions.
- Maintain a clear understanding of the information in the [college catalog](#) and the [student handbook](#). Lack of knowledge does not excuse a student from the responsibility to abide by the rules and procedures of the college.

THE ACADEMIC RIGHTS OF THE STUDENT

- The student shall have the right to an academic environment that is accepting of all students without regard for race, national origin, gender, disability, ethnicity, sexual orientation, age, or religion
- 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
- 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
- The student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course
- The student has a right to resolve an alleged violation of the college academic policy and/or procedure, or to resolve any alleged case of inequitable academic treatment through the academic appeal process (see below)

ASU-Newport encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the appeal process and ASUN must ensure that a student will not suffer repercussions because he or she chooses to file an appeal in good faith.

The following are guidelines for determining the appropriate area to voice a concern based on the topic of concern.

TOPIC OF CONCERN	APPROPRIATE DIVISION OR DEPARTMENT
Academic/Instructional/Grade	Academic Affairs
Financial	Fiscal Affairs Business Office
Discrimination/Harassment	Fiscal Affairs Human Resources
Financial Aid	Student Affairs Financial Aid Office
Accommodations/Disabilities	Student Affairs Office of Disability Services
Disciplinary/Student Code of Conduct	Student Affairs Dean of Student Development
Facilities/Bookstore	Fiscal Affairs Business Office
Campus Police	Student Affairs Campus Police
Campus Safety	Student Affairs Campus Police
Technology	Fiscal Affairs Information Technology Services

Federal and state laws, rules and regulations, in addition to policies, regulations, and procedures adopted by the Arkansas Department of Higher Education, shall not be grievable matters.

The student has the right to accurate and clearly stated information in order to determine:

- The general requirements for establishing and maintaining satisfactory academic standing
- The graduation requirements for the chosen program of study
- The expectations of the college with regard to academic and personal standards
- The expectations of instructors in each course and program as provided in the form of course and program student learning outcomes

ACADEMIC MISCONDUCT

ACADEMIC MISCONDUCT DEFINED

Arkansas State University-Newport defines academic misconduct as any activity that compromises the academic integrity of the college or threatens the educational process.

Academic misconduct is any reason or attempted action that may result in creating an unfair academic advantage for oneself or unfair academic advantage or disadvantage for any other member or members of the academic community. Individual departments may have differing expectations for students, so students are responsible for seeking out information when unsure of what is expected. Below are some basic definitions and examples of academic misconduct. Please note that this list is not exhaustive.

COURSE MATERIALS

- Contaminating laboratory samples or altering indicators during a practical exam, such as moving a pin in a dissection specimen for an anatomy course
- Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor
- Violation of course rules
- Violation of program handbook policies and procedures
- Knowingly providing or receiving information during a course exam or program assignment
- Possession and/or use of unauthorized materials during a course exam or program assignment
- Knowingly providing or using assistance in the laboratory, on-field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor

FALSE INFORMATION AND REPRESENTATION, FABRICATION OR ALTERATION OF INFORMATION

- Furnishing false information in the context of an academic assignment
- Failing to identify yourself honestly in the context of an academic obligation
- Fabricating or altering information or data and presenting it as legitimate
- Providing false or misleading information to an instructor or any other University official
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for an academic assignment. It also includes instances where a student submits data or information from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course for which the work is being submitted
- Submitting plagiarized work for a course/program assignment
- Serving as or asking another student to serve as a substitute (acting as the enrolled student) while completing an online academic assignment or taking an online exam

THEFT OR DAMAGE OF INTELLECTUAL PROPERTY

- Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software
- Improper access to, or electronically interfering with, the property of another person or the University via computer or other means
- Obtaining a copy of an exam or assignment prior to its approved release by the instructor

ALTERATION OF UNIVERSITY DOCUMENTS

- Forgery of an instructor's signature on a letter of recommendation or any other document
- Submitting an altered transcript of grades to or from another institution or employer
- Putting your name on another person's exam or assignment
- Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process

DISTURBANCES IN THE CLASSROOM

- Disturbances in the classroom can also serve to create an unfair academic advantage for oneself or disadvantage for another member of the academic community. Below are some examples of events that may violate the Standards of Student Conduct:
- Interference with the course of instruction to the detriment of other students
- Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech
- Failure to comply with the instructions or directives of the course instructor

Sanctions for academic misconduct violations may vary depending on variables including, but not limited to, the severity of the infraction, cases of repeat offense, course policies (via the course syllabus), and/or program handbooks. Cases of alleged academic misconduct are resolved through the ASU-Newport Academic Appeals Process.

All documented instances of academic misconduct that warrant sanction at the course and/or program level will be reported by the sanctioning faculty/staff member in writing utilizing the electronic incident form (<https://hermes.asun.edu/eforms/academic-conduct-referral-form-v1-2017/57/>) to the Office of the Vice-Chancellor for Academic Affairs. A bi-annual report of academic misconduct sanctions will be submitted to the Office of the Dean of Student Development.

SANCTIONS FOR ACADEMIC MISCONDUCT

Sanctions for Academic Misconduct may be imposed by the faculty member or instructor discovering the Academic Misconduct except in the case of dismissal from a particular program or suspension/expulsion from the University which shall be made by the Vice-Chancellor for Academic Affairs.

The following sanctions may be imposed for Academic Misconduct:

- A failing grade on the paper or project
- Rewriting or repeat performance of coursework
- A failing grade for the class
- Dismissal from the class
- Other appropriate sanctions as warranted by the specific acts of a student

- Students who violate the imposed sanctions may result in University probation with a possible extent of suspension or expulsion.

A student may not avoid academic sanctions by withdrawing from a class, a program, or the college.

Note: Departments (e.g., Nursing, Surgical Technologist, High Voltage Lineman Technology, Cosmetology, 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).

PROCEDURES FOR HANDLING ACADEMIC MISCONDUCT CHARGES FOR VIOLATIONS OF THE STANDARDS OF STUDENT CONDUCT

A student disagreeing with the sanction issued based on Academic Misconduct should follow the Academic Misconduct Appeal Process.

ACADEMIC MISCONDUCT APPEALS PROCESS INFORMAL CASE RESOLUTION

The appropriate Academic Dean or designee will serve as an initial hearing officer and may offer an alleged violator an informal 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 five (5) business days after the initial meeting to decide which option he/she would like to utilize to resolve the charges.

If an alleged violator accepts responsibility for the alleged offense, then the initial hearing officer will assign the sanction.

a) 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 Academic Affairs within five (5) business days of being assigned the sanction(s).

This is the only appeal available through the Informal Case Resolution Process.

b) If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred to the Vice-Chancellor for Academic Affairs or designee 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 Informal Case Resolution meeting will have a hold placed on their registration until they have met with the appropriate Academic Dean (or designee) and reached a resolution.

Students who violate the sanctions set forth during the Informal Case Resolution for (non-academic misconduct) process may result in University probation with a possible extent of suspension or expulsion.

APPEAL PROCESS (FOR NON-ACADEMIC MISCONDUCT)

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 in writing to the Vice-Chancellor for Academic Affairs or designee within 5 business days of being assigned the sanction(s). This is the only appeal available through the Informal Case Resolution Process.

During the above appeal process, a student who has received a sanction of a suspension of ten (10) or more days or expulsion for non-academic misconduct may choose to be represented at the student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)

The sanction review will be heard by the appropriate Academic Dean (or designee) unless she/he was the initial hearing officer. If the Appropriate Academic Dean was the initial hearing officer, the Vice-Chancellor for Academic Affairs Office or designee will hear the review.

Note: The decision of the Appeal Officer is final.

When requesting a review of sanctions, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case.

An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal form will result in the denial of an appeal.

The student shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the Vice-Chancellor for Academic Affairs appeal load at that particular time. Decisions of the Vice-Chancellor for Academic Affairs reflect final agency action.

ADMISSIONS PROCEDURES FOR STUDENTS WITH A CRIMINAL HISTORY

The existence of a felony conviction does not necessarily mean that a student will be denied admission to ASU-Newport. However, failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw admission or to cancel enrollment.

1. Applicants who answer YES to the questions located under JUDICIAL INFORMATION are immediately placed on a pending application status that prevents them from enrolling in courses at ASU-Newport.
2. The applicant is sent a letter informing him or her of this status and requesting the following information. Most applicants who mark YES do so unintentionally. These students are allowed to write a letter explaining their error and are admitted based upon admissions policies outlined in the catalog. Those who mark YES intentionally provide documents requested in the letter including:
 - A complete written description of the facts/circumstances concerning the conviction;
 - Copies of all court records including indictments, pleas, and sentences;
 - Criminal History Check
 - A personal letter detailing personal, educational, or professional goals and how enrollment at ASU-Newport will assist in achieving these goals; and the applicant may submit letters of reference.
- Once the requested documents arrive, a committee will meet to review the documents and application for admission.
- The committee will send the applicant a letter notifying him/her of the decision.
- If the committee denies admission to the applicant, he or she may appeal to the Vice-Chancellor of Student Affairs.

Questions? Email VCSA@asun.edu.

ACADEMIC STUDENT CONDUCT RECORDS RETENTION

Academic 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. Records will be housed in the Office of the Vice-Chancellor for Academic Affairs.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

It is the policy of Arkansas State University-Newport to provide students with an opportunity to resolve an alleged violation of college academic policy and/or procedure, or to resolve any alleged case of inequitable treatment.

The process outlined below is specifically designed to address academic concerns, instructional issues, or grade appeals. (It is NOT to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial aid appeal, or discrimination/harassment complaint as described in other areas of the college catalog or [student handbook](#).) The grievance process must be initiated no more than five business days following the incident.

Step 1: Before a student can file a written grievance (concern or appeal), he/she should attempt to resolve the problem informally. The college expects the student to address

his/her grievance by the first meeting and/or discussing the concern with the college faculty or academic staff member whose actions resulted in the concern and documenting the discussion with notes. If not resolved, the student may proceed to the next step.

Step 2: If within five (5) business days following the informal resolution attempt, the student feels a satisfactory resolution has not been achieved, the student may file a formal written grievance with the appropriate Academic Dean (or designee). The concern or appeal must be in writing and should include the reason(s) for appeal, the supporting facts, and the requested solution.

Step 3: Within five (5) business days after receiving the appeal in writing, the appropriate Academic Dean (or designee) will be responsible for investigating the concern. The appropriate Academic Dean (or designee) will communicate this decision in writing to both parties within five business days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.

Step 4: The appropriate Academic Dean will review all materials from the previous steps and convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the appropriate Academic Dean will investigate and render a decision based on the written statements and testimony of the parties. The appropriate Academic Dean will communicate this decision in writing to both parties within five (5) business days. If the student feels a satisfactory resolution has not been achieved the student may choose to proceed to the next step.

Step 5: Within five (5) business days following Step 4, the student will notify the Office of the Vice-Chancellor for Academic Affairs, in writing, to request a grievance review for: Grievance resolution unreasonably harsh or inappropriate for the circumstances of the situation.

Grievance Resolution Unreasonably Harsh or Inappropriate for the Circumstances of the Situation.

After receipt of the hearing, the Vice-Chancellor for Academic Affairs may accept it, reverse it, or refer it back to the appropriate Academic Dean (or designee). The Vice-Chancellor for Academic Affairs shall make the final decision and there shall be no further student appeal.

****NOTE:** If a student wishes to file an official grievance that has no personal resolution or wishes to remain anonymous, that complaint will not follow the above steps.

****NOTE:** Academic Grievance must be made within five (5) business days following the issuance of the disputed action, grade, or decision.

THE ACADEMIC MISCONDUCT APPEALS PROCESS

It is the policy of Arkansas State University-Newport to provide students with an opportunity to appeal an incident of academic misconduct that has resulted in a formal student sanction.

ASUN encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the appeal process and ASUN must ensure that a student will not suffer repercussions because he or she chooses to file an appeal in good faith.

Federal and state laws, rules and regulations, in addition to policies, regulations, and procedures adopted by the Arkansas Department of Higher Education, shall not be grievable matters.

Process for Academic Misconduct Appeals

The process outlined below is specifically designed to be used for filing an appeal based on the outcome of a student misconduct sanction or disciplinary proceeding. It is NOT to be used for filing address grades, instructional issues, financial aid appeal, or discrimination/harassment complaint as described in other areas of the college catalog or [student handbook](#).

- **Step 1:** Before a student can file a written concern or appeal, they should attempt to resolve the problem informally. The college expects the student to address his/her concern by the first meeting and/or discussing the concern with the college faculty or academic staff member whose actions resulted in the concern and the Dean of Student Development who will act as a resource for the informal resolution. If not resolved, the student may proceed to the next step.
- **Step 2:** If within five instructional days following the informal resolution attempt, the student feels a satisfactory resolution has not been achieved, the student may file a formal written concern with the appropriate Academic Dean. The concern or appeal must be in writing and include all details of the incident(s) including a desired outcome of the appeal.
- **Step 3:** Within five instructional days after receiving the appeal in writing, the Academic Dean will be responsible for investigating the concern. The Academic Dean (or designee) will communicate this decision in writing to both parties within five instructional days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.
- **Step 4:** The appropriate Academic Dean will convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the Academic Dean will investigate and render a decision based on the written statements and testimony of the parties. The Academic Dean will communicate this decision in writing to both parties within five instructional days. If the student feels a satisfactory resolution has not been achieved the student may proceed to the next step.

- **Step 5:** Within five instructional days after Step 4, the student will notify the Vice-Chancellor for Academic Affairs, in writing, the request to appeal an academic misconduct sanction. This written appeal should include all details of the incident(s) including a desired outcome of the appeal.
- **Step 6:** Within five instructional days, the Vice-Chancellor for Academic Affairs will provide a written decision to all parties. The decision is final and may not be reviewed further.

****NOTE:** The process above is used for filing a concern in which a resolution has been requested that is specific to the academic misconduct. If a student wishes to file an official complaint that has no personal resolution or wishes to remain anonymous, that complaint will not follow the above steps.

****NOTE:** Academic Misconduct Appeal must be made within five (5) instructional days following the issuance of a student misconduct sanction.

****NOTE:** The student may return to classes once the official appeal has been submitted to the Academic Dean in Step 2 of the above process.

ACADEMIC SUPPORT RESOURCES

LIBRARY

The Harryette M. Hodges and Kaneaster Hodges, Sr. Library on the Newport campus and the libraries on the Jonesboro and Marked Tree campuses serve as centers of learning for the institution. Library services are available to students, faculty, staff, and community members. In addition to print, electronic, and audio/visual materials, students, faculty, and staff can access Library Databases onsite and remotely at <https://www.asun.edu/library>. The ASU-Newport Library also offers InterLibrary Loan, which is a service that allows eligible users to request items that are not owned by the ASU-Newport Library from other libraries. InterLibrary Loan is available to our students, faculty, and staff. The ASU-Newport Library is a member of the ARKLink Consortium, which means students, faculty, and staff are eligible for an ARKLink card which will allow them to borrow materials from other consortium member libraries.

LIBRARY RESOURCES

EBSCOhost

EBSCOhost is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full-text databases and popular databases from leading information providers. Comprehensive databases range from general reference collections to specially designed, subject-specific databases for academic libraries.

RITTENHOUSE EBOOK COLLECTION

The Rittenhouse eBook Collection has titles that will help our nursing and surgical technology students accomplish their goal of successfully completing their respective program. These eBooks are full-text and can be accessed via the <https://mycampus.asun.edu>.

Library staff will answer reference questions via e-mail at altonius_peterson@asun.edu or debbie_jewell@asun.edu, or by phone at (870) 512-7862.

TESTING CENTER

http://www.asun.edu/testing_services

ASU-Newport's testing center offers a variety of entrance and third-party exams for potential and current students. For more information, contact Susan Clay at testing@asun.edu.

PLACEMENT TESTING

Students must register to take a Placement test by visiting <https://www2.registerblast.com/asun/Exam/List> and filling out the Testing Registration Form.

GUIDELINES

- You MUST be at least 13 years of age or older to take a placement test.
- No Calculators Allowed in the Testing Center.
- Placement Test Scores-may be ACT, ACCUPLACER, ASSET, or COMPASS earned in the last five years, however, specific programs may have differing placement policies, please refer to program applications for more information.

ASU-NEWPORT OFFERS THE FOLLOWING PLACEMENT TESTS: ACCUPLACER

- ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. For over 30 years, ACCUPLACER has been used successfully to assess student preparedness for introductory credit-bearing college courses. ACCUPLACER delivers immediate and precise results, offering both placement and diagnostic tests, to support intervention and help answer the challenges of accurate placement and remediation.
- To study for the ACCUPLACER go to accuplacerpractice.collegeboard.org/ login

American College Testing (ACT)

- ACT test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling (870) 512-7867.
- ACT registration is coordinated directly through the ACT test website: www.act.org. Be sure to add the ASU-Newport ACT Center Code 4720 and have your ACT Score report sent electronically to ASU-Newport.

Traditional Registered Nursing and Practical Nursing Pre-entrance PAX Exam

- Traditional Registered Nursing and Practical Nursing Pre-entrance PAX Exam*
- Students may test multiple times during the calendar year but must wait a minimum of 90 days between test attempts. PAX exam schedules and additional information may be obtained visiting

<https://ondemand.questionmark.com/400030/ext/nIntesting/> and create a new account to register for the exam. Calculators will be provided.

Registered Nursing Pre-entrance NACE I

- Students may test only once per calendar year. NACE I test schedules and additional information may be obtained by visiting <https://ondemand.questionmark.com/400030/ext/nIntesting/>.

THIRD-PARTY CERTIFICATION EXAMS

EMT/Paramedic Certification Exam

- The NREMT Paramedic (NRP) Paramedic cognitive exam is a computer adaptive test (CAT). The number of items a candidate can expect on the Paramedic (NRP) exam will range from 80 to 150. The maximum amount of time given to complete the exam is 2 hours and 30 minutes. To schedule an exam, visit <https://home.pearsonvue.com/>.

NBSTSA Surgical Technology Board Exam

- Test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling (870) 512-7867.

Phlebotomy Certification Exam

- To register for the Phlebotomy Certification exam, please visit the following website: <https://certportal.nhanow.com/register/>.

ParaPro

- The ParaPro Assessment is a general aptitude test that is required in many states for paraprofessional certification. It also offers school districts an objective assessment of your foundation of knowledge and skills. Start now and take the necessary steps to become a teacher's assistant.
[Click here to register for the ParaPro Exam.](#)

Pearson Vue

<https://home.pearsonvue.com/>

Praxis Exam

- These tests measure academic skills in reading, writing, and mathematics. They were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs. To register for the Praxis Exam, please go to the following website:
<http://www.ets.org/praxis/register/>.

ACT WorkKeys Assessment

- ACT WorkKeys Testing is coordinated through the Department of Workforce Services.
- SERVICES PROVIDED BY THE TESTING CENTER

Distance Education Proctoring Services (DEPS)

- Tests must be registered through visiting <http://www2.registerblast.com/asun/Exam/List> and filling out the Testing Registration Form. Students must ensure the Academic Support and Testing Services have access to exams prior to scheduling a test. This can be done by contacting (870) 512-7867.

TUTORING SERVICES

http://www.asun.edu/academic_support_center

The Academic Support Center at ASU-Newport provides free support services to all students seeking tutoring assistance. To ensure the Academic Support Center is providing the quality academic help students need, when, where, and how they need it, online tutoring services are provided. With online tutoring services, ASU- Newport students get on-demand, individual instruction, and support from expert online tutors across a wide variety of subjects - from beginner to advanced, up to 24 hours a day. Students can find the Smarthinking Tutoring link within their Canvas Course home page.

For more information about the Academic Support Center, contact Debbie Jewell, at (870) 512-7862 or debbie_jewell@asun.edu.

ACTS COURSE TRANSFER SYSTEM (ACTS)

Arkansas Course Transfer System (ACTS): The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. 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.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. To view, the ACTS courses go to <http://acts.adhe.edu/studenttransfer.aspx>

ACCREDITATION

www.asun.edu/accreditation

Arkansas State University-Newport is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), Thirty North LaSalle, Suite 2400, Chicago, IL 60602, Telephone: 312-263-0456.

ADULT EDUCATION

<http://www.asun.edu/programs/adult-education>

To serve the citizens of Jackson, Craighead, Poinsett, and Woodruff Counties, ASU-Newport offers on and off campus classes in Adult Basic Education (ABE), General Adult Education (GAE), and English Language Learning (ELL), classes in Jonesboro.

The classes are designed as General Education Development GED prep classes and skills review classes for college or career advancement. The core areas offered are

reading, math and language, with computer literacy and employability skills offered as an integrated part of the curriculum. All of the classes are free and open to adults aged 18 or older. Enrollment is open entry/open exit, students may start at any time.

The Official GED Test is also given at the Newport Campus, the Marked Tree Campus and the Jonesboro Adult Education Center. Testing is scheduled at regular intervals throughout the school year. Passing scores on the official GED Ready Practice Test are required before any student may take the GED Test. For more information regarding Adult Education, please call (870) 512-7824.

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 course and 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.

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

CLASS ATTENDANCE POLICY

Faculty are highly encouraged to take attendance at all scheduled course and lab meetings. 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. Select programs of study may have additional attendance policies. Please check with your advisor for more information.

If you have questions regarding your academic advisor, contact academicadvising@asun.edu.

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

<https://bookstore.asun.edu/>

The ASU-Newport Bookstore provides textbooks exclusively through a rental textbook program. ASU-Newport acquires all required textbooks and offers them for rent to students at a flat per credit hour fee (see Tuition and Fees). For the 2020-21 Academic Year, books shall be sold at a rate of \$20/credit hour (Some exceptions may apply).

The program is designed overall to save students money and provide predictability in budgeting costs of education. The program provides students the opportunity to acquire textbooks by paying a per credit hour fee to rent textbooks that would otherwise have to be purchased by the student.

The goal of the ASU-Newport book program is to provide a lower, predictable cost that students can budget for accordingly. Consumables and required course supplies will be sold at the lowest cost possible. Rental fees will be evaluated annually to ensure the lowest possible cost for the student.

ASU-Newport Textbook Rental Policies and Procedures

- Students must “opt-in” or “opt out”. This means all books required for the semester in order to be eligible for the program. Alternatively, students who chose to “opt out” may buy all their books elsewhere.
- You must bring your ASU-Newport Student id to rent your books.
- You can use your financial aid for the book program.
- You must return the books in good condition during finals week of the semester you rented or you will have to pay for the book.
- You cannot get your grades or transcripts if you owe the school for tuition or books.
- Specific supplies will be sold on all campuses.

Questions? Email bookstore@asun.edu.

CAMPUS POLICE

http://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 the institutional property.

The ASU-Newport Campus Police Department is staffed with three full-time officers. There is one full-time officer on the Newport campus, one full-time officer on the Marked Tree campus, and one full-time officer on the Jonesboro campus. 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.

ASU-Newport (870) 217-1348 (mobile) or (911)
Newport Police (870) 523-2723

ASUN Jonesboro (870) 217-1347 (mobile) or (911)
Jonesboro Police (870) 935-5551

ASUN Marked Tree (870) 358-2117 or (911)
Marked Tree Campus Police (870)919-8530

CAMPUS SIGNS, POSTERS & PROMOTIONAL MATERIAL POLICY

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. 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.

To avoid stains on buildings and difficulty of removal, chalk should not be used for marking on building surfaces.

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.

Outdoor posters and signs should be prepared with waterproof materials to avoid illegibility, paint stains, and other problems in the event of rain.

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.

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.)

The right 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.

Questions? Contact VCSA@asun.edu.

CHILDREN ON CAMPUS

ASU-Newport celebrates the presence of many children in the lives of our campus family and is committed to doing everything possible to ensure the health, safety, and

wellbeing of all children. As a general rule, because ASU-Newport work is higher education, the campuses are not an appropriate environment for children unless they are enrolled in a program specifically designed for children and appropriately supervised by adults. As a result, parents or guardians who find it necessary to bring a child to campus must adhere strictly to these rules:

- No child can be left alone on campus unattended, for any reason
- Children may not accompany ASU-Newport students to class
- Personnel may not bring children to work unless ASU-Newport has specifically designated a time or place for staff children to be present
- Unless enrolled in a specific program, children may not be in the library, classroom, computer lab, vehicles, hallways or other common areas on the campus

FREEDOM OF EXPRESSION POLICY

In compliance with ACT 184 of 2019 as well as the First Amendment of the United State Constitution, the ASU System and Arkansas State University-Newport will afford each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations; however, these activities must not disrupt the operation of the university. Such opportunities will be provided on an equal basis and adhere to the basic principle that the system will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time ensuring that the institution fulfills its educational mission, the university has the responsibility to regulate the time, place and manner of expression. Through such regulation, equal opportunity for all persons can be assured; order within the university community can be preserved; university property can be protected; and a secure environment for individuals to exercise freedom of expression can be provided.

For more information concerning the Freedom of Expression Policy, visit https://files.asun.edu/operating_procedures/student_affairs/SOP_4017_Student_Affairs_Freedom_of_Expression.pdf.

Arkansas State University-Newport follows the ASU System Policy on Freedom of Expression. The process from the ASU system Policy is outlined below. The procedures [listed below govern Freedom of Expression by faculty, staff, students, student organizations, and visitors in](#) the following areas:

Freedom of Expression

Expressive activities are allowed on all outdoor areas of campus subject to the reasonable time, place, and manner restrictions set forth in this Operating Procedure as well as all applicable state and federal laws. The campus shall not create free speech zones or other designated outdoor areas of campus outside of which expressive activities are prohibited. The campus maintains a position of neutrality as to the content of any protected speech.

Outdoor Areas of Campus

All outdoor areas of the campus shall be deemed a public forum for members of the campus community. This does not include outdoor areas where access by a majority of members of the campus community is restricted.

Expressive Activities

Expressive Activities are those enumerated by Act 184 as well as all forms of expression protected by the First Amendment to the United States Constitution.

Lawful Limitations on Expressive Activities

Members of the campus community who want to engage in noncommercial expressive activities may do so freely in the outdoor areas of campus so long as that member's conduct is 1) not unlawful, 2) does not materially and substantially disrupt the [functioning of a state-supported institution](#) and 3) [does not materially and substantially disrupt](#) another person's expressive activity.

Freedom of Association

The campus shall not deny a student organization any benefit or privilege that is available to another other student organization or otherwise discriminate against an organization based on the expression of that organization.

Use of Campus Property for University Sponsored Activities and Events

[All outdoor areas, owned and operated by the campus, shall be made available for use by the](#) University for University-sponsored activities and events. Official university activities and events on campus have precedence over all other events and activities taking place on campus. Any expressive activity that occurs at a location reserved for a University sponsored activity or event shall be accommodated at another outdoor area of campus so long as the accommodation is consistent with this policy.

Prohibited Activities

The right to engage in Expressive Activities under this Operating Procedure does not include the right to engage in the following: Obstructing vehicular or pedestrian traffic. Engaging in unlawful activity. Engaging in activities that create a clear and present threat to public safety. Engaging in true threats and expression directed to provoke imminent lawless actions and likely to produce imminent lawless actions. Engaging in unlawful harassment. Utilizing sound amplification devices. Posting materials on University property.

Damage to Property owned by the Campus

Any damage to campus property caused by individuals and/or groups engaging in Expressive Activity are the financial responsibility of the individuals and/or groups who caused the damage to the property.

Commercial Speech

This policy does not apply to commercial speech. Off-campus individuals and organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspaper, magazine and other written material on campus. Parties having a contract with the campus authorizing commercial advertising shall be allowed to distribute or post commercial material in accordance with the terms of their contract.

Questions? Contact VCSA@asun.edu.

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:

- 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.
- Fundraising 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.
- 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.

Click here for the Fundraising Activity Request Form:

https://files.asun.edu/student_affairs/Fundraiser_Approval_Form.pdf.

The Vice-Chancellor of Student Affairs will review the request for eligibility (recognized student organization; the 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 the purpose of the organization). An off-campus organization or business may not conduct the fund-raising activity and then provide the recognized ASU-Newport organization a certain percentage of sales, income, etc.

Individual groups or organizations using a college facility are responsible for setup, takedown, and cleaning up the area used. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the catalog.

All fund-raising events must be approved before solicitation begins.

Questions? Contact VCSA@asun.edu.

MANDATORY ADMINISTRATIVE LEAVE POLICY

The Vice-Chancellor for Student Affairs may invoke the Mandatory Administrative Leave Policy if a student engages in or exhibits behavior that:

- 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;
- 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.

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.

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.

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.

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 professionals 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.

Proceedings under the Mandatory Administrative Leave Policy do not preclude additional proceedings pursuant to the Student Code of Conduct.

Questions? Email VCSA@asun.edu.

NON-DISCRIMINATORY RESPONSIBILITIES OF ASU-NEWPORT/ SEXUAL DISCRIMINATION

SECTION 504 OF THE REHABILITATION ACT AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT

In compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA), Arkansas State University-Newport assures

protection from discrimination and provides auxiliary aids and services to qualified students in all academic programs and university activities. It is the responsibility of all staff, faculty, and students to adhere to the philosophy of equal access to opportunities.

TITLE IX OF EDUCATION AMENDMENTS

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX benefits both males and females and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs, and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination,, and athletics. Arkansas State University has designated a Title IX coordinator for each campus. Any incidence of sexual discrimination including sexual harassment or sexual violence should be reported to the Title IX coordinator who will take prompt action to secure a full and equitable review. In the event the sexual discrimination allegation is against the Title IX coordinator, the report should be made to the ASU System Office of University Counsel.

AGE DISCRIMINATION IN EMPLOYMENT ACT

The Age Discrimination in Employment Act (ADEA) protects individuals who are 40 years of age and older from employment discrimination based on age. The ADEA's protections apply to both employees and applicants. Under the ADEA, it is unlawful to discriminate against a person because of age with respect to any term, condition, or privilege of employment including, but not being limited to, hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training.

SEXUAL DISCRIMINATION

Arkansas State University-Newport is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

Sexual Harassment is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent or pervasive and occurs when:

- Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
- Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
- Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual Assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to a minority, intellectual impairment, or use of mind-altering substances such as drugs or alcohol. (See page 49 for Resources for Victims of Sexual Assault)

Sexual Violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances which do not result in a completed sexual act.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others, or (B) suffer substantial emotional distress.

Domestic Violence is defined as a felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic of family violence laws of the State of Arkansas.

Dating Violence is defined as violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

It is important to preserve all evidence of sexual discrimination, especially if discrimination is also a criminal offense, such as sexual assault, sexual violence, stalking, domestic violence, or dating violence.

Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences 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 staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

Each campus within the ASU System has a Title IX Coordinator who is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, or dating violence.

Employees with supervisory responsibilities, including deans, vice-chancellors, directors, student conduct, human resources, and campus police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator who will conduct an immediate, thorough, and objective

investigation of all claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator will notify the appropriate law enforcement agency of all reports of sexual assault, sexual violence, stalking, domestic violence or dating violence. The person who has allegedly been subjected to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. The Title IX Coordinator will assist the person alleging to be subjected to sexual discrimination with locating resources for counseling, medical treatment, legal advice, victim advocacy, or other services. Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

ASU-Newport reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, no contact or communications requirements, leave with or without pay, and reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Sexual Discrimination Grievance Procedure.

To report sexual discrimination, visit <http://www.asun.edu/titleix>.

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 law and Arkansas State University-Newport. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Human Resources Department at sara_moss@asun.edu or 870-512-7874.

RESOURCES FOR VICTIMS OF SEXUAL ASSAULT

The Student Right to Know and Campus Security Act require that students be provided information concerning campus sexual assault programs and the procedures which should be followed once an offense has occurred. Although it may be difficult, it is always best to report a sexual assault (rape, attempted rape, or acquaintance rape) to a University official or the local law enforcement as quickly as possible. Crimes that occur on-campus will be referred to the ASUN Campus Police for jurisdiction purposes.

ASUN's Campus Police(870) 512-7866
Newport Police(870) 523-2721
Jonesboro Police..... (870) 923-2176
Marked Tree Police(870) 358-2024

The complainant is encouraged to go to a hospital emergency room to receive appropriate medical care and/or evidence collection. These important steps should be taken after a sexual assault:

1. **Do not** shower, bathe, douche, smoke, change clothing, urinate (if possible), brush your teeth or rinse your mouth, change bedding, or disturb the area where the assault occurred (if the assault occurred in your place of residence). Remember, it is important to preserve the evidence.
2. **Tell someone.** Call a friend, counselor, or anyone who can provide you with emotional support.
3. **Seek medical attention.** Go to a doctor or hospital as quickly as possible for evidence to be gathered and to be checked for injury.
4. **Write down detailed information about the assault** – where, when, who, etc. If the assailant is a stranger, try to remember his or her height, hair color, scars, and clothing.

If you believe you are a victim of sexual assault, you can and should seek out help and assistance from the following agencies:

Who to contact to report an incident at ASU-Newport:

ASUN Campus Police..... (870) 512-7866
Student Affairs.....(870) 512-7838
Marked Tree.....(870) 358-8614
Jonesboro(870) 680-8717

Local Law enforcement agencies:

Newport Police(870) 523-2721
Jonesboro Police..... (870) 923-2176
Marked Tree Police(870) 358-2024

Agencies and contacts in the ASU-Newport area that can provide assistance:

Unity Hospital, Inc. 1205 McLain
Newport, AR 72112
(870) 523-8911

St. Bernard's Regional Medical Center 224 East Matthews
Jonesboro, AR. 72401
(870) 972-4288

NEA Baptist Memorial Hospital 4800 East Johnson Ave.
Jonesboro AR 72401
(870) 936-1000

SEXUAL DISCRIMINATION GRIEVANCE PROCEDURE

GRIEVANCE ISSUES

The Sexual Misconduct Discrimination Grievance Procedure applies to all allegations of sexual discrimination. Sexual discrimination includes Sexual Harassment, Sexual Assault, and Sexual Violence.

REPORT OF SEXUAL DISCRIMINATION

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator utilizing the grievance form available on the Human Resources or Student Conduct web sites.

Employees with supervisory responsibilities (Deans, Vice-Chancellors, Department Chairs, Faculty, Student Conduct Personnel, Human Resources Personnel, Athletic Directors, and Coaches), university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. Sexual Discrimination can be reported using the following form:
<https://hermes.asun.edu/eforms/title-ix-incident-reporting-form/59/>.

In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of University Counsel.

In order to ensure timely investigation and remedy, a sexual discrimination grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred. All complaints are investigated; however, delay in reporting impedes the ability to achieve a prompt resolution. All efforts will be made to honor a request for confidentiality but confidentiality cannot be ensured. Reports of sexual assault or sexual violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the Faculty, Staff, or [Student Handbook](#) may occur simultaneously with sexual discrimination grievances and do not affect the grievance process.

TITLE IX COORDINATOR'S RESPONSE

Within forty-five (45) working days after receipt of a written grievance form, the Title IX Coordinator, or designee, will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX Coordinator should determine whether temporary remedial measures are warranted such as suspension from employment with or without pay, suspension from classes, and issuance of a no-contact directive, reassignment of job duties, or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either (1) propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude the investigation or (2) prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred, and if so, recommending a remedy which will end the discrimination, prevent its recurrence, and remove its effects on the complainant and the university community.

The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately.

If both parties agree with the report, the grievance shall be closed and the remedies continued.

If either party does not agree with the finding of the Title IX Coordinator and desires to appeal, that party must submit, within five (5) working days of the date of the report, a written request to the Department of Human Resources for a hearing before the Sexual Discrimination Hearing Committee.

The written request will detail the alleged error of the Title IX Coordinator and the requested remedy. The Department of Human Resources will provide the party not appealing with a copy of the request. Within five (5) working days of the date of the letter from the Human Resources Department, the party not appealing may submit a written response to the request for hearing countering any allegations in that document. Copies will be provided to the Title IX Coordinator for placement in the case file. Timelines may be extended by the Title IX Coordinator in extenuating circumstances.

SEXUAL DISCRIMINATION HEARING COMMITTEE: COMPOSITION

The Sexual Discrimination Hearing Committee is composed of members selected by the Chancellor from the Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus.

The Sexual Discrimination Hearing Committee is composed of seven (7) members. When a student is the complainant, the committee shall consist of three (3) students, two (2) faculty, and two (2) staff; when the complainant is a staff member the committee shall be composed of three (3), two (2) faculty, and two (2) students; when the complainant is a faculty member the committee shall be composed of three (3) faculty, two (2) students, and two (2) staff.

The committee elects a chair once convened. The Sexual Discrimination Hearing Committee shall have specific training on sexual discrimination.

A member of Human Resources sits as an ex-officio, non-voting member of the Sexual Discrimination Hearing Committee, offering technical assistance on procedural and policy matters.

SEXUAL DISCRIMINATION HEARING COMMITTEE: FUNCTIONS

The Sexual Discrimination Hearing Committee reviews the findings of the Title IX Coordinator to determine, based on the preponderance of the evidence, whether an institutional error has occurred and, if so, to recommend appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. The committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session.

Because the committee will have received the entire file from the Title IX Coordinator including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless either (1) the Committee requests their oral testimony or (2) either party requests to testify and/or present witnesses.

In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. Generally, each party may have an advisor present during the testimony who may provide personal consultation but may not actively participate in the hearing.

In a circumstance where a student has received a sanction of a suspension of ten (10) or more days or expulsion, the student may request an appeal proceeding and choose to be represented at the student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal proceeding. In this circumstance, if the appeal proceeding arises from a complaint by a student against another student, both students can be so represented. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015) If the grievance is one alleging sexual assault, sexual violence, stalking, domestic violence, or dating violence the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony. The committee may also question any person testifying. The parties must disclose to the Chair of the Sexual Discrimination Hearing Committee the identity of any testifying witness or any advisor at least two (2) working days before any hearing. The Chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case two options are open to the Committee:

- It may find no institutional error has occurred and recommend that no further action be taken.
- It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX Coordinator.

SEXUAL DISCRIMINATION HEARING COMMITTEE: FINDINGS

In all instances, the committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its

recommendations for resolution of the grievance. The Committee decision shall be forwarded to the Chancellor of the campus for action. Copies will be filed with the Title IX Coordinator as a part of the complaint record and sent to the grievant and the accused.

Within ten (10) working days of receipt of the Committee recommendation, the Chancellor will accept or reject the Committee recommendation in writing after review of all file materials. The Chancellor's decision is final. A copy of the decision shall be provided to the Title IX Coordinator for distribution to both the complainant and the accused. The Department of Human Resources or Student Conduct (as appropriate) will coordinate the implementation of any remedies resulting from the grievance.

SEXUAL DISCRIMINATION HEARING COMMITTEE: DOCUMENT COLLECTION

When a sexual discrimination grievance proceeding has been closed, all material relating to that case shall be retained on file by the Title IX Coordinator for seven years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file.

Sexual discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required by law.

STUDENT RECORDS & ARKANSAS STATE UNIVERSITY-NEWPORT FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

Arkansas State University-Newport will comply with the Family Educational Rights and Privacy Act (FERPA). For more information visit the following website:

<http://www.asusystem.edu/dotAsset/82cff770-a4aa-4e69-ae60-1cf4f4eca9f5>

The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified with the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Enrollment Services Office maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges.

DISCLOSURE WITH STUDENT CONSENT

A student may consent in writing to disclosure of education records. The student's written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the office of the Registrar. The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar's office before consent is retracted.

Petition to Release Student Information Form:

[https://files.asun.edu/admissions/Permission to Release Student Record Information.pdf](https://files.asun.edu/admissions/Permission%20to%20Release%20Student%20Record%20Information.pdf)

DEFINITIONS

ARKANSAS STATE UNIVERSITY SYSTEM: Arkansas State University System means all the campuses within the Arkansas State University System, now and in the future.

STUDENT: Student means an individual who attends or has attended classes at ASU-Newport. This policy does not apply to the records of applicants for admission who are not accepted to ASU-Newport nor does it apply to applicants who are accepted but choose not to attend ASU-Newport.

EDUCATION RECORD: Education records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU-Newport or a person acting for ASU-Newport.

DIRECTORY INFORMATION: Directory Information is designated to be the student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

DISCLOSURE WITHOUT STUDENT CONSENT

ASU-Newport may disclose education records without the student's written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASU-Newport has contracted for special tasks, and university committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials of ASU-Newport are considered to be within the institution for the purposes of FERPA and may exchange education records without student consent so long as they have a legitimate educational interest.

Disclosure without student consent may also be made to other persons and entities as allowed by FERPA.

Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official university capacity that is integral to the educational function of ASU-Newport.

The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by the submission of a copy of income tax returns.

DISCLOSURE OF DIRECTORY INFORMATION

Directory information may be disclosed to any person or entity without student consent unless the student submits a completed request for non-disclosure of directory information form to the Office of Enrollment Services. If a student elects not to allow disclosure of directory information, ASU-Newport cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others. The student may retract the directory information non-disclosure in writing at any time. Proper proof of identity may be required by the Enrollment Services office before the directory information nondisclosure is retracted.

INSPECTION, REVIEW, AND CORRECTION OF EDUCATION RECORDS

Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of Enrollment Services to arrange for inspection, review, and correction of an education record. The Registrar may charge a fee for copies of any education records.

OWNERSHIP OF EDUCATION RECORDS

Education records are the property of ASU-Newport. Education records, including transcripts and diplomas, may not be released to any student who has a delinquent financial obligation to the University.

COUNSELING CENTER

<http://www.asun.edu/counseling-services>

College can be a difficult and challenging time, and we're here to help. This support may include helping you to perform better academically, to cope with your emotions, or to be more effective in your relationships with others.

CAREER FACILITATORS

http://www.asun.edu/career_coach

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 Craighead counties. For more information, contact the Dean of Student Development for Student Affairs.

CAREER PATHWAYS

<http://www.asun.edu/programs/career-pathways>

Career Pathways is a grant-funded program designed to assist eligible parents to complete an educational degree and enter a high paying, high demand career field. Possible benefits for eligible students may include tuition and fees, textbooks, childcare and fuel assistance to and from class.

Questions? Email career_pathways@asun.edu

CAREER SERVICES

https://www.asun.edu/student_affairs

The Division of Student Affairs offers 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 a full range of resources to assist students in developing necessary strategies and skills which will distinguish them as a qualified professional in today's job market. Career counseling, workshops, seminars, resume and cover letter critique, networking opportunities, and mock interviews are some of the services available to students.

Questions? Email: studentdevelopment@asun.edu

CLASS SCHEDULE CHANGES & INDIVIDUAL COURSE DROP DEADLINES

- Registration can occur any day before the official start date of the course
- Registration means you have reserved a seat in a class whether or not you attend the class
- Registration means you will pay for that seat you reserved
- Registration means you are officially enrolled in a class unless you un-register by the deadline using the directions at <https://its.asun.edu/mycampus-online-registration/>

CREDIT TYPES

PRIOR LEARNING ASSESSMENT (PLA)

Arkansas State University-Newport recognizes that students bring to their classes experiences and learning from other sources than college instruction. This is referred to as “adult experiential learning” or “life experience credit.” **Prior Learning Assessment (PLA)** is the assessment of learning gained in such a way from life experiences.

Such learning may be gained from employment/work experience, civic activities, travel-related specifically to a degree plan, military learning opportunities, or other experiences. Although there are commonly recognized avenues of assessing college-level learning at the high-school level, PLA is also for students who have been out of school, whether high school or college, for several years and who are entering or returning to ASUN to earn an Associate’s Degree, a Technical Certificate, or a Certificate of Proficiency.

The advantages of earning credit through PLA include lower costs for awarded credit than by taking the classes themselves and/or gaining an advanced status toward a certificate or degree; thereby reducing the time necessary to graduate.

GUIDELINES FOR PLACEMENT

- Enroll in ASUN or be eligible for readmission to ASUN; meet with your advisor and fill out your degree plan.
- Complete the appropriate PLA Application Form to request any college credit earned outside the college classroom.
- Credit may only be awarded for courses applicable to the student’s declared degree plan.
- Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all identified learning outcomes for a specific course or courses.
- A maximum of 30 credit hours of transferable degree requirements can be satisfied by PLA.
- A student may not receive credit twice for a course that has been awarded through PLA.
- PLA cannot be counted toward ASUN’s credit hour residency requirement nor meet eligibility requirements for financial aid or loan deferment.
- Prior learning credits will be noted on the student’s transcript as having been awarded through PLA. Grades are not recorded when credits are earned through PLA nor is a student’s grade point average affected.
- ASUN cannot guarantee that another college or university will accept PLA credit in transfer. Although every effort is made to collaborate with ASUN’s major transfer schools to ease the process of transferring credit, the student should check with any transfer school about their transfer and PLA policies.

Three broad categories of PLA exist Advancement Placement, Credit by Examination, and Non-traditional Assessment.

ADVANCED PLACEMENT (AP)

The Advanced Placement Program, sponsored by College Board, offers high school students the opportunity to participate in challenging college-level coursework. Students can receive advanced standing or advanced placement credit. ASUN awards AP credit for several courses. A list of the courses and minimum AP scores for credit can be obtained from the Dean of Enrollment Services.

- 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 ASUN. Students who wish to transfer AP credit must submit official documentation of earned scores.
- Students who establish their eligibility to receive AP standing shall have their standing recorded without grade points on their permanent record and be advanced to the next level; e.g., if a student presents evidence that he or she has successfully completed Freshman English I and requests to advance to Freshman English II on that basis, he or she will be allowed to do so; however, no credit will be given for Freshman English I, only permission to advance. The student will still need to earn the cumulative credit for whatever certificate or degree in which he or she has enrolled. See the website for the *ASUN Prior Learning Assessment Guidelines* for a complete list of AP options.

CREDIT BY EXAMINATION

Credit by Examination may include the College Level Examination Program (CLEP) which allows students who already possess a college-level understanding of general education subjects to earn a degree or certificate more quickly than by following the usual term process. It may also include college generated examinations. ASUN awards up to 30 semester hours of university credit through examination processes.

The rationale for accepting credit by examination is as follows: if one has achieved a college level of education in one or more subjects, one may be rewarded by receiving the credit without taking the course. Therefore, ASUN will award credit by examination to students who meet the following criteria:

- The examinee is an ASUN student.
- Student provides CLEP or Dante/DSST transcript which lists a minimum credit-bearing score for an exam title that appears on one of the corresponding exam tables printed below or published on the Credit by Exam section of the ASUN website.
- The student has not completed, regardless of grade (I, W, F), an equivalent or more advanced course at ASUN or another accredited institution.
- CLEP and DANTES/DSST scores are not more than three years old.
- The student applying secured the CLEP or DANTES/DSST score/s prior to earning 60 traditional credit hours or 30 non-traditional credit hours.

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 ASUN to another institution should become familiar with that institution's CLEP policy before taking CLEP exams. Results of CLEP examinations transferred to ASUN 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 ASUN 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. See the website for the *ASUN Prior Learning Guidelines* for a complete list of CLEP and DANTES options.

Note: *Credit by examination credit is not awarded for a course when the student has already completed a more advanced course at ASN. If a student is currently enrolled in any of the courses in which he/she is eligible for credit through credit by examination, it is his/her responsibility either officially to drop the course and inform the Dean of Enrollment Services of the action or continue in the course until it is completed and thus receive no credit by examination credit for it. For information on credit by examination or other testing programs, students should contact the Dean of Enrollment Services office.*

NON-TRADITIONAL CREDITS (MAXIMUM 30 HOURS)

Upon successful completion of a minimum of six credit hours with ASUN, a student is eligible to receive up to 30 credit hours through nontraditional methods. A student must submit a Petition for Non-Traditional Credit to the Dean of Enrollment Services for each course they feel they might be eligible. The petition 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 catalog (online). 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.

PORTFOLIO PROCESS

If a student petitions for credit based solely on experiential learning, the student will need to follow the steps outlined in ASUN's *Prior Learning Assessment Guidelines* (see the website). This process can be lengthy but it is an excellent method by which to earn credit when it's due.

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.

PROGRAMS AND DEGREES OFFERED

<http://www.asun.edu/all-programs>

DEPARTMENT OF SAFETY

CAMPUS SAFETY AND YOUR RIGHT TO KNOW

An annual safety report is provided online on the ASUN website under Resources and Campus Police. Printed copies of the publication are available by writing to Campus Police requesting a copy of the report and providing a self-addressed stamped envelope to:

ASUN Campus Police
7648 Victory BLVD
Newport, AR 72112

DINING SERVICES

ASU-Newport offers full-service dining options on the Newport and Marked Tree Campuses. Seasonal and vending options are available on the ASU-Newport Jonesboro campus.

Hours of Operation: August/June			
Campus	Dining Services	Days of Operation	Hours of Operation
Newport	The Hub	Monday-Friday	6:30am - 1:30pm
Marked Tree	The Delta Grill	Monday - Friday	6:30am - 1:30pm

Hours of Operation: Summer			
Campus	Dining Services	Days of Operation	Hours of Operation
Newport	The Hub	Monday-Thursday	6:30am - 2:00pm
Marked Tree	The Delta Grill	Monday-Thursday	7:30am - 1:30pm

DISCLOSURE OF CONSUMER INFORMATION – YOUR RIGHT TO KNOW

http://www.asun.edu/federal_disclosure

Arkansas State University-Newport is committed to providing its students, their families, and the campus community full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information provided is intended to satisfy students' right to know and to give students the opportunity to make fully informed choices regarding the institution.

DISCLOSURE FOR STUDENTS PURSUING HEALTH, HUMAN SERVICES, AND RELATED PROGRAMS

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that ASU-Newport may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Each student is responsible for paying for the background check or other screening process as required by the program. Should the background check indicate a conviction, the academic program will make reasonable efforts to place students. However, it will be up to the host facility to determine whether a student will be allowed to perform his/her clinical placement, internship, practicum, or similar experience at that facility. If it is unlikely that a placement can be found, the academic program may deny acceptance into the program of study. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body even if the record has been expunged. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at the college does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

CENTER FOR EDUCATIONAL ACCESS

<https://www.asun.edu/cea>

At ASU-Newport, we believe every student has the right to achieve their highest ability academically, socially and intellectually. Although ASUN does not offer a specialized curriculum for persons with disabilities or assume the role of a rehabilitation center, we offer a variety of support services so that students with disabilities are admitted and integrated as completely as possible into the university.

Reasonable accommodations are provided on an individual basis and are determined from the student's documentation and interview with the Office of Educational Access.

To obtain reasonable accommodations, students must provide documentation of diagnosed disability to the Educational Access Coordinator. It is to your advantage to contact the Educational Access Coordinator before enrolling in courses at ASU-Newport.

Questions? Email cea@asun.edu.

DROP AND WITHDRAW PROCESS

<http://www.asun.edu/withdrawal>

Students are responsible for indicating their intent to discontinue enrollment by using the appropriate form (drop or withdraw). Enrollment Services processes the forms submitted by students and informs the Financial Aid Office when students discontinue enrollment.

Unregister = a complete cancellation of course enrollment that results in a 100% refund of tuition and fees.

- A drop can only occur before the end of the census date
- A drop will NOT appear on a transcript
- A dropped student's name will no longer appear on a course roster
- A dropped course will no longer appear on a student's schedule of courses
- A drop makes the enrollment as if it never happened
- A drop usually has zero impact on financial aid eligibility

Withdraw (appears as a DROP button) = a process signaling that a student is enrolled, but will not complete a course or courses in which he or she is enrolled. ONLY ENROLLMENT SERVICES STAFF MEMBERS CAN PROPERLY PROCESS A WITHDRAW//DROP.

- A withdraw can only occur AFTER the census date for the current term of enrollment
- A withdraw WILL appear on a transcript as the letter "W" in the final grade column
- A withdrawn student's name WILL appear on a course roster
- A course from which a student has withdrawn WILL appear on a student's schedule of courses
- A withdrawn student must pay for the course – even though he or she will not complete it
- A withdraw may impact continued financial aid and scholarship eligibility

Complete Withdraw = a process signaling that a student is enrolled, but will not complete any courses in which he or she is currently enrolled. A complete withdraw can only occur AFTER the census date but before the last day to withdraw from courses of the current term of enrollment.

- All courses WILL appear on a transcript with "W" in the final grade columns
- A withdrawn student's name WILL appear on all course rosters
- All courses from which a student has withdrawn WILL appear on a student's schedule of courses

- A withdrawn student must pay for the courses – even though he or she will not complete them
- A complete withdraw usually impacts continued financial aid and scholarship eligibility

Visit the following link to access the Withdrawal Request Form:

https://files.asun.edu/admissions/Withdraw_Request_Form.pdf.

Send completed Withdrawal Request Forms to registrar@asun.edu or drop them off at one of the ASU-Newport campuses.

Questions? Email registrar@asun.edu.

*Please reference the [Refund of Tuition and Fees Schedule](#) if you are withdrawing from a course.

ECONOMIC & WORKFORCE DEVELOPMENT

<http://www.asun.edu/programs/development>

Our Workforce Training unit provides programs to meet the specific needs of our business and industry partners. This may include credit program pathways to achieve credentials, as well as custom-designed short courses to address individual company needs. These programs may be offered both on-campus using modern equipment and facilities, or if your business needs on-site training, we provide service flexibility.

We invite you to contact ASU-Newport's Economic & Workforce Development group to explore how we can assist in achieving your goals in employee development, training, retention, and recruitment needs. ASU-Newport has a wide variety of resources, programs, and information that may be applied toward your specific situation. We will listen to your needs, and work to develop a training plan that best meets your organization's needs. You will find that we are easy to work with and our value-added programs can help your organization enhance quality, productivity, as well as employee and customer satisfaction. Contact us today and explore the opportunities that ASU-Newport can offer your team. Phone: (870) 680-8700 Email: maria_bedwell@asun.edu.

EMERGENCY NOTIFICATION SYSTEM

Rave Mobile Safety Alert is ASU-Newport's (ASUN) emergency notification system that allows college officials to send news, alerts, and instructions simultaneously to the ASUN community using text and e-mail messaging. This notification system provides the college an immediate way to notify individuals through multiple points of contact.

All students are automatically enrolled in the Rave Alert notification system upon enrolling for courses. Faculty and staff are automatically enrolled through the ASUN Human Resources office. Anyone may request to be taken out of the Rave Alert service by texting "No", back to the Rave Alert message.

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.

FACILITIES & SERVICES

ASU-Newport campuses offer a variety of spaces available for meetings and events. For more information, please contact Ike Wheeler at ike_wheeler@asun.edu.

FEDERAL REQUIREMENTS

http://www.asun.edu/federal_disclosure

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 at http://www.asun.edu/federal_disclosure http://www.asun.edu/federal_disclosure.

A written copy will be provided upon request. To request a written copy, contact VCSA@asun.edu.

FINANCIAL AID AND SCHOLARSHIPS

http://www.asun.edu/financial_aid

The Arkansas State University-Newport Financial Aid Office coordinates the awarding of grants, scholarships, loans, and work-study funds to provide a comprehensive financial aid package for ASU-Newport students.

Questions? Email financialaid@asun.edu.

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 S or U 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
CR	=	Credit

NOTE: Select programs may have alternative grading scales. Please refer to course syllabi or program handbooks for details.

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 in addition to their Academic Advisor prior to repeating courses. Some benefits do not apply to repeat credit. Developmental courses are not included in this policy.

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 **75%** 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 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.

ASUN enforces a maximum time to complete: by the end of the following **16-week** term. However, instructors may require a shorter time period for satisfactory completion of the course. Should this work not be completed within this time frame, the incomplete grade will be changed to an “F” on the student’s transcript.

Students unable to complete a course because of military duties (**with documentation**); extended jury duty (**with documentation**); or sudden catastrophic disability (**substantiated by the disability coordinator**) may not be required to meet all of the requirements outlined above.

The instructor will notify the Dean of Enrollment Services upon successful completion of all coursework and will report the student’s grade. If the student fails to complete the coursework as agreed, the “I” will automatically become an “F”.

GRADUATION

<http://www.asun.edu/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 20% of the total credits hours required at ASU-Newport to receive a credential with a cumulative GPA of 2.0. Refer to the Intent to Graduate section for further information. For more information about graduation requirements, please email registrar@asun.edu.

INTENT TO GRADUATE

Students intending to graduate at the end of a semester **must** complete an Intent to Graduate form, sign it and submit it to Office of Enrollment Services. Please check the [Academic Calendar](#) for dates. The form is available online at https://files.asun.edu/admissions/Intent_to_Graduate.pdf. Failure to submit the form on time may cause the student’s name to not be listed in the graduation program and result in delays in 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 Dean of Enrollment Services will forward information on Academic Regalia and commencement to all graduate candidates.

REGISTERED STUDENT ORGANIZATIONS

PHI THETA KAPPA (PTK)

Phi Theta Kappa is the nationally recognized two-year college Honor Society. The Beta Nu Gamma Chapter at ASU-Newport shares the national mission: "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 Dean of Student Development Office at (870) 512-7890.

Website: www.ptk.org • Email: studentdevelopment@asun.edu.

PHI BETA LAMBDA (PBL)

The purpose of PBL is to provide opportunities for post-secondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition, promotes a sense of civic and personal responsibility. The FBLA-PBL Mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The name of the post-secondary division of Arkansas FBLA-PBL, Inc. is "Phi Beta Lambda" and is referred to as "PBL." ASU-Newport PBL chapter is on all three of the ASU-Newport locations with advisers on each campus.

Website: <http://www.fbla-pbl.org/> Email: studentdevelopment@asun.edu.

HOW TO START A REGISTERED STUDENT ORGANIZATION

Student organizations wishing to operate in the name of Arkansas State University–Newport, use ASUN space or receive funds from the university, or represent an organization on Student Government Association must be recognized by the Dean of Student Development office, annually.

Contact the Dean of Student Development 870-512-7890 or studentdevelopment@asun.edu.

STUDENT AMBASSADORS

<http://www.asun.edu/student-leadership>

Student Ambassadors are student leaders who represent ASU-Newport at public events, assist with recruitment activities, serve as role models for ASU-Newport students, and maintain high academic standards. Student Ambassador Scholarships are awarded every year for eligible students.

Contact the Enrollment Services Office at (870) 512- 7894 for further information.

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. For more information, contact (870) 680-8715.

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 healthcare team and concerned with health care standards for all people.

For more information, contact (870) 512-7833.

STUDENT SURGICAL TECHNOLOGIST ORGANIZATION

Student Surgical Technologist Organization (SSTO) Mission Statement: "We the members of the Student Surgical Technologist Organization of Arkansas State University-Newport are dedicated to the service and betterment of the college, its surrounding community, and the career of Surgical Technologist. We will realize this mission by fostering and exhibiting university spirit, respect, responsibility, and honoring the accepted practices of the career of Surgical Technologist."

For more information, contact (870) 512-7833.

STUDENT VETERANS ORGANIZATION

The ASU-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.

STUDENT GOVERNMENT ASSOCIATION (SGA)

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 Dean of Student Development at (870) 512-7890 or studentdevelopment@asun.edu.

INCLEMENT WEATHER NOTIFICATION

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 the My ASUN portal: portal.asun.edu. ASU-Newport utilizes Rave Alert to send emergency notifications, news, alerts and instructions simultaneously to the ASUN community using text, and e-

mail messaging. 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.

INFORMATION TECHNOLOGY SERVICES

APPROPRIATE USE OF INFORMATION & TECHNOLOGY RESOURCES 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.

For more information concerning the appropriate use of Information Technology, visit the following website:

https://files.asun.edu/operating_procedures/information_technology_services/SOP_600_1_Appropriate_Use_of_IT.pdf.

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 another appropriate college office for further action. If the individual is a student, the matter may be referred to the Division of Student Affairs 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 the 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 newsgroups, mailing lists, or individuals, e.g. (spamming, flooding, or bombing);
- Forging the identity of a user or machine in an electronic communication;
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or university regulations;
- Displaying obscene, lewd, or sexually harassing images or text in a public computer facility or location that can be in view of others;
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

COMPUTER LABS

With several computer labs across campus, you're likely to find a computer when you need one. Some labs are dedicated to a particular technology have limited access. General labs can be found in almost every building at our ASU-Newport locations. All ASU-Newport computer labs come with Microsoft Windows 10 and Microsoft Office. A valid ASU-Newport student account is required to log in to our network.

Questions? Email chris_doyle@asun.edu

NEWPORT CAMPUS

The Center for Workforce Advancement - CWA111
 Walton Hal -Library Labs A-C, Library Circle,
 Walton Hall - WH135, WH146, WH192
 Walton Hall - WH119, (Career Pathways)
 White River Hall - WRH117

JONESBORO CAMPUS

Main Building
 Room 201 Room 204 Room 303 Room 217 Room 302

Nursing and Health Professions Building
 Room 418

Hospitality Services Building
 Room 502

MARKED TREE CAMPUS

Building D, Room 1, Room 2, Room 3, Room 4 Building A, Academic Support Center
Building B, Lab
Building C, Room 105

LIFELONG LEARNING

<http://www.asun.edu/programs/community>

Arkansas State University-Newport offers a variety of Lifelong Learning Classes. All of our classes are designed for community members. All sessions are open to anyone in our community.

Lifelong Learning classes focus on personal enrichment. AARP Driver Safety Classes, Computer Basics Classes for Senior Adults, and Baby Sitting Basics for tweens and teens are representative of the many courses offered to the public at a nominal fee.

To register or for more information about the courses, please contact Altonius Peterson, at (870) 512-7812 or by email at altonius_peterson@asun.edu.

PATRON SERIES

<http://www.asun.edu/tickets>

The Patron Series has been in existence since 2004, and since that time has brought a wide range of entertainment to ASU-Newport. Acts ranging from B. J. Thomas, Ronnie Millsap, Clint Black as well as numerous stage performances ranging from The Chinese Acrobats, Charles Dicken's "A Christmas Carol", and the Arkansas and Memphis Symphonies have provided culture and entertainment in Jackson County. These performances have been made possible through the generous contributions of our Corporate Sponsors, Helping Hands and Patrons who have supported the arts in Jackson County. For more information about becoming a Patron, contact the Dean for Community Engagement at (870) 512-7865 or ike_wheeler@asun.edu.

HEALTH OR SAFETY EMERGENCY

In an emergency, FERPA permits school officials to disclose education records without student consent, 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 of Education interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their child.

STUDENT AFFAIRS DIVISION

https://www.asun.edu/student_affairs

GENERAL INFORMATION

Student Success. That is why we are here, to provide the foundation for your success here at Arkansas State University-Newport. The Student Affairs team is here to help you be successful, and our support starts with New Student Orientation and ends with your Graduation. Student Affairs is the starting point for Financial Aid, Educational Access, Student Activities, Career Pathways, and Career Services.

While you're here we want you to receive a top-notch education as well as experiences outside the classroom that will last a lifetime. While you're here, get involved on campus by joining a student organization, participate in intramural sports or attend campus events. Students are at the heart of everything we do at ASU-Newport! If you need anything while you are attending ASUN, please contact the Student Affairs team.

Welcome to the ASU-Newport family and let us know if we can do anything to help you be more successful.

Dr. Ashley Buchman
Vice-Chancellor for Student Affairs

ENROLLMENT SERVICES

NEW STUDENT ORIENTATION

New Student Orientation is a three-hour student orientation program for admitted students and their parents/guardians. This is a mandatory program designed to assist new students in developing an understanding of the transition students will make to the collegiate environment and to enhance their success in college. There is no fee associated with the New Student Orientation. During the sessions, students will have the opportunity to meet a financial aid adviser and learn about the resources offered to ensure student success at ASU-Newport. Also, students will meet currently enrolled ASU-Newport students as well as other new students.

Please visit the following website for more information: <https://asun.edu/nso>.

STUDENT CONDUCT

PREAMBLE

Arkansas State University-Newport is an interdependent learning community consisting of students, faculty, and staff. Just as any community has a culture, along with written and unwritten "expectations" for conduct, we too have a culture and associated expectations for behavior.

The community's expectation is that conduct is marked by integrity. Any student who chooses to enroll at the university also chooses to become part of this community and constructively contribute to its culture. This choice is an obligation to conduct oneself in such a way as to facilitate the mission of the community, which is to "... transform the lives of our students, enrich our communities, and strengthen the regional economy."

The following principles are part of the collective expectation of the members of this community relative to personal conduct.

Ethical Behavior - The pursuit of 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 ideals of appropriate human conduct. This lifestyle seeks to harm no one and attempts to be a positive contributor in every interaction.

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

STANDARDS OF STUDENT CONDUCT

COLLEGE JURISDICTION

The college has jurisdiction over any student or student organization alleged to have violated the Standards of Student Conduct on campus or off-campus.

For the purpose of the student conduct process, a “student” is defined as any person who is admitted, enrolled or for study at Arkansas State University-Newport for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, Arkansas State University-Newport are considered “students”. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of the academic year including, but not limited to, orientation and placement testing.

INHERENT AUTHORITY

The university 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

The Vice-Chancellor for Student Affairs, or their designee, may defer procedural due process and enforce an interim action if necessary to maintain safety or order; including but not limited to conduct suspension.

The Vice-Chancellor for Academic Affairs, or their designee, may defer procedural due process and remove a student from a class to maintain order.

Any student who has had interim action taken against him/her will be afforded a timely resolution for the case generally holding the hearing within 5 business days.

STUDENT CONTACT INFORMATION

All students are responsible for maintaining their current address, email address and phone number with the Office of Enrollment Services. 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 university's most effective and efficient ways to disseminate important information to the campus community.

Campus e-mail is the primary means of communication from the Dean of Student Development's Office; appearance notifications, hearing notifications and decision notifications will be sent to the student's ASU-Newport email address.

MODIFYING THE STANDARDS OF STUDENT CONDUCT

The university reserves the right to amend the Standards of Student Conduct at any time. Every effort will be made to communicate any changes made to the university community at least ten days prior to policy change, except at the start of the academic year. The Standards of Student Conduct will be updated each summer and the new version will be available in the [Student Handbook](#) for that academic year.

POLICY INTERPRETATION

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

The Vice-Chancellor for Academic Affairs or their designee is the final authority in defining and interpreting the Academic Standards of Student Conduct.

STANDARDS OF STUDENT CONDUCT

When the conduct of any member falls outside the bounds of acceptable behavior, that member can expect the community of Arkansas State University-Newport to call such conduct into question. The university reserves the right to discipline students or student organizations for inappropriate actions that occur on or off the campus to secure compliance with the University Standards of Student Conduct. Students are expected to comply with all university policies and procedures. Students failing to maintain these Standards may be asked to leave the university community.

Standards of Student Conduct are divided into two categories: Non-Academic Misconduct and Academic Misconduct. The following list of prohibited behavior is not exclusive and serves only as examples of specific actions constituting Non-academic Misconduct. The Academic Misconduct list can be found in the [Student Handbook](#) under Academic Rights and Responsibilities.

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.

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.

BICYCLES, SKATEBOARDS, SKATES

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

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.

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.

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.

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.

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.
- An 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, bongs, hookahs, roach clips and vials without medical prescription.
- Misuse or abuse of prescription drugs.
- Misuse or abuse of any chemical substance.

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.

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.

FALSE ACCUSATIONS

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

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 College Official.

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; and
- Tampering with, misusing or damaging fire extinguishers, sprinkler heads, alarms or other safety equipment.

GAMBLING

- Gambling is prohibited on college property.

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.

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.

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.

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.
- 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.

LITTERING

- Littering, including the improper disposal of tobacco products.

NON-RECOGNIZED ORGANIZATIONS

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

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.

SEXUAL HARASSMENT

- Unwelcome 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.

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.

SMOKING

- Use of tobacco is not permitted on College Property, in accordance with Arkansas Act 734, also known as the Clean Air on Campus Act. This includes, but is not limited to, the use all lighted tobacco and plant products including cigarettes, cigars, and pipes, smokeless tobacco, and vaping devices including electronic cigarettes or e-cigarette.

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](#).

STUDENT I.D. CARDS

- Failure to carry a valid Arkansas State University-Newport I.D. card at all times when on university property or at university-sponsored events;
- Allowing others to use one's I.D. card for access to a building, cafeteria, or parking lot or for use at any establishment that accepts the I.D Card for payment;

- Transferring and or duplicating university I.D. cards; and
- Failure to provide I.D. cards upon request to any individual acting on behalf of the university in the performance of their official duties.

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.

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.

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.

VIOLATIONS OF OTHER UNIVERSITY REGULATIONS

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

CONDUCT INFORMATION AND PROCEDURES

Potential violations of the Non-Academic Standards of Student Conduct will be initially heard through the Informal Case Resolution process. The student may choose to skip the Informal Case Resolution and have the case heard by the Vice-Chancellor for Student Affairs through the Formal Case Resolution Process.

1. Any individual may refer a student to the Dean of Student Development's Office for potential violations of the Non-Academic Standards of Student Conduct. Conduct Referrals should be completed within 5 business days after the student has been identified as the alleged violator, whenever possible.
<https://www.asun.edu/report-incident>.

Conduct referrals in regards to sexual assault or sexual misconduct should be referred to the Office of Vice-Chancellor for Student Affairs by completing the online form. <https://www.asun.edu/report-incident>.

2. Upon the receipt of a non-academic conduct referral, the Dean of Student Development or his/her designee will determine if sufficient information is present to show the alleged violator potentially violated the Standards of Non-Academic Student Conduct. If there is sufficient information to determine the alleged violator potentially violated the Standards of Non-Academic Student Conduct,

he/she will be e-mailed those potential violations and an Informal Case Resolution will be scheduled.

3. The Dean of Student Development or his/her designee will determine the 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: Dean of Student Development or other designee.
4. The conduct process is part of the student educational process and as such the alleged violator is responsible for all communication during the conduct process with the exception of suspension and expulsion appeals. The alleged violator may have an advisor present at all meetings and hearings through the conduct process, but that advisor may not speak for the alleged violator except in the case of suspension and expulsion appeals.

SEXUAL ASSAULT AND MISCONDUCT INFORMATION AND PROCEDURES

Any allegations of sexual assault and/or sexual misconduct, involving students, must be initially reported to the Title IX Coordinator. The Title IX Coordinator will coordinate the investigation

Sexual Assault and Misconduct can be reported through the following link:

<https://www.asun.edu/report-incident>.

The Title IX Coordinator will refer cases of alleged sexual harassment and/or sexual misconduct to the Dean of Student Development for investigation as appropriate. Cases of sexual harassment and/or sexual misconduct will follow the process set forth in the ASU-Newport Sexual Misconduct Grievance Procedure.

PROCEDURES FOR RESOLVING NON-ACADEMIC CONDUCT CHARGES FOR VIOLATIONS OF THE STANDARDS OF STUDENT CONDUCT

Informal Case Resolution

The Dean of Student Development or designee will serve as initial hearing officer and may offer an alleged violator an informal case resolution. Dean of Student Development will meet with the alleged violator to review the charges and the options available to resolve the matter. Alleged violator will have Five (5) business days to decide which option he/she would like to utilize to resolve the charges. Any student who fails to attend a scheduled Informal Case Resolution meeting will have a hold placed on their registration until they have met with the Dean of Student Development and reached a resolution.

If alleged violator accepts responsibility for the alleged offense, the initial hearing officer will assign the sanction. If alleged violator does not accept responsibility for the alleged offense, the case will be referred to the Vice-Chancellor for Student Affairs or designee.

If alleged violator does not agree with the sanctions, the alleged violator may request that the appropriate designee review the sanction(s) to determine appropriateness. Request for review of sanction(s) must be delivered in writing to the Vice-Chancellor for Student Affairs within five (5) business days of being assigned sanction(s). This is the only appeal available through the Informal Case Resolution Process.

Formal Case Resolution

Students who violate the sanctions set forth during the Informal Case Resolution process may result in a Formal Case Resolution meeting with the Vice-Chancellor for Student Affairs and the Dean of Student Development or designee. (The Formal Case Resolution is an administrative hearing where there is little discrepancy in the case, where there is a need to expedite the conduct process, or when the student allegedly violated sanctions set forth during the Informal Case Resolution.) This meeting could result in university probation with the possibility of suspension or expulsion.

If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred to the Vice-Chancellor for Student Affairs or designee to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

Note: The decision reached in the Formal Case Resolution Process is final.

Non-Academic Informal Case Resolution Appeal

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

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

An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal form will result in the denial of an appeal.

STEP 1: Requests for review of sanction(s) must be completed, in writing, to the Vice-Chancellor for Student Affairs or designee within 5 business days of being assigned the sanction(s).

When requesting a review of sanctions, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. This is the only appeal available through the Informal Case Resolution Process.

STEP 2: The sanction review will be heard by the Dean of Student Development unless he/she was the initial hearing officer. If the Dean of Student Development was the initial hearing officer, the Vice-Chancellor for Student Affairs or designee will hear the review.

The student shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the Vice-Chancellor for Student Affairs appeal load at that particular time. Decisions of the Vice-Chancellor for Student Affairs reflect final agency action.

The decision of the Appeal Officer is final.

**During the above appeal process, a student who has received a sanction of a suspension of 10 or more days or expulsion for non-academic misconduct may choose to be represented at the student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)*

Non-Academic Conduct Sanctions

Sanctions for Non-Academic Misconduct will be imposed by the Vice-Chancellor for Student Affairs or his/her designee upon individuals, groups or organizations that have been found responsible for violating the Standards of Student Conduct.

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

- Community Service – Completion of assigned number of university service hours.
- 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 ASU-Newport. A student cannot 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 Affairs or designee. Any classes taken at another institution during this period of suspension cannot be transferred to ASU-Newport.
- Expulsion – Permanently canceling a student's enrollment at ASU-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 or Admissions – Admissions to or a degree awarded from the college may be revoked or refused for fraud, misrepresentation, or other violation of other college standards. In addition to those listed above, other sanctions may be implemented.

EXTERNAL RELEASE

External release of records will occur in accordance with federal and state law.

PARENTAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) was amended by Congress in 1998, allowing institutions to notify the parents of students under the age of 21 when a student commits a drug or alcohol violation. ASU-Newport has taken the stance parents can serve as effective partners in the reduction, prevention and education of students regarding alcohol and drugs. ASU- Newport has therefore implemented the following parental notification policy:

The Dean of Student Development's Office may notify parents/legal guardians when a student is found to have violated ASUN Standards of Student Conduct in reference to the use/abuse of alcohol and/or drugs when a student is under the age of 21.

Notification may occur in the case that one or more of the following situations occur:

- When a student represents a danger to him/herself or others while under the influence of alcohol or drugs. (Including, but not limited to alcohol poisoning, fighting on campus, hospitalization, medical transport, driving while under the influence)
- When a student has engaged in repeated violations of the university's alcohol or drug policy
- When the Dean of Student Development's Office determines that another violation of the alcohol or drug policy will, more than likely, result in the student's separation from the university
- When it appears that a student's use or abuse of alcohol or drugs negatively interferes with their academic life or the community in which they live
- When a student is taken into custody by law enforcement due to their activity or behavior while under the influence of drugs or alcohol

When appropriate, the student will be allowed the first opportunity to make contact with a parent or legal guardian prior to and/or in addition to a representative from the Dean of Student Development's Office. All notifications will be coordinated through the Dean of Student Development's Office in applicable cases. All notifications will be inclusive of a listing of campus and community-based services that may be available to the student. The Dean of Student Development's Office reserves the right to make notifications on a case-by-case basis.

Exceptions to the policy: When possible, there will be an opportunity for a student to submit information that clearly demonstrates that notification will do more harm than good.

Click here for access to the Release of Information Form:

[https://files.asun.edu/admissions/Permission to Release Student Record Information.pdf](https://files.asun.edu/admissions/Permission%20to%20Release%20Student%20Record%20Information.pdf).

NOTIFICATION OF DECISION OUTCOMES

Upon request, and as allowed by law, the appropriate office will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin if the victim is deceased. In all other cases, the decision outcome is only released as outlined above.

MEDICAL AMNESTY POLICY

The safety and welfare of students is a University priority, and at times, students may need immediate medical assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the Standards of Student Conduct.

To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has instituted a medical amnesty policy. This policy is applicable to the following parties: 1) a student requesting medical assistance for oneself; 2) a student requesting medical assistance for another person; 3) a student for whom medical assistance was provided.

When responding to any alcohol or drug violations, the University will consider a student's decision to request medical assistance, and in most cases, view the act of seeking medical assistance as good judgment, therefore not deserving of the typical sanctions. At a minimum, students or student organizations should make an anonymous report that would put the student in need in contact with professional help.

Examples where this policy may apply include:

- A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
- A student is reluctant to report that they have been sexually assaulted because they had been consuming alcohol and is under the age of 21.

Although the University may choose not to impose disciplinary sanctions, the University may mandate educational options (such as alcohol and other drug assessments and attendance to alcohol education programs) in such cases. Once a student receives medical amnesty, any future amnesty is at the discretion of the Vice-Chancellor for Student Affairs or their designee.

The Vice-Chancellor for Student Affairs or their designee also have the discretion to determine that this policy does not apply in more serious situations, including criminal possession of drugs, property damage, and acts of violence.

SAFETY GUIDELINES

It is the intention of ASU-Newport's administration to provide a safe and healthy environment that is conducive to learning. Safety will take precedence over expediency of shortcuts. ASU-Newport will work toward risk prevention while improving safety policies and procedures.

Every attempt will be made to reduce the possibility of accident occurrences. Protection of students, employees, the public, university property, and operations are paramount. ASU-Newport considers no phase of the operation more important than the 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 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.

STUDENT COMPLAINTS LOG

College students are entitled to an accessible procedure for expressing dissatisfaction and communication with the administration to reconcile any college-related problems. Arkansas State University - Newport has procedures for addressing written student complaints and is proactive with respect to student concerns.

In addition to the formal grievance procedures, any written complaint, whether submitted as an email or in some other written form will be accepted and acted upon as long as it contains the student's name, contact information and a general description of the grievance. The resolution of grievances can be conducted with students in person, through phone or online via email. Complaints received through the College's Call Center are escalated to college personnel for resolution by the appropriate individual or department. These informal complaints are distributed to the proper department for response and assistance.

Please refer to Standard Operating Procedure 2001 for more information about the Academic Affairs Student Complaint Logs at https://files.asun.edu/operating_procedures/student_affairs/SOP_4001_Student_Affairs_Complaint_Logs.pdf

Please refer to Standard Operating Procedure 4001.1 for more information about the Student Affairs Student Complaint Logs at https://files.asun.edu/operating_procedures/student_affairs/SOP_4001_Student_Affairs_Complaint_Logs.pdf

Please refer to Standard Operating Procedure 3001 for more information about the Finance and Administration Student Complaint Logs at https://files.asun.edu/operating_procedures/fiscal_affairs/SOP_3001_Finance_and_Administration_Complaint_Log.pdf

STUDENT DEVELOPMENT

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.

Want to get involved? Email: studentdevelopment@asun.edu.

STUDENT IDENTIFICATION CARDS

Student Identification Cards are made on each campus. This card must be shown for check cashing and to check out library materials. Student Identification Cards are the property of the college and are subject to being revoked in the case of abuse. Students must present a valid driver's license or state-issued ID card and a copy of their current schedule to obtain an ASU-Newport Student Identification Card.

STUDENT LIFE

http://www.asun.edu/student_life

PARKING SERVICES

https://www.asun.edu/campus_police

The mission of Parking Services is to provide courteous, safe, and efficient parking services for the campus community and public.

SAFETY & SECURITY

http://www.asun.edu/campus_police

The Campus Police Department provides a safe, secure environment that will maximize educational growth and development and foster productive cooperation among its constituents. The Campus Police Department is composed of three certified police officers who enforce federal, state and local laws in their jurisdiction. The enforcement of these laws is tempered with an educational philosophy which supports the mission, goals, and objectives of the university.

ADMISSIONS AND COLLEGE ENGAGEMENT

RECRUITMENT

The Office of Recruitment serves as the gateway to Arkansas State University-Newport for prospective students, families, and visitors. At the forefront of student recruitment, the staff plan, coordinate and implement recruitment strategies for prospective students which support the strategic enrollment goals and institutional mission.

Pre-enrollment services, awareness sessions, class presentations, higher education workshops, community receptions, on-campus programs, and other outreach events are provided for students, parents, counselors, and administrators, on- and off-campus. Topics such as the application process, admission requirements, entrance exams, financial aid, scholarships, registration, and student services are covered.

Visitors to campus are introduced to Arkansas State University-Newport via a campus tour with an engaging presentation from professional recruitment staff. We provide services to students in grades 9-12 who have an interest in Arkansas State University-Newport.

You may reach the Office of Recruitment by calling 1-800-976-1676 or email recruiting@asun.edu to schedule a campus visit today!

ADMISSIONS

The ASU-Newport Enrollment Services Office provides students with materials and services needed for admission to the institution and continued progression in the academic environment. Admission Staff are available to update applicants of their admission process.

If you have Admissions or Records questions, the offices are located in the following locations:

- Jonesboro Campus-Main Building
- Newport Campus-Student Community Center
- Marked Tree Campus-Building A

You may also visit our website at www.asun.edu/admissions, call 1-800-976-1676, or email admissions@asun.edu.

ADMISSIONS CATEGORIES

<http://www.asun.edu/getstarted>

ASU-Newport grants admission in the following categories: Conditional and Unconditional Admission.

UNCONDITIONAL ADMISSION

Applicants who will be considered for unconditional admission are:

- Graduates from accredited high schools meeting unconditional criteria, or
- Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation:
- 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.

In accordance with state law, scores are required for placement in math, English, and reading. Students seeking a degree must meet institutional [score](#) requirements. Scores cannot be older than five years.

CONDITIONAL ADMISSION

Students not meeting the requirements for unconditional admission may be granted conditional admission. Such admission will be granted only with the approval of the Dean of Enrollment Services. A Conditional Admission form can be found at the

following link:

[https://files.asun.edu/admissions/Request for Conditional Admission.pdf](https://files.asun.edu/admissions/Request%20for%20Conditional%20Admission.pdf). Prior to completing the petition, students should view the course description in the course catalog (online).

Students admitted in this category are:

- Applicants from high schools not accredited by the state
- 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; and
- Applicants without a high school diploma or GED who have acceptable ACT scores may petition the Dean of Enrollment Services 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 areas.

Note: 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.

Email the Dean of Enrollment Services at candace_gross@asun.edu for details.

Please submit the following documents to complete the admission process:

- Official High School Transcript OR GED scores
- Proof of two (2) Measles, Mumps and Rubella injections (MMRs)
- College Entrance Exam Scores (less than five years old)
- Submit Official College Transcripts from ALL colleges attended

You can submit documents via mail to:

ASU-Newport

ATTN: Admissions Office

7648 Victory Blvd. • Newport, AR 72112

You can submit scores or unofficial transcripts via <https://mycampus.asun.edu/>.

For Admission's forms visit https://www.asun.edu/admissions_forms. If you have questions, please email admissions@asun.edu.

VISITING STUDENTS

ASU-Newport welcomes students who are not seeking a degree or certificate to register and enroll in a less-than-full-time status. These visiting students meet one or more of the following criteria:

- **Life-long Learners** who seek to explore new concepts and ideas

- **Industry Continuing Education Partners** who seek to improve their job knowledge and skills
- **Visiting/Transient Students** are seeking a degree at another college or university and wish to complete one or more courses at ASU-Newport

Individuals who choose to be a visiting student, should complete an application for admission and indicate they are visiting students. Visiting students typically pay for courses themselves or tuition and fees may be paid for by their employer. Most visiting students may simply apply for admission and begin coursework. Visiting students are ineligible to receive scholarships; Pell grants; or student loans through ASU-Newport. Visit <https://www.asun.edu/getstarted> to visit the Visiting Student Admission Application.

Questions? Email recruiting@asun.edu.

Note: Students who are seeking a degree at another college or university are responsible for ascertaining credits earned at ASU-Newport will be accepted for transfer by their home institution.

To check transferability of courses within Arkansas public colleges and universities, please access the Arkansas Course Transfer System (ACTS) matrix at <https://www.adhe.edu>.

Any student who wishes to enroll in ENG1003 Composition I and/or MATH1023 College Algebra must demonstrate eligibility to enroll by submitting either 1) an unofficial transcript showing prerequisite courses OR 2) appropriate placement scores.

HIGH SCHOOL STUDENT ADMISSION

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.

Concurrent/Dual Enrollment

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

TRANSFER STUDENTS

- A student may transfer from another accredited college or university and seek a degree at ASU-Newport. To become an admitted transfer student, students must provide the following:
 - Completed ASU-Newport Application for Admission;
 - An official transcript from each accredited college or university attended;
 - Proof of two separate doses of immunization for Measles, Mumps, and Rubella; and

- Placement scores if they are not transferring credit for College Algebra and Composition I (or the equivalent courses)

Please Note: Special programs (such as Cosmetology, Nursing, or Surgical Technology) have their own set of admissions standards. General admission to ASU-Newport is your first step in obtaining specialized program admission. A specialized program may require an official transcript from each post-secondary institution. Students failing to meet admissions standards for special programs may be denied access to a program if not ALL official transcripts are submitted to ASU-Newport.

The Registrar retains the option to request transcripts (official or unofficial) from other colleges attended to more accurately award transfer credit. If you wish to have other transcripts evaluated for possible transfer credits that may not appear on the transcript from the last institution you attended, you will need to provide these to ASUN.

Special note for students who plan to use Veteran's Educational benefits: The Veteran's Administration requires that an official copy of all post-secondary transcripts be on file (School Certifying Official Handbook, pages 118,119).

Transfer Type	Documents
Transfer Student with College Algebra (or Quantitative Literacy) and Composition I seeking general admission to ASUN *Final grade must be D or higher	Application for Admission MMR1 MMR2 Official Transcript from the LAST college attended
Transfer Student without College Algebra (or Quantitative Literacy) and Composition I seeking general admission to ASUN	Application for Admission MMR1 MMR2 College Entrance Exam Scores Official Transcript from the LAST college attended
Transfer Student using VA education benefits with College Algebra (or Quantitative Literacy) and Composition I *Final grade must be D or higher	Application for Admission MMR1 MMR2 Official Transcript from ALL colleges attended
Transfer Student using VA education benefits without College Algebra (or Quantitative Literacy) and Composition I	Application for Admission MMR1 MMR2 College Entrance Exam Scores Official Transcript from ALL colleges attended
Transfer Student seeking admission into a special program	General admission to ASUN plus all items required by the program See program requirements at www.asun.edu under Programs & Degrees

Transfer Credit Evaluation Process

ASU-Newport requires that transfer students submit an official transcript from the most recent post-secondary institution attended.

The Registrar retains the option to request transcripts (official or unofficial) from other colleges attended to more accurately award transfer credit. If you wish to have other transcripts evaluated for possible transfer credits that may not appear on the transcript from the last institution you attended, you will need to provide these to ASUN.

Special note for students who plan to use Veteran's Educational benefits: The Veteran's Administration requires that an official copy of all post-secondary transcripts be on file (School Certifying Official Handbook, pages 118,119).

Courses outside of the general education core will be evaluated for content alignment by specific program directors for ASUN equivalencies. In these circumstances, a student must declare a major requiring career and technical coursework and must inform the Registrar's office of his or her intent to seek program specific transfer credit. Students who present official transcripts displaying contact hour (or clock hour) coursework with passing grades may receive clock hour to semester hour course equivalent credit toward their declared major, which must be a technical certificate or certificate of proficiency, to be determined by the program director. Contact (or clock hour) credits will not be awarded for Associate level programs.

Only the courses determined to be appropriate for the program of study requested will be added to the student's ASUN transcript. The transfer credit hours will not be included in the cumulative grade point average reflected on the transcript.

Transfer Credit Evaluation Form

https://files.asun.edu/admissions/Request_for_Transfer_Credit_Evaluation.pdf

WORKFORCE PART-TIME

Applicants who will be considered for Workforce Part-time admission meet the following standards.

- Be employed by a company or industry who requests that ASUN provide continuing education or training for its staff;
- Enters the continuing education or training with a cohort group as an individual from a company or industry who requested continuing education or training for an individual; and
- Requests no federal or state financial aid or institutional scholarships, because the company or industry partner funds the training

If a Workforce Part-time applicant is accepted and determines he or she would like to enroll at ASUN as an unconditionally admitted student, he or she will be required to provide documents listed below.

- Final High School Transcript or GED
- Shot Records including MMR1 and MMR2

- ACT or ACCUPLACER scores
- Official Transcripts from all post-secondary institutions

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 five-year separation from the college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions.

Note to Financial Aid applicants and recipients: Academic Clemency does not erase a student's record for Financial Aid purposes. When determining eligibility, cumulative attempted hours, cumulative earned hours, cumulative semesters, and cumulative grade point average will remain a part of the student's permanent record.

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

- Separation from all academic institutions for at least five years; and
- Formal application filed with the Dean of Enrollment Services before the published start date of the term for which student intends to enroll.

Upon approval by the Dean of Enrollment Services, the student will be granted academic clemency. The student's academic transcript will remain a record of all work; however, the student will forfeit the use (for degree purposes at ASUN) of any college or university credit earned prior to the five-year 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 a fresh start)." The student will be considered a "first-time entering" student.

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;
- Notarized copy of high school diploma in English;
- Official copies of all college transcripts of other colleges/universities attended;
- Complete Home of Record Address; and
- Deposit of \$8,000.

All items must be complete before meeting with the Dean of Enrollment Services.

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;
- 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; and
- 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 Dean of Enrollment Services Office at least 6 weeks prior to the desired enrollment date. There are no university funds available for financial aid to international students.

Note: Complete details of special admissions and enrollment procedures are available from the Dean of Enrollment Services.

STUDENT PARTICIPATION IN COLLEGE COMMITTEES

Student involvement is vital to the shared leadership 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.

STUDENT RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS

<https://www.asun.edu/graduation>

In order for you to be considered a candidate for a degree or certificate, you must have completed all the requirements for that degree as described in the official Course Catalog in effect at the time you enrolled in the program leading to that degree or certificate. For more information about graduation requirements, please email graduation@asun.edu.

TIMELY NOTIFICATION POLICY

www.asun.edu/campus_police#alert

In the event of a major crime incident occurring at ASU-Newport or in the surrounding area that will endanger or affect the campus community, the Chief of Campus Police, or their designee(s) 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:

- Text message through the emergency alert system-Rave Alert is ASU-Newport's (ASU-NEWPORT) emergency notification system that allows college officials to send news, alerts, and instructions simultaneously to the ASU-NEWPORT community using text and e-mail messaging. This notification system provides the college an immediate way to notify individuals through multiple points of contact. All students are automatically enrolled in the Rave Alert notification system upon enrolling for courses. Faculty and staff are automatically enrolled through the ASU-NEWPORT Human Resources office. Anyone may request to be taken out of the Rave Alert service by texting "No", back to the Rave Alert message;
- Messages on telephones through the Cisco Phone System;
- Alerts on the ASU-Newport website;
- Signage placed in and around buildings;
- Emails to ASU-Newport email addresses; and/or
- 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.

TRESPASSING POLICY

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

To report trespassing please contact Campus Police immediately at (870) 512-7866.

UNIVERSITY COMMITTEES POLICY

Student involvement is vital to the governance structure at ASU-Newport. University committees provide many opportunities for individuals to serve the academic community in leadership roles by serving as a voice for all students. Eligibility for membership—only full-time students who are not on academic or disciplinary probation may hold positions on university committees. Also, membership will consist of students who have attained a 2.00 or higher grade point average (semester and cumulative) and/or have no current or pending conflict with assigned committee. For a complete list of Shared Governance Committees and specific committee eligibility requirements, visit the Shared Governance website at http://www.asun.edu/federal_disclosure.

DISCLOSURES AND GENERAL INFORMATION

CAMPUS SECURITY (CLERY) ANNUAL REPORTING PROCEDURE

www.asun.edu/campus_police#crimestats

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, and applicants, for enrollment or employment. The report is published on or before October 1 of each year and includes all criminal offenses that occurred on campus during the previous three-year period. "Campus" is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of its educational purpose during the previous three-year period.

Currently, enrolled students and employees will receive an email providing a link to the most recent copy of the Clery Consumer Information no later than October 1 each year that will include the three most recent year's crime statistic information. A copy of the report can also be found at www.asun.edu/campus_police. Students can also request a copy of the report by contacting Campus Police at (870) 512-7866. You can also access and review the campus crime report any time by visiting the IPEDS website at www.nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s.

NOTE: Select the school location and then select Campus Security.

TRANSCRIPT REQUEST

<http://www.asun.edu/transcripts>

All transcript requests must be made in person or in writing to the Office of Enrollment Services. A transcript request form may be found on our website at https://files.asun.edu/admissions/Transcript_and_Records_Request.pdf. 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

http://www.asun.edu/tuition_and_fees

ASUN does not automatically unregister students for non-payment. However, students are expected to make payment arrangements to avoid potential delays in registration. Students who have a balance of \$100.00 or more may not register for a late semester. In order for ASUN to release your official transcript, you must have a zero balance. Payments can be made by 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 <http://www.asun.edu/facts> and click on the link "Pay Online." A 25% down payment is required.

*Each student is allowed 200 sheets of copy paper per semester for printing. Additional printing requires a \$5.00 printing fee which covers an additional ream of copy paper. The fee can be paid by either visiting or calling the Business Office.

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

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

http://www.asun.edu/tuition_and_fees#Refunds

Arkansas residents who are 60 years of age or older ("senior citizens") are encouraged to enroll tuition-free in existing for-credit courses based on the availability of space. College courses engage older learners in challenging and intellectually stimulating programs, and Senior Aviators lend wisdom and experience to traditional students in an academic environment. Visit or call the Office of Admissions today for more details about becoming a Senior Aviator.

Qualifications

- An Arkansas resident;
- At least 60 years of age on the last day of regular registration for the term the waiver will be applied;
- A high school graduate or GED recipient;
- Be admitted to Arkansas State University-Newport.
-

Steps to becoming a Senior Aviator

1. Apply for Admission to Arkansas State University-Newport (see "Application Process" below).
2. Complete the ASUN Admissions process.
1. Enroll in courses.
2. Complete the **Senior Citizen Fee Waiver Form**. Applicants should return the form to the Office of Admissions per the instructions on the form.
3. Submit a final transcript (from last college attended) if necessary (once you have been evaluated, you will receive admission notification in the mail and via email).

For more information about the Process of the Senior Citizen waiver, click [here](#) to review SOP 4023.

TUITION AND FEES SCHEDULE

REFUNDS: UNREGISTERING AND WITHDRAWAL POLICY

Any student who withdraws (unregisters) from ASU-Newport during a term of enrollment prior to the census date, will not be responsible for tuition and fee charges for any/all

courses for which the student unregisters. Any payments made by the student prior to the census date will be refunded. Unregistering from courses on or before the census date will not incur tuition, fees, or related charges on their student account. Additionally, there will not be W's on their academic transcript.

NOTE: Students who do not attend classes before the census date are typically dropped for non-attendance. However, it is the responsibility of the student to drop the courses for which he or she did not attend prior to the census date.

Students who choose to officially withdraw from courses after the census date but before the last day to withdraw from courses accept all tuition, fees, and charges associated with the courses. Students who choose to withdraw from all courses and have received Title IV funds may be subject to additional charges due to the requirement of ASU-Newport to calculate unearned money via the return to Title IV calculation.

To view census dates and last day to withdraw from courses, please review the current [ASU-Newport Academic Calendar](#). Exception: Commercial Driver Training students will be allowed to withdraw (unregister) from courses (and be eligible for a refund if payments have been made on the student account) during the first eight (8) days of class.

OUTSTANDING ACCOUNT BALANCE PROCEDURES

https://www.asun.edu/tuition_and_fees#Refunds

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. 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 Dean of Enrollment Services 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).

For a current list of the Arkansas State University - Newport Tuition and Fees Schedule, please visit: www.asun.edu/tuition_and_fees

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 Dean of Enrollment Services and the Business Office. The refund applies to the total charges rather than the amount paid at the time of withdrawal.

Refund Schedule

Less than Full-Term Courses (Flex I, Flex II, Sumer 1, or Summer II)

- A. Prior to Census Date: 100%
- B. After Census Date: No Refund

Full-term Courses (Fall and Spring)

- A. Prior to Census Date: 100%
- B. After Census Date: No Refund

REFUNDS: UNREGISTERING AND WITHDRAW POLICY

Any student who withdraws (unregisters) from ASU-Newport during a term of enrollment prior to the census date, will not be responsible for tuition and fee charges for any/all courses for which the student unregisters. Any payments made by the student prior to the census date will be refunded. Unregistering from courses on or before the census date will not incur tuition, fees, or related charges on their student account. Additionally, there will not be Ws on their academic transcript.

NOTE: Students who do not attend classes before the census date are typically dropped for non-attendance. However, it is the responsibility of the student to drop the courses for which he or she did not attend prior to the census date.

Students who choose to officially withdraw from courses after the census date but before the last day to withdraw from courses accept all tuition, fees, and charges associated with the courses. Students who choose to withdraw from all courses and have received Title IV funds may be subject to additional charges due to the requirement of ASU-Newport to calculate unearned money via the return to title iv calculation.

To view census dates and last day to withdraw from courses, please review the current [ASU-Newport Academic Calendar](#). Exception: Commercial Driver Training students will be allowed to withdraw (unregister) from courses (and be eligible for a refund if payments have been made on the student account) during the first eight (8) days of class.

Exception: Commercial Driver Training students will be allowed to withdraw (unregister) from courses (and be eligible for a refund if payments have been made on the student account) during the first eight (8) days of class.

VETERANS

http://www.asun.edu/veterans_services

VETERANS ADMINISTRATION BENEFITS

ASU-Newport is an approved institution for veterans, veterans' dependents and survivors, and service person 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 Department of Veterans Affairs.

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 Department of Veterans Affairs regional office as far in advance of their enrollment date as possible for assistance in securing Department of Veterans Affairs 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 Dean for Student Success and Registrar located in the Student Community Center, by calling (870) 512-7864 or e-mail allen_mooneyhan@asun.edu

OFFICIAL SCHOOL CATALOG ADDENDUM

I certify the current policy is true and correct:

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill-Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

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:

- 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 post-secondary 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. 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 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.
- 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.
- 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.

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, Arkansas Department of Career Education, Little Rock, Arkansas, 72201. Information relative to the program may be obtained from the Student Services/Financial Aid Office at Newport, Jonesboro, or Marked Tree campuses.

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 ASUN, Newport campus. Various types of equipment are available for checkout by students, faculty, and staff of ASU-Newport. For information contact Dr. Allen Mooneyhan, allen_mooneyhan@asun.edu or (870) 512-7865.

A written copy will be provided upon request. To request a written copy, contact VCSA@asun.edu.



Faculty & Staff Directory

Executive Cabinet Directory

Adair, Adam

Vice Chancellor for Finance and Administration

Master of Business Administration, University of Arkansas-Little Rock

Bachelor of Science, Arkansas State University

Bookout, Jeff

Vice Chancellor for Economic Workforce and Development

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Buchman, Ashley Dr.

Vice Chancellor for Student Affairs

Doctorate of Education, Arkansas State University

Specialist Community College Teaching, Arkansas State University

Master of Business Administration, Arkansas State University

Bachelor of Science, Arkansas State University

Massey, Sandra Dr.

Chancellor

Doctorate of Education, Oklahoma State University

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Smith, Holly Dr.

Vice Chancellor for Academic Affairs

Doctorate of Education, Arkansas State University

Specialist Community College Teaching, Arkansas State University

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Williams, Larry Dr.

Chancellor Emeritus

Doctorate of Education, Oklahoma State University

Master of Science Education, East Central State University

Bachelor of Science Education, East Central State University

Wheeler, Ike

Vice Chancellor for Community Engagement

Master of Arts, Arkansas State University

Bachelor of Arts, Arkansas State University

Faculty Directory

(In alphabetical order)

(Campus-specific directories are available online at www.asun.edu/faculty-directory)

Adamson, Daniel

Advanced Instructor of Computer Networking Technology

Associate of Applied Science, Arkansas State University-Newport

Baker, Mary Rachel

Advanced Instructor of Nursing

Associate of Science Nursing, Arkansas State University

Arkansas Registered Nurse

Beach, Ken

Associate Dean for Applied Science/Senior Instructor of Welding

Bachelor of Applied Science, Arkansas State University

Black, Jayne

Assistant Professor Emeritus

Master of Science, Arkansas State University

Bachelor of Science Education, Arkansas State University

Brockway, Zandra

Assistant Professor Emeritus

Masters of Science Education, Harding University

Bachelor of Arts, Harding University

Reading Specialist

Browning, Kenny

Advanced Instructor of High Voltage Lineman Technology

Associate of Applied Science, Arkansas State University-Newport

Burkhammer, Anthony

Assistant Professor of Mathematics

Master of Science – Arkansas State University

Bachelor of Science – Arkansas State University

Chance, Melissa

Assistant Professor of English

Master of Liberal Art, Henderson State University

Bachelor of Art, Henderson State University

Coggin, Judy

Coordinator of PCT/Instructor of Nursing and Allied Health

Registered Nurse, Arkansas State University

Certified: Virtual Dementia Instructor, MANDT Instructor, Eden, C.P.R. Instructor

Collier, Tammy

Advanced Instructor of Nursing

Associate of Science Nursing, Mississippi County Community Hospital
Arkansas Registered Nurse

Collins, Bridget

Assistant Professor of Speech/Theater

Master of Arts, Arkansas State University
Bachelor of Science, Texas A & M
Bachelor of Fine Arts, University of Southern Mississippi
Associate of Science, Panola College

Constant, Mark

Advanced Instructor of Energy Control Technology

Associate of Science, Arkansas State University
Associate of Science Education, 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

Cooper, Susan

Associate Professor of Psychology/Sociology

Specialist Community College Teaching, Arkansas State University
Master of Science Education, Arkansas State University
Bachelor of Science Education, Arkansas State University

Crumbaugh, Nancy

Instructor of Adult Education

Bachelor of Science Education, Arkansas State University
Certification in Special Education

Doyle, Duane Dr.

Professor of Mathematics

Doctorate of Education, University of Arkansas-Little Rock
Master of Science, Arkansas State University
Bachelor of Science, Arkansas State University

Duncan, Linda

Assistant Professor Emeritus

Master of Science Education, Arkansas State University
Bachelor of Science Education, Arkansas State University
Associate of Applied Science, Arkansas State University
Associate of Arts, Arkansas State University

Ellis, Janna

Assistant Professor of Business

Master of Science, Arkansas State University
Bachelor of Science, Arkansas State University

Ellis, Mark

Instructor of Welding

Forrester, Bobby

Instructor Emeritus

Associate of Applied Science, Arkansas State University Newport

Fuentes, Tina

Assistant Professor of English/Foreign Language

Master of Arts, Arkansas State University
Bachelor of Arts, Arkansas State University

Fulton, Clay

Senior Instructor of High Voltage Lineman Technology

Bachelor of Business Administration, Tarleton State University
Associate of Applied Science, Community College of the Air Force

Gilliaum, Lindley

Advanced Instructor of Agriculture Technology

Bachelor of Science, Arkansas State University
Associate of Arts, Arkansas State University-Newport

Glover, Lily

Instructor of Surgical Technology

Associate of Health Science, Arkansas State University-Newport
Certified Surgical Technologist, Arkansas State University-Newport

Hanan, Mark

Coordinator of IGNITE/Advanced Instructor of Computer and Networking Technology

Associate of Applied Science, Black River Technical College

Hardin, Matt

Instructor of Agriculture Technology

Bachelor of Science, Arkansas State University

Heern, Daphene

Advanced Instructor Emeritus

Associate of Applied Science Nursing, Arkansas State University
Arkansas Registered Nurse, Arkansas State University

Hicks, Christopher

Director of Registered Nursing & Director of Health Professions

Master of Science Nursing, Grand Canyon University
Master of Business Administration, Grand Canyon University
Bachelor of Science, Arkansas State University
Licensed Practical Nurse, Black River Technical College

Holden, Tonya

Advanced Instructor of Nursing

Bachelor of Science Nursing, Arkansas State University
Associate of Science Nursing, Arkansas State University

Huffman, Megan

Instructor of Life Science

Master of Science, Arkansas State University
Bachelor of Science, Arkansas State University

Hutton, Lori

Assistant Professor of English

Master of Science, Arkansas State University
Bachelor of Science Education, Arkansas State University

Keith, Alan

Instructor of Advanced Manufacturing

Master of Engineering Management, Arkansas State University
Bachelor of Science, Arkansas State University

Kelley, Jennifer

Advanced Instructor Emeritus

Associate of Applied Science Nursing, Arkansas State University
Arkansas Registered Nurse

Kelly, John

Director of Adult Education

Master of Science in Gifted & Talented Education, Arkansas State University
Master of Science in Educational Leadership, Arkansas State University
Bachelor of Science, Arkansas State University

Lee, Daniel

Instructor of Adult Education/WAGE Coordinator

Master of Arts, Arkansas State University
Bachelor of Arts, Arkansas State University
Secondary Social Studies Teaching License, Arkansas State University

Love, Leslie

Assistant Professor of Life Science

Master of Science, University of Mississippi
Bachelor of Arts, University of Mississippi

Lynn, David

Senior Instructor Emeritus

Bachelor of Science, Arkansas State University
Associate of Applied Science, Arkansas State University-Newport
A.S.E. Refrigerant Recovery & Recycling Certification
R.S.E.S. Universal Refrigerant Certification
Class "B" HVACR Contractor's License

Madden, Christopher

Director of Surgical Technology

Surgical Technology Diploma, Concorde Career College
Certificate in Surgical First Assisting, Meridian Institute of Surgical Assisting

Milam, David

Advanced Instructor of Collision Repair Technology

Certificate Collision Repair

Montgomery, Roxanne

Instructor of Nursing

Bachelor of Science, University of Arkansas Little Rock

Mooneyhan, Stacy

Associate Professor of Early Childhood Development

Specialist Community College Teaching, Arkansas State University
Master of Science Education, Arkansas State University
Bachelor of Science Education, Arkansas State University

Morgan, Paula

Assistant Professor of Business Education

Master of Science Education, Arkansas State University
Bachelor of Science, Arkansas State University

Nation, Darla

Instructor of Commercial Driver Training

Certificate of Proficiency-Commercial Driver Training, Arkansas State University-Newport

Nation, Josh

Instructor of Commercial Driver Training

Certificate of Diesel Technology, Arkansas State University Newport

Nave, Michael

Assistant Professor of Mathematics

Master of Business Administration, University of Memphis
Bachelor of Science, Arkansas State University

Nowlin, Michael

Associate Dean for Applied Science/Senior Instructor of Automotive Technology

Bachelor of Arts, Arkansas State University
Associate of Applied Science, Arkansas State University
Automotive Service Technology Certificate, Delta Technical Institute
Master Certified A.S.E. Auto Service Technician
Advanced Certified A.S.E. Engine Performance Technician

Odom, Melinda

Director of Cosmetology

Certificate in Cosmetology, Delta Technical Institute
Arkansas Cosmetology License
Arkansas Cosmetology Instructor License

Pasmore, Emily

Assistant Professor of English

Master of Arts, Arkansas State University
Bachelor of Arts, Arkansas State University

Amy Plaster

Assistant Professor of Criminal Justice

Master of Arts, ASU Arkansas State University
Bachelor of Arts Arkansas State University

Powell, Johnny

Instructor of Diesel Technology

Certified Diesel Mechanic C.D.L.

Provence, Sandra

Assistant Professor Emeritus

Master of Science Education, Arkansas State University
Bachelor of Science Education, Arkansas State University

Raviscioni, Stephen

Instructor of Commercial Driver Training

Certificate of Proficiency in Truck Driving

Reed, Savanna

Advanced Instructor of Cosmetology

Technical Certificate of Cosmetology, Arkansas State University Newport
Technical Certificate of Cosmetology Instructor, Arkansas State University Newport

Reno, Terri

Associate Professor of English

Specialist Community College Teaching, Arkansas State University
Master of Arts, Arkansas State University
Bachelor of Science Education, Arkansas State University

Reynolds, Irina
Assistant Professor of Oral Communications
Coordinator of College and Life Skills
Master of Arts, Arkansas State University
Bachelor of Arts, Arkansas State University

Riley, Shannon
Advanced Instructor of Surgical Technology
Bachelor of Science, Arkansas State University
Associate of Arts, Arkansas State University-Newport
Certified Surgical Technologist, Arkansas State University-Newport

Self, Jason
Assistant Professor of Chemistry/Physical Science
Ph.D., Arkansas State University
Master of Science, Arkansas State University
Bachelor of Science, Lyon College

Skipper, Carrie
Assistant Professor of Psychology/Sociology
Master of Science, Arkansas State University
Bachelor of Science, Arkansas State University

Slayton, Gregory
Assistant Professor of Mathematics
Master of Education, Pennsylvania State University
Bachelor of Science, Arkansas State University

Smith, Bobby
Senior Instructor of Industrial Technology
Associate of Science, Arkansas State University

Smith, Sherri
Advanced Instructor Emeritus
R.N., Baptist Memorial Hospital

Smock, Bruce
Assistant Professor Emeritus
Master of Arts, Arkansas State University
Bachelor of Arts, University of West Florida

Summers, Steven
Assistant Professor of Physical Science
Master of Science, Arizona State University
Bachelor of Science, Arkansas Tech University

Taylor, Kristina

Assistant Professor of Information Technology

Master of Science Education, Arkansas State University
Bachelor of Science Education, Arkansas State University
Bachelor of Science, Arkansas State University

Tice, Marlin

Instructor of Energy Control Technology

Technical Certificate, Arkansas State University-Newport

Tracy, Jerry

Instructor of Diesel Technology

Technical Certificate, Arkansas State University-Newport

Turner, Stephanie

Assistant Professor of History

Master of Arts, Arkansas State University
Bachelor of Arts, Arkansas State University
Associate of Arts, Arkansas State University-Newport

Twyford, John

Assistant Professor of Business

Master of Science, University of Arkansas
Bachelor of Science, John Brown University

Vaughn, Scott

Instructor of Advanced Manufacturing

Walker, Elizabeth "Betsy"

Assistant Professor of Science

Master of Science, Arkansas State University
Bachelor of Science Education, Mississippi University for Women

Webb, Sarah Dr.

Associate Professor of Life Sciences

Doctorate of Philosophy, Texas Tech University
Master of Science, Arkansas State University
Bachelor of Science, Arkansas State University

Westman, Anna

Associate Dean of General Education-Liberal Arts/Assistant Professor of English & Foreign Language

Master of Arts, Arkansas State University
Bachelor of Arts, Arkansas State University

White, Amanda

Assistant Professor of Life Sciences

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Wilson, Stephanie

Assistant Professor of Mathematics

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Wolf, Lisa

Instructor of Nursing

Associate of Applied Science, Arkansas State University

Technical Certificate, Arkansas State University-Beebe

Young, Karen

Assistant Professor of Mathematics

Master of Science Education, Southwest Baptist University

Master of Science, Arkansas State University

Bachelor of Science Education, Williams Baptist College

Zaideman, Rachel

Assistant Professor of English/Foreign Language

Master of Arts, West Texas State University

Master of Arts, Texas Tech University

Bachelor of Arts, West Texas State University

Staff Directory

(In alphabetical order)

(Campus-specific directories are available online at www.asun.edu/faculty-directory)

Bedwell, Maria

Coordinator of Workforce Training

Associate of Arts, Arkansas State University-Newport

Associate of Science, Arkansas State University-Newport

Buchanan, Bobbie

Career Coach

Associate of Applied Science, Arkansas State University-Newport

Burgess, Rob

Dean for Applied Sciences

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Associate of Applied Science, Arkansas State University

Associate of Science, Arkansas State University

Campbell, Joseph

Dean for General Education

Specialist Community College Teaching, Arkansas State University

Master of Arts, Arkansas State University

Bachelor of Arts, Arkansas State University

Associate of Arts, North Arkansas Community College

Church, Travis

Director of Bookstore Operations

Bachelor of Arts, Arkansas State University

Associate of Arts, Arkansas State University Newport

Clairday, Melissa

Career Coach

Bachelor of Science, Arkansas State University

Clay, Susan

Coordinator of Testing Services

Associate of Arts, Arkansas State University-Newport

Coe, Brandon

Director of Financial Services

Specialist Community College Teaching, Arkansas State University

Master of Business Administration, Arkansas State University

Bachelor of Science, Williams Baptist College

Associate of Arts, Arkansas State University-Newport

Cook, Joyce

Administrative Specialist III

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Cooper, Connie

Student Accounts Officer

Copenhaver, Austin

Career Coach

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Cross, Cheryl

Director of Career Pathways

Office Occupations Certificate

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Associate of Arts, Arkansas State University-Newport

Cross, Christopher

Career Coach

Master of Science, Arkansas State University

Bachelor of Arts, Arkansas State University

Associate of Arts, Arkansas State University-Newport

Crotts, Stacey

Accounts Payable Specialist

Secretarial Certificate

Associate of Arts, Arkansas State University-Newport

Dean, Brandi

Payroll Services Manager

Bachelor of Arts, American Public University

Doyle, Chris

Coordinator of Applications Technologies

Bachelor of Applied Science, Arkansas State University

Associate of Applied Science Arkansas State University-Newport

Dunlap, Stacey

Director of Financial Aid

Master of Science, Virginia College

Bachelor of Science, Williams Baptist University

Elkins, Jeremy

Student Success Specialist

Associate of Arts, Arkansas State University-Newport

Estes, Craig

Operating Accountant

Master of Business Administration, Southern Arkansas University

Bachelor of Science, Arkansas State University

Associate of Science, Arkansas State University

Associate of Arts, Arkansas State University

Foust, Kevin

Campus Police Officer

Arkansas Law Enforcement Training Academy

Foy, Joelyn Dr.

Data Analyst

Doctorate of Philosophy, Kansas State University

Master of Arts, University of Phoenix

Bachelor of Science, Kansas State University

Frans, Vicki

Academic Coordinator

Bachelor of Science, Arkansas State University

Associate of General Studies, Arkansas State University

Getman, Anita

Director of Food Services

Gross, Candace

Dean for Enrollment Services

Master of Science, Arkansas Tech University

Bachelor of Arts, Arkansas Tech University

Hardaway, Danyelle

Assistant to Vice Chancellor for Student Affairs

Associate of Applied Science, Arkansas State University-Newport

Associate of Science, Arkansas State University-Newpor

Harris, Mary

Academic Coordinator

Bachelor of Science, Southeast Missouri State University

Associate of Applied Science, Arkansas Northeastern College

Harris, Samantha

Director of Academic Advising

Bachelor of Science, Arkansas State University

Houchin, Billy

Skilled Tradesman

Houchin, Mary

Navigator/Campus Manager

Bachelor of Science, Arkansas State University

Associate of General Studies, Arkansas State University

Jernigan, Judy

Accountant

Bachelor of Science, Arkansas State University

Jewell, Deborah

Library Technician

Jordan, Mallory

Marketing and Communications Specialist

Bachelor of Arts, University of Arkansas

Keyton, Debbie

Director of IT Services

Bachelor of Science, Arkansas State University

Koros, Betty

Student Support Specialist/Cashier

Certificate in Secretarial Business Education, Delta Vocational Technical School

Lawson, Greg

Campus Police Officer

Law Enforcement Training Academy

Loftin, Jennifer

Fiscal Support Analyst

Loftin, Whitney

Human Resources Generalist

Bachelor of Science, Arkansas State University

Madden, Ashton

Career Coach

Bachelor of Science, Arkansas State University

Mann, Christy

Director of Institutional Research and Effectiveness

Master of Public Administration, Arkansas State University

Bachelor of Arts, Arkansas State University

Associate of Arts, Arkansas State University-Newport

Manning, Veronica

Dean for Student Development

Education Specialist, Arkansas State University
Master of Science, Midwestern State University
Bachelor of Science, Arkansas State University
Associate of Science, Arkansas State University

Marler, Clark

Coordinator of Advanced Technology

Master of Art, Southeastern Baptist Theological Seminary
Bachelor of Science, Arkansas State University
Certificate in Industrial Electricity and Electronics, Black River Technical College

Martin, Garland

Physical Plant Supervisor

Certificate in Energy Control Technology, ASU-Newport

May, Anthony

Information Systems Manager

Bachelor of Arts, Harding University

McGrew, Ronda

Navigator/Transfer Advisor

Bachelor of Science, Arkansas State University

McNeal, Sheila

Academic Coordinator

Associate of Applied Science, Madison College
Certificate in Secretarial Science, Arkansas Northeastern College

Metheny, Deborah

College Engagement Specialist

Associate of Arts, Arkansas State University Newport
Associate of Science, Arkansas State University Newport

Mooneyhan, Allen Dr.

Dean for Student Success/Registrar

Doctorate of Education, Arkansas State University
Specialist Community College Teaching, Arkansas State University
Master of Science Education, Arkansas State University
Bachelor of Science Education, Arkansas State University

Morris, Kimberly

Administrative Specialist III

Bachelor of Arts, Arkansas State University

Moss, Sara

Director of Human Resources

Professional in Human Resources Certification
Bachelor of Science, Arkansas State University

Muir, Tammy

Institutional Service Assistant

Myers, Typhanie

Dean for Nursing and Health Professions

Doctorate of Education, Grand Canyon University
Master of Science, Grand Canyon University
Bachelor of Science, Arkansas State University
Associate of Arts, Ozarka College

Neal, Cynthia

Administrative Specialist II

Nelson, Carol

Institutional Services Assistant

Overbey, Geraldine

Student Support Specialist

Pearce, Kevin

Student Recruiter/Navigator

Bachelor of Science, Arkansas State University

Penix, Kristine

Grant Coordinator

Master of Public Administration, Arkansas State University
Bachelor of Science, Culver-Stockton College

Person, Raven

Institutional Services Assistant

Associate of Arts, Arkansas State University Newport
Certificate of General Studies, Arkansas State University Newport

Peterson, Altonius

Director of Academic Support Services

Master of Business Administration, Belhaven University
Bachelor of Arts, Tougaloo College

Pettie, Brian

Director of Physical Plant

Phillips, Monika

Controller

Bachelor of Science, Arkansas State University

Poole, Autumn

Administrative Specialist II

Associate of Arts, Arkansas State University Newport

Powell, Brenda

Institutional Services Assistant

Office Occupations Certificate

Pry, John

Landscape Supervisor

Rockwell, Dana

Career Development Facilitator

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Arkansas Teaching License

Shempert, Ronnie

Maintenance Assistant

Shirley, Jeremy

Director of Marketing & Communications

Bachelor of Science, Arkansas State University

Smart, Clara

Institutional Services Assistant

Smith, Kristen

Executive Assistant to the Chancellor

Doctor of Jurisprudence, University of Texas School of Law

Bachelor of Arts, Texas Christian University

Smith, Lonnie

Institutional Services Assistant

Smith, Michael

Career Coach

Bachelor of Science, Arkansas State University

Associate of Arts, Arkansas State University-Newport

Smith, Pam

Student Support Specialist

Associate of Arts, Arkansas State University-Newport

Snetzer, Debbie

Assistant to Vice Chancellor for Academic Affairs

Associate of Arts, Arkansas State University-Newport

Stapleton, Charlene

Administrative Specialist III

Teague, Kathy

Maintenance Specialist

Technical Certificate, Arkansas State University-Newport

Thatcher, Mary

Admissions and College Engagement Specialist

Associate of Arts, Arkansas State University-Newport

Towne, Anita

Professional Counselor

Licensed Professional Counselor

Master of Rehabilitation in Counseling, Arkansas State University

Bachelor of Science, Arkansas State University

Tubbs, Johnathan

Chief of Police

Law Enforcement Training Academy, Black River Technical College

Tune, Cassey

Director of Process Innovation

Masters of Business Administration, Arkansas State University

Bachelor of Science, Arkansas State University

Associate of Science, Arkansas State University

Turner, Teriann

Advancement Officer

Bachelor of Science, Arkansas State University

Wagner, Randy

Skilled Tradesman

Walker, Linda

Institutional Services Assistant

Webb, Lee

Director of Procurement

Office Occupations Certificate

West, Brian

Information Systems Manager

Bachelor of Science, Arkansas State University

Williams, Cameron
Institutional Services Assistant

Williams, Mary
Career Coach
Masters of Social Work, University of Arkansas
Bachelor of Social Work, Arkansas State University

Wilmans, Lisa
Fiscal Support Specialist

Woodard, Carolyn
Career Pathways Case Manager
Associate of Applied Science, Arkansas State University-Newport

Woodson, Marcus
ADWORC Case Manager
Bachelor of Science, Arkansas State University

Worthington, Phyllis
Assistant Registrar
Associate of Arts, Arkansas State University-Newport

Agency Affiliations

Arkansas Department of Health and Human Services
Division of Medical Services
Office of Long-Term Care Nursing Assistant Training Program
PO Box 8059; Slot S405
Little Rock, AR 72203-8059
<http://humanservices.arkansas.gov/dms>

**Arkansas Department of Health
Arkansas State Board of Cosmetology**
4815 West Markham, Slot 8
Little Rock, AR 72205
<http://www.healthy.arkansas.gov/programsServices/hsLicensingRegulation/Cosmetology>

**Arkansas Department of Health
Section of EMS & Trauma Systems**
5800 West 10th Street, Suite 800
Little Rock, AR 72204
<http://www.healthy.arkansas.gov/programsServices/hsLicensingRegulation/EmsandTraumaSystems>

Arkansas State Board of Nursing
University Tower Bldg., Suite 800
1123 South University Avenue
Little Rock, AR 72204
<http://www.arsbn.arkansas.gov>

Air Conditioning Contractors of America (ACCA)
2800 S Shirlington Road, Suite 300
Arlington, VA 22206
<https://www.acca.org/home>

Phlebotomy Technical Certification (CPT)
National Phlebotomy Association
1901 Brightseat
Road Landover, MD 20785
nationalphlebotomy.org/230376.html

National Center for Construction Education and Research (NCCER)
13614 Progress Blvd
Alachua, FL 32615
www.nccer.org/

Institutional Memberships

American Association of Collegiate Registrars & Admissions Officers (AACRAO)

1108 16th Street, Suite 400

Washington, D. C. 20036

<http://www.aacrao.org>

American Library Association (ALA)

PO Box 77-6499

Chicago, IL 60678

www.ala.org/

Arkansas Association of College & University Business Officers (AACUBO)

<http://aacubo.org>

Arkansas Association of Student Financial Aid Administrators, Inc. (AASFAA)

1600 South College Street

Mountain Home, AR 72653

www.aasfaa.net

Arkansas Community Colleges (ACC)

815 Main Street

Little Rock, AR 72201

<http://www.arkansascc.org/>

Arkansas Economic Developers (AED)

c/o Arkansas State Chamber of Commerce

1200 W. Capitol Ave.

Little Rock, AR 72201

www.aed-arkansas.org/

Arkansas eLink

University of Arkansas for Medical Sciences

4301 W. Markham

Little Rock, AR 72205

Arkansas Farm Bureau

PO Box 8129

Little Rock, AR 72203-8129

<http://www.arfb.com/>

Arkansas Institutional Research Organization (AIRO)

<http://orgs.atu.edu/airo/>

Arkansas Trucking Association

PO Box 3476

Little Rock, AR 72203-3476

www.arkansastrucking.com

Higher Learning Commission
230 South La Salle Street, Suite 7-500
Chicago, IL 60604-1411

Jackson County Historical Society
PO Box 711
Newport, AR 72112
www.jchs.org/

Jonesboro Regional Chamber of Commerce
PO Box 789
Jonesboro, AR 72403-0789
www.jonesborochamber.com/

Marked Tree Chamber of Commerce
P O Box 383
Marked Tree, AR 72365
www.markedtreechamber.org/

National Alliance of Concurrent Enrollment Partnership (NACEP)
P O Box 578
Chapel Hill, NC 27514
www.nacep.org

National Council for State Authorization Reciprocity Agreements (NC-SARA)
3005 Center Green Drive, Suite 130
Boulder, CO 80301-2204

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

Nurse Administrators for Nursing Education Programs (NANEP)
Arkansas State Board of Nursing
1123 S. University Ave., Suite 800
University Tower building
Little Rock, AR 72204

Trumann Chamber of Commerce
PO Box 215
Trumann, AR 72472
trumanchamber.org/

Society of Human Resource Management (SHRM)
P O Box 79482
Baltimore, MD 21279

Western Association of Veterans Education Specialists (WAVES)

Center for America's Veterans

322 Student Union

Stillwater, OK 74078

www.uswaves.org/

Consortiums

ARKLink Library Consortium

PO Box 2040
State University, AR 72467

www.arklinklibraries.org/

Arkansas Rural Nursing Education Consortium (ARNEC)

Arkansas State University - Newport

Department of Nursing
7648 Victory Blvd
Newport, AR 72112

<http://www.arnec.org/>

Arkansas Delta Technical Educational Consortium (ADTEC)

2000 W. Broadway
West Memphis, AR 72301

<http://www.adtec-ar.org/>

Workforce Training Consortium

5501 Krueger Drive
Jonesboro, Arkansas 72401
(870) 933-9788

www.wtcjonesboro.com/

THIRD-PARTY TESTING

Advanced Manufacturing

NIMS Level 1 Machining Certification
NIMS Measurement, Materials & Safety
NIMS Job Planning, Benchwork & Layout
NIMS CNC Lathe Operations
NIMS CNC Operator
NIMS CNC Programmer
NIMS Milling I
NIMS Turning I (Between Centers)
NIMS Grinding I

Agriculture Technology

Private Pesticide Applicator License
Class A Commercial Driver's License

American Hotel and Lodging Educational Institute

AHLEI START: Restaurant Server
Guest Service Gold

Arkansas Department of Parks and Tourism

First Impressions

Automotive Service Technology

Automotive Service Excellence (ASE) Entry Level Certifications
Environmental Protection Agency (EPA) Section 609 Certification

Business

Microsoft Specialist Certification in Microsoft Access
Microsoft Expert Certification in Microsoft Word
Microsoft Expert Certification in Microsoft Excel
Microsoft Specialist Certification in Microsoft Excel
Microsoft Specialist Certification in Microsoft PowerPoint
Microsoft Specialist Certification in Microsoft Word

Certified Nursing Assistant

Office of Long Term Care Certification (Requires successful completion of post-completion exam)
American Heart Association Basic Life Support

Collision Repair and Refinishing Technology

Automotive Service Excellence (ASE) Entry Level Certifications

Commercial Driver Training

Class A Commercial Driver's License

Computer and Networking Technology

Cisco Certified Entry Networking Technician (CCENT) Certification
Cisco Certified Network Associate (CCNA) Certification
CompTIA A+ Certification
CompTIA IT Fundamentals
CompTIA Security+
CompTIA Network+

Cosmetology

Arkansas State Board of Cosmetology Licensure (Requires successful completion of post-completion exam)

Diesel Technology

Class A Commercial Driver's License
Get Ahead Certifications

Emergency Medical Technician

National Registry of Emergency Medical Technician Licensure (Requires successful completion of post-completion exam)
American Heart Association Basic Life Support

Energy Control Technology

EPA Section 608 Certification
Level 1 Apprentice Preventative Maintenance Technician
Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Contractors License

Paramedic

National Registry of Emergency Medical Technicians Licensure (Requires successful completion of post completion exam).
American Heart Association Basic Life Support
American Heart Association Advanced Cardiac Life Support
American Heart Association Pediatric Advanced Life Support
National Association of Emergency Medical Technicians Pre-Hospital Trauma Life Support
National Association of Emergency Medical Technicians Advanced Medical Life Support

Hospitality Services**National Restaurant Association**

ServSafe Manager
ManageFirst - Controlling Foodservice Costs
ManageFirst - Hospitality and Restaurant Management
ManageFirst - Hospitality Human Resources Management and Supervision
ManageFirst - Purchasing
ManageFirst - Principles of Food and Beverage Management
ManageFirst - Hospitality and Restaurant Marketing

AHLEI START: Restaurant Server
Guest Service Gold
AHLEI START: Front Desk Representative

Nursing (Practical Nursing and Registered Nursing)

Arkansas State Board of Nursing Licensure (Requires successful completion of post-completion exam)
American Heart Association Basic Life Support
American Heart Association Advanced Cardiac Life Support

Phlebotomy

Certified Phlebotomy Technician (Post-completion exam may be attempted after successful program completion)
American Heart Association Basic Life Support

Surgical Technology

Certified Surgical Technologist (Requires successful completion of post-completion exam)
American Heart Association Basic Life Support

Welding Technology

National Center for Construction Education and Research (NCCER) level 1 Welding Certification
American Welding Society (AWS) Welder Qualification

ARKANSAS STATE UNIVERSITY-NEWPORT COORDINATOR FOR EQUAL OPPORTUNITY IN HIGHER EDUCATION

In an attempt to comply with and carry out its responsibilities pursuant to Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments 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 person to coordinate this effort:

Coordinator

Sara Moss
Director of Human Resources
7648 Victory Blvd.
Newport, AR 72112
(870) 512-7874

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