



2011-2012

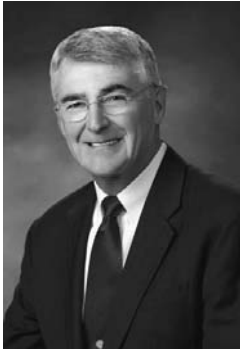
Catalog and Student Handbook

For updates to the 2011-2012 Catalog and Student Handbook, please check the ASU-Mountain Home Website: <http://www.asumh.edu>.

To access the Catalog and Student Handbook Website:
<http://www.asumh.edu/academics/catalog.html>.

1600 S. College Street
Mountain Home, AR 72653
Phone: (870) 508-6100
Fax: (870) 508-6287
www.asumh.edu

A MESSAGE FROM THE CHANCELLOR



It is my pleasure to welcome you to Arkansas State University-Mountain Home, where our vision is "Creating Opportunities ~ Changing Lives."

Located in the Ozarks of North Central Arkansas, ASUMH offers a wide range of training opportunities through two-year degrees, as well as the first two years of a traditional college education transferable to any four-year university.

At ASUMH, we are committed to student success. This commitment is reflected in our small class size, our faculty advising program, and exemplary faculty. In addition, to meet the needs of today's college students, we offer flexible scheduling with both traditional seated classes during mornings, afternoons, and evenings, and with numerous online offerings.

In your quest for the right place to continue your education, I hope you will seriously consider ASUMH. While we welcome the opportunity to visit with you in person with campus tours available any time, we also welcome the opportunity to visit with you wherever you call home as you pursue an online education. Our Recruiter is eager to visit with you in person, by phone, or email.

Again, welcome to ASUMH. We want to enhance your quality of life through our commitment of "Creating Opportunities ~ Changing Lives."

Sincerely,

A handwritten signature in dark ink, appearing to read "Ed Carter". The signature is fluid and cursive, with a large initial "E" and a stylized "C".

To schedule a campus tour,
Call: 870-508-6262
Email: getstarted@asumh.edu

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POLICY STATEMENT

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

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

General Information



Student Responsibility Statement

Students enrolled at ASUMH are expected to study this catalog carefully to become familiar with all policies, procedures, and regulations. Knowledge of the information contained in the catalog is the responsibility of each student.

The provisions of this catalog are subject to change and should be considered to be for informational purposes rather than to be an irrevocable contract between the university and the student.

Equal Opportunity/Affirmative Action Statement

ASUMH is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of ASUMH are accessible to the disabled.

ASUMH is committed to offering all students, employees, applicants for employment, and other interested parties the rights and protections afforded them by federal and state laws.

Non-Discriminatory Responsibilities of ASUMH

ASUMH is committed to compliance with all federal and state laws regarding discrimination and harassment of any type including the following provisions.

- **Title VI of the Civil Rights Act of 1964** declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy. Title VI states that no person in the United States shall be excluded from participation in or otherwise discriminated against on the ground of race, color, or national origin under any program or activity receiving federal financial assistance.
- **Title IX of the Education Amendments of 1972:** a comprehensive federal law that prohibits discrimination on the basis of sex, race, color, or national origin 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 education. 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 equal treatment in all areas of public education 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, and athletics.

- **Section 504 of the Rehabilitation Act of 1973** protects **qualified individuals with disabilities** who are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. Major life activities include caring for self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Some examples of impairments which may substantially limit major life activities, even with the help of medication or aids/devices are AIDS, alcoholism, blindness or visual impairment, cancer, deafness or hearing impairment, diabetes, drug addiction, heart disease, and mental illness. Persons who have a history of, or who are regarded as having, a physical or mental impairment that substantially limits one or more major life activities, are also covered. In addition to meeting the above definition, for purposes of receiving services, education or training, **qualified individuals with disabilities** are persons who meet normal and essential eligibility requirements.
- **The Age Discrimination Act of 1975 (Age 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 his/her 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.
- **Title II of the Americans with Disabilities Act of 1990** - ASUMH is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). Title II of the ADA prohibits discrimination against **qualified individuals with disabilities** on the basis of disability in all programs, activities, and services of public entities. It is ASUMH's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, ASUMH will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made ASUMH aware of his/her disability, provided that such accommodation does not constitute an undue hardship on ASUMH. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or the Human Resources Department.

ASUMH encourages individuals with disabilities to come forward and request reasonable accommodation.

- **Retaliatory Action Prohibited** – Retaliation against a person who files a charge of discrimination or harassment, participates in an investigation, or opposes an unlawful practice is prohibited by the above laws and ASUMH. Any student or employee who needs further explanation or who believes he or she has been discriminated against under these laws should contact the Title IX Coordinator.

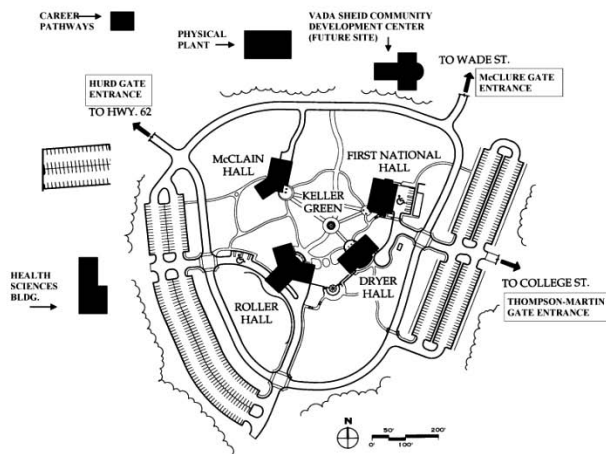
Students, faculty, staff, and other interested persons who have inquiries regarding ASUMH's efforts to comply with its responsibilities under these laws should contact:

Director of Human Resources (Age Act, Title VI)
Arkansas State University – Mountain Home
Roller Hall 318
1600 South College
Mountain Home, AR 72653
Phone: (870) 508-6200
Fax: (870) 508-6284

Director of Student Services (504 compliance and Title II)
Arkansas State University – Mountain Home
McClain Hall 205
1600 South College
Mountain Home, AR 72653
Phone: (870) 508-6168
Fax: (870) 508-6284

Vice Chancellor for Administrative Affairs (Title IX)
Arkansas State University – Mountain Home
Roller Hall 319
1600 South College
Mountain Home, AR 72653
Phone: (870) 508-6103
Fax: (870) 508-6284

ARKANSAS STATE UNIVERSITY MOUNTAIN HOME
MOUNTAIN HOME, ARKANSAS



CAMPUS MAP

Telephone Directory

Main Switchboard: (870) 508-6100

Admissions/Registrar	508-6104
ASU-Jonesboro Programs	508-6170
Bookstore.....	508-6114
Cashier.....	508-6125
Center for Continuing Education	508-6106
COMPASS Testing	508-6173
Financial Aid	508-6195
Norma Wood Library	508-6112
Security	508-6300
UAMS (Dental Hygiene).....	508-6302 or 425-2260

ACADEMIC CALENDAR

Fall Semester 2011

ASUMH Family Meeting..... Monday, August 15
Advising and Registration for All Students
.....Tuesday, Wednesday & Thursday, August 16-18
Classes Begin including First Seven Week Classes..... Monday, August 22
Late Registration..... Monday-Thursday, August 22-25
Last Day for Late Registration for Adding Course(s)
 or for Changing From Credit to Audit..... Thursday, August 25
Labor Day Holiday (no classes).....Monday, September 5
Last Day to Withdraw from Seven Week Classes.....Monday, October 3
Last Day of First Seven Week Classes..... Monday, October 10
Second Seven Week Classes Begin..... Tuesday, October 11
Pre-registration Advising for Spring 2012 Opening.....Monday, November 7
Last day to submit *Intent to Graduate* for
 December 2011 Graduates Friday, November 11
Last Day to Withdraw..... Friday, November 18
Fall Break/Thanksgiving Holiday..... Monday-Saturday, November 21-26
Second Seven Week Classes End Monday, December 5
Common Algebra Final Tuesday, December 6
Study Day.....Tuesday, December 6
Final ExaminationsWednesday-Tuesday, December 7-13
Grades Due (12:00 p.m.)Wednesday, December 14

Spring Semester 2012

Advising and Registration for All Students
.....Monday, Tuesday & Wednesday, January 9-11
Faculty InserviceThursday, January 12
ASUMH Family Meeting Friday, January 13
Martin Luther King Jr.'s Birthday Observed (no classes)....Monday, January 16
Classes BeginTuesday, January 17
Late Registration Tuesday-Thursday, January 17-19
Last Day for Late Registration, for Adding Course(s)
 or for Changing from Credit to Audit.....Thursday, January 19
Last Day to Withdraw from Seven Week Classes.....Monday, February 27
Last Day of First Seven Week Classes.....Monday, March 5

Second Seven Week Classes begin.....Tuesday, March 6
 Last Day to submit *Intent to Graduate* for
 May 2012 Graduates Friday, March 9
 Spring Break.....Monday-Saturday, March 19-24
 Pre-registration Advising for Summer 2012 and
 Fall 2012 BeginsMonday, April 9
 Last Day to Withdraw Friday, April 13
 Last Day of Second Seven Week Classes.....Monday, April 30
 Common Algebra Final.....Tuesday, May 1
 Study Day Tuesday, May 1
 Final Examinations.....Wednesday-Tuesday, May 2-8
 Grades Due (10:00 a.m.)..... Thursday, May 10
 Commencement 6:30 p.m., Monday, May 14

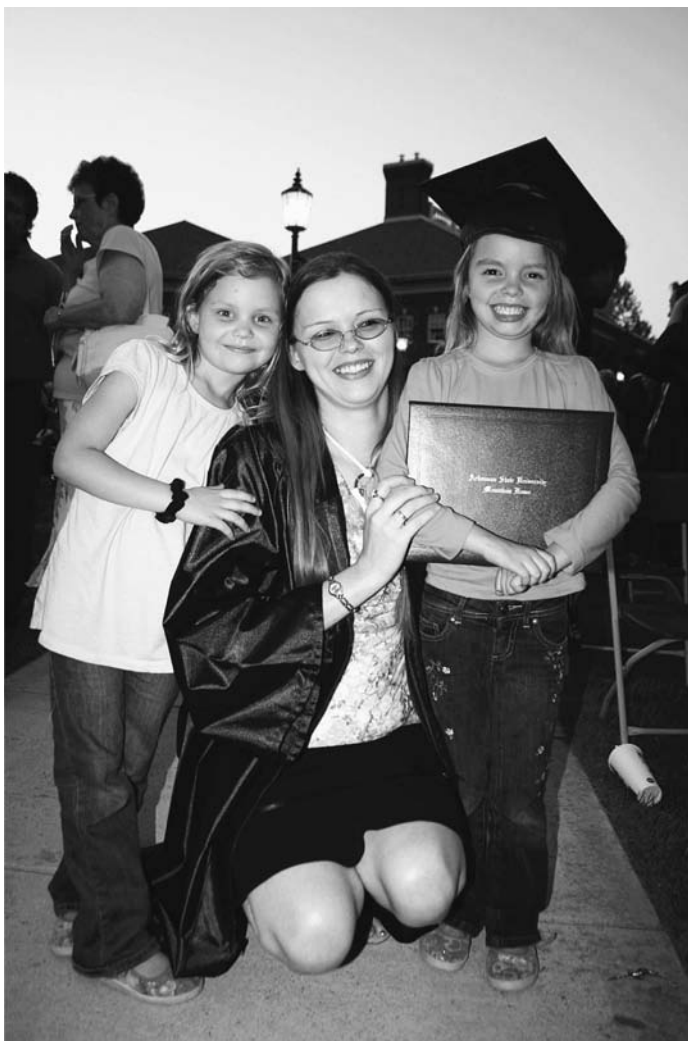
First Summer Term 2012

Final Day of Summer I Pre-Registration.....Tuesday, May 29
 Classes BeginWednesday, May 30
 Last Day for Late Registration for Adding Course(s),
 or for Changing from Credit to Audit.....Friday, June 1
 Last Day to Withdraw.....Friday, June 15
 Last Day of Class/Final/Examinations..... Wednesday, June 27
 Grades Due (10:00 a.m.)..... Friday, June 29

Second Summer Term 2012

Final Day of Summer II Pre-Registration.....Thursday, June 28
 Classes Begin.....Monday, July 2
 Independence Day Holiday (observed).....Wednesday, July 4
 Last Day for Late Registration, Adding Course(s),
 or for Changing from Credit to Audit..... Thursday, July 5
 Last Day to WithdrawFriday, July 20
 Last Day of Class/Final Examinations.....Wednesday, August 1
 Grades Due (10:00 a.m.)..... Friday, August 3

Vision, Mission, and Purposes



VISION

Creating Opportunities~Changing Lives

ASUMH will provide expertise and resources to create opportunities and change lives.

MISSION OF ASUMH

The mission of ASUMH is to **LEAD** through educational opportunities.

Lifelong Learning,
Enhanced Quality of Life,
Academic Accessibility, and
Diverse Experiences

PURPOSES

Imbedded in the mission statement are the ASUMH Institutional Purposes:

- To provide affordable and accessible educational opportunities.
- To create enlightened citizens through diverse experiences.
- To provide a foundation for lifelong learning.
- To help students achieve personal and career goals to enhance their quality of life.

In order to implement its mission, ASUMH is committed to the following Academic Purposes:

1. Through a core curriculum of course, students will acquire the basic foundation of lifelong learning.
2. Through an emphasis on writing within the curriculum, students will incorporate writing skills into all disciplines.
3. Through technology-enriched curricula, students will be required to employ technology skills within the disciplines.
4. Through the Associate of Arts degree, students will gain the general education competencies, which will enable them to transfer into and be academically prepared to succeed in baccalaureate degree programs at four-year universities.
5. Through the Associate of Applied Science degrees, students will gain the range of knowledge, specialized skills, and competencies necessary for successful entry into their respective fields.

6. Through technical certificates and certificates of proficiency, students will gain the specialized knowledge, skills, and competencies required for successful entry in the workforce.
7. Through college-preparatory courses in reading, writing, and mathematics, under-prepared students will have the opportunity to gain the skills and knowledge essential to achieve success at the collegiate level.
8. Through the Center for Continuing Education, business and industry will be provided with customized training, knowledge, and technical skills.
9. Through the continuing education classes, citizens will gain the skills and knowledge they desire for personal enrichment and professional advancement.
10. Through academic support services, students will have assistance in achieving their educational goals.
11. Through the library, students will have access to resources and services.
12. Through financial aid programs, students will have access to information that may assist them with financing their education.
13. Through cultural programs and curricula, students and the local community will be encouraged to expand their awareness of diversity.
14. Through ongoing assessment and evaluation, the university will ensure that programs and services grow and change with the needs of the students served.

The History of the University



HISTORY OF THE UNIVERSITY

Responding to urging from community leaders, North Arkansas Community College (NACC) began an off-campus program in Mountain Home in 1974 by offering two evening classes at the high school. As the program grew, additional temporary locations were used to support enrollment needs.

In the fall of 1976, a center was established by NACC that eventually included an Adult Basic Education program. At that time, 10 classes were offered. By the summer of 1986, approximately 50 freshman and sophomore classes were being offered and four junior and senior-level classes (in elementary education) were being offered through an arrangement with Arkansas State University. Continued growth helped move the local higher education classes from the public school and into the former Twin Lakes Baptist Church on East Ninth Street. When that move was accomplished in 1984, the Mountain Home center became a satellite campus of NACC.

In 1985, with monies provided by Baxter County and the City of Mountain Home, and the remainder being raised by a group of community leaders, the buildings belonging to the former First Baptist Church of Mountain Home were purchased. The Vocational-Technical Education Division of the State Department of Education purchased the building known as McClure Chapel and an adjoining piece of property. The Baxter County Vocational-Technical and Adult Basic Education Center began operation in 1985 under the umbrella of the former Twin Lakes Vocational-Technical School at Harrison.

In 1991, Act 1244 of the Arkansas General Assembly created technical colleges from 13 vocational-technical schools in the state, as well as from the Baxter County Vocational-Technical Center and the North Arkansas Community/Technical College Center in Mountain Home. The legislation also moved vocational-technical schools from under the supervision of the State Department of Education and made them answerable to the State Department of Higher Education. For the other schools, the transition from post-secondary technical schools to technical colleges involved adding academic offerings. The opposite was true in Mountain Home. A technical division needed to be added to the existing college transfer academic program.

Before the state legislature would approve Mountain Home for technical college status, the community had to make a local financial commitment and demonstrate support for a college. As a result of a public hearing in June of 1991, it was decided to request technical college status and to ask North Arkansas Community/Technical College to provide accredited courses until the local college received accreditation status. Mountain Home Technical College was established on July 1, 1991.

In May of 1992, the Mountain Home Technical College advisory committee unanimously agreed to seek affiliation with Arkansas State University to form a branch campus similar to the one at Beebe. On July 1, 1993, Mountain Home Technical College officially became Arkansas State University-Mountain Home Technical College. On October 19, 1993, a special election was held to establish a technical college taxing district in Baxter County and to levy a 2 mill property tax. The public support for this obligation was overwhelming, and the measure passed. Due to the commitment of the residents of Baxter County and the cooperation of the Department of Higher Education and Arkansas State University-Jonesboro, ASUMH was established on July 1, 1995.

In 1996, the university selected a mascot that would depict its growth – the ASUMH TrailBlazers. The mascot was supported by Chancellor Ed Coulter who said the university was “blazing a trail into the 21st century.”

In 1997, ASUMH purchased approximately 130 acres at 1600 South College Street for the construction of a new campus. An official groundbreaking ceremony was held April 8, 1998, and construction began that summer. The Campus Grand Opening/Dedication was held April 25, 2000.

ACCREDITATION OF PROGRAMS

ASUMH'S academic programs are accredited by the regional accrediting agency for all programs. Individual programs are accredited by specialized accrediting agencies for the respective programs.

The Higher Learning Commission and is a member
of the North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
1-312-263-0456
www.ncahigherlearningcommission.org

American Board of Funeral Service Education (ABFSE)
3432 Ashland Avenue, Suite U
St. Joseph, MO 64506
(816)233-3747
www.abfse.org

Committee on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835
www.coarc.com

National Alliance for Concurrent Enrollment Partnerships (NACEP)
126 Mallette Street
Chapel Hill, NC 27516
(919) 593-5205
www.nacep.org

ASUMH Memberships and Affiliations

Academy of Criminal Justice Science
American Association of Community Colleges
American Association of Women in Higher Education
American Sociological Association
Arkansas Academic Advising Network

Arkansas Association of College and University Business Officers
Arkansas Association of Collegiate Registrars and Admissions Officers
Arkansas Association of Two-Year Colleges
Arkansas Association of Women in Two-Year Colleges
Arkansas Association for Developmental Education
Arkansas College and University Personnel Association
Arkansas Institutional Research Organization
Arkansas State Board of Nursing
Community College Humanities Association
Council of North Central Two Year Colleges
Council for Resource Development
National Association of College and University Business Officials
National Council for Marketing and Public Relations
North Arkansas Two-Year College Consortium (NATYC)
Southern Association of College and University Business Officers
Southern Association of Collegiate Registrars and Admissions Officers



Admissions



ADMISSION POLICY

ASUMH has an open door academic admission policy. This policy is designed to enhance access to educational opportunities. Nevertheless, the prospective student is reminded that standards of quality are maintained and that students will be required to remove deficiencies before entering certain programs or courses.

If an applicant has been found guilty of a felony, has felony charges pending, or is required to register as a sex offender, ASUMH reserves the right to put the student's application on hold pending further review.

All students must see an advisor before registration. Students who misrepresent facts on the application for admission will be dropped from the university and their admission cancelled immediately.

Communications concerning admission should be addressed to the Office of Admissions, Arkansas State University-Mountain Home, 1600 S. College Street, Mountain Home, AR 72653, or call (870) 508-6104.

ADMISSION REQUIREMENTS

Beginning Freshmen

Prospective students must submit the following credentials before registering:

1. A formal application for admission. Online applications may be found at www.asumh.edu.
 2. American College Test (ACT) Student Profile Report or SAT or ASSET or COMPASS Test scores. (In accordance with state law, test scores are required for placement in math, English, and reading.) The COMPASS Test is offered at ASUMH by calling 870-508-6173.
 3. An official high school transcript that includes the date of graduation* or results of the General Education Development (GED) test and official transcripts from previous colleges or universities.
 4. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.
- * A tentative admission decision can be made on the basis of a seven-semester high school transcript.

High School Students

Concurrent Enrollment

Act 1097 of the General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of ASUMH to enroll concurrently for academic courses. Students must have successfully completed their sophomore year of high school and have a minimum GPA of 3.00 on a 4.00 scale.

Summer Enrollment

High school students who have completed their junior year, have a “B” average (3.00 on a 4.00 scale), and are recommended by their high school counselor, principal, or superintendent may enroll as full-time students at ASUMH during the summer session preceding their senior year of high school.

General Admission Requirements for High School Students

High school students must submit the following:

1. A formal application for admission.
2. American College Test (ACT), SAT, ASSET, or COMPASS Test scores. (In accordance with state law, test scores are required for placement in math, English, and reading.)
3. An official high school transcript.
4. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.
5. ASUMH Letter of Recommendation form completed by a designated high school official.

High school students may not enroll for more than 7 hours per semester without prior approval of the registrar.

To be eligible to enroll in college level classes, a student must achieve the following minimum test scores:

ACT			ASSET			COMPASS	
English	19	or	English	45	or	English	75
Reading	19	or	Reading	43	or	Reading	82
Math	19	or	Algebra	43	or	Math	66

OR

The student may ask for an individual evaluation based on other performance criteria. The student may be selected through a process determined to be appropriate by his/her high school principal or counselor and based on performance criteria that justify waiver of the standardized test scores and the GPA criteria outlined above. High school students applying for admission under these provisions must provide a statement from the principal or counselor outlining the selection process and performance criteria deemed sufficient to justify waiving the test score and GPA requirement. ASUMH reserves the right to review these criteria and to deny admission.

Home-Schooled Students

Home-schooled students must meet the same requirements as those listed for beginning freshmen with one exception. The home-schooled student may submit a transcript which indicates the equivalent of a completed high school transcript or a GED.

International Students

ASUMH endorses the “NAFSA Principles for International Educational Exchange” developed and published by the National Association for Foreign Student Affairs. Foreign students are required to complete the TOEFL examination with a minimum score of 500 prior to acceptance.

A citizen of a nation other than the United States of America wishing to apply for admission to ASUMH should write to

Admissions Office/International Studies Coordinator
Arkansas State University-Mountain Home
1600 S. College
Mountain Home, AR 72653

The following information is needed to process applications for admission for international students:

1. A completed application for admission.

2. Official secondary school transcript/examination results. **ONLY ORIGINAL DOCUMENTS OR COPIES CERTIFIED BY A SCHOOL OR CONSULAR OFFICIAL WILL BE ACCEPTED.**
3. Official transcripts of all education beyond the secondary school. **DOCUMENTS MUST BE IN **ENGLISH** AND SHOW ALL COURSES TAKEN AND GRADES RECEIVED. ONLY ORIGINAL DOCUMENTS OR COPIES CERTIFIED BY A SCHOOL OR CONSULAR OFFICIAL WILL BE ACCEPTED.**

If students are transferring from a college or university outside the United States to ASUMH, they must send their transcript to either Educational Credential Evaluators, Inc. (ECE) or to World Education Services (WES). ECE or WES will evaluate their transcript and notify ASUMH of the courses that are equivalent to courses at ASUMH. Both companies charge for this service.

4. Proof of English proficiency (TOEFL). Applicants must submit a score of 500 (paper based) or 173 (computer based exam). Official score report must be mailed directly from ETS to ASUMH. (ASUMH TOEFL code number is 6057.)
5. Financial statement form, completed and dated no more than 6 months prior to the date of enrollment. Sponsors must attach an official bank statement which verifies that \$14,664 is on deposit in an American bank.
6. Official score report from ACT or SAT examinations. (Not required if the student has more than 24 acceptable semester credit hours.)
7. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.
8. Record of current tuberculin skin test (TST). A chest x-ray may be required if tuberculin reading is positive.
9. Proof of health insurance with repatriation requirement on the policy.

The completed application and ALL supporting documentation must be received in the admissions office at least 3 months prior to the desired enrollment date. The applicant will be informed by mail of admission status.

Temporary Students

A student enrolled at another college or university may enroll as a temporary student and have a record of his/her credits forwarded to that institution. Generally, such enrollment will apply only to summer terms. No transcript is required **unless the student is enrolling in a math or English course**; however, an application for admission and certification of immunization must be filed, along with a letter of good standing from the institution to which the credit should be sent.

If the student wishes to continue for a subsequent semester at ASUMH, he/she must follow the application procedure for transfer students.

Transfer Students

Students who have completed fewer than 24 semester hours at a regionally accredited college or university will be admitted on the same basis as entering freshmen. Transfer students with a cumulative GPA below 2.00 may be admitted conditionally with academic warning. No student on academic suspension from any school, college, or institution of higher learning may enroll until one regular semester has passed and ASUMH's registrar approves the admission.

Students who have completed 24 or more semester hours at a regionally accredited college or university must have a cumulative grade point average of 2.00 and must submit the following:

1. A formal application for admission.
2. Official transcripts from all colleges attended.
3. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.

Note: If the 24 transferring hours do not include English composition and an algebra course, transfer students must also submit ACT, SAT, ASSET or COMPASS scores for placement.

Transfer students who do not provide evidence of compliance with state-mandated remediation requirements will receive conditional admission based on ACT/SAT/ASSET/COMPASS scores and/or transcript evaluation(s). (See the description of conditional admission under Admission Categories)

PROGRAM ADMISSION REQUIREMENTS

Emergency Medical Technician Students

All applicants are subject to ASUMH requirements for admission and the following program requirements:

1. Must be age 18 by certification testing date.
2. Must have a current Healthcare Provider CPR card, current within the last 6 months prior to the beginning of the course. CPR course will be offered after beginning of class at an additional expense to the student.
3. Must have a physical exam on file. Forms will be handed out the first class and must be returned within 2 weeks.
4. Must sign a criminal record waiver. Student will have a criminal background check at additional charge. Forms will be discussed at the first class.
5. Must sign all other waivers and handbook.
6. Must maintain malpractice insurance.

Paramedic Technology Students

All applicants are subject to ASUMH requirements for admission and the following program requirements:

Degree & Certificate Admission Requirements

1. Completion of the EMT-B course or be EMT-B certified.
2. Possession of a current HCP CPR card that is current within 6 months of beginning the program.
3. Physical examination, waivers of liability, personal references, etc. will be needed after enrollment.
4. Must have immunization records on file.
5. Must have met admission requirements of ASUMH.
6. Pre-requisite or co-requisite: Completion of HSA 2013 Medical Terminology with a grade of "C" or better.
7. Must complete EMT 1007 Emergency Medical Technician.

Phlebotomy Students

Phlebotomy students must meet the standards and requirements for admission to ASUMH. Applicants are considered for the Phlebotomy program after completing and submitting the following information to the Office of the Registrar/Admissions:

1. A formal application for admission to ASUMH, including the

submission of all required admission credentials.
(See Admission Requirements)

2. Application for the Phlebotomy program.

Application to the Phlebotomy program does not guarantee admission. Admission to the program is competitive and based on a number of selection criteria.

After being admitted to the Phlebotomy program, the student will present the following to the class instructor by the deadline stated in the acceptance letter.

1. Updated Tetanus Booster
2. Proof of a negative PPD tuberculin skin test or a negative chest x-ray if skin is positive. All protected health information will be kept confidential according to HIPPA regulations.

Before entering the clinical areas, the student will provide the following:

1. Hepatitis series – Students will be asked to start the Hepatitis series at their own cost.
2. If the student cannot take the series or is unable to, due to health reasons, he/she must sign a waiver form. Students with a documented disability must notify the clinical instructor of any special accommodations required to complete the program.

*All additional immunizations and medical test requirements
are the financial responsibility of the student.*

Practical Nursing Students

Practical nursing students must meet the standards and requirements for admission to ASUMH. Deadline for application to the fall class is April 30. Applicants are considered for the Practical Nursing program after completing and submitting the following information to the Office of the Registrar/Admissions:

1. A formal application for admission to ASUMH, including the submission of all required admission credentials. (See Admission Requirements)
2. Application for the Practical Nursing program, which includes an autobiography and employment history.

3. Two references/letters of recommendation. References may be personal, professional (teachers, guidance counselors, health professionals), or employers.

After being accepted by the selection committee, the student will receive an information packet containing Health Questionnaire and Physical Examination Form. Within 1 month of notification of acceptance into the program, the student must submit:

1. A Physical Examination Form completed by a physician or nurse practitioner.
2. Proof of a negative PPD tuberculin skin test or a negative chest x-ray if skin test is positive.
3. Proof of tetanus/diphtheria immunization.
4. Documentation of completion or initiation of the hepatitis series. Students must complete the hepatitis series before entering the clinical area in the first semester. (If the student cannot take the series or is unable to, due to
5. health reasons, the student must sign a waiver.)

Respiratory Care Students

Respiratory Care students must meet the standards and requirements for admission to ASUMH. Deadline for applications to the fall class is April 30. Applicants are considered for the Respiratory Care program after completing and submitting the following information to the Office of the Registrar/Admissions:

1. A formal application for admission to ASUMH, including the submission of all required admission credentials. (See Admission Requirements)
2. Application for the Respiratory Care program, which requires proof of a negative PPD tuberculin skin test or a negative chest x-ray if skin is positive, current BLS and Hepatitis B immunization.

ADMISSION CATEGORIES

ASUMH grants admission in the following categories:

Unconditional Admission

Applicants who will be considered for unconditional admission are:

- A. Graduates from accredited high schools, or
- B. Applicants who present passing scores on the General Education Development (GED) tests, or submit a completed home-school transcript.
- C. Students not required to complete CPT classes.
- D. Students transferring from an institution of higher learning who have a cumulative grade point average of 2.00 or better, have met all state-mandated remediation requirements, and have not been suspended from the last institution attended. (See Transfer Student Admissions)

Conditional Admission

Students not meeting the requirements for unconditional admission may be granted conditional admission by the registrar. Conditions of admission will be specified by and must be met to the satisfaction of the registrar. Students admitted in this category are:

- A. High school graduates or applicants who pass the General Education Development (GED) test but have not met the mandated minimum area test scores (ACT, SAT, ASSET, or COMPASS) for college-level classes. (See Unconditional Admission B.)
- B. Transfer students who do not have the 2.00 GPA and/or have not met state-mandated remediation requirements 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.

All students admitted under conditional admission must enroll in required college preparatory courses during their first 15 hours at ASUMH. During subsequent enrollment terms, students who were granted conditional admission will be subject to the college's academic probation and suspension policy.

Students required to take 2 or more college preparatory courses must also take ORT 1003 Student Success.

Non-Degree

Individuals who wish to pursue courses of special interest without submitting academic credentials may register for a maximum of 6 hours per semester and may accumulate up to 12 semester hours of undergraduate, non-degree credit. **Thereafter, non-degree students must comply with college admission requirements or obtain a written waiver from the Office of the Registrar.**

In addition, non-degree students are required to meet all course pre-requisites. If the non-degree student plans to register for courses in English or math, he/she must have ACT, SAT, ASSET or COMPASS scores on file before registering.

Courses taken through this program are not applicable toward a degree unless the student provides appropriate admission documents, changes status to degree seeking, and gains approval by the registrar.

Tuition and Fees



TUITION

Tuition	Per Semester
In-state per credit hour	80.00
Out-of-state/ International per credit hour	135.00

NOTE: Students enrolled in fewer than 12 credit hours during a regular semester (or fewer than 6 credit hours during a summer session) are classified as part-time students.

MISCELLANEOUS FEES

Laboratory Fee	25.00
Penalty for Returned Checks	23.00
Infrastructure Fee per credit hour	17.00
Online Fee per credit hour (Applies to both Internet and Internet assisted courses)	25.00
Placement Exam (COMPASS)	20.00
Practical Nursing NCLEX Practice Exam	45.00
Certified Nursing Assistant Malpractice Insurance	16.00
Certified Nursing Assistant Medication Assistant Malpractice Insurance	16.00
Practical Nursing Malpractice Insurance	16.00
Phlebotomy Malpractice Insurance	16.00
Paramedic/EMT Malpractice Insurance	16.00
Paramedic Fee (enrollment in PAR 1112)	80.00
Respiratory Care Malpractice Insurance	16.00
Welding Fee per course	150.00
Funeral Science Fee (enrollment in FUS 2181)	100.00

The university reserves the right to change fees and related policies or to add new ones at any time if such action is deemed necessary.

Consult with the ASU-Jonesboro Programs office regarding tuition rates for junior, senior, and graduate courses through ASU-Jonesboro.

PAYMENT OF TUITION AND FEES

Tuition and fees are payable in full at the time of registration. Students may use credit cards for payment of tuition and books. Those who have financial aid approved prior to registration may charge tuition, fees, and books to their account.

Prior to the beginning of a semester, pre-registered students' accounts are verified to determine if students will be self paying or have been approved for financial aid. Students not approved for financial aid or having not made payment prior to the first day of class will be dropped. These students are given the opportunity to re-enroll during late registration contingent on available classroom seating. The payment verification process is repeated on the last day to add classes during late registration.

Payment Options

Students may make payment through approved financial aid, Discover, MasterCard, Visa, check or cash. Students may pay online through Authorize.net.

For self-paying students unable to pay in full at the beginning of the semester, written agreements are available allowing them to pay 50 percent down, with 25 percent due in 30 days and the balance due at 60 days. This arrangement does not include books. Those students who fail to abide these terms will not be eligible for future contracts.

Students who fail to pay their accounts in full will not be permitted to register the following semester nor will their records be sent to any other school or institution.

Collection Procedures

Balance due notices are sent annually in late October and late March to students who have outstanding balances requiring immediate payment. Students who have balances more than 30 days old as of December 1 will be notified that their balance due is being sent to the State of Arkansas tax set-off program for attachment to any state income tax refund.

Insufficient Funds

Students who have items returned from financial institutions as insufficient funds will be contacted by phone and then by letter advising that a cash payment is to be made within 10 days. A \$23.00 fee is assessed to all NSF

checks. Payments not made within that time frame are sent to the Prosecuting Attorney's Office for collection.

RESIDENCY REQUIREMENTS FOR FEE PAYMENT

Students should contact the Office of the Registrar concerning residency requirements for fee purposes. A student who knowingly gives false information in an attempt to evade out-of-state fee payment may be dismissed from the university.

For fee purposes, a legal resident of Arkansas is one who has lived in Arkansas for the 6 consecutive months prior to the beginning of the term or semester for which the fees are to be paid. Residency may be proven by an Arkansas drivers license or by official documentation of realty purchase, lease or rental agreements.

In-state tuition will be granted for residents of Douglas County, Missouri and all counties contiguous to the state of Arkansas.

Children of Arkansas State University graduates who live out of state are eligible for in-state tuition.

REFUND POLICY

No refund of fees and/or tuition is made unless a claim is made through the cashier at the time of withdrawal. Refunds apply to tuition and fees only.

Students who are enrolled in courses that are cancelled will receive refunds of 100% of the tuition and fees paid for the cancelled courses.

Members of the military who are called to active duty may request a full refund at any time during the semester. Also, if members of the military are transferred out of the area for a prolonged period, they may, when such transfer interferes with class attendance, request a full refund at any time during the semester. A copy of orders will be required.

If a refund is due any student receiving financial aid under any Title IV Student Financial Aid program, other than College Work-Study, a portion of the refund shall be returned to the Title IV program.

ASUMH does not refund for books or supplies.

Students who withdraw from a course or from the university are eligible for refunds according to the following schedule:

Credit Courses

<u>Regular Term</u>		<u>7-Week or Summer Term</u>	
First week	100%	First day	100%
Second week	80%	2 nd – 3 rd day	80%
Third week	60%	4 th – 6 th day	60%
After third week	0%	After 6 th day	0%
<u>3-Week Term</u>		<u>Non-Credit Courses</u>	
First Day	100%	Before first class meeting	100%
2 nd Day	80%	After first class meeting	0%
3 rd Day	60%		
After 3 rd Day	0%		

TUITION WAIVER POLICIES

Children of Police Officers/Fire Fighters

Children of police officers and fire fighters who are killed or permanently disabled in the line of duty in Arkansas are eligible for waiver of tuition and fees. Benefits are limited to a maximum of 8 semesters (4 at ASUMH) or until the attainment of age 25, whichever occurs first. Students should contact the Arkansas Department of Higher Education for further information. Funds are limited and are awarded on a first-come, first-served basis.

Golden Agers

Students who are 60 years of age or older at the time of registration do not pay tuition. This waiver is limited to regular semester credit courses, excluding business, industry, and community service classes, and applies only if the class has sufficient enrollment and space is available. All applicable fees are payable and are subject to the refund policy.

Arkansas National Guard Education Benefits

Arkansas National Guard educational benefits are authorized under House Concurrent Resolution 1003, 85th General Assembly of the State of Arkansas, encouraging the state's institutions of higher education to waive 25 percent of the Arkansas National Guard member's undergraduate tuition. Eligibility for

these benefits is determined by the Army National Guard. ASUMH will honor Resolution 1003 and allow a 25 percent waiver of tuition for qualifying Arkansas National Guard students.

Financial Aid



FINANCIAL AID

Financial aid may be in the form of loans, grants, scholarships, employment opportunities or a combination of any of these.

The criteria listed below are used to determine student eligibility for federal financial aid programs at ASUMH. Students must meet the following requirements:

1. Financial need as determined by the Free Application for Federal Student Aid (FAFSA) Need Analysis.
2. Admission as a regular student.
3. Enrollment in an approved degree or certificate program.
4. Evidence of satisfactory academic progress according to the ASUMH Satisfactory Academic Progress Policy.

A student is ineligible to receive financial assistance if the individual owes a refund to any of the federal student aid programs, is in default on a student loan, or does not meet the requirements under ASUMH's Satisfactory Academic Progress Policy.

HOW TO APPLY FOR FEDERAL STUDENT AID

The FAFSA Need Analysis is the application for the Federal Pell Grant, Supplemental Educational Opportunity Grant, the Federal Loan Program which includes both the Subsidized and Unsubsidized Student Loan, and the Federal Work-Study Program.

The FAFSA application may be completed via the Web at www.fafsa.gov. Students needing assistance with this application process should contact the Office of Financial Aid.

GRANTS AND LOANS

Federal Pell Grant

The federal student Pell Grant program is designed to assist eligible students in their postsecondary education. This grant helps defray the costs of education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula that is applied consistently to all applications through the FAFSA need

analysis. The formula has been developed by the U. S. Department of Education and is reviewed by Congress on an annual basis.

Federal Student Loans

Eligibility for federal student loans (both subsidized and unsubsidized) is determined through the FAFSA application. These are low interest loans available directly from the federal government to help with educational expenses. Loan amounts vary by need and student classification—such as freshman, sophomore, junior, or senior.

Applicants not eligible for the Federal Subsidized Student Loan may be eligible for the Federal Unsubsidized Student Loan. Repayment on either student loan would begin 6 months after the student ceases to be at least a half-time student.

Loans are included in the student's financial aid award. Loan application processing takes place once the student signs his/her award letter and agrees to accept the loan.

Federal Work-Study Program

The Federal Work-Study Program provides on-campus jobs for undergraduate students who have financial need as determined by the FAFSA application. This program allows the student to earn money to help pay for educational expenses while working around his/her class schedule.

ADDITIONAL REQUIREMENTS

ASUMH students will be required to sign and return an award letter accepting/denying the financial aid funds that have been offered on the award notice.

In addition, recipients of federal financial aid funds must sign a "Financial Aid and Title IV Authorization Form" before federal monies can be released to students' accounts.

All male students must answer the Selective Service questions and, in some instances, the student may be required to sign a statement relating to Selective Service registration and provide proof of such registration.

ARKANSAS STATE UNIVERSITY-MOUNTAIN HOME STUDENT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

All students enrolled at ASUMH who receive federal financial aid through the Title IV Assistance Programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [FSEOG], Federal Work-Study, Federal Perkins Loan Program, or any student loans under the Direct Student Loan Program, all Arkansas Department of Higher Education grants or scholarships or possible other institutional scholarships) must meet the following satisfactory academic progress (SAP) requirements. A student's academic progress will be evaluated at the conclusion of the spring semester of each school year and during the application process. Transfer work will be evaluated in the same manner as credit hours received at ASUMH.

- Student must be admitted and enrolled in an approved degree or certificate granting program. Students enrolled in a two-year associate program will be allowed the equivalent of 6 full-time semesters to complete the degree. Students enrolled in a one-year certificate program will be allowed the equivalent of 3 full-time semesters to complete the certificate. Summer enrollment will be evaluated as 1 semester. Less than full-time enrollment will be evaluated proportionately.
- As a minimum, students must successfully complete two-thirds of their intended course work each semester. The completion of developmental courses is considered in the two-thirds attempted/completed rule.
- Withdrawal from the university or receiving a 0.00 GPA for a semester is unsatisfactory progress.
- All students must maintain a minimum GPA of 2.0, both cumulatively and by term, unless the degree being sought requires a greater GPA. Students repeating courses should have their academic transcript recalculated and provide the Financial Aid Office a copy of changes made.
- Students with an "I" at the end of the semester will not be eligible to receive further financial aid until the "I" has been changed to a letter grade and only then if students continue to meet the standards.
- Students pursuing a second undergraduate degree or certification will be required to submit an appeal to the Financial Aid Satisfactory Progress Committee requesting consideration for financial aid. Students will also

have to provide a degree plan completed and signed by their academic advisor listing the courses required to complete the degree. The plan must also list a projected graduation date. Students must also provide a letter of explanation listing their intentions and goals for the future.

- If a student has been notified that he/she is not making satisfactory academic progress and then successfully completes the required course work (minimum of 12 credit hours) at his/her expense, it is the student's responsibility to notify the Financial Aid Office when he/she is in compliance with SAP policy.
- Students may appeal to have eligibility restored if there are extenuating circumstances related to their academic progress. An example would be a prolonged illness or an accident requiring a doctor's care and prolonged absence from class. These appeals will be reviewed by the Financial Aid Satisfactory Progress Committee. All appeals must be in writing and must be accompanied by appropriate documentation concerning the extenuating circumstance before the appeal will be reviewed. All appeals must be reviewed and cleared prior to the awarding of any federal financial aid. Students will be notified in writing of the decision of the Financial Aid Satisfactory Progress Committee. Only one appeal will be reviewed per student per semester.

ASUMH SCHOLARSHIPS

Academic Distinction Scholarship

The Academic Distinction Scholarship is administered through the Financial Aid Office, located on the 3rd floor of Roller Hall. The scholarship is awarded to students who are a U.S. citizen, Arkansas resident, and who graduated from an Arkansas accredited high school, or who are qualified home-school students or to qualified GED recipients. Enrollment at ASUMH must occur during the fall or spring semester following high school graduation or completion of a GED test. Students must enter as new freshmen, not transfer students. Concurrent college enrollment during high school does not count as transfer work. Any classes taken during the summer following graduation will not be counted as transfer work.

Students may qualify for the scholarship in one of the following ways:

- Achieve an ACT composite score of 24 or higher and have a cumulative 3.00 GPA (based on a 4.00 scale).
- Achieve a score of 1110-1170 on the SAT and have a cumulative 3.00 GPA (based on a 4.00 scale).

- Rank in the top 10 percent of the graduating class (where the graduating class is 20 or more) and have a cumulative 3.00 GPA (based on a 4.00 scale) at the end of seven semesters.
- GED score of 610 or higher.

NOTE: Awards made on rank and GPA are tentative. The rank and the GPA must be maintained through the eighth semester in order to retain the award.

- Priority is given to those students who apply by June 15.

The Academic Distinction/Honor Scholarship pays only the tuition costs for full-time enrollment (12 hours or more excluding correspondence and/or College Preparatory classes) and for only those classes taken on the ASUMH campus (which includes ASUMH online classes.) The following courses will not be counted toward full-time enrollment: College Reading, College Writing, Basic Math, or Beginning Algebra.

This scholarship is awarded for the duration of 4 consecutive semesters provided the student maintains all scholarship requirements. All incidental fees above tuition are the responsibility of the student.

For additional information concerning this scholarship or to obtain an application form, contact the Financial Aid Office.

ADDITIONAL ASSISTANCE PROGRAMS

Arkansas Academic Challenge Scholarship

The Academic Challenge program provides educational assistance to Arkansas residents in pursuit of a higher education. Additional funding made possible by the Arkansas Scholarship Lottery has allowed the expansion of the Arkansas Academic Challenge Scholarship to provide higher education opportunities to previously underserved Arkansans (both traditional and non-traditional students.) The goal of the scholarship is to provide significant financial aid to those who qualify.

Eligibility requirements for the Academic Challenge Scholarship are based on three student categories: Traditional (incoming freshman), current achievers, and non-traditional students.

Eligibility requirements for all scholarships offered by the Arkansas Department of Education are available at www.adhe.edu. To apply for any of these scholarships, students should go to the "YOUiversal" Scholarship

Application form also located on the ADHE Website and submit their application online.

Arkansas Career Pathways

The Arkansas Career Pathways Initiative enables two-year colleges to offer those who qualify career training and college classes. In addition, Pathways can assist students in obtaining a GED, and funds may also be available for tuition and textbooks, childcare, and transportation. Students should contact ASUMH's Career Pathways office for application information.

General Scholarships

The Financial Aid Office has developed a single scholarship application form encompassing approximately 14 separate scholarships from private endowed funds but disbursed through ASUMH. While the requirements for these scholarships are generally similar, the award amounts may vary.

The deadline for applying for scholarships through ASUMH's General Scholarship Application is April 1. Both incoming and current students are eligible to apply. The application may be found on the Financial Aid page of the ASUMH Website under "Scholarships" or may be picked up in the Financial Aid Office located in Roller Hall.

In addition, the Financial Aid Office maintains a list on its Web page of other scholarship Websites. Some of these have paper applications available at the Financial Aid Office or the student in most instances may apply online at the scholarship Website. This list of Websites is updated frequently as new notifications are received.

Students should check their student email accounts frequently. The Financial Aid Office posts any pertinent information relating to financial aid and scholarships, deadlines or other information as a blanket student email so that notification is promptly available.

HEOG Grant

The Higher Education Opportunity Grant Provides \$1,000 grants for full-time and \$500 grants to part-time students based on financial need. Students must be an Arkansas resident for at least 12 months prior to applying for this grant.

Students must also meet the financial need criteria established for the GO grant. Visit the Arkansas Department of Higher Education Website (www.adhe.edu) for eligibility requirements and application.

Rehabilitation Service

Students with certain disabilities could be eligible to receive assistance with tuition, fees, books, and supplies. Students should contact their local Rehabilitation Services Office for eligibility guidelines and application information.

Trade Adjustment Assistance (TAA)

This program is designed to provide training for unemployed persons if qualified. Students should contact their local Department of Workforce Services (formerly Arkansas Employment Security Department) for detailed information.

Workforce Investment ACT (WIA)

The program is designed to provide training for unemployed persons if qualified. Students should contact the WIA office at their local Arkansas Workforce Center for application information.

Veteran's Educational Benefits

ASUMH is an approved institution for assistance to veterans and veterans' beneficiaries, i.e., veterans, their dependents, and others entitled to educational assistance. For more information regarding veteran's educational benefits, students may contact the ASUMH veteran's representative located in the Financial Aid Office.

Auxiliary Educational Services



ASU-JONESBORO PROGRAMS AT ASU-MOUNTAIN HOME

Students may complete undergraduate and graduate level programs through the Arkansas State University-Jonesboro Programs at ASUMH. The program is designed so that ASUMH provides the freshman and sophomore courses.

ASU-Jonesboro then provides junior, senior, and graduate courses leading to specific bachelors' and masters' degrees. All classes are held on the Mountain Home campus. When the course work is complete, the degree is awarded by ASU-Jonesboro.

Information about any of these degrees offered by ASU-Jonesboro through the ASUMH Degree Center may be obtained by calling (870) 508-6170.

DEGREES AVAILABLE THROUGH ASUJ at ASUMH

AAS	Nursing (LPN/RN Transition)
AAS	Nursing
BA	Criminology
BS	Accounting
BS	Business Management
BSE	Early Childhood Education (Preschool – Grade 4) Middle-Level Education (Grades 4 – 8)
MBA	Business
MSE	Curriculum and Instruction Educational Leadership Elementary Education
EdS	Educational Leadership

NURSING PROGRAMS THROUGH ASU-JONESBORO

In addition to the previously listed programs, ASU-Jonesboro offers the Bachelor of Science in Nursing (RN-to-BSN Option). For information regarding this program, contact the ASU-Jonesboro nursing faculty at (870) 508-6113.

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES (UAMS) PROGRAM AT ASU-MOUNTAIN HOME

Students may complete an undergraduate level program at ASUMH through collaboration with UAMS. The program is designed so that ASUMH provides the general education core leading to the ASUMH Associate of Arts degree. UAMS then provides dental hygiene courses at Mountain Home that allows the student to complete the Bachelor of Science in Dental Hygiene. When the course work is complete, the degree is awarded by UAMS.

Catalogs, admission applications, and other information may be obtained by calling the ASUMH health science coordinator at (870) 508- 6266 or ASUMH Office of Admissions at (870) 508-6104.

DEGREE AVAILABLE THROUGH UAMS at ASUMH

BS Bachelor of Science in Dental Hygiene

ACADEMIC RESOUCCE CENTER (ARC)

Funded through a Title III Strengthening Institutions Grant Program, the Academic Resource Center houses a number of technology-based functions supporting both classroom and online instruction. The Center houses three critical support services--Career planning and advising, a tutoring program, and online teaching training for faculty.

ADULT EDUCATION CENTER

The ASUMH Adult Education Center (formerly Mountain Home Adult Education Program) offers classes for persons over the age of 18. Persons who are interested in earning a GED or Employability Certificate, improving basic math and reading skills, learning English as a second language, learning basic computer literacy or basic keyboarding, and developing resume writing skills should contact the Adult Education Center for class schedules. Classes are

open entry and exit, and there is no charge. For additional information, call (870) 425-7974.

CENTER FOR WORKFORCE AND CONTINUING EDUCATION

The Center provides a variety of non-credit classes, workshops, and seminars that are designed to help individuals learn new skills, build on existing knowledge, or explore the joys of lifelong learning.

To meet expanding and changing needs of business and industry, the Center coordinates customized instruction delivered on site or on campus to improve employee productivity or boost technical skills. Some companies may qualify for grants that substantially reduce the cost of this type of training.

To enhance and support the joy of lifelong learning, the Center offers a variety of short-term, non-credit personal enrichment classes and workshops. There are no tests or grades, and most courses have no prerequisites.

Through partnerships with leading online training companies, the Center provides a wide range of Internet-delivered courses that are affordable, fun and convenient. Some courses may provide Continuing Education Units (CEUs) for professional development.

Academic Policies and Regulations



TESTING AND PLACEMENT

FRESHMAN ASSESSMENT AND PLACEMENT

The Freshman Assessment and Placement Program prescribes statewide minimum standards for determining whether entering freshmen should be placed in college-level math and composition courses or in college preparatory courses in math, composition, and reading. ASUMH students whose scores indicate placement in college preparatory classes **must** enroll in those courses during their first 15 hours of course work. Students in all associate degree and technical certificate programs are required to take and complete all required college preparatory classes. Contact the Schliemann Learning Center at (870) 508-6173 to schedule an appointment for admissions testing. For summer test times, call Student Services at 508-6136.

Mathematics

Students who score below 19 on the mathematics section of the Enhanced ACT (American College Testing Program's ACT Assessment Test) or below 460 on the quantitative portion of the re-centered SAT (College Board's Scholastic Aptitude Test) or below 43 on the ASSET (American College Testing Program's Assessment of Skills for Successful Entry and Transfer) Intermediate Algebra test, or below 66 on the COMPASS Test must successfully complete the college preparatory mathematics course or courses as stated below. Students must earn passing grades ("C" or better) in these courses before advancing to College Algebra.

ACT Math

19 or above	MATH 1023	College Algebra
17-18	MATH 1003	Intermediate Algebra
14-16	MATH 0003	Beginning Algebra
0-13	CPT 0053	Basic Math

ASSET Intermediate Algebra Test

43 or above	MATH 1023	College Algebra
37-42	MATH 1003	Intermediate Algebra
0 – 36	MATH 0003	Beginning Algebra

ASSET Numerical Test

37 or above	MATH 0003	Beginning Algebra
0 -36	CPT 0053	Basic Math

COMPASS PRE-ALGEBRA TEST

31 or above	MATH 0003	Beginning Algebra
0 -30	CPT 0053	Basic Math

COMPASS ALGEBRA TEST

66 or above	MATH 1023	College Algebra
46-65	MATH 1003	Intermediate Algebra
0-45	MATH 0003	Beginning Algebra

The following changes in Mathematics placement scores will be implemented for the 2012-13 academic year. Placement scores that are older than 6 years will no longer be accepted.

ACT Math

21 or above	Math 1023	College Algebra
19 – 20	Math 1003	Intermediate Algebra
14 – 18	Math 0003	Beginning Algebra
0 – 13	CPT 0053	Basic Math

ASSET Intermediate Algebra Test

48 or above	Math 1023	College Algebra
39 - 47	Math 1003	Intermediate Algebra
0 - 38	Math 0003	Beginning Algebra

ASSET Numerical Test

40 or above	Math 0003	Beginning Algebra
0 – 39	CPT 0053	Basic Math

COMPASS Pre-Algebra Test

34 or above	Math 0003	Beginning Algebra
0 - 33	CPT 0053	Basic Math

COMPASS Algebra Test

59 or above	Math 1023	College Algebra
49 – 58	Math 1003	Intermediate Algebra
0 -48	Math 0003	Beginning Algebra

English Composition

Students scoring below 19 on the English section of the Enhanced ACT or below 470 on the Verbal section of the SAT or below 45 on the ASSET Language Usage test or below 75 on the COMPASS Writing Skills test must successfully complete the college preparatory course in composition as stated below:

ACT English

19 or above	ENG 1003	Composition I
0-18	CPT 0103	College Writing

ASSET English

45 or above	ENG 1003	Composition I
0-44	CPT 0103	College Writing

COMPASS English

75 or above	ENG 1003	Composition I
0-74	CPT 0103	College Writing

Reading

Students who score below 19 on the Reading section of the Enhanced ACT, below 470 on the Verbal section of the SAT, below 431 on the ASSET Reading Skills test or below 82 on the COMPASS Reading Skills test must enroll in the following college preparatory course:

ACT Reading

19 or above		Exempt
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0-18	CPT 0123	College Reading
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ASSET Reading

43 or above		Exempt
23-42	CPT 0123	College Reading

COMPASS Reading Skills

82 or above		Exempt
1-81	CPT 0123	College Reading

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

ASUMH awards up to 15 semester hours of college credits through the College Level Examination Program (CLEP). The university honors but does not administer CLEP exams. To obtain specific information concerning the accepting and crediting of CLEP test results, students should contact the Office of the Registrar.

ADVANCED PLACEMENT PROGRAM

The university awards credit to students who participated in the College Board Advanced Placement Program at their high schools.

After being admitted, to obtain credit for Advanced Placement (AP) courses, students must ask the College Board to forward their test scores to ASUMH.

Students will be awarded course credit for the courses listed below if they earned the appropriate scores on their AP examinations. To obtain information about specific AP requirements, students should contact the Office of the Registrar.

Courses Eligible for Advanced Placement Credit

ASUMH Course	AP Test Score Required for Placement
BIOL 1004	3

ENG 1003	3
ENG 1013	4
HIST 1023	4
HIST 2763	3
MATH 1054	3
MATH 2204	4
PHYS 2054	4
PHYS 2064	4
SPN 2013	3

FINAL EXAMINATIONS

All final examinations must follow the final exam schedule. Final exam schedules are available in the semester class schedule, on the university Website, and from the Office of the Registrar.

REGISTRATION

Students are required to register during the scheduled registration periods. A student may not attend any class until his/her registration is complete. Those who enter courses after class work has begun are responsible for all work prior to their entrance. Registration is not officially completed until all registration forms and course enrollments are completed and applicable fees paid.

Students must validate their enrollment for their schedule of classes to be confirmed. Enrollment validation is the clearing of tuition and related fees with the Cashier's Office. Students who do not validate their enrollment will be notified that their schedules have been cancelled. Normally, a student will not be permitted to enter a class after the close of the 5th day of classes in a regular semester or after the close of the 2nd day of classes in a summer session.

All students must see an advisor before registration. Faculty advisors are assigned to a student according to the intended major indicated on his/her application for admission. Students who have not declared a major will receive advising from the registrar or someone designated by the registrar. Students may access their advisor's name by logging on to Campus Connect and

selecting the demographics button. Students who misrepresent facts on the application for admission will be dropped from the university and their admission canceled immediately.

PRE-REGISTRATION

Students currently enrolled are strongly encouraged to register for courses for the next semester during designated pre-registration periods. A pre-registration period is scheduled during the fall semester for enrolling in courses for the following spring semester. A pre-registration period is scheduled during the spring semester for enrolling in courses for the following summer and fall semesters. Pre-registration is designed to give currently enrolled students the first option for future course enrollment.

COURSE NUMBERING SYSTEM

Each course is designated by a number composed of 4 digits, and each course number carries the following information: The first digit indicates the course level (0 – no degree credit, 1 – freshman, 2 – sophomore), and the fourth digit indicates the number of semester hours of credit.

CREDIT FOR COURSES

A semester hour is the unit of credit defined as the amount of credit given for one clock-hour (50 minutes) in class per week for 15 weeks (or the equivalent). Therefore, a class meeting 3 hours per week carries 3 semester hours of credit.

Non-Traditional Credits (Maximum 30 Hours)

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

ACADEMIC LOAD

For tuition and financial aid purposes, 12 credit hours is considered a full load in a fall or spring semester. However, the regular course load for a student during a fall or spring semester is 15 credit hours. Six credit hours is considered a regular load for a summer session.

Generally, 18 hours is the maximum load that a student may carry during a fall or spring semester although certain technical programs may specify more. Any student outside these technical areas wishing to enroll in more than 18 credit hours must request permission from the registrar. Seven credit hours is the

maximum allowed during a summer semester without special permission from the registrar. Courses taken concurrently at other institutions, as well as independent study (correspondence) courses, will be considered in calculating maximum load.

COLLEGE PREPARATORY COURSE ENROLLMENT

Students placed in three or more college preparatory courses may not enroll for more than 12 semester hours. Those enrolled in two or more college preparatory classes **must** enroll in ORT 1003 Student Success during that semester. All college preparatory work must be completed in the student's first 15 hours at ASUMH.

COURSE PRE-REQUISITES

No student may enroll in a course before successfully completing the pre-requisites to that course. Pre-requisites to a course are noted following the description of the course.

TRANSFER CREDIT POLICY

Students who present transcripts of college-level credit from regionally accredited institutions will receive up to 60 hours credit toward a degree under the following conditions:

- Only courses with a grade of "C" or better will be accepted,
- Courses accepted for transfer must fulfill degree requirements at ASUMH,
- Students must complete a minimum of 15 credit hours at ASUMH to be awarded a degree from the university.

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

Students may not transfer more than 18 semester credit hours earned per regular semester or 7 semester credit hours earned per summer session without the registrar's approval. To have transfer hours officially assessed, students must be enrolled at ASUMH. Students must request transfer credit hours be

officially assessed by submitting a Transcript Evaluation Request to the Office of the Registrar.

Transfers to ASUMH

Currently enrolled students should not take courses at other institutions without first checking with their advisor regarding applicability of the courses for ASUMH credit. This will ensure that students do not take inappropriate courses, non-equivalent courses, out-of-sequence courses, courses on an inappropriate level, or a credit overload for the semester.

Transfers from ASUMH

Students who intend to transfer to another institution should contact the receiving institution to determine which courses will be accepted for credit in their programs. Students are advised to contact the receiving institution before registering at ASUMH.

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information regarding 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. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education Website and selecting Course Transfer (<http://adhe.edu>).

Roger Phillips Transfer Act of 2009

The Roger Phillips Transfer Act of 2009 requires Arkansas public four-year universities to accept all credits earned for a designated transfer degree upon transfer to a baccalaureate degree program. Designated transfer degrees include Associate of Arts, Associate of Arts in Teaching, and Associate of Science.

AUDITING COURSES

Students auditing a course pay the regular course fee. No credit is awarded for courses audited. The letters “AU” are 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. However, audited courses do not count for financial aid purposes. Credit students are allowed to enroll prior to audit students.

CHANGES IN SCHEDULE/DROPPING A COURSE

Students are strongly advised to meet with their instructors and discuss their options before dropping or withdrawing from a course. A student dropping a course must obtain a Withdrawal Form from the Office of the Registrar, obtain the signature of the financial aid officer, and promptly return the form to the Office of the Registrar.

Students must be officially withdrawn to avoid receiving an “F” in a course. **The schedule for the final date for dropping a course may be found on the academic calendar of this catalog.** Refunds will be made according to the Refund of Fees schedule that appears in this catalog.

If a student withdraws from a course, his/her grade will be recorded on the transcript as “W” (withdrawal).

CHANGES IN SCHEDULE/WITHDRAWING FROM THE UNIVERSITY

A student withdrawing from the university must obtain a Withdrawal Form from the Office of the Registrar, obtain the signature of the financial aid officer, and promptly return the form to the Office of the Registrar.

Students must be officially withdrawn to avoid receiving an “F” in a course. The schedule for the final date for withdrawing from a course may be found on the academic calendar of this catalog. Refunds will be made according to the Refund of Fees schedule that appears in this catalog.

If a student withdraws from a course, his/her grade will be recorded on the transcript as “W” (withdrawal).

Students Called Into Military Duty

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

1. Such student shall receive a complete refund of tuition and such general fees as assessed against all students at the institution.
 - (a) Proportionate refunds of room, board, and other fees which were paid to the institution shall be provided to the students, based on the date of withdrawal.

- (b) If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.
2. If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses.

When a student is required to cease attendance because of such military activation without completing and receiving a grade in one (1) or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

A student activated during the course of a semester shall be entitled, within a period of two (2) years following deactivation, to free tuition for one (1) semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

GRADING

GRADES AND GRADING SYSTEM

Students may access their grades through Campus Connect through the ASUMH Website (www.asumh.edu). A student may request an official transcript by contacting the Office of the Registrar at (870) 508-6104. ASUMH is on a four-point grading system. The grading system includes permanent letter grades and grade point values as follows:

A	Excellent	for outstanding achievement	4 grade points per credit hour
B	Good	for less than outstanding but demonstrably better performance than the normal competency required for satisfactory progress toward graduation	3 grade points per credit hour
C	Average	for performance that demon- strates normal competency required for satisfactory progress toward graduation	2 grade points per credit hour

D	Below Average	for performance that meets minimum course requirements but is below standards required for satisfactory progress toward graduation	1 grade point per credit hour
F	Failure	for performance that does not meet minimum course requirements and for which no degree credit is justified	0 grade point
P	Pass	for non-credit classes	0 grade point

In addition to the letter grades listed, the grading system utilizes the following symbols:

AU	Audit	for meeting requirements as established by the instructor	0 grade point
I*	Incomplete	for non-completion of no more than the last 25% of course requirements for reasons beyond the student's control	0 grade point
W	Withdrawn	for non-completion of course	0 grade point

*An incomplete grade not removed within one semester will be recorded as an "F."

College preparatory (CPT) courses are non-credit classes. Failing grades in CPT classes will be calculated into the semester Grade Point Average (GPA) but not the cumulative GPA.

GRADE-POINT AVERAGE COMPUTATION

Each letter grade awarded to a student is assigned a point value. A student may determine the grade points for each course by multiplying the number of points the grade is worth by the number of credit hours the course carries. Thus, an "A" letter grade (worth 4 points) in a 3-credit hour course is worth 12 points, and a "B" letter grade (worth 3 points) in the same course is worth 9 points. The GPA is determined by adding the total point values for all courses and dividing the total point values by the total number of credit hours attempted during the same period of time (see table below). Developmental courses are

not included in the computation of cumulative grade-point averages, but are calculated in the semester GPA.

grading computation schedule

Course		Credit Hours		Grade & Value		Grade Points
CIS	1203	Intro to Computers	3	x	B(3)	= 9
CIS	1206	CISCO Networking II	6	x	A(4)	= 24
HIST	2883	Arkansas History	3	x	B(3)	= 9
MATH	1023	College Algebra	3	x	A(4)	= 12
Total			<u>15</u>			<u>54</u>
Divide the total hours (15) into the total grade-points (54) = 3.60 grade-point average (GPA).						

INCOMPLETE

A grade of "I" (incomplete) may be recorded when a student who has successfully completed 75% of the requirements of a course is unable to meet all course requirements for reasons beyond his/her control. Examples of such reasons would be the prolonged illness of the student or serious illness or death in the family. Procrastination, pressure of work in other courses, or employment are not satisfactory reasons. A grade of "I" will not be computed in the grade point average for the semester recorded; nonetheless, the "I" will be changed to a grade of "F" for grade and GPA purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of that semester.

The instructor will complete a written contract outlining necessary steps to change the "I" to a letter grade. Both the instructor and the student will sign and receive a copy of the contract. The original contract will be placed in the student's file in the Office of the Registrar.

The student must inform the Financial Aid Office upon receiving an "I." It is possible that the incomplete grade could affect the student's financial aid for the following semester.

REPEATING OF COURSES

Students may repeat courses. The last grades earned become the official grades. The last grades are used in computing the cumulative grade point average.

CHANGE OF GRADE

If a student discovers a final grade discrepancy, he/she must contact the instructor. The instructor must submit a Grade Change Report form prior to the close of the regular (fall or spring) semester immediately following the one in which the original grade was recorded.

RECOGNITION OF ACADEMIC ACHIEVEMENT

An honor roll consisting of the Chancellor's List and the Vice Chancellor's List is published at the close of each semester. **The names of those students who have requested non-disclosure on their applications for admission will not be published. Recognition of academic achievement is noted on the student's official transcript.** Students are not eligible for the Chancellor's List and the Vice Chancellor's List for the semester in which they are enrolled in a CPT course. The honor roll lists are based on the following criteria:

Chancellor's List:	Full-time students whose grade point average for the semester is 4.00.
Vice Chancellor's List:	Full-time students whose grade point average for the semester is within the range of 3.60 through 3.99.

ACADEMIC PROBATION AND SUSPENSION

ASUMH reserves the right to deny further attendance to a student who lacks the personal qualities, professional characteristics, or scholastic attainments essential for success.

A student will be placed on academic probation at the end of the first semester in which the student's **cumulative grade point average (GPA)** drops below 2.0. Academic probation does not prevent a student from enrolling in the next semester.

A student who is on academic probation must earn a minimum 2.0 **semester grade point average** at the end of the first semester on probation and each succeeding semester **until the cumulative GPA is at a minimum of 2.0**. Probation status is removed at the end of the semester when the cumulative GPA reaches a minimum 2.0.

A student who is on academic probation and does not achieve a minimum 2.0 semester GPA in the next or any succeeding semester will be academically suspended.

A student who is academically suspended will be suspended from enrollment for one semester (not counting summer terms). After one semester, the suspended student must meet with the registrar before being re-admitted. Re-admittance is not automatic. If the student is re-admitted, he/she will be on academic probation and must adhere to the directions listed in paragraphs #2 and #3 above.

A student who is academically suspended for a second time will be academically dismissed from ASUMH for 2 years. After 2 years, the student must petition the provost/vice chancellor for academic and student affairs in writing to be considered for re-admittance.

ACADEMIC CLEMENCY

Academic clemency means that students may petition to have previously earned credits and grades removed from the calculations of their cumulative grade point averages under the following guidelines:

1. Academic clemency may be granted to a returning student who has not been enrolled in an institution of higher education for a period of 2 years.
2. Returning students must petition for clemency upon application for re-admission by submitting a letter to the provost/vice chancellor for academic and student affairs. The letter should include the student's past educational mistakes and resolutions for future educational success.
3. Transcripts will reflect all grades and credits although the forgiven credits will not count toward graduation or in the grade point average.
4. All credits earned in the semester for which clemency is requested are eliminated from the grade point average and from meeting graduation requirements.
5. Clemency petitions must be submitted to the Office of Academic Affairs for review.

TRANSCRIPT POLICIES

Transcripts are issued at the written request of the student or appropriate institutions and officials. Students may complete a transcript request form at the Office of the Registrar. **Telephone requests for transcripts are not accepted.**

Official transcripts of the student's ASUMH permanent record are issued on security paper with the embossed seal of the university.

Transcripts that have been presented for admission or evaluation of credit become a part of the student's permanent record and are not reissued.

Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.

Transcripts or other evidence of attendance will not be issued to or for a student who is in debt to the university.

GRADUATION

REQUIREMENTS FOR AN ASSOCIATE DEGREE

For an associate degree, each candidate must meet the following general requirements:

1. Complete the curriculum as listed under the description of the associate degree program.
2. Complete at least 15 credit hours at ASUMH. A maximum of 15 credit hours of an associate degree program may be earned through examination (including CLEP and Advanced Placement), correspondence, evaluated military service credits, police academy, and USAFI courses.
3. Earn a grade of "C" or better in ENG 1003.
4. Submit an Intent to Graduate application by the date stated in the academic calendar to the Office of the Registrar before completing all degree requirements. (If the student is unable to graduate at the end of the semester for which application has been made, a new application must be filed during the semester in which the student expects to graduate.) An official record of concurrent, correspondence, or transfer work completed at another institution must be on file in the Office of the Registrar at least 6 weeks before the degree is to be granted.
5. Have a cumulative grade point average of 2.0; some majors require a "C" or better in all course work, and, if a transfer student, on all work taken from the transferring institution. **If a student does not have the required grade point average when**

the Intent to Graduate application is filed, the student's name will not appear on the graduation list published for the enrollment period.

6. Complete graduation requirements under the provisions of an ASUMH catalog that is not more than 5 years old at the time of the student's graduation. This does not apply to programs that have been deleted from the curriculum. In the case of program deletions, those students majoring in these areas will be notified as soon as possible of this action.
7. Students may participate in Commencement exercises with up to 4 credit hours remaining on their course work. However, the degree will not be awarded until completion of all outstanding coursework.

REQUIREMENTS FOR A TECHNICAL CERTIFICATE

For a technical certificate, each candidate must meet the following general requirements:

1. Complete the curriculum as listed under the description of the technical certificate.
2. Complete at least 25 percent of course work at ASUMH.
3. Submit an Intent to Graduate application by the date stated in the academic calendar to the Office of the Registrar before completing all degree requirements. (If the student is unable to graduate at the end of the semester for which application has been made, a new application must be filed during the semester in which the student expects to graduate.) An official record of concurrent, correspondence, or transfer work completed at another institution must be on file in the Office of the Registrar at least 6 weeks before the certificate is to be granted.
4. Have a cumulative grade point average of 2.0. If a student does not have the required grade point average when the Intent to Graduate application is filed, the student may participate in the Commencement exercise, but will not officially graduate until a 2.0 GPA is obtained.

5. Complete graduation requirements under the provisions of an ASUMH catalog that is not more than 5 years old at the time of the student's graduation. This does not apply to programs that have been deleted from the curriculum. In the case of program deletions, those students majoring in these areas will be notified as soon as possible of this action.
6. Students may participate in Commencement exercises with up to 4 credit hours remaining on their coursework. However, the certificate will be not awarded until completion of all outstanding coursework.

GRADUATION REQUIREMENTS

Student Responsibility for Graduation Requirements

Each student should thoroughly study this catalog and become completely familiar with the organization, policies, and regulations of ASUMH. Failure to do this may result in serious mistakes for which the student shall be held fully responsible.

Through academic advising, ASUMH assists each student in planning academic programs, developing course schedules, anticipating graduation requirements, and making decisions affecting educational growth and development. Academic advisors endeavor to provide such assistance in a timely and accurate manner. **Meeting requirements for graduation is the responsibility of the student.**

Candidates for Degrees

Students must initiate, complete, and file an Intent to Graduate application as indicated on the academic calendar. (If the student is unable to graduate at the end of the semester for which application has been made, a new Intent to Graduate application must be filed during the next semester in which the student expects to graduate.) An official record of concurrent, correspondence, or transfer work completed at another institution must be on file in the Office of the Registrar 6 weeks before the degree is to be granted.

SECOND ASSOCIATE DEGREE

Students who wish to complete a second associate degree in another field of study must satisfy degree requirements for the first degree and earn at least 15 additional semester hours while satisfying requirements for the second degree. The additional hours may be earned concurrent with or subsequent to completing the first associate degree. A candidate for a second associate

degree must graduate under the provisions of an ASUMH catalog in effect during the time the student is pursuing the second degree.

DOUBLE MAJOR

Students may desire to complete a double major or a second emphasis within a degree. Students must meet all course requirements for both majors. Courses that are common to the 2 majors can be applied to both, but the student pursuing a double major must complete a minimum of 12 credit hours beyond those required for the first major. Students completing a degree with an emphasis area will only be awarded 1 diploma and will only be allowed to participate in commencement once.

GRADUATION WITH ACADEMIC DISTINCTION

ASUMH recognizes the academic achievement of graduating associate-degree students. To receive any of the following designations, students seeking their first associate degree must have completed at least 24 semester hours of graded course work offered by ASUMH.

1. Students with a grade point average of 4.00 on all work attempted, and, if transfer students, on all ASUMH work, shall be designated as graduating summa cum laude.
2. Students with grade point averages of 3.80 – 3.99 on all work attempted, and, if transfer students, on all ASUMH work, shall be designated as graduating magna cum laude.
3. Students with grade point averages of 3.60 – 3.79 on all work attempted, and, if transfer students, on all ASUMH work, shall be designated as graduating cum laude.

Academic Programs



ASUMH ACADEMIC PROGRAMS

DEGREE PROGRAMS

AA	Associate of Arts
AAT	Associate of Arts in Teaching <ul style="list-style-type: none">• Early Childhood Education (Pre-School-Grade 4)• Middle School Math/Science Track• Middle School Language Arts/Social Studies Track
AS	Associate of Science in Business
AAS	Associate of Applied Science in Criminal Justice Associate of Applied Science in Funeral Science Associate of Applied Science in Information Systems Technology <ul style="list-style-type: none">• Computer Graphics• Networking Specialist Associate of Applied Science in Management Associate of Applied Science in Paramedic Technology Associate of Applied Science in Respiratory Care Associate of Applied Science in Welding Technology

TECHNICAL CERTIFICATE PROGRAMS

General Business
Health Professions
Information Systems Technology
Paramedic Technology
Practical Nursing
Welding

CERTIFICATES OF PROFICIENCY

A+ Computer Technician
CISCO Networking
Certified Nursing Assistant (CNA)
Computer Graphics
Emergency Medical Technician
Medication Assistant (CNA)

Office Specialist
Phlebotomy
Professional Medical Coder
Welding

FRAN COULTER HONORS PROGRAM

The Fran Coulter Honors Program was created to recognize academic excellence and to provide courses to challenge highly-motivated, intellectually-talented, academically well-prepared, and/or creative students. An additional purpose is to enhance the image of the community college as a place associated with quality scholarly pursuits and activities.

Through participation in the program, students are encouraged to develop their full potential in leadership and scholarship through a variety of educational activities by working with a select group of dedicated faculty, both within and outside of the classroom setting, and through interaction with other honors program students.

ONLINE COURSES

Online courses at ASUMH are taught using Blackboard courseware. This application allows the instructor to post course materials, exams, and other information necessary to the students' successful completion of the course. There are also provisions for private email, bulletin board exchanges, chats, and online interactive white board sessions. Online courses are designed to give students the opportunity for quality education through a virtual college environment.

Students who are successful in the virtual realm are self-disciplined, self-motivated, and able to manage their time effectively. They demonstrate knowledge of basic computer skills such as the use of browsers, email, file management, and word processing. These successful students take the time to log into their course frequently, keeping up with important course information and interacting with fellow students.

ASUMH developed an Online Student Services Website (http://www.asumh.edu/online_classes.php) containing important information and links to services for the online student. Please visit this site for additional information on registration, financial aid, and online courses.

ASSESSMENT

Each academic program has an assessment program to collect information that will be used to make decisions to improve the curriculum and instruction. The assessment program is designed to help instructors in the academic programs and those teaching general education courses focus on what is taught and whether it is being taught successfully. Students participate in a variety of assessment activities designed to assess learning.

GENERAL EDUCATION PHILOSOPHY AND OUTCOMES

ASUMH believes general education is the hallmark of any educational program. Students use these foundation skills to build upon as they advance in their continued education, careers, or personal endeavors. The general education curriculum at ASUMH is routinely evaluated to determine its rigor; also, the Arkansas Department of Higher Education evaluates all academic programs on a rotational basis.

Not only does general education play a pivotal role in the Associate of Arts program, but it also has relevance in the other degree programs. All Associate of Applied Science degrees at ASUMH require that at least 18 hours of the programs be devoted to general education core courses. Every effort is made to ensure that students are exposed to the foundation courses generally required of all well-rounded educated individuals.

ASUMH offers a comprehensive general education core that challenges students to acquire skills and knowledge that allow them to flourish in their professional and personal lives. The general education core [18 hours] is designed to give students the ability to master basic skills in English/communications, mathematics, science, and social science. The general education core is the foundation of all Associate Degree programs at ASUMH.

The General Education Outcomes:

1. Students will learn basic skills in English/communications, mathematics, social science, and the sciences.
2. Students will communicate in written and verbal forms.
3. Students will be exposed to diversity issues.
4. Students will use technology for academic and personal purposes.

STATE MINIMUM CORE CURRICULUM FOR BACCALAUREATE DEGREES

Arkansas Act 98 of 1989 provides that the State Board of Higher Education “shall establish in consultation with the colleges and universities a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions.” The required courses total 35 semester hours.

The following ASUMH courses have been approved by the Arkansas Department of Higher Education to meet the 35-hour core requirement.

English/Communications – Nine (9) credit hours required from the following:

ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

Math – Three (3) credit hours required from the following:

MATH	1023	College Algebra or any higher level mathematics course for which College Algebra is a pre-requisite.
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Science - Eight (8) credit hours required from the following:

Four (4) credit hours required (Select 1 Course)

BIOL	1004	Biological Science & Lab
BIOL	2004	Human Anatomy & Physiology & Lab I
BIOL	2014	Human Anatomy & Physiology & Lab II
BIOL	2104	Microbiology & Lab

Four (4) credit hours required (Select 1 Course)

GEOL	1004	Physical Geology & Lab
PHYS	1204	Physical Science & Lab
CHEM	1004	Chemistry for Healthcare Professions & Lab (only for selected programs—see advisor)
CHEM	1014	General Chemistry & Lab
CHEM	1024	General Chemistry II & Lab

Fine Arts/Humanities – Six (6) credit hours required from the following:

Three (3) hours required (Select 1 Course)

ENG	2003	World Literature I
ENG	2013	World Literature II

Three (3) hours required (Select 1 Course)
 PHIL 1103 Introduction to Philosophy
 ART 2503 Fine Arts – Visual
 MUS 2503 Fine Arts – Music
 THEA 2503 Fine Arts – Theatre

Social Science – Nine (9) credit hours required from the following:

Three (3) credit hours required (Select 1 Course)
 HIST 1013 World Civilization to 1660
 HIST 1023 World Civilization since 1660

Three (3) credit hours required (Select 1 Course)
 HIST 2763 The United States to 1876
 HIST 2773 The United States since 1876
 POSC 2103 United States Government

Three (3) credit hours required (Select 1 Course)
 ECON 2313 Principles of Macroeconomics
 ECON 2333 Economic Issues and Concepts
 GEOG 2613 Physical Geography
 GEOG 2703 World Geography
 PSY 2513 Introduction to Psychology
 SOC 2213 Principles of Sociology
 SOC 2223 Social Problems
 SOC 2233 Introduction to Cultural Anthropology
 *POSC 2103 United States Government

*If not selected to meet U. S. History/Government requirement.

ASSOCIATE OF ARTS DEGREE PROGRAM

The Associate of Arts degree is designed for students who wish to continue their education after completion of the degree. Satisfactory completion of an Associate of Arts degree will be accepted as satisfying the general education requirements of participating four-year institutions. Students should select their electives based on the specific degree requirements at the institution expected to award the baccalaureate degree.

Composition (6 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II

Mathematics (3 credit hours)

MATH	1023	College Algebra (Students may substitute a higher level mathematics course for which College Algebra is a pre-requisite.)
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Critical Thinking and Ethical Values (3 credit hours)

PHIL	1103	Introduction to Philosophy
SPCH	1203	Oral Communication

Understanding Global Issues (6 credit hours)

GEOG	2613	Physical Geography
GEOG	2703	World Geography
HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660
SOC	2233	Introduction to Cultural Anthropology

Arts and Humanities (9 credit hours)

Students must complete three courses from this section. The student must choose at least one fine arts and one humanities course.

Fine Arts:		
ART	2503	Fine Arts – Visual
MUS	2503	Fine Arts – Music
THEA	2503	Fine Arts – Theatre

Humanities:

ENG	2003	World Literature I
ENG	2013	World Literature II

Social Sciences (9 credit hours)

Three of the following must be selected. At least one course must be selected from HIST 2763, HIST 2773, or POSC 2103.

ECON	2313	Principles of Macroeconomics
ECON	2333	Economic Issues and Concepts
HIST	2763	The United States to 1876
HIST	2773	The United States since 1876
POSC	2103	United States Government
PSY	2513	Introduction to Psychology
SOC	2213	Principles of Sociology

Science (8 credit hours)

Life Science:

BIOL	1004	Biological Science & Lab (Students may substitute a higher level biology course and its laboratory.)
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Physical Sciences:

Select one of the following:

CHEM	1004	Chemistry for Healthcare Professions & Lab (only for selected programs—see advisor)
CHEM	1014	General Chemistry I & Lab
GEOL	1004	Physical Geology & Lab
PHYS	1204	Physical Science & Lab
PHYS	2054	General Physics I & Lab

Electives (Select 16 credit hours in major area of interest)

General Education Total 44 Hours
Program Total 60 Hours

Associate of Arts in Teaching
Early Childhood Education (Preschool – Grade 4)

The Associate of Arts in Teaching degree is designed for students preparing to transfer to a four-year institution to obtain a baccalaureate degree in elementary or mid-level education and teacher certification. The program incorporates foundation coursework in teacher education, field-based experience, and content coursework in a selected certification area. This degree is accepted at all 4-year public universities and colleges in Arkansas upon completion of the entire degree. A 2.65 GPA is required for graduation from the AAT program.

Students must successfully pass the Praxis I to graduate with the Associate of Arts in Teaching degree and be accepted for transfer with junior classification. The AAT degree does not guarantee acceptance into a 4-year teacher education program.

General Education Requirements (35 credit hours)

English/Communication (9 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

Mathematics (3 credit hours)

MATH	1023	College Algebra
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Science (8 credit hours)

BIOL	1004	Biological Science & Lab
PHYS	1204	Physical Science & Lab

Fine Arts (3 credit hours) (Select 1 course)

ART	2503	Fine Arts – Visual, or
MUS	2503	Fine Arts – Music, or
THEA	2503	Fine Arts – Theatre

Humanities (3 credit hours) (Select 1 course)

ENG	2003	World Literature I, or
ENG	2013	World Literature II

Social Sciences (9 credit hours)

HIST	1013	World Civilization to 1660, or
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876, or

HIST 2773 The United States since 1876
POSC 2103 United States Government

Education Requirements (28 credit hours)

Education Courses (6 credit hours)

EDU 2033 Introduction to Education
EDU 2803 Introduction to K-12 Educational Technology

Preschool – Grade 4 Education Track

Mathematics (6 credit hours)

MATH 2113 Mathematics for Teachers I
MATH 2123 Mathematics for Teachers II

Preschool – Grade 4 Education Requirements (10 credit hours)

ECH 2033 Child Growth & Development
EDU 2013 Survey of Early Childhood Education (Directed Elective)
GEOG 2613 Physical Geography
PED 1201 Weight Training

Social Sciences (6 credit hours)

HIST 2883 Arkansas History
PSY 2513 Introduction to Psychology

Program Total 63 Hours

Associate of Arts in Teaching Middle School Math/Science Track

The Associate of Arts in Teaching degree is designed for students preparing to transfer to a four-year institution to obtain a baccalaureate degree in elementary or mid-level education and teacher certification. The program incorporates foundation coursework in teacher education, field based experience, and content coursework in a selected certification area. This degree is accepted at all 4-year public universities and colleges in Arkansas upon completion of the entire degree. A 2.65 GPA is required for graduation from the AAT program.

Students must successfully pass the Praxis I to graduate with the Associate of Arts in Teaching degree and be accepted for transfer with junior classification. The AAT degree does not guarantee acceptance into a 4-year teacher education program.

General Education Requirements (35 credit hours)

English/Communication (9 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

Mathematics (3 credit hours)

MATH	1023	College Algebra
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Science (8 credit hours)

BIOL	1004	Biological Science & Lab
PHYS	1204	Physical Science & Lab

Fine Arts (3 credit hours) (Select 1 course)

ART	2503	Fine Arts - Visual, or
MUS	2503	Fine Arts - Music, or
THEA	2503	Fine Arts - Theatre

Humanities (3 credit hours) (Select 1 course)

ENG	2003	World Literature I, or
ENG	2013	World Literature II

Social Sciences (9 credit hours)

HIST	1013	World Civilization to 1660, or
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876, or

HIST 2773 The United States since 1876
POSC 2103 United States Government

Education Requirements (26 credit hours)

Education Courses (6 credit hours)

EDU 2033 Introduction to Education
EDU 2803 Introduction to K-12 Educational Technology

Math/Science Track

Mathematics (10 credit hours)

MATH 1054 Precalculus Mathematics, **or**
MATH 2194 Survey of Calculus (Directed Elective)
MATH 2113 Mathematics for Teachers I
MATH 2123 Mathematics for Teachers II

Science (4 credit hours)

GEOL 1004 Physical Geology & Lab

Social Sciences (6 credit hours)

HIST 2883 Arkansas History
PSY 2513 Introduction to Psychology

Program Total Math/Science Track 61 Hours

Associate of Arts in Teaching
Middle School Language Arts/Social Studies Track

The Associate of Arts in Teaching degree is designed for students preparing to transfer to a four-year institution to obtain a baccalaureate degree in elementary or mid-level education and teacher certification. The program incorporates foundation coursework in teacher education, field based experience, and content coursework in a selected certification area. This degree is accepted at all 4-year public universities and colleges in Arkansas upon completion of the entire degree. A 2.65 GPA is required for graduation from the AAT program.

Students must successfully pass the Praxis I to graduate with the Associate of Arts in Teaching degree and be accepted for transfer with junior classification. The AAT degree does not guarantee acceptance into a 4-year teacher education program.

General Education Requirements (35 credit hours)

English/Communication (9 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

Mathematics (3 credit hours)

MATH	1023	College Algebra
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Science (8 credit hours)

BIOL	1004	Biological Science & Lab
PHYS	1204	Physical Science & Lab

Fine Arts (3 credit hours) (Select 1 course)

ART	2503	Fine Arts – Visual, or
MUS	2503	Fine Arts – Music, or
THEA	2503	Fine Arts - Theatre

Humanities (3 credit hours) (Select 1 course)

ENG	2003	World Literature I, or
ENG	2013	World Literature II

Social Sciences (9 credit hours)

HIST	1013	World Civilization to 1660, or
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876, o
HIST	2773	The United States since 1876
POSC	2103	United States Government

Education Requirements (27 credit hours)

Education Courses (12 credit hours)

EDU	2033	Introduction to Education
EDU	2803	Introduction to K-12 Educational Technology
MATH	2113	Mathematics for Teachers I
MATH	2123	Mathematics for Teachers II

Language Arts/Social Studies Track

Language Arts (6 credit hours)

ENG	2323	American Literature I, or
ENG	2363	American Literature II
ENG	2003	World Literature I, or
ENG	2013	World Literature II or
ENG	2373	Comparative Modern Grammars (Directed Elective)

Social Sciences (9 credit hours)

GEOG	2613	Physical Geography
HIST	2883	Arkansas History (Required Elective)
PSY	2513	Introduction to Psychology (Required Elective)

Program Total Language Arts/Social Studies Track 62 Hours

THE ASSOCIATE OF SCIENCE IN BUSINESS

The Associate of Science Degree in Business is designed for students preparing to transfer to a 4-year institution to obtain a baccalaureate degree in the field of business. This degree is accepted at most 4-year public universities in Arkansas upon completion of the entire degree. Students pursuing this degree should contact the university where they plan to transfer to obtain the baccalaureate degree(s) aligned with the AS in Business.

General Education Requirements (38 credit hours)

English/Communication (9 credit hours)

ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

Mathematics (6 credit hours)

MATH	1023	College Algebra
MATH	2143	Business Calculus

Science (8 credit hours)

BIOL	1004	Biological Science & Lab
PHYS	1204	Physical Science & Lab

Fine Arts (3 credit hours) (Select 1 course)

ART	2503	Fine Arts – Visual, or
MUS	2503	Fine Arts – Music, or
THEA	2503	Fine Arts - Theatre

Humanities (3 credit hours)

ENG	2003	World Literature I, or
ENG	2013	World Literature II

Social Sciences (9 credit hours)

HIST	1013	World Civilization to 1660, or
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876, or
HIST	2773	The United States since 1876, or
POSC	2103	United States Government
SOC	2213	Principles of Sociology

Business Core (24 credit hours)

ACC	2003	Principles of Accounting I
ACC	2013	Principles of Accounting II

BUS	2023	Legal Environment of Business
BUS	2113	Business Statistics
CIS	2503	Microcomputer Business Applications
ECON	2313	Principles of Macroeconomics
ECON	2323	Principles of Microeconomics
		3 Credit Hour Directed Elective*

* Based on the requirement of the 4-year transfer university.

Program Total 62 Hours

THE ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

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

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE

The program is designed for graduates to pursue a career in criminal justice. Credit will be awarded to those students who have completed applicable course work at the Arkansas Police Academy.

Student Learning Outcomes for Criminal Justice Program

1. Students will increase their knowledge of the Criminal Justice System.
2. Students will demonstrate knowledge of theories associated with the causes of crime.
3. Students will develop an understanding of various approaches to addressing crime.
4. Students will be able to identify primary branches of the Criminal Justice System and their respective role.

General Education Requirements (24 credit hours)

CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
HIST	2763	The United States to 1876, or
HIST	2773	The United States since 1876, or
POSC	2103	United States Government
MATH	1003	Intermediate Algebra or higher mathematics course
PSY	2513	Introduction to Psychology
SOC	2213	Principles of Sociology
SPCH	1203	Oral Communication

Police Science Core (36 credit hours)

CRJ	1023	Criminal Justice
CRJ	1053	Criminology
CRJ	1223	Police Organization and Administration
CRJ	2033	Juvenile Delinquency
CRJ	2043	Community Relations in Law Enforcement
CRJ	2233	Criminal Law I
CRJ	2253	Criminal Investigation
CRJ	2263	Criminal Evidence and Procedure
CRJ	2273	Criminal Justice Internship
SOC	2223	Social Problems
Electives (6 credit hours)		

Program Total 60 hours

ASSOCIATE OF APPLIED SCIENCE IN FUNERAL SCIENCE

The A.A.S. in Funeral Science is a two-year degree that offers the theoretical and practical application of funeral service education. The aims of the program are to enlarge the background and knowledge of students about the funeral service profession; educate students in every phase of funeral service; help students develop the proficiency and skills necessary of the profession; educate students concerning the responsibilities of the funeral service profession to the community at large; emphasize higher standards of ethical conduct; provide a curriculum at the post-secondary level of instruction; and to encourage research in the field of funeral service. Students are prepared for entry into the profession after graduation. The National Board Examination must be completed prior to graduation. The Funeral Science program is accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506, (816)233-3747. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE Website (www.abfse.org).

Student Learning Outcomes for Funeral Science Program

1. Students will increase their background and knowledge of the funeral service profession.
2. Students will develop the skills associated with every phase of funeral service.
3. Students will develop proficiency and skills that are necessary in the funeral service profession.
4. Students will demonstrate the responsibilities of funeral service to the profession and to the community at large.
5. Students will integrate the elements of higher standards of ethical conduct in the funeral profession.
6. Students will follow a curriculum at the post-secondary level of instruction.
7. Students will research the field of funeral service.
8. Students will obtain the skills necessary for entry into the funeral profession after graduation.

General Education Requirements (27 credit hours)

ACC	1013	Accounting for Funeral Science
BIOL	1013	Human Anatomy & Physiology for Funeral Science
BIOL	2003	Microbiology for Funeral Science
BUS	2823	Fundamentals of Small Business Management
CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1003	Intermediate Algebra
SPCH	1203	Oral Communication

Funeral Science Core (35 credit hours)

FUS	1003	Embalming I
FUS	1011	Orientation to Funeral Service
FUS	1012	Restorative Art I
FUS	1021	Introduction to Grief Counseling
FUS	1033	Mortuary Chemistry
FUS	1143	Business and Funeral Service Law
FUS	1161	Funeral Service Ethics
FUS	2022	Restorative Art II
FUS	2123	Embalming II
FUS	2143	Pathology
FUS	2171	Practicum I
FUS	2181	Practicum II
FUS	2223	Funeral Service Management and Merchandising
FUS	2243	Funeral Directing
FUS	2253	Funeral Service Psychology/Sociology
FUS	2262	Comprehensive Review

Program Total 62 Hours

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION SYSTEMS TECHNOLOGY

The program is designed for those students seeking a two-year degree in specific skills areas of computer technology. The program is flexible to accommodate individual student needs. The student may choose from two different degree emphases: Computer Graphics and Networking Specialist.

Student Learning Outcomes for Information Systems Technology Program

The Associate of Applied Science in Information Systems Technology program prepares graduates for entry-level employment and advancement in the computer graphics or networking fields. Students receive a foundation in networking technology or computer graphics, computer operations and technology security, as well as, general education. Successful completion of the program should enable students to:

1. Be employable in an entry-level computer graphics or network technology environment.
2. Have a working knowledge of operating systems, hardware, networking technology or computer graphic applications in basic print and Web design.
3. Have a working knowledge of computers using software packages to create spreadsheets, written reports, letters, presentations, database systems, multi-page newsletters, ad designs, graphic art design, digital photo manipulation, web design and Web animation techniques.
4. Have a working knowledge of security issues, risks, tools, policies and online resources.

General Education Requirements (18 credit hours)

CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1003	Intermediate Algebra
SPCH	1203	Oral Communication
		Social Science elective
		(Choose from any three credit hour course from GEOG, HIST, POSC, PSY or SOC)

Computer and Business Core (18 credit hours)

BUS	1013	Introduction to Business
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BUS	2103	Human Relations in Business
CIS	1113	A+ Computer Technician I
CIS	1503	Introduction to Operating Systems
CIS	2503	Microcomputer Business Applications
CIS	2673	Internet Concepts and Security

Area of Emphasis (24 credit hours)

Computer Graphics

CIS	1603	Introduction to Digital Photography
CIS	2313	Desktop Publishing (InDesign)
CIS	2333	Computer Illustration (Illustrator)
CIS	2343	Digital Imaging (Photoshop)
CIS	2613	Programming for the Internet
CIS	2623	Website Design (Dreamweaver)
CIS	2653	Computer Animation (Flash)
CIS	2663	Advanced Website Design (Dreamweaver)

Networking Specialist

CIS	1103	Networking Concepts
CIS	1106	CISCO Network Academy I
CIS	1206	CISCO Network Academy II
CIS	1223	A+ Computer Technician II
CIS	1312	A+ Analysis and Application
CIS	2703	Networking Applications
CIS	2801	Networking Internship

Program Total 60 Hours

ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT

The program is designed for those students seeking a two-year program in business or office management. The Business Development emphasis teaches the management of resources as well as the steps in starting a new business. The office emphasis focuses on working and managing in an office environment.

Student Learning Outcomes for Management Program

The Associate of Applied Science in Management program prepares graduates for entry-level employment and advancement in the business field. Students receive a foundation in business technology and management principles, computer operations, as well as, general education. Successful completion of the program should enable students to:

1. Be employable in an entry-level management or business environment.
2. Have a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
3. Have a working knowledge of computers using software packages to create spreadsheets, written reports, letters, presentations, communications with clients and co-workers, and other general office duties.
4. Have a working knowledge of human resource practices.
5. Apply basic technical and theoretical aspects of the accounting field, including financial and managerial accounting, as well as, implement basic accounting software.

General Education Requirements (18 credit hours)

CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1003	Intermediate Algebra
SPCH	1203	Oral Communication
		Social Science
		(Choose from any three credit hour course GEOG, HIST, POSC, PSY, or SOC)

Business Core (30 credit hours)

ACC	1003	Introduction to Accounting
BUS	1013	Introduction to Business
BUS	2103	Human Relations in Business

BUS	2123	Human Resources Management
BUS	2203	Applied Business Ethics
BUS	2563	Business Communications
BUS	2613	Customer Service
BUS	2833	Principles of Management
CIS	1003	Computerized Office Accounting
CIS	2503	Microcomputer Business Applications

Business Development Emphasis (15 credit hours)

BUS	2023	Legal Environment of Business
BUS	2513	Fundamentals of Marketing
BUS	2543	Finance and Funding Acquisition
BUS	2623	Developing Business Opportunities
ECON	2313	Principles of Macroeconomics

Office Emphasis (12 credit hours)

BUS	1513	Records Management
BUS	2302	Professional Office Procedures
BUS	2851	Office Internship
CIS	2413	Word Processing
CIS	2523	Advanced Microcomputer Business Applications

Total Program Hours
60 – 63 Credit Hours

ASSOCIATE OF APPLIED SCIENCE IN PARAMEDIC TECHNOLOGY

Graduates of this program are eligible to apply to the Arkansas Department of Health, EMS Division and the National Registry of EMTs for the Paramedic Certificate Examination. Upon successfully passing the examination, the graduate will possess a paramedic certificate and can function as a team member on an ALS ambulance and within the pre-hospital environment. Interested applicants should see instructor for cost estimates. This program is offered in collaboration with the Department of EMS at the University of Arkansas for Medical Sciences.

Student Learning Outcomes for Paramedic Technology Program

1. The paramedic student will understand his or her roles and responsibilities within the Emergency Medical Services System.
2. The paramedic student will be able to establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.
3. The paramedic student will be able to take a proper history and perform a comprehensive physical exam on any patient, and communicate the findings to other healthcare professionals.
4. The paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma, medical, neonatal, pediatric, geriatric, diverse, and chronically ill patients and patients with common complaints.
5. The paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients.
6. The paramedic student will be able to safely manage the scene of an emergency.
7. The paramedic student will assess and manage patients in the clinical area and in the field environment based on age, complaint, and pathophysiology.
8. The paramedic student will complete a specified set of skills while in the clinical area and in the field environment.

General Education Requirements (22 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab
CIS	1203	Introduction to Computers
ENG	1003	Composition I

ENG	1013	Composition II
MATH	1003	Intermediate Algebra
PSY	2513	Introduction to Psychology
SPCH	1203	Oral Communication

Paramedic Technology Requirements (43 credit hours)

PAR	1012	Patient Assessment
PAR	1102	Clinical Preparation
PAR	1104	Medical Emergencies I
PAR	1112	Clinical Practicum I
PAR	1203	Pharmacology
PAR	1221	EKG Interpretation
PAR	1222	Clinical Practicum II
PAR	1332	Clinical Practicum III
PAR	1343	Lifespan Development
PAR	1403	Trauma Management
PAR	2102	Foundations of the Paramedic
PAR	2103	Medical Emergencies II
PAR	2202	Pathophysiology
PAR	2205	Cardiovascular Care
PAR	2314	Paramedic Field Internship
PAR	2502	Assessment Based Management
PAR	2591	Paramedic Competencies

Program Total 65 Hours

ASSOCIATE OF APPLIED SCIENCE IN RESPIRATORY CARE

Respiratory care is the assessment, diagnosis, and management of patients with cardiopulmonary deficiencies or abnormalities. Respiratory Therapists work in hospitals, clinics, homecare agencies and other healthcare settings under the direction of a physician. Respiratory Therapists use sophisticated equipment in the assessment and treatment of patients with such lung disorders as asthma, emphysema, pneumonia and bronchitis. Students completing this program satisfy academic and clinical eligibility requirements to apply for the Advanced Practitioner Examination offered by the NBRC. Successful candidates earn the Registered Respiratory Therapist (RRT) credentials. A 2.5 GPA is required for graduation from the Respiratory Care program. The Consortium for Respiratory Care Education at Arkansas State University-Mountain Home is accredited by the Committee on Accreditation for Respiratory Care (www.coarc.com), 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

Student Learning Outcomes for Respiratory Care Program

Upon completion of the program, all students will:

1. Demonstrate the ability to comprehend, apply and evaluate information relevant to the role of the advanced level respiratory therapist.
2. Demonstrate technical proficiency in all skills necessary to fulfill the role of the advanced level respiratory therapist.; and
3. Demonstrate personal behaviors consistent with professional and employer expectations for the advanced level respiratory therapist.

Pre-requisites (13 credit hours)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions and Lab
CIS	1203	Introduction to Computers
ENG	1003	Composition I
MATH	1003	Intermediate Algebra

General Education Requirements (21 credit hours)

BIOL	2104	Microbiology and Lab
CHEM	1004	Chemistry for Healthcare Professions and Lab
ENG	1013	Composition II
MATH	1023	College Algebra
PHYS	1104	Physics for Healthcare Professions
PSY	2513	Introduction to Psychology

Major Requirements (47 credit hours)

RESP	1001	Pharmacology I
RESP	1012	Cardio-Respiratory Anatomy and Physiology I
RESP	1022	Cardio-Respiratory Anatomy and Physiology II
RESP	1024	Basic Assessment and Diagnosis
RESP	1031	Basic Assessment and Diagnosis Lab
RESP	1041	Pharmacology II
RESP	1051	Pulmonary Function Test (PFT)
RESP	1064	Equipment and Techniques I
RESP	1071	Equipment and Techniques I Lab
RESP	2003	Equipment and Techniques II
RESP	2012	Equipment and Techniques II Lab
RESP	2102	Clinical Practicum II
RESP	2122	Cardio-Respiratory Disorders I
RESP	2163	Critical Care Practices
RESP	2201	Clinical Practicum I
RESP	2203	Clinical Practicum III
RESP	2232	Advanced Assessment and Diagnosis
RESP	2242	Neonatal Cardiopulmonary Care
RESP	2252	Clinical Internship
RESP	2302	Pediatric Cardiopulmonary Care
RESP	2322	Cardio-Respiratory Disorders II
RESP	2402	Respiratory Care Seminar
RESP	2602	Cardio-Respiratory Care in Alternate Sites

Program Total 81 Hours

ASSOCIATE OF APPLIED SCIENCE IN WELDING TECHNOLOGY

The program is designed to prepare students for careers in welding and metal fabrication. Curriculum for the A.A.S. in Welding Technology degree is based on American Welding Society (AWS) standards. Course content emphasizes both the underlying theory as well as the hands-on repetition needed to build welding proficiency and earn AWS certifications

Student Learning Outcomes for Welding Technology Program

1. Demonstrate safe and proper use of welding, cutting and grinding equipment in a shop environment.
2. Demonstrate sufficient skill and proficiency in the Shielded Metal Arc Welding or Gas Metal Arc Welding or Gas Tungsten Arc Welding process to successfully complete certification requirements in accordance with industry recognized standards.
3. Demonstrate the ability to make accurate measurements to within 1/16" tolerance using a tape measure and utilize essential mathematic concepts required in the welding, fabrication, and manufacturing industries.
4. Read and interpret fabrication blueprints to create layouts to specifications.
5. Identify and select suitable welding consumable materials and set up and operate welding equipment in such a manner as to produce a quality weld in accordance with established industry standards.
6. Demonstrate the proper procedures for preparing a welding test plate in accordance with established industry standards.
7. Identify the cause of various weld defects including slag inclusions, porosity, undercut and cracking.
8. Produce an acceptable weld to industry standards in the 1G (flat), 2G (horizontal), 3G (vertical up), and 4G (overhead) welding positions.
9. Select the appropriate rod or wire type and shielding element for Gas Metal Arc Welding, Shielded Metal Arc Welding, and Gas Tungsten Arc Welding processes.

General Education Requirements (18 hours)

CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1013	Intermediate Algebra (or higher mathematics course)
SPCH	1203	Oral Communication\

Social Science elective

(Choose from any three credit hour course GEOG,
HIST, POSC, PSY, or SOC)

Welding Core Classes (29 hours)

WELD 1003	Technical Math
WELD 1012	Employment Strategies
WELD 1024	Shielded Metal Arc Welding
WELD 1134	Intermediate Shielded Metal Arc Welding
WELD 1204	Gas Metal Arc Welding
WELD 1234	Intermediate Gas Metal Arc Welding
WELD 1404	Gas Tungsten Arc Welding
	Welding elective (4 credit hour course)

Welding Emphasis (16 hours)

WELD 1104	Advanced Shielded Metal Arc Welding
WELD 2104	Pipe Welding 5G (Horizontal Position)
WELD 2114	Pipe Welding 2G (Vertical Position)
WELD 2124	Pipe Welding 6G (Inclined Position)

Gas Tungsten Arc Welding (16 hours)

WELD 1434	Intermediate Gas Tungsten
WELD 1504	Advanced Gas Tungsten
WELD 1604	Metal Fabrication
WELD 1704	Advanced Metal Fabrication

Program Total 63 Hours

TECHNICAL CERTIFICATES

All certificate seeking students must meet the freshman assessment and placement requirements. If deficiencies exist, the student must complete the required CPT courses.

GENERAL BUSINESS

This program is designed to prepare students for a variety of positions in the field of business management.

ACC	1003	Introduction to Accounting
BUS	1013	Introduction to Business
BUS	2103	Human Relations in Business
BUS	2203	Applied Business Ethics
BUS	2563	Business Communications
BUS	2613	Customer Service
CIS	1003	Computerized Office Accounting
CIS	1203	Introduction to Computers
CIS	2503	Microcomputer Business Applications
ENG	1003	Composition I

Program Total 30 Hours

HEALTH PROFESSIONS

This program is designed to prepare students for a variety of positions in the field of healthcare. Students should work with their advisor to design an individualized program of study in order to meet specific career goals.

General Education (15 credit hours)

CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1003	Intermediate Algebra or Higher
PSY	2513	Introduction to Psychology, or
SOC	2213	Principles of Sociology

Core Requirement (3 credit hours)

HSA	2013	Medical Terminology
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Area of Emphasis (12-15 credit hours) (Choose one emphasis area)

Emphasis One (Recommended for students pursuing Nursing)

BIOL	2004	Human Anatomy and Physiology & Lab I
BIOL	2014	Human Anatomy and Physiology & Lab II or
BIOL	2104	Microbiology & Lab
CNA	1007	Nursing Assistant

Emphasis Two (Recommended for students pursuing Respiratory Care or Medical Laboratory Technician)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions
BIOL	2104	Microbiology & Lab
PHL	1007	Phlebotomy

Emphasis Three (Recommended for students pursuing Radiologic Technology, Surgery Technician, or other possible health professions)
(Choose 12 hours from this list)

BIOL	2004	Human Anatomy and Physiology & Lab I
BIOL	2014	Human Anatomy and Physiology & Lab II
BIOL	2104	Microbiology & Lab
CHEM	1004	Chemistry for Healthcare Professions and Lab
HSA	1004	Health Professions Observations

Emphasis Four (Recommended for students pursuing Professional Medical Coder Certification)

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions and Lab
OTS	2007	Professional Medical Coder
OTS	2013	Healthcare Billing, Compliance, and Reimbursement

Program Total 30-33 Hours

INFORMATION SYSTEMS TECHNOLOGY

This program is designed to prepare or update students with marketable computer skills combined with technical hardware skills. The elective component can be utilized to tailor six credit hours to their specific career objective.

BUS 1013	Introduction to Business
BUS 2103	Human Relations in Business
CIS 1113	A+ Computer Technician I
CIS 1203	Introduction to Computers
CIS 1503	Introduction to Operating Systems
CIS 2503	Microcomputer Business Applications
CIS 2673	Internet Concepts and Security
	CIS electives (6 credit hours)
ENG 1003	Composition I

Program Total 30 Hours

PARAMEDIC TECHNOLOGY CERTIFICATE PROGRAM

Graduates of this program are eligible to apply to the Arkansas Department of Health, EMS Division and the National Registry of EMTs for the Paramedic Certificate Examination. Upon successfully passing the examination, the graduate will possess a paramedic certificate and can function as a team member on an ALS ambulance and within the pre-hospital environment. This program is offered in collaboration with the department of Emergency Medical Sciences at the University of Arkansas for Medical Sciences.

BIOL	1024	Human Anatomy & Physiology for Healthcare Professions and Lab
PAR	1012	Patient Assessment
PAR	1102	Clinical Preparation
PAR	1104	Medical Emergencies I
PAR	1112	Clinical Practicum I
PAR	1203	Pharmacology
PAR	1221	EKG Interpretation
PAR	1222	Clinical Practicum II
PAR	1332	Clinical Practicum III
PAR	1343	Lifespan Development
PAR	1403	Trauma Management

PAR	2102	Foundations of the Paramedic
PAR	2103	Medical Emergencies II
PAR	2202	Pathophysiology
PAR	2205	Cardiovascular Care
PAR	2314	Paramedic Field Internship
PAR	2502	Assessment Based Management
PAR	2591	Paramedic Competencies

Program Total 47 Hours

PRACTICAL NURSING CERTIFICATE PROGRAM

Graduates of this program are eligible to apply for the National Council Licensure Examination – Practical Nursing (NCLEX-PN). Upon successfully passing this examination, the graduate can function under the supervision of a registered nurse and/or a physician and work in hospitals, doctor's offices, nursing homes, and other healthcare agencies. Information about the cost of the program is included in the nursing application packet or may be obtained from the Office of Admissions.

**PRACTICAL NURSING COURSE OF STUDY
DAY CURRICULUM PLAN AUGUST ENTRANCE CLASS
(Application deadline April 30)**

FALL SEMESTER (26 credit hours)

LPN	1105	Body Structure & Function
LPN	1204	Basic Nursing Concepts
LPN	1303	Foundations of Nursing Procedures
LPN	1404	Nursing Skills
LPN	1504	Pharmacology I
LPN	1622	Nursing of Older Adults
LPN	1802	Nursing of Children
LPN	1902	Clinical I

SPRING SEMESTER (20 credit hours)

LPN	2106	Nursing of Adults I
LPN	2201	Basic Nursing Management
LPN	2302	Mental Health Nursing
LPN	2402	Nursing of Mother and Infant
LPN	2501	Pharmacology II
LPN	2908	Clinical II

FIRST SUMMER SEMESTER (4 credit hours)

LPN	2601	Nursing of Adults II
LPN	2913	Clinical III

SECOND SUMMER SEMESTER (4 credit hours)

LPN	2701	Nursing of Adults III
LPN	2923	Clinical IV

Program Total 54 Hours

**PRACTICAL NURSING COURSE OF STUDY
AUGUST ENTRANCE CLASS
EVENING AND SATURDAY CURRICULUM PLAN
(Application deadline April 30)**

FALL SEMESTER (18 credit hours)

LPN	1105	Body Structure & Function
LPN	1204	Basic Nursing Concepts
LPN	1303	Foundations of Nursing Procedures
LPN	1404	Nursing Skills
LPN	1622	Nursing of Older Adults

SPRING SEMESTER (14 credit hours)

LPNN	1903	Clinical I
LPN	2302	Mental Health Nursing
LPNN	1505	Pharmacology
LPNN	2104	Nursing of Adults I

SUMMER SEMESTER (2 credit hours)

LPNN	2901	Clinical II
LPNN	2911	Clinical III

SECOND FALL SEMESTER (12 credit hours)

LPN	1802	Nursing of Children
LPN	2402	Nursing of Mother and Infant
LPNN	2603	Nursing of Adults II
LPNN	2925	Clinical IV

SECOND SPRING SEMESTER (8 credit hours)

LPN	2201	Basic Nursing Management
LPN	2701	Nursing of Adults III
LPNN	2946	Clinical V

Program Total 54 Hours

WELDING

This program is designed to provide students with marketable welding skills and the opportunity to earn various welder certifications as defined by the American Welding Society.

WELD	1003	Technical Mathematics
WELD	1012	Employment Strategies
WELD	1024	Shielded Metal Arc Welding (SMAW)
WELD	1204	Gas Metal Arc Welding (MIG)
WELD	1404	Gas Tungsten Welding
Welding electives (8 credit hours)		

Program Total 33 Hours

CERTIFICATES OF PROFICIENCY

A+ Computer Technician

CIS	1113	A+ Computer Technician I
CIS	1223	A+ Computer Technician II
CIS	1312	A+ Analysis and Application

To earn a Certificate of Proficiency for A+ Computer Technician, students must complete the above courses with a grade of "C" or better.

Certified Nursing Assistant (CNA)

CNA	1007	Nursing Assistant
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Certified Nursing Assistant (CNA) Medication Assistant

CNA	2007	Medication Assistant
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CISCO Networking

CIS	1106	CISCO Network Academy I
CIS	1206	CISCO Network Academy II

To earn a Certificate of Proficiency for CISCO Networking, students must complete the above courses with a grade of “C” or better.

Computer Graphics

CIS	1603	Introduction to Digital Photography
CIS	2333	Computer Illustration (Illustrator)
CIS	2613	Programming for the Internet
CIS	2623	Website Design

Emergency Medical Technician

EMT	1007	Emergency Medical Technician
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Office Specialist

BUS	1513	Records Management
BUS	2302	Professional Office Procedures
CIS	1003	Computerized Office Accounting
CIS	2413	Word Processing
CIS	2503	Microcomputer Business Applications

Phlebotomy

PHL	1007	Phlebotomy
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Professional Medical Coder

OTS	2007	Professional Medical Coder
OTS	2013	Healthcare Billing, Compliance, and Reimbursement

Welding

WELD	1003	Technical Mathematics
WELD	1024	Shielded Metal Arc Welding
WELD	1204	Gas Metal Arc Welding (MIG)
WELD	1404	Gas Tungsten Welding

Course Descriptions



COURSE DESCRIPTIONS

A frequency-of-course-offerings statement appears at the end of each course description. The information reflects the normal scheduling of the course. However, circumstances may from time to time dictate scheduling changes, and **the university reserves the right to change course scheduling when circumstances dictate such changes.**

The code symbols are as follows:

F = Fall Semester
S = Spring Semester

SU = Summer Semester
D = On Demand ~ based on
appropriate faculty and
sufficient student
enrollment

(ACC) ACCOUNTING

- 1003 Introduction to Accounting** Surveys the basic concepts of accounting, petty cash, accounts payable, accounts receivable, payroll, bank reconciliation, and preparation of financial statements. Designed for entry level students or preparation for ACC 2003. (F)
- 1013 Accounting for Funeral Science** Surveys the basic concepts of accounting as it relates to sole proprietorships and partnerships within the funeral service industry. Examines the recording of financial data during the accounting cycle including: sales and accounts receivable, purchases and accounts payable, cash and banking procedures, payroll and taxes, preparation and analysis of financial statements. Meets the requirements of the AAS in Funeral Science degree as stipulated by the American Board of Funeral Service Education. (D)
- 2003 Principles of Accounting I** Studies accounting for merchandising and service-oriented business organizations. Primary emphasis is on accounting principles applicable to measuring assets, liabilities, equity, and income. (F, S)
- 2013 Principles of Accounting II** Covers special measurement problems for partnerships and corporations. The course also covers rudimentary accounting and reporting for manufacturing companies. A part of the course is devoted to special reports and managerial uses of accounting data for the decision-making function. Pre-requisite: ACC 2003 with a grade of "C" or better. (F, S)

(ART) ART

- 1013 Design I** Introduces the fundamental principles of design and the theory of color. (F, even years)
- 1023 Design II** Develops awareness of space and concept of form, with analysis and application of tools and materials appropriate to three-dimensional projects. Pre-requisite: ART 1013. (S, odd years)
- 1033 Drawing I** Applies the principles of perspective, outdoor sketching, object drawing, and figure sketching using various materials and techniques. Beginning drawing course. (F)
- 1043 Drawing II** Focuses on light and shade drawing, monochromatic color sketches, still life, with emphasis on original illustration. Pre-requisite: ART 1033 or portfolio review. (S)
- 1063 Painting I** Studies introductory color and composition for painting with opportunities for the student to explore personal interests. (May be repeated for credit; however, no more than 3 hours may be applied toward a degree in a field other than art.) Pre-requisite: ART 1033 or portfolio review. (F)
- 1073 Painting II** Continues color and composition studies with a focus on oil painting. Pre-requisite: ART 1063. (S)
- 2503 Fine Arts-Visual** Introduces visual arts to all students regardless of background or experience. (F, S)
- 2583 Survey Art I** Studies and examines in-depth art from the prehistoric period in Europe through the Gothic period. The course acquaints students with the history of western art, the process in the production of art, the social and cultural contexts, and art terminology. (D)
- 2593 Survey Art II** Studies and examines in-depth art from Early Renaissance through Modern (20th century) art. The course continues to acquaint students with art history, production, social and cultural context, and terminology. It offers a well-balanced approach as art relates to the development of western culture. (D)

(BIOL) BIOLOGY

- 1001 Biological Science Laboratory** Accompanies BIOL 1003 *Biological Science*. Pre-requisite or Co-requisite: BIOL 1003 (Credit for this course is contingent upon earlier or simultaneous completion of BIOL 1003) BIOL 1001 and BIOL 1003 may be taken in lieu of BIOL 1004 (F, S)
- 1003 Biological Science** Examines the structure of living things, beginning at the chemical level and progressing to the organismic and community (ecological) levels. Emphasis is placed on a survey of the five kingdoms of life, with particular attention given to plants, animals, and the ecological relationships existing among and between them. BIOL 1001 and BIOL 1003 may be taken in lieu of BIOL 1004 (F, S)
- 1004 Biological Science and Lab** Examines the structure of living things, beginning at the chemical level and progressing to the organismic and community (ecological) levels. Emphasis is placed on a survey of the five kingdoms of life, with particular attention given to plants, animals, and the ecological relationships existing among and between them. Lecture three hours per week, lab two hours per week. (F, S)
- 1013 Human Anatomy and Physiology for Funeral Science** Studies general human anatomy. Anatomical terminology is included. Healthful living habits are addressed through the study of the normal structure and functions of the human body. Emphasis is given to respect for human remains. Open to Funeral Science majors only. (S, even years)
- 1014 Introduction to Entomology and Lab** Explores various aspects of insects and other arthropods, including insect anatomy and morphology, life cycles, diversity, taxonomy, and their roles in the environment and in human affairs. Emphasis in the laboratory will be placed on identification of the major insect groups and on field methods of insect collection. Course requirements include, in part, group projects, in-class field trips, and an insect collection. Lecture three hours per week, lab two hours per week. (D)
- 1024 Human Anatomy and Physiology for Healthcare Professions and Lab** Studies the fundamentals of anatomy and physiology of the human body with emphasis on body structure, functions of each body system, and basic chemistry. (D)

- 1104 Introduction to Plant Biology and Lab** Investigates the principles of plant biology, including form, structure, metabolism, and reproduction. Areas of emphasis include plant cells and tissues, genetics, ecology, evolution, and plant diversity. Some field trips required. Lecture three hours per week, lab two hours per week. (D)
- 1114 Introduction to Animal Biology and Lab** Explores the fundamentals of modern zoology, including reproduction, development, and diversity. Emphasis is placed on a survey of the phyla and includes anatomical and ecological studies of major animal groups. Some field trips required. Lecture three hours per week, lab two hours per week. (D)
- 1134 Biology of the Cell** Explores the structure and function of prokaryotic and eukaryotic cells. Emphasis is given to the biologically important molecules, structure and function of the plasma membrane, organelle structure and function, cellular energy, enzymes, and protein synthesis. (D)
- 2003 Microbiology for Funeral Science** Investigates the fundamentals of the infectious process and nonspecific and specific defense mechanisms against disease. Methods of transmission of infectious diseases are studied with an emphasis on protection of the embalmer and the public. Understanding of indigenous microorganisms, pathogens, and host-parasite interactions is included. Open to Funeral Science majors only. (F, even years)
- 2004 Human Anatomy and Physiology & Lab I** Introduces the biology of atoms and molecules; organelles and cellular functions; tissues; functional anatomy of integumentary, skeletal, muscular, and central nervous systems; and interaction with external environment. Three hours per week, lab two hours per week. Pre-requisite: High school biology, BIOL 1004, or consent of instructor. (F, S)
- 2014 Human Anatomy and Physiology & Lab II** Studies the major sense organs; autonomic nervous system and internal environment; neuro-endocrine control mechanisms; respiratory and cardiovascular functions; oxygen/carbon dioxide transport; liver functions; digestive, renal, and reproductive processes. Lecture three hours per week, lab two hours per week. Pre-requisite: completion of BIOL 2004 with a grade of "C" or better. (F, S)
- 2104 Microbiology & Lab** Focuses on bacteria, viruses, rickettsiae, chlamydiae, molds, yeasts, and protozoans as they relate to human

health. Lecture three hours per week, lab two hours per week. Pre-requisite: High school biology, BIO 1004, or consent of instructor. (F, S)

- 2114 Introduction to Ecology and Lab** Investigates relationships of living organisms with each other and with their environment. Emphasis is placed on studies of plant and animal ecology, data collection from lab and field experiments, data manipulations, statistical analyses, and research reporting. Lecture three hours per week, lab two hours per week. Pre-requisites: Grades of “C” or better in BIOL 1004 and MATH 1023 or equivalents. (D)

(BUS) BUSINESS ADMINISTRATION

- 1013 Introduction to Business** Acquaints beginning students with the major institutions and practices in the business world. Provides elementary concepts of business and serves as an orientation course for selection of a specific major. (F, S)
- 1103 Practical Economics** Introduces the fundamentals of economics, relating them to current issues in today’s society. Designed to help beginning students develop a new view of current, important economic issues. Presents economics from the perspective of a practical orientation that allows students to apply economic analysis in their daily lives. Note: This course does not fulfill the Social Science requirement for the baccalaureate degree or the Associate of Arts degree. (D)
- 1413 Business Math** Provides instruction in problems related to business situations and financial management combining training in fundamentals of math and problem solving with calculators. (D)
- 1513 Records Management** Introduces the complex field of records management C filing, life cycle of records, and importance of file management using alphabetic filing rules compatible with the Association of Records Managers and Administrators (ARMA) guidelines. Other methods of storing and retrieving alphabetic, subject, and geographic records will be studied. (S)
- 2023 Legal Environment of Business** Studies the fundamental elements of the Anglo-American legal system and its common law origins. Includes the application and operation of the legal system in the remedy of business disputes, the development and operation of the

court system, and the regulation of American business and industry by the United States government. (F, S)

- 2103 Human Relations in Business** Studies the understanding of behavior in organizations, focusing on the interaction of the individual and the organization. Directed primarily toward the human problems of supervisors and middle managers. Includes a historical background, major theories of motivation, job satisfaction, leadership, organizational and social environments, group processes, and communications. (F, S)
- 2113 Business Statistics** Uses statistical methods in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, and linear regression and correlation. Pre-requisites: MATH 1023 and CIS 2503. (D)
- 2123 Human Resources Management** Addresses modern methods of selection, testing and solving various human resources problems. Designed to give the student a knowledge and understanding of how to manage human resources effectively. (F, S)
- 2203 Applied Business Ethics** Introduces the fundamental concepts of business ethics, relating these issue to current events in today's society. Designed to help students develop the tools and techniques they will need when facing various ethical dilemmas in today's business environment. (F)
- 2302 Professional Office Procedures** Reviews skills required for a career in office administration and management. Addresses business attire and grooming, office etiquette, workplace ethics, resumes and employment interviews, parliamentary procedure and the recording of minutes. Qualities of leadership and community service are developed. This course is designed as a capstone course and should be taken during the last spring semester. Pre-requisites: BUS 2613 and CIS 2413 and CIS 2503 Co-requisite: BUS 2851 (S)
- 2513 Fundamentals of Marketing** Investigates all aspects of marketing concerning the flow of goods from producer to consumers or other users. Discusses the various functions of marketing, marketing institutions, and the different aspects of the marketing mix. Emphasizes the kinds of decisions for which a marketing manager may be responsible. (S)

- 2533 Principles of Sales and Retailing** Introduces the student to the principles and methods of retailing, including types of stores, their location, and their physical layout. Topics covered include merchandising selection and control, pricing, and promotion. (D)
- 2543 Small Business Funding** Introduces financial terminology and identifies and evaluates various available sources for funding a small business. How to identify financing needs; establish credit policies; read, prepare and analyze a financial statement; and write a loan proposal are taught. Pre-requisite: ACC 1003, Co-requisite BUS 2623 (S)
- 2563 Business Communications** Reviews basic grammar and punctuation. Investigates theory, principle, and application of oral and written communications used in business. Pre-requisite: ENG 1003. (F, S)
- 2613 Customer Service** Introduces the student to the issues of problem solving, strategy, empowerment, communications, motivation, and leadership necessary for the delivery of excellent customer service and customer retention. (F, S)
- 2623 Developing Business Opportunities** Provides information and skills needed to develop and manage a small business or to function in a business which cultivates entrepreneurship. Students will write a complete business plan. Pre-requisite: BUS 2513 and BUS 1013. Co-requisite: BUS 2543. (S)
- 2823 Fundamentals of Small Business Management** Emphasis on the development of managerial skills uniquely important to small firms. Problems of starting a new business and of buying an ongoing one are discussed. (F, S)
- 2833 Principles of Management** Analyzes the various elements necessary for managerial action and the importance of management as a distinct activity. Addresses the various functions of management including planning, staffing, organizing, directing, and controlling. (F, S)
- 2851 Office Internship** Applies classroom knowledge to the actual work situation. A minimum of 40 hours of supervised work experience in an approved training situation is required. Co-requisite: BUS 2302. (S)

- 2903 Fundamentals of International Business** Introduces students to fundamental aspects of international business including international economics, finance, management, marketing, law, and accounting. Also examines how cultural diversity affects business around the world. (D)

(CHEM) CHEMISTRY

- 1003 Introduction to Chemistry** Focuses on the fundamentals of chemical terms and applications to laboratory studies. Extensive drills on calculations and use of hand-held calculators in problem solving. Recommended for those with no prior study of chemistry. Pre-requisite: MATH 0003. Co-requisite: MATH 1003 or higher. (S)
- 1004 Chemistry for Healthcare Professions and Lab** Studies the concepts of chemistry from the point of view of their application and relevance to medicine and the human body. Topics in organic and inorganic chemistry are covered in enough depth to give students a good foundation. (D)
- 1014 General Chemistry I & Lab** Studies chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry, and thermochemistry. Pre-requisites: MATH 1003 and CHEM 1003 (high school chemistry may be substituted for CHEM 1003). Co-requisite: MATH 1023 or higher. Lecture three hours per week, lab three hours per week. (F)
- 1024 General Chemistry II & Lab** Examines liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry. Pre-requisite: CHEM 1014. Lecture three hours per week, lab three hours per week. (D)
- 1031 Laboratory for Introduction to Organic and Biochemistry** Accompanies Introduction to Organic and Biochemistry. Three hours per week. Co-requisite or pre-requisite: CHEM 1033 (Credit for this course is contingent upon earlier or simultaneous completion of CHEM 1033) (D)
- 1033 Introduction to Organic and Biochemistry** Emphasizes applications to body functions. Lecture three hours per week. May

not satisfy requirements for chemistry major. Pre-requisite: CHEM 1014. (D)

- 1034 Introduction to Organic and Biochemistry & Lab** Emphasizes applications to body functions. Lecture three hours per week, lab three hours per week. May not satisfy requirements for chemistry major. Pre-requisite: CHEM 1014. (S)

(CIS) COMPUTER INFORMATION SYSTEMS

- 1003 Computerized Office Accounting** Studies the basic office accounting /record keeping skills of amortization, petty cash, payroll, time cards, accounts receivable, accounts payable, bank reconciliation, and inventory. (S)
- 1011 Internet Research** Introduces students to locating, analyzing, and citing information found via the Internet. Websites sites, search engines, subject directories, library catalogs, and subscription databases are explored. Emphasis is on developing information literacy skills necessary for college course work, general research, and lifelong learning. (D)
- 1033 Introduction to Computer Programming** Emphasizes structured programming methodology, simple data structures and associated algorithms. Includes a survey of the organization and behavior of programming languages with an examination of data typing, control structures, syntactic representation and specification. (D)
- 1103 Networking Concepts** Studies networking terminology, communication protocols and standards, topologies and architectures, network equipment and operating systems, principles of local and wide area networks and how emerging technologies will impact the networks of the future. (F, S)
- 1106 CISCO Network Academy I** Prepares students for the CISCO Certified Network Associate (CCNA) certification exam. Familiarizes students with networking concepts, terminology, topology, network components, and basic design and maintenance. Teaches router technologies, including configurations, protocols, and introduction to LAN switching. Students install, configure, and maintain network hardware and wiring. Pre-requisites for degree-seeking students only: CIS 1103 and CIS 1203, or consent of instructor. A grade of "C" or better is required to pass this course. (F)

- 1113 A+ Computer Technician I** Introduces students to information technology and data communications. Emphasis will be to assemble a personal computer and install various microcomputer operating systems including DOS, Windows 9X, Windows NT/2000 and Windows XP. Effective troubleshooting and maintenance fundamentals are stressed. This is a hands-on, lab-oriented course to help prepare students for the CompTIA A+ Certification Exam. (F)
- 1203 Introduction to Computers** Introduces computer hardware, software, procedures, systems, and required human resources. Emphasis is on computer literacy, historical development of computers, data processing methods, the processing cycle, operations considerations, storage and retrieval methods, systems security, and computer-based support systems. (F, S)
- 1206 CISCO Network Academy II** Prepares students for the CISCO Certified Network Associate (CCNA) certification exam. Includes advanced router configurations, LAN switching theory and VLANs, advanced LAN and WAN design and technologies, class routing, single-area OSPF, EIGRP, PPP, Frame Relay, ISDN, and network troubleshooting. Pre-requisite: CIS 1106 with a grade of "C" or better. (S)
- 1223 A+ Computer Technician II** Emphasis will be on advanced hardware and networking fundamentals, adding multimedia services and peripherals, connecting the computer to a local network and to the Internet, troubleshooting and maintenance. This is a hands-on, lab-oriented course to help prepare students for the CompTIA A+ Certification Exam. Pre-requisite: CIS 1113 Computer Technician I. (S)
- 1312 A+ Analysis and Application** Demonstrates knowledge of installing, configuring, upgrading, troubleshooting and repairing desktop systems through discussion, computer-based testing, simulations, hands-on review and textbook references. Provides a summary of the core elements found on the A+ Certification Exam. Pre-requisite: CIS 1113; Co-requisite: CIS 1223. (S)
- 1403 Spreadsheet Applications** Introduces electronic spreadsheet concepts and terminology using current applications software. Emphasis is on building worksheets, working with formulas, and

preparing graphs and databases using good problem-solving skills.
Pre-requisite: CIS 1203 or consent of instructor. (D)

- 1503 Introduction to Microcomputer Operating Systems** Provides an introduction to microcomputer operating systems concepts using Microsoft, Linux and Macintosh products. Students will gain knowledge of Microsoft Operating Systems and their essential elements through hands-on experience. Pre-requisite: CIS 1203 or consent of instructor. (S)
- 1523 Keyboarding I** Teaches skills to enable students to master keyboarding skills and basic word processing skills. Students will master paragraph keyboarding and essay and report formats related to courses. (F, S, SU)
- 1603 Introduction to Digital Photography** Introduces the student to the fundamentals of digital photography. Students will submit their photographs and assignments to the instructor through Blackboard. The student must master the technical aspects of taking, transferring to storage media, and manipulation of digital photographs. Also, students will develop or enhance their skill of composing good photos. Pre-requisite: CIS 1203 or consent of instructor. (F)
- 2033 Visual Basic Programming I** Introduces programming of business applications utilizing Visual Basic's interactive, object-oriented language (OOP) methodology. Pre-requisite: MATH 1003 or consent of instructor. (D)
- 2043 Programming in C++** Introduces programming of commercial software using the programming language C++ and object-oriented programming (OOP) methodology. Pre-requisites: CIS 1033, MATH 1003, or consent of instructor. (D)
- 2053 JAVA** Provides a detailed review of object-oriented programming using the JAVA programming language incorporating instantiable classes, applets, selection statements, repetition statements, reusable classes, inheritance and polymorphism, and recursive algorithms. Pre-requisite: CIS 1033 or consent of instructor. (D)
- 2133 Visual Basic Programming II** Introduces the ADO Programming Object Model, the development and maintenance of database programs using ADO, and multi-tier database applications. Creating and managing ActiveX code components, documents, and controls is

introduced as well as a discussion of programming for the Internet.
Pre-requisites: CIS 2033 and CIS 2403. (D)

- 2203 Principles of COBOL Programming** Studies COBOL computer language, including input-output operations, arithmetic computations, comparing, control breaks, and table processing. Emphasis on program structures and techniques of program design applied to typical business applications. Pre-requisites: CIS 1033, MATH 1003, or consent of instructor. (D)
- 2313 Desktop Publishing** Teaches practical application and development of skills using graphic design and electronic page assembly with a popular publishing software program. Techniques of design and layout are emphasized in creating newsletters, flyers, pamphlets and other publications in a variety of formats. Pre-requisite: CIS 1203. (F)
- 2323 Advanced Desktop Publishing** Provides students with advanced application and skill development using graphic and desktop publishing software. Covers use of tools and commands to create and enhance digital images, such as color correction, image selection, and multiple layering. Emphasizes independent work and decision making in the revision and creation of newsletters, forms, multi-page documents, and other business publications. Also covers designing publications for the Web. Pre-requisite: CIS 2313. (D)
- 2333 Computer Illustration (Illustrator)** Emphasizes knowledge and skills necessary in the various types of graphic art. Focuses on learning to use Adobe Illustrator program. Illustrator will be used for the completion of all design projects assigned. Pre-requisite: CIS 1203. (S)
- 2343 Digital Imaging (Photoshop)** Introduces the basic elements of Adobe Photoshop, an image-editing program with the capability of creating original digital artwork, retouch or modify digital artwork, and merge and edit color images. Pre-requisite: CIS 1203. (S)
- 2403 Database Management** Introduces the fundamentals of database design and management exposes the student to Access, and introduces SQL. Entity-relationship models will also be discussed. Pre-requisites: CIS 1523 and one other computer course, or consent of instructor. (D)

- 2413 Word Processing** Introduces the uses and applications of word processing software in the production of documents for business and personal use. Pre-requisite: CIS 2503 or consent of instructor. (F)
- 2503 Microcomputer Business Applications** Provides fundamental hands-on experience using a major software suite, Microsoft Office. Word processing, spreadsheet application, presentation design and database management are introduced. Pre-requisite: CIS 1203 or consent of instructor. (F, S)
- 2513 Machine Transcription** Develops student proficiency in the transcription of letters, memos, reports, etc., as encountered in the business office. Pre-requisite: CIS 2543 or consent of instructor. (D)
- 2523 Advanced Microcomputer Business Applications** Provides students with advanced instruction and skill development using the command and techniques of Microsoft Office. Projects and exercises in Word, Excel, PowerPoint, and Access measure the student's abilities in extensive hands-on applications. This course is designed for the student to use in preparation of the Microsoft Office User Specialist Exam (MOUS). Pre-requisite: CIS 2503. (S)
- 2543 Keyboarding II** Applies advanced document preparation including letters, reports, memos, meeting minutes, agenda, and other business documentation. Students are expected to achieve a minimum keyboarding speed of 55 net words a minute. Pre-requisite: CIS 1523 or consent of instructor. (D)
- 2553 Visual Basic Programming and .NET** Studies the fundamentals of using the .NET environment and the Microsoft .NET platform to create Web applications that deliver dynamic content to a Website. Introduces students to the foundations of the .NET framework. ASP.NET, ADO.NET and Visual C+ will be introduced to demonstrate the develop .NET applications. Pre-requisite: CIS 2033. (F, S)
- 2603 Internet and Basic Telecommunications** Focuses on how the Internet and other networks support business activities. The World Wide Web, FTP, and other internet topics will be discussed and practiced using the university's Internet connection. Students will receive individual network access to complete assignments. Although elementary knowledge of computer concepts is helpful, the course is designed for beginners. (D)

- 2613 Programming for the Internet** Introduces various programming techniques and languages used on the Internet with an emphasis on DHTML, VBScript, JavaScript, Java Applets, and Internet Information Server (IIS). Pre-requisites: CIS 2673 or consent of the instructor. (F)
- 2623 Website Design and Maintenance** Introduces the various stages of Websitesite development from preparation and design to implementation with an emphasis on continual improvement. The student will design a site layout integrating personally created Web pages using Macromedia Dreamweaver. Pre-requisite: CIS 2673. (F)
- 2633 Electronic Commerce** Introduces students to the terminology and concepts of conducting business transactions over the Internet. Emphasis will be placed on the planning, design, maintenance, and security of online stores. Pre-requisite: CIS 2603. (D)
- 2643 Advanced Programming for the Internet** Explores advanced techniques for page design, production, and site management. Use of server-side scripts to process fill-in forms, modification and inclusion of Java Scripts, CSS beyond font control, DHTML, popular media plug-ins, and refined graphics techniques will be covered. Students will create an informational Website site focused on a specialized area of Web development that is of interest both to them and the class. Pre-requisite: CIS 2613. (D)
- 2653 Computer Animation (Flash)** Introduces students to creating Websites using Macromedia Flash. Emphasis is on mastering the basic concepts of 2D animation with Flash. The skills introduced will include layers, buttons, screens, and tweening. Pre-requisite: CIS 1203. (S)
- 2663 Advanced Website Design and Maintenance** Provides advanced instruction and skill development to Web page design. Emphasis is on using HTML and advanced Web page design concepts using Macromedia Dreamweaver 8. Pre-requisite: CIS 2623. (S)
- 2673 Internet Concepts and Security** Introduces how the Internet and networks support protected business activities with an emphasis on security concepts. Different types of computer attacks and defenses will be addressed. Basic Internet skills (e-mail, Web searching, etc.) are necessary before enrolling in this online course. (F, S)

- 2703 Networking Applications** Introduces the concepts of networking and telecommunications with emphasis on design, architecture, “hands-on” installation, and maintenance. Introduces the student to the Windows Server 2003 server-based network operating system. Pre-requisites: CIS 1103 and CIS 1203, or consent of instructor. (S)
- 2801 Networking Internship** Includes the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. A minimum of 40 hours of supervised work experience in an approved training situation is required. Pre-requisite: CIS 1113 and CIS 1206; Co-requisite: CIS 1223 and CIS 1312. (S)

(CNA) NURSING ASSISTANT

- 1007 Nursing Assistant** Provides instruction with an emphasis on technical skills, professional relationships, and workplace ethics. Graduates of the program are eligible to complete the Arkansas skills test to become a Certified Nursing Assistant (CNA). Graduates of the program are prepared to work in long-term care, acute care, and home-health care settings. (D)
- 2007 Medication Assistant** Provides the theory and clinical experiences required by the Arkansas State Board of Nursing for the medication assistant-certified (MA-C) training course. Theory content includes the role and responsibilities of the MA-C along with the concepts necessary for the safe and effective administration of medications. Supervised clinical experience is provided administering medications in nursing home settings. Pre-requisite: Completing of at least 1 continuous year of full-time experience as a certified nurse aide (CNA) in the state of Arkansas. (D)

(CPT) COLLEGE PREPARATORY

Basic Math, College Writing, and College Reading are offered in a traditional classroom environment. College preparatory are non-credit/pass-fail classes. Grades for non-credit/pass-fail classes will be calculated into the semester Grade Point Average (GPA) but not the cumulative GPA. Students must take an exit exam to pass the class. Students who fail the exit exam will receive an “F” and no credit.

- 0053 Basic Math (non-credit/pass-fail)** Provides students with instruction in basic arithmetical concepts and a smooth transition to beginning algebra. Students also learn problem-solving skills and strategies. (F, S, SU)
- 0103 College Writing (non-credit/pass-fail)** Focuses on parts of speech, subject/verb agreement, pronoun/antecedent agreement, and basic sentence patterns. Also, students will study the process for writing and revising academic paragraphs. In addition, students will practice paragraph structures, development of ideas in a paragraph, and sentence improvements. Students will submit papers using word processing software. (F, S, SU)
- 0123 College Reading (non-credit/pass-fail)** Provides students with detailed instruction in and examples of the reading skills they must master to be successful in college. Provides active reading strategies, such as finding main ideas and supporting details, to improve textbook comprehension. Focuses on developing techniques for enlarging vocabulary, creating study tools, note taking, and mapping to comprehend longer college-level reading selections. (F, S, SU)

(CRJ) CRIMINAL JUSTICE

- 1023 Introduction to Criminal Justice** Introduces students to the criminal justice system by describing the various agencies of the American criminal justice system and the procedures used to identify and treat criminal offenders. Explores and analyzes the critical issues in criminal justice and their impact on the justice system by focusing on critical policies and issues including shock incarceration, community policing, alternative sentencing, gun control, the war on drugs, and the death penalty. (F, S)
- 1053 Criminology** Introduces students to the various components that comprise the scientific study of crime and criminal offenders in the American criminal justice system. The focus is on the order and disorder within American society. Featured topics include criminological theory, types of crimes, and an analytical examination of the criminal justice system including police, courts, and correctional systems. (F, S)
- 1223 Police Organization and Administration** Introduces students to the various components of police organization and administration. Examines multiple organization strategies used in policing and

organization structures. Topics include historical perspectives, police roles, police management, planning, performance measurement, and general organization principles and doctrines as applied to all aspects of police functions and managements. (S)

2033 Juvenile Delinquency Introduces students to the various components of the American juvenile justice system. Featured topics include historical perspectives, causation, environmental influences, juvenile justice processes, definition and extent of delinquency, and prevention/treatment methodologies. (F)

2043 Community Relations in Law Enforcement Teaches students the various components of human relations utilized in law enforcement and the way those relationships interact and collide with public expectations and sentiment about law enforcement. Focuses on the dynamic nature of police relationships with citizens, other police officers, and how those relationships are crucial to maintaining professional policing in America. (S)

2233 Criminal Law I Provides students with an introductory survey of criminal law relevant to a wide variety of occupations within the various areas of criminal justice. The course would incorporate the basic concepts and doctrines of criminal law in the United States: culpability, causation, homicide, justification and excuse, constitutional limitations on criminal law, attempt, complicity, and conspiracy. (S)

2253 Criminal Investigation Examines the fundamentals and various methods used in criminal investigations, procedures incorporated at crime scenes, collection and presentation of physical evidence, and methods used by police service laboratories. Introduces students to practical criminal investigations and the various components thereof. Focuses on the systematic examination and interpretations of crime scenes and their relationship pertaining to crime and people who commit criminal acts. (F)

2263 Criminal Evidence and Procedure Provides an in depth look at the rules of evidence and procedures used within the operational level of law enforcement and other legal professions. Examines criminal procedures, professional conduct of witnesses, and the importance of safeguarding personal constitutional liberties. Introduces students to the various aspects of criminal procedure. It is mostly concerned with United States court decisions and their relevance to arrests, searches/seizures, interrogations, sentencing practices, and civil

liabilities. Analyzes legal safeguards and impediments facing legal professionals and how they affect the performance of their duties. (F)

- 2273 Criminal Justice Internship** Includes a combination of work and study based methods of learning. Students observe, participate, and critically analyze the experience, which ultimately leads to the written evaluation of their experiences. Allows students the opportunity to apply various criminal justice concepts and principals of knowledge, which are learned in the AAS in Criminal Justice. Pre-requisites: CRJ 1023, CRJ 1223 CRJ 2263, and CRJ 1053 or CRJ 2033. (F, S)

(ECH) EARLY CHILDHOOD

- 2033 Child Growth & Development** Studies the nature and development of children from pre-birth to the middle years of childhood. Includes physical, cognitive, and psychosocial development. Prepares students to understand the complex, dynamic process of child development and helps students understand when departures from normal childhood behavior are significant. (F, S)

(ECON) ECONOMICS

- 2313 Principles of Macroeconomics** Studies how economic systems operate, with emphasis placed on money, banking, and national income. Designed to increase awareness of economic problems and encourage the student to analyze alternative solutions. (F, S)
- 2323 Principles of Microeconomics** Emphasizes value, prices, distribution, international economics, and current problems. (F, S)
- 2333 Economics Issues & Concepts** Provides a basic understanding of our economic system. Explores basic economic concepts and examines contemporary economic problems and issues in light of the concepts learned. (F, S)

(EDU) EDUCATION

- 2013 Survey of Early Childhood Education** Surveys the history, theory, and practice of early childhood education. Three clock hours of required off-campus observation. (F, S)

2033 Introduction to Education Provides students with an overview of teaching as a profession, providing them with an opportunity to observe the educational process. (20 clock hours of off-campus observation and directed assignments required). Gives students the opportunity to ascertain if the education profession is an appropriate career path. Pre-requisite: student must complete 12 credit hours before enrolling in course. (F, S)

2803 Introduction to K-12 Educational Technology Provides students with an overview of the technologies that can enhance teaching and learning. Teaches basic computer skills and the uses of various software applications (i.e., word processing, database, spreadsheet, graphics, multimedia, etc.) in the educational setting. (F, S)

(EMT) EMERGENCY MEDICAL TECHNICIAN

1007 Emergency Medical Technician Provides the basic program approved by the Department of Health Office of Emergency Medical Services and the National Registry of Emergency Medical Technicians. This course provides for lecture and practical training to adhere to the 1994 U. S. Department of Transportation EMT – Basic National Standard Curriculum. Focus is placed on the knowledge and skills an individual needs to possess in pre-hospital emergency care to function as part of a team providing pre-hospital care to the ill and injured. Students successfully completing the program will be eligible to take the required State and National examination. (D)

(ENG) ENGLISH

1003 Composition I Studies and practices the fundamentals of written communication including principles of grammar, punctuation, spelling, organization, and careful analytical reading. (F, S)

Pre-requisites:

1. Test scores as outlined under admissions policies in this catalog or completion of CPT 0023 and/or CPT 0033 with a grade of “C” or better.
2. Keyboarding skills are required before enrolling in this class.
3. Students who fail Composition I twice must take and pass CPT 0033 Writing Tutorial before re-enrolling in Composition I.

Requisites:

1. Students must enroll in Composition I within their first 15 hours of credit work. If they fail or withdraw from Composition I, they must re-enroll in Composition I for the following semester and must continue enrollment in the course until they pass it.
2. Students must earn a grade of “C” or better in ENG 1003 before enrolling in ENG 1013.

- 1013 Composition II** Develops further the skills learned in Composition I. Based on reading and discussion of various types of writing, the students’ essays will provide practice in different kinds of rhetorical development including research and documentation. Pre-requisite: Keyboarding skills are required before enrolling in this class and completion of ENG 1003 with a grade of “C” or better. (F, S)
- 2003 World Literature I** Introduces students to the analysis and interpretation of literary works from several historical periods ranging from early civilizations through the Renaissance. (F, S)
- 2013 World Literature II** Introduces students to the analysis and interpretation of literary works from several historical periods ranging from the Renaissance to the present. (F, S)
- 2103 Introduction to Poetry** Studies the major poetic forms and trends and is designed to deepen the students’ understanding of and appreciation for this most ancient of the literary arts. (D)
- 2113 Introduction to Fiction** Focuses on short fiction and the novel. Discusses various modes and concepts of fiction; investigates reader expectations; analyzes form and theory. (D)
- 2123 Introduction to Drama** Studies the theatre as a literary phenomenon. Investigates the form and theories of what makes good drama; analyzes structures and meanings based on various critical modes. (D)
- 2133 Special Studies** Offers the student a chance to investigate specific genres, specific groups of writers, and/or specific authors. Genre (such as science fiction), groups of writers (such as Native American authors), and specific authors (such as Shakespeare) change from semester to semester. May be taken twice for 6 hours of credit. (D)

- 2323 American Literature I** Studies major American authors, genres, and movements from the beginning through the Civil War. (D)
- 2363 American Literature II** Studies major American authors, genres, and movements from the Civil War to the present. (D)
- 2373 Comparative Modern Grammars** Studies major grammatical systems: traditional, structural, and transformational. (D)

(FRN) FRENCH

- 1013 Elementary French I** Provides a listening-speaking-reading-writing approach to developing basic language skills. (D)

(FUS) FUNERAL SERVICE

- 1003 Embalming I** Introduces the embalming profession through a study of the responsibilities, conduct and qualities of a professional embalmer. Special emphasis is given to federal and state governmental regulations with proper training in OSHA and FTC requirements. A complete study of post mortem changes, various types of death and its effect upon the human organism is discussed, followed by case analysis, proper procedure and sequence in embalming, instruments, the preparation room, chemicals and landmarks of the human body. (F)
- 1011 Orientation to Funeral Service** Examines the history of funeral activities of various cultures and areas, with emphasis on the growth of the American funeral profession and funeral service ethics. (F)
- 1012 Restorative Art I** Studies the anatomy and physiognomy of the face and head and techniques for reconstruction. Focuses on the bones, muscles, measurements, proportions, markings, and head shapes. Special laboratory skills explored in anatomical wax modeling. (F)
- 1021 Introduction to Grief Counseling** Studies the grieving process, adjustment mechanisms, bereavement, and the role of the funeral director in counseling the bereaved. (D)
- 1033 Mortuary Chemistry** Provides a basic understanding of inorganic, organic, and biochemistries and how their theories and laws form a sound scientific basis for the embalming procedure. Open to Funeral Science majors only. (F, odd years)

- 1143 Business and Funeral Service Law** Introduces the critical areas of business law that relate to the daily operations of the funeral service profession. Covers the law of contracts, torts, trusts, sales, secured transactions, negotiable instruments, agency, corporations and other business associations, bailments, probate and estate property rights, criminal violations as well as an examination of our courts and civil procedure. Specific instruction given to the areas of law dealing with funeral service including regulations dealing with disposition of dead bodies, rights and responsibilities of the funeral director, and state and federal regulations governing the industry. Although the course is structured for students from any state, reference will be made to applicable Arkansas laws. (F, even years)
- 1161 Funeral Service Ethics** Studies the ethical considerations facing the funeral service profession both from a personal and a professional standpoint. Observes ethical standards as distinguished from legal standards in the business world for the funeral service professional. Emphasis is placed on developing and discussing ethical issues by the use of hypothetical examples representative of situations found in the business world. (S)
- 2022 Restorative Art II** Emphasizes the use of color and cosmetic theory as it applies to funeral service. Includes extensive laboratory skills in cosmetic application and wax reconstruction. Pre-requisite: FUS 1012. (S)
- 2123 Embalming II** Emphasizes principles and techniques of embalming. Topics covered include linear and anatomical guides, case analysis, formulating chemical solutions, complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Pre-requisite: FUS 1003. (S)
- 2143 Pathology** Studies basic pathology principles as applied to the funeral service profession. The course includes an understanding of the basic course of diseases and the effect these diseases may have upon the embalmer. (F)
- 2171 Practicum I** Offers practical training and experience while working in local mortuaries. Students must consult their advisor before enrolling in this course. Pre-requisites: FUS 1003 and FUS 1012. (D)

- 2181 Practicum II** Offers practical training and experience while working in local mortuaries. Students must consult their advisor before enrolling in this course. Pre-requisite: FUS 2171. (D)
- 2223 Funeral Service Management and Merchandising** Studies funeral service management and operational procedures as they relate to funeral service procedures, client families, staff personnel, community and professional associates. Explores funeral merchandising, which includes the types, construction and parts of funeral merchandise, how prices are determined and quoted, and how merchandise is mixed, displayed, monitored, and evaluated. Guest lectures and field trips are an integral part of this course. (S)
- 2243 Funeral Directing** Serves as an orientation to the funeral service environment, including the duties, responsibilities, skills, and ethical obligations. Encompasses the study of the history of funeral service and procedures used in military, fraternal, and religious funerals in the United States. (F)
- 2253 Funeral Service Psychology/Sociology** Studies the normal symptoms of grief in adults and children and the funeral director's role in grief counseling in conjunction with the psychological and sociological aspects of human emotions and religious customs and cultures as they pertain to the funeral, death, and final disposition. *General Psychology will not be allowed as substitution for FUS 2253.* (D)
- 2262 Comprehensive Review** Reviews the entire curriculum for graduating sophomores culminating with an exam designed to prepare students for the national board and various state board examinations. Must be taken in the last semester of the sophomore year. (D)

(GEOG) GEOGRAPHY

- 2613 Physical Geography** Describes and interprets how man interrelates with the physical features of the surface zone of the earth, including land forms, weather, climate, soils, vegetation, and water. (F, S)
- 2703 World Geography** Examines the world's major regions. The topics covered in each region include geographic interpretation of population, cultures, climate, and economic activities in the physical setting. (D)

(GEOL) GEOLOGY

- 1004 Physical Geology & Lab** Introduces the basic principles and processes acting to produce man's physical environment. Includes an introduction to minerals, rocks, and topographic maps. Lecture three hours, lab two hours per week. (F, S)
- 1014 Historical Geology & Lab** Studies the history and sequence of development of the earth and its inhabitants, including an introduction to the taxonomy and morphology of common fossils from plant and animal kingdoms. Lecture three hours, lab two hours per week. (D)

(GRM) GERMAN

- 1013 Elementary German I** Provides a listening, speaking, reading and writing approach to developing basic language skills. This course is designed for students with no previous knowledge of German. (D)
- 1023 Elementary German II** Continues GRM 1013. Pre-requisite: GRM 1013 or consent of the instructor. (D)
- 2013 Intermediate German I** Continues the development of the basic language skills, with increasing emphasis on the written language. This course is recommended for students who have had high school German and who seek to improve their speaking and writing skills. Pre-requisite: GRM 1013 or 1023 or two years of German in high school or consent of the instructor. (D)
- 2023 Intermediate German II** Furthers the development of basic language skills with applications of knowledge in both speaking and writing. Pre-requisite: GRM 2013 or three years of German in high school or consent of the instructor. (D)

(HIST) HISTORY

- 1013 World Civilization to 1660** Explores ancient, medieval, and early modern civilizations in both the Western and non-Western world with emphasis on historical trends influencing modern society. (F, S)

- 1023 World Civilization since 1660** Examines Western and non-Western civilizations from the early modern era to the present with emphasis on inter-relationships and shifting bases of power. (F, S)
- 2103 American Military History** Studies the American military in war and peace focusing on battle strategies, rules of engagement, logistics, nation building, and leadership and how these factors influenced changes in the military and its activities from colonial times to the present. (S)
- 2133 Global History Since 1900** Provides a survey of important developments in political, social, economic, and cultural history from 1900 to the present day with special emphasis on the increasing interconnectedness of societies throughout the world and the development of a global economy and culture. (D)
- 2763 The United States to 1876** Investigates social, economic, and political development from new world exploration to Reconstruction with emphasis on historical trends influencing modern society. (F, S)
- 2773 The United States since 1876** Studies social, economic, and political development from Reconstruction to the present with emphasis on the changes and adjustments required by the evolving American experience. (F, S)
- 2883 Arkansas History** Examines the political, social, economic, and cultural development of Arkansas from the pre-colonial era to the present. (offered online Fall and Summer; offered in seated classroom Spring)

(HLT) HEALTH

- 2203 Basic Human Nutrition** Examines basic concepts of nutrition including factors that have an impact upon nutritional practices. Special attention to age-related nutritional needs. Open to nursing and non-nursing majors. (F, S, D)

(HON) HONORS PROGRAM

- 1203 Honors Forum: History of Great Ideas** Draws on ideas and texts from both Western and other cultures to examine broad-ranging topics across political, economic, cultural, and disciplinary boundaries. Pre-requisite: Admission into the Fran Coulter Honors Program or by petition to the Honors Committee. (F)
- 2203 Honors Forum: In Search of Solutions** Examines different views of global leadership, investigates conflict management, teaching goal setting and ethical reasoning in tools in defining personal leadership styles, and focuses on service leadership through team building activities. Pre-requisite: Admission into the Fran Coulter Honors Program or by petition to the Honors Committee. (S)

(HSA) HEALTH SERVICES ADMINISTRATION

- 1004 Health Professions Observation** Provides students with an overview of the health professions, providing them the opportunity to observe and interact with various health-related fields. Student will observe 40 clock hours and complete directed assignments as required. Emphasis will be placed on patient care, health-related skills, and technology related to health professions. (D)
- 2013 Medical Terminology** Uses the body systems approach to learning medical terms using word roots, prefixes, and suffixes. Pathological, surgical, and diagnostic terms are also learned as well as related abbreviations. (F, S)

(LPN) PRACTICAL NURSING

- 1105 Body Structure and Function** Studies major parts in the specific systems of the body and interlocks the dependency of one system on another with contributions of each system to the well-being of the body as a whole. Serves as a foundation for understanding the deviations from the normal. (F)
- 1204 Basic Nursing Concepts** Examines the basic theoretical concepts that guide the practice of nursing within the profession, the health care

system, and society. Includes basic principles of care for self and others throughout the life span, including holistic care and wellness concepts. Also covers the health care delivery system, legal and ethical responsibilities, communication, and cultural sensitivity. (F)

- 1303 Foundations of Nursing Procedures** Covers the theory content necessary for the safe and effective delivery of nursing care. Includes nursing process, infection control and assessment. Safety, hygiene, basic nutrition, and rest/sleep are covered as methods of promoting health. Also includes concepts related to medication administration and intravenous therapy. (F)
- 1404 Nursing Skills** Studies basic, intermediate, and advanced nursing procedures. Provides supervised, hands-on experience in the nursing skills lab to practice and demonstrate mastery of skills. (F)
- 1504 Pharmacology I** Provides a detailed examination of pharmacological principles essential to the administration of medications, including the calculation of drug doses, legislation relating to drugs, drug forms and classifications. Examines the medications used for disorders of each body system. Covers the classifications, actions, uses, contraindications, safety precautions, adverse reactions, dosage and route, nursing considerations, clients' instruction, and special consideration for selected drugs. (F)
- 1622 Nursing of Older Adults** Studies the aging experience and the challenges of the aging process. Examines the health care needs of older adults with the focus on wellness promotion, restorative care, and promoting optimum function. Addresses the physical, psychological, and social elements of care to guide in assessing, planning, delivering, and evaluating nursing care for older adults. (F)
- 1802 Nursing of Children** Investigates the principles of nursing of children. Includes each age group's growth and development, disease process, and nursing care. (F)
- 1902 Clinical I** Provides clinical experiences in the areas of fundamentals of nursing and gerontological nursing. Introduces students to the role of the LPN in long-term care, including management and delegation. This clinical rotation includes 96 contact hours of clinical experience in skilled nursing facilities. (F)

- 2106 Nursing of Adults I** Focuses on the nursing care of the adult patient with disorders of each body system. Also includes the care of the surgical patient and the patient with cancer. Covers the etiology/pathophysiology, diagnostic tests and assessment, medical management, nursing diagnoses and nursing interventions, patient teaching, and prognosis for selected disorders. Cultural and ethnic considerations as well as older adult considerations are included. (S)
- 2201 Basic Nursing Management** Examines the leadership and management roles of the practical nurse in multiple practice settings with an emphasis on long-term care. (S)
- 2302 Mental Health Nursing** Studies the mental health continuum, including effective and ineffective coping responses. Considers developmental psychology through the life span and sociocultural influences on mental health. Covers the treatment of mental health alterations, including the historical perspective and legal/ethical issues. Examines the nursing care of individuals with specific mental health disorders. (S)
- 2402 Nursing of Mother and Infant** Studies modern aspects of maternity nursing with emphasis on normal obstetrics. Examines components of maternity nursing such as anatomy and physiology, communication skills, prenatal care, labor and delivery, postpartum care, and care of the newborn. (S)
- 2501 Pharmacology II** Examines the medications used for disorders of various body systems, as well as drugs used to counteract infections, psychotropic agents, and antineoplastic drugs. Pre-requisite: LPN 1504. (S)
- 2601 Nursing of Adults II** Reviews and builds on all the aspects of LPN 2106. Pre-requisite: LPN 2106. (SU)
- 2701 Nursing of Adults III** A continuation of LPN 2601. Pre-requisite: LPN 2601. (SU)
- 2908 Clinical II** Provides clinical rotations in medical-surgical units, pediatrics, mental health, and specialty areas of the hospital. Includes supervised experience in medication administration and intravenous

therapy. In addition, an outpatient rotation is scheduled in physician's offices and clinics. Pre-requisite: LPN 1902. (S)

2913 Clinical III Continues acute care rotations in medical-surgical units and specialty units of the hospital. In addition, includes clinical experiences in the area of maternal/infant nursing. A clinical preceptorship is scheduled in long-term care. Pre-requisite: LPN 2908. (SU)

2923 Clinical IV Continues all rotations in Clinical III. Pre-requisite: LPN 2913. (SU)

(LPNN) PRACTICAL NURSING-EVENING & WEEKEND

1505 Pharmacology Provides a detailed examination of pharmacological principles essential to the administration of medications, including the calculation of drug doses, legislation relating to drugs, drug forms and classifications. Examines the medications used for disorders of each body system. Covers the classifications, actions, uses, contraindications, safety precautions, adverse reactions, dosage and route, nursing considerations, clients' instruction, and special consideration for selected drugs. Examines the medications used for disorder of various body systems, as well as drugs used to counteract infections, psychotropic agents, and antineoplastic drugs. (S)

1903 Clinical I Provides clinical experiences in the areas of fundamentals of nursing and gerontological nursing. Introduces students to the role of the LPN in long-term care, including management and delegation. This clinical rotation includes 96 contact hours of clinical experience in skilled nursing facilities. (S)

2104 Nursing of Adults I Focuses on the nursing care of the adult patient with disorders of each body system. Also includes the care of the surgical patient and the patient with cancer. Covers the etiology/pathophysiology, diagnostic tests and assessment, medical management, nursing diagnoses and nursing interventions, patient teaching, and prognosis for selected disorders. Cultural and ethnic considerations as well as older adult considerations are included. (S)

- 2603 Nursing of Adults II** Reviews and builds on all the aspects of LPNN 2104. Pre-requisite: LPNN 2104 (F)
- 2901 Clinical II** Provides clinical rotations in mental health, hospice, and outpatient dialysis. Pre-requisite: LPNN 1903 (SU)
- 2911 Clinical III** Provides introduction to acute care rotations in the medical-surgical units of the hospital. Includes supervised experience in medication administration and intravenous therapy. Pre-requisite: LPNN 2901 (SU)
- 2925 Clinical IV** Continues all rotations in Clinical III. Pre-requisite: LPNN 2911 (F)
- 2946 Clinical V** Continues all rotations in Clinical IV and includes clinical experiences in the area of maternal/infant nursing. In addition, an outpatient rotation is scheduled in physician's offices and clinics and a clinical preceptorship is scheduled in long-term care. Pre-requisite: LPNN 2925 (S)

(MATH) MATHEMATICS

- 0003 Beginning Algebra (non-credit)** Reviews addition, subtraction, multiplication, and division of real numbers. Focuses on the addition and multiplication principles of polynomials, exponents, and factoring polynomials and quadratic equations. **This course is a pass/fail course, passing with at least a "C" and must be completed before students enroll in MATH 1003, if a student's placement scores indicate this course is required.** (F, S, SU)
- 1003 Intermediate Algebra** Focuses on exponents, radicals, polynomials, rational expressions, linear equations, functions, graphs, factoring, introduction to quadratic equations, and related topics. Taught in a lecture format. (This course may not transfer.) Pre-requisite: MATH 0003 or required placement score. (F, S, SU)
- 1023 College Algebra** Studies quadratic equations and inequalities; polynomial, rational, exponential, and logarithmic functions; graphing functions, combining functions, inverse functions; solving systems of linear and nonlinear equations; and use of matrices and determinants.

Emphasis on applications and problem solving. (No credit given if taken following MATH 1054). Pre-requisite: Required placement score or a grade of “C” or better in MATH 1003. (F, S, SU)

- 1033 Plane Trigonometry** Examines trigonometric functions, identities, inverse trigonometric functions, vectors, polar coordinates, and complex numbers. (No credit given if taken following MATH 1054.) Pre-requisite: MATH 1023 or permission of the instructor. (D)
- 1054 Precalculus Mathematics** Focuses on trigonometry, analytical geometry, and a few selected topics from algebra. Pre-requisite: High School Algebra II and score of 22 or above on ACT or 630 or above on SAT, or MATH 1023 with a score of “C” or better. (S)
- 2113 Mathematics for Teachers I** Focuses on sets, logic, and numbers with emphasis on the axiomatic development of the real numbers. For elementary education majors only. Pre-requisite: MATH 1023 with a grade of “C” or better. This is NOT a methods course. (This course may not be used to satisfy the Associate of Arts or Associate of Applied Science mathematics requirement.) (F)
- 2123 Mathematics for Teachers II** Focuses on mathematical systems, elementary algebra, probability and statistics, and geometry with applications. For elementary education majors only. Pre-requisite: MATH 2113 with a grade of a “C” or better. This is not a methods course. (This course may not be used to satisfy the Associate of Arts or Associate of Applied Science mathematics requirement.) (S)
- 2143 Business Calculus** Explores limits, derivatives, and integrals. Emphasizes business calculus applications including marginal analysis, optimization, and extrema and concavity of functions. (Will not satisfy requirements for mathematics degrees. Credit will not be given for both MATH 2143 and MATH 2204 or for MATH 2143 and MATH 2194.) Pre-requisite: MATH 1023 or MATH 1054 with a grade of a “C” or better, or consent of instructor. (F)
- 2194 Survey of Calculus** Surveys the basic concepts of calculus, including limits, derivatives, exponential, logarithmic functions, and integrals. (Credit will not be given for both MATH 2194 and MATH 2204.) Pre-requisite: MATH 1023 or MATH 1054. (F)

2204 Calculus I Introduces functions, limits, derivatives, and integrals, and transcendental functions with applications. Pre-requisite: MATH 1033 or MATH 1054 or equivalent or consent of instructor. (D)

2214 Calculus II Continues Calculus I, including hyperbolic functions, techniques of integration, sequences and series, conic sections, polar coordinates, and parametric equations. Pre-requisite: MATH 2204. (D)

(MUS) MUSIC

2503 Fine Arts-Music Introduces music to the listener who has had no formal training or experience. The purpose is to develop listening skills. (F, S)

(ORT) ORIENTATION

1003 Student Success Focuses on practical strategies to help both traditional and nontraditional students progress successfully through college and into a career. Academic, social and personal skills are studied. (F, S, SU)

(OTS) OFFICE TECHNOLOGY SPECIALIST

2007 Professional Medical Coder Provides instruction enabling students to demonstrate the accurate coding skills necessary for obtaining optimum reimbursement for a provider. Students will have a comprehensive understanding of the CPT, ICD-9, and HCPCS books and the information provided in them. By combining skills learned in basic anatomy, medical terminology, and the structure of word elements, students will be able to effectively interpret medical documentation for appropriate reporting. Pre-requisite, co-requisite: HSA 2013, or consent of instructor. (D)

2013 Healthcare Billing, Compliance, and Reimbursement Provides students the information and practical application in billing and compliance for Medicare/Medicaid, Managed Health Care, and third

party payer claims. Introduces students to legal and regulatory issues, coding systems, reimbursement methodologies, coding for medical necessity, and common health insurance plans. Includes presentation of information concerning HIPPA regulations compliance. Pre-requisite or co-requisite: HSA 2013 or consent of instructor. (D)

2533 Legal Terminology and Document Preparation Applies legal terminology in creating, maintaining, storing, and retrieving documents as performed in a legal office environment. Pre-requisites: CIS 1523, CIS 2413 or consent of instructor. (D)

2713 Introduction to Health Insurance Billing and Medical Transcription Introduces the career field of health insurance billing and medical transcription. Topics covered include appropriate interaction with patients and medical staff, maintaining patient records, processing insurance claims, billing and collections, and medical transcription. This course is a pre-requisite for OTS 2833 Medical Insurance Coding. Pre-requisite: HSA 2013. (D)

2733 Advanced Medical Transcription Develops advanced skills in medical transcription including various medical reports. Covers autopsy, pathology, neurology, gynecology, cardiology, etc. Pre-requisite: OTS 2713. (D)

(PAR) PARAMEDIC

1012 Patient Assessment Covers history taking, physical examination techniques, patient assessment in the field, clinical decision making, communications, and documentation. Emphasis on detecting, defining, and describing normal and pathological conditions. (S)

1102 Clinical Preparation Prepares the student to care for patients in the clinical area by teaching the principles of intravenous access, medication administration, and airway management. (F)

1104 Medical Emergencies I Covers recognition, pathophysiology, and management of patients with respiratory, neurologic, endocrine, anaphylactic, non traumatic abdominal, and urologic emergencies. (SU)

- 1112 Clinical Practicum I** Consists of supervised rotations through selected clinical and field areas. Emphasis is on developing and improving psychomotor skills which reinforce classroom presentations. (F)
- 1203 Pharmacology** Addresses the basic principles of pharmacology, including the history of pharmacology; drug regulation, nomenclature, and classification; and pathophysiological principles of drug uptake, utilization, and elimination in the body. Covers basic medical terminology. (S)
- 1221 EKG Interpretation** Covers cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. (F)
- 1222 Clinical Practicum II** Consists of supervised rotations through selected clinical and field areas. Emphasis is on developing and improving psychomotor skills which reinforce classroom presentations. (S)
- 1332 Clinical Practicum III** Consists of supervised rotations through selected clinical and field areas. Emphasis is on developing and improving psychomotor skills which reinforce classroom presentations. (SU)
- 1343 Life Span Development** Covers recognition, pathophysiology, and management of emergencies among gynecologic, obstetric, neonatal, pediatric, and geriatric patients. (F)
- 1403 Trauma Management** Studies trauma systems, mechanism of injury, pathophysiology, management, and treatment of traumatic injuries including hemorrhage, burns, thoracic trauma, soft tissue injury, head injury, spinal injury, abdominal injury, and musculoskeletal injury. (S)
- 2102 Foundations of the Paramedic** Studies the roles and responsibilities within an EMS system, the importance of personal wellness, implementation of injury prevention activities, understanding legal issues, ethics, and principles of therapeutic communications. (F)

- 2103 Medical Emergencies II** Covers recognition, pathophysiology, and management of patients with toxicological, substance abuse, hematologic, environmental, infectious, psychiatric, and behavioral emergencies. (F)
- 2202 Pathophysiology** Applies general concepts of pathophysiology for the assessment and management of emergency patients. Emphasizes pharmacological interventions. (F)
- 2205 Cardiovascular Care (S)** Utilizes assessment findings to formulate a field impression, to implement and evaluate the management plan for the patient experiencing a cardiac emergency. Includes Advanced Cardiac Life Support (ACLS) didactic. (S)
- 2314 Paramedic Field Internship** Provides supervised experience in prehospital settings. Emphasizes the application of previous course work in the field environment. Addition to regular course work, provides the following seminars and special workshops offered occasionally to professionals in the field as continuing education course work: EMT Refresher, EMT-I Refresher, Paramedic Refresher, CPR Provider, CPR Instructor, and EMT Instructor. (F)
- 2502 Assessment Based Management** Integrates assessment findings in order to formulate a field impression and implement a treatment plan for those with common physical, mental, and social complaints. (F)
- 2591 Paramedic Competencies** Combines preparation and evaluation of significant entry level paramedic competencies through this capstone course including psychomotor and cognitive skills. Emphasis is placed on all psychomotor skills and cognitive aspects of the national professional credentialing examination. (F)

(PHL) PHLEBOTOMY

- 1007 Phlebotomy** Prepares students to collect, transport, handle, and process blood and other specimens for medical laboratory analysis. The curriculum includes classroom instruction and clinical learning experiences. A medical terminology course is recommended, but not required as a pre-requisite. Students who are waiting to enter a health

sciences program may want to consider enrollment in this program.
(D)

(PE) PHYSICAL EDUCATION

- 1002 Concepts of Physical Activity** Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and a quality life. Provides opportunities for psychomotor development.
(F, S)
- 1201 Beginning Weight Training I** Introduces the student to cardiovascular and resistance training. Areas include circuit training, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool-down. Technique is a major focus. (F,S)
- 1301 Beginning Weight Training II** Continues Beginning Weight Training I. Areas include circuit training, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool-down. Technique is a major focus. Prerequisite: PE 1201.
(F,S)
- 1401 Advanced Weight Training I** Continues Beginning Weight Training II. Areas include supersets, interval training, Target Heart Rate Zone, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool-down. Technique is a major focus. Prerequisites: PE 1201 and PE 1301. (F,S)
- 1501 Advanced Weight Training II** Continues Advanced Weight Training I. Areas include supersets, interval training, Target Heart Rate Zone, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool-down. Technique is a major focus. Prerequisites: PE 1201, PE 1301 and PE 1401. (F,S)

(PHIL) PHILOSOPHY

- 1103 Introduction to Philosophy** Studies basic problems of philosophy based upon readings in the works of selected leading philosophers.
(F, S)

- 1503 Logic** Examines methods and principles used in distinguishing correct from incorrect reasoning, designed to give the student a working knowledge of the detection of fallacies, the definition of terms, and the recognition of deductive and inductive thought. (D)
- 2023 World Religions** Surveys the basic tenants of world religions in the context of historical, spiritual, and philosophical development. (D)

(PHYS) PHYSICS

- 1104 Physics for Healthcare Professions** Studies physical laws, principles and associated theories (mechanics, fluid dynamics, optics, electricity and sound); and analyzes the principles of physics from the point of view of their application and relevance to medicine and the human body. Lecture three hours per week, lab two hours per week. Pre-requisite: MATH 1023. (D)
- 1201 Physical Science Laboratory** Accompanies PHYS 1203 *Physical Science*. Pre-requisite or Co-requisite: PHYS 1003 *Physical Science* (Credit for this course is contingent upon earlier or simultaneous completion of PHYS 1203) PHYS 1201 and PHYS 1203 may be taken in lieu of PHYS 1204. (F, S)
- 1203 Physical Science** Develops modern concepts of matter and energy and how this development is related to the social order of which man is a part. (This course does not satisfy science certification for secondary school teachers. It is not accepted as a major requirement in a natural science field. However, elementary education majors must take this course or PHYS 1204 to meet state certification requirements.) Pre-requisite: MATH 1003 or ACT Mathematics score of 17 or above. PHYS 1201 and PHYS 1203 (F, S)
- 1204 Physical Science & Lab** Develops modern concepts of matter and energy and how this development is related to the social order of which man is a part. (This course does not satisfy science certification for secondary school teachers. It is not accepted as a major requirement in a natural science field. However, elementary education majors must take this course to meet state certification requirements.)

Lecture three hours, lab two hours per week. Pre-requisite: MATH 1003 or ACT Mathematics score of 17 or above. (F, S)

2054 General Physics I & Laboratory I Examines the essentials of mechanics, heat, and sound. Lecture three hours per week, lab two hours per week. Pre-requisite: MATH 1033. (D)

2064 General Physics II & Laboratory II Studies electricity, magnetism, light, and modern physics. Lecture three hours per week, lab two hours per week. Pre-requisites: PHYS 2054. (D)

(POSC) POLITICAL SCIENCE

2103 United States Government Focuses on the constitution, government, and politics of the United States. (F, S)

(PSY) PSYCHOLOGY

2513 Introduction to Psychology Studies important scientific principles of human behavior, with emphasis on their application to personal and social problems. (F, S)

2633 Child and Adolescent Development Examines the nature and development of the child and the adolescent, including physical, cognitive, and psychosocial development. PSY 2513 is a recommended pre-requisite. (D)

2813 Introduction to Abnormal Psychology Reviews the many facets of abnormal behavior, including causation, therapy, and prevention. Pre-requisite: PSY 2513. (F, S)

(RESP) RESPIRATORY CARE

1001 Pharmacology I Covers practical and clinical pharmacological principles and practices of drugs which affect the respiratory system. Emphasis will be placed on the drug classification, route of administration, dosages/calculations, affects and side effects, indications and contraindications, and the agent's role in treating

pulmonary disease. (F)

- 1012 Cardio-Respiratory Anatomy and Physiology I** Introduces the anatomy and physiology of the cardiopulmonary system. Emphasis will be placed on the mechanics of ventilation, acid-base balance, gas exchange and transport, ventilation-perfusion, and control of the cardiovascular system. (F)
- 1022 Cardio-Respiratory Anatomy and Physiology II** Continues RESP 1012. Focuses on the anatomy and physiology of the cardiopulmonary and renal systems. Emphasis will be placed on the mechanics of ventilation, acid-base balance, gas exchange and transport, ventilation-perfusion, and control of the cardiovascular system. (S)
- 1024 Basic Assessment and Diagnosis** Focuses on teaching advanced assessment skills such as physical assessment, breath sounds, arterial blood gases, bedside spirometry, and peak flows. Emphasis will be placed on correlating these values with the values obtained during a patient chart audit, such as diagnostic testing results and lab values and their relevance to the patient's care and treatment. (F)
- 1031 Basic Assessment and Diagnosis Lab** Involves guided practice using diagnostic equipment for cardio-respiratory assessment and diagnosis. (F)
- 1041 Pharmacology II** Provides an advanced study of practical and clinical pharmacological principles and practices of drugs which affect the cardio-respiratory system. Emphasis will be placed on the drug classification, route of administration, dosages/calculations, affects and side effects, indications and contraindications, and the agent's role in treating cardio-pulmonary disease. (SU)
- 1051 Pulmonary Function Test (PFT)** Provides a comprehensive study of cardiopulmonary diagnostic testing utilized to assess respiratory disease. (S)
- 1064 Equipment and Techniques I** Provides students with the essential knowledge of medical gas therapy, humidity and aerosol therapy, and lung expansion therapy. (F)
- 1071 Equipment and Techniques I Lab** Involves guided practice with emphasis on basic respiratory care procedures. (F)

- 2003 Equipment and Techniques II** Provides students with the essential knowledge of bronchial hygiene therapy, airway management, and resuscitation devices. (S)
- 2012 Equipment and Techniques II Lab** Involves guided practice with emphasis on mechanical ventilation and physiologic monitoring. (S)
- 2102 Clinical Practicum II** Continues from Clinical Practicum I. Emphasis will be placed on critical care and mechanical ventilation. (S)
- 2122 Cardio-Respiratory Disorders I** Covers pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of common pulmonary diseases. (S)
- 2163 Critical Care Practices** Introduces monitoring techniques used clinically to assess a patient in the critical care setting with an emphasis on the interpretation of hemodynamic monitoring and how they are affected by mechanical ventilation. (F)
- 2201 Clinical Practicum I** Involves student practicing clinical skills that have first been demonstrated in the laboratory setting. Students will be under the direct guidance of supervisors and clinical instructors employed as respiratory therapists in the clinical affiliates. Emphasis will be placed on non-critical respiratory care. (F)
- 2203 Clinical Practicum III** Continues from Clinical Practicum II. Emphasis will be placed on managing and weaning the mechanically ventilated patient, pediatrics, and neonatal care. (Students will also be exposed to cardiopulmonary diagnostic testing, home care, sleep studies, and cardiac and pulmonary rehabilitation.) (F)
- 2232 Advanced Assessment and Diagnosis** Advanced cardio-respiratory assessment and diagnostic procedures and practices. Covers a comprehensive study of cardiopulmonary testing including pulmonary functions, dysrhythmia interpretation, electrocardiograms, holter monitoring, stress testing, and sleep studies. (F)
- 2242 Neonatal Cardiopulmonary Care** Covers neonatal respiratory care with emphasis on: physiology, cardiopulmonary disorders, assessment, evaluation, monitoring, and modalities of treatment. The laboratory will focus on neonatal critical care equipment function, maintenance and use; guided practice prior to clinical experiences. Neonatal Resuscitation Program (NRP) certification required. (S)

- 2252 Clinical Internship** Involves concentrated clinical experiences in critical and non-critical respiratory care procedures and practices. (SU)
- 2302 Pediatric Cardiopulmonary Care** Provides a study of pediatric respiratory care with emphasis on: physiology, cardiopulmonary disorders, assessment, evaluation, monitoring, and modalities of treatment. The laboratory will focus on pediatric critical care equipment function, maintenance and use; guided practice prior to clinical experiences. Pediatric Advanced Life Support (PALS) certification required. (F)
- 2322 Cardio-Respiratory Disorders II** Covers a study of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of respiratory, cardiac and renal diseases. (F)
- 2402 Respiratory Care Seminar** Covers current topics in cardio-respiratory care. (F)
- 2602 Cardio-Respiratory Care in Alternate Sites** Covers the theory and application of cardio-respiratory diagnostics and therapeutic intervention, including cardio-respiratory care in alternate care sites. Students will be expected to spend time in metropolitan area to broaden clinical knowledge. (SU)

(SOC) SOCIOLOGY

- 1023 Introduction to Criminal Justice** Introduces students to the criminal justice system by describing the various agencies of the American criminal justice system and the procedures used to identify and treat criminal offenders. Explores and analyzes the critical issues in criminal justice and their impact on the justice system by focusing on critical policies and issues including shock incarceration, community policing, alternative sentencing, gun control, the war on drug, and the death penalty. (F, S)
- 2213 Principles of Sociology** Studies the origin, growth, structure, and function of group life, with emphasis on human socialization, organizations, collective behavior, and institutions. Helps the student understand how social forces affect our lives. (F, S)

- 2223 Social Problems** Applies sociological concepts and methods in the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. (F, S)
- 2233 Introduction to Cultural Anthropology** Introduces the concept of culture. The core concept of the study of culture, and the ethnographic data from our own and other cultures are organized around three different themes; the impact of culture on human behavior, the interrelationships between the different parts of a culture, and the view of cultures as adaptive systems. (F)
- 2243 Introduction to Gerontology** Provides an overview of the psychological, sociological, biological, political, and economic aspects of the process of aging. The role of these aspects as determinants of the social capacity and performance of the aging individual are examined. Special emphasis is placed on the impact of aging on auditory performance. (D)

(SPEC) SPECIAL TOPICS

Special Topics of study may, upon request, be organized in any academic department to meet the needs of interested groups. All Special Topics courses must be approved through normal curriculum channels. The fourth digit of the course number will show the hours of credit.

(SPCH) SPEECH COMMUNICATION

- 1203 Oral Communication** Develops techniques for effective oral communication through practice in the preparation and presentation of speeches. (F, S)
- 2233 Oral Interpretation** Teaches the theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature for performance: reader's theatre concentration. (D)
- 2243 Advanced Oral Interpretation** Continues Oral Interpretation. Prerequisite: SPCH 2233. (D)

(SPN) SPANISH

- 1013 Elementary Spanish I** Provides a listening-speaking-reading-writing approach to developing basic language skills. (D)
- 1023 Elementary Spanish II** Continues SPN 1013. Pre-requisite: SPN 1013 or consent of instructor. (D)
- 2013 Intermediate Spanish I** Further develops basic language skills, with increasing emphasis on the written elements of the language. Pre-requisite: SPN 1023 or consent of instructor. (D)
- 2023 Intermediate Spanish II** Continues SPN 2013. Pre-requisite: SPN 2013 or consent of instructor. (D)

(SWK) SOCIAL WORK

- 2203 Introduction to Social Work** Explores the values, knowledge, and skill base of empowerment-oriented generalist social work practice. Includes historical development and organization of the social welfare system in the United States. (D)

(TEC) TECHNOLOGY

- 2863 Principles of Technology** Explores today's engineering and technology fields, as well as the multifaceted role of the technologist. Topics of study include concepts and terminologies used in engineering, applied mathematics, use of the scientific calculator, units and dimensions used in business and industry, and team-work and problem solving techniques. Students are introduced to the use of personal computers and computer applications. Lecture with application 3 hours per week. (D)
- 2883 Introduction to Quality Control** Deals with universal principles of quality assurance in a technical environment. Topics include mechanics of a quality system, planning a quality information system,

quality practice, system elements and controls, and definitions of quality. Lecture three hours per week. (D)

(THEA) THEATRE

- 1213 Acting I** Explores basic theories and techniques of the art of acting. (F)
- 1313 Acting II** Provides advanced study in the theories and techniques of the art of acting. Pre-requisite: THEA 1213 or consent of instructor. (S)
- 2273 Theatre Practicum** Stresses practical application of the principles of theatrical art, covering all facets of play production from pre-rehearsal stages to performance before an audience. Students will be required to participate in the production of a play through performance and/or technical work. (S)
- 2503 Fine Arts-Theatre** Introduces theatre arts to students by providing an appreciation of how various artistic elements combine to produce theatrical productions. (F, S)

(WELD) WELDING

- 1003 Technical Mathematics** Intended to provide foundational skills and knowledge in essential mathematics concepts required for the welding, fabrication, and manufacturing industries. Students will learn to read and interpret scales and dimensions; convert units; utilize precision measurement devices; and organize and interpret data. Emphasis is on real-world application of fundamental mathematical principals and competencies. Students will also be introduced to blueprint reading, weld symbols, dimensioning practices, and specifications used on blueprints and sub-assemblies. (F, S)
- 1004 Introduction to Welding, Cutting and Metals** Provides an overview of several welding processes with particular emphasis on shop safety. Students are provided the opportunity to learn and practice oxy-acetylene cutting, plasma arc cutting, basic shielded metal arc welding and basic gas metal arc welding techniques. (D)

- 1012 Employment Strategies** Helps prepare students to enter the job market by providing effective strategies for successful job seeking. Students learn to systematically gather information about employment opportunities and develop appropriate job-search skills. Topics include effective resume writing, work ethics and professionalism, effective communication skills, use of the Internet for job searching and creating a favorable first impression. (F, S)
- 1024 Shielded Metal Arc Welding (SMAW/Stick)** Teaches the basic knowledge required to operate shielded metal arc welding equipment, function safely in the welding shop and develop basic welding techniques. Students study welding nomenclature, design of welding joints, electrode classification and practice fillet welds in the flat and horizontal position. (F, S)
- 1104 Advanced Shielded Metal Arc Welding** Builds on knowledge and skills gained in WELD 1134 Intermediate Shielded Metal Arc Welding. Students have the opportunity to learn and practice root beads, hot pass and cap in the vertical up position using 6010 and 7018 rods. Students will have the opportunity to test for AWS D1.1 Welding Certification (extra fee required). Pre-requisite: WELD 1134 (or instructor recommendation and director approval). (F, S)
- 1134 Intermediate Shielded Metal Arc Welding** Builds on basic knowledge and skills gained in WELD 1024 (Shielded Metal Arc Welding). Students gain proficiency by welding in the overhead and vertical up welding positions. Pre-requisite: WELD 1024 (or instructor recommendation and director approval). (F, S)
- 1204 Gas Metal Arc Welding** Teaches the basic knowledge and skills required to operate Gas Metal Arc Welding (MIG) equipment, function safely in the welding shop and develop basic MIG welding skills. Students study welding nomenclature, design of welding joints and practice fillet welds in the flat and horizontal position. (F, S)
- 1234 Intermediate Gas Metal Arc Welding** Builds on basic knowledge and skills gained in WELD 1204 Gas Metal Arc Welding. Students have the opportunity to gain proficiency by welding in the overhead and vertical welding positions. Pre-requisite: WELD 1204 (or instructor recommendation and director approval). (F, S)
- 1304 Advanced Gas Metal Arc Welding** Builds on knowledge and skills gained in WELD 1234 (Intermediate Gas Metal Arc Welding). Students have the opportunity to learn and practice horizontal welds

with dragging technique, vertical up beads, and vertical up with root, fill and cap. Students will have the opportunity to test for AWS MIG Welding Certification (extra fee required). Pre-requisite: WELD 1234 (or instructor recommendation and director approval). (F, S)

- 1404 Gas Tungsten Welding (GTAW/TIG)** Teaches the basic knowledge and skills required to operate Gas Tungsten Arc Welding (TIG) equipment, function safely in the welding shop and develop basic TIG welding techniques. Students study welding nomenclature, design of welding joints and practice welding beads in the flat, horizontal, vertical up, and overhead positions. (F, S)
- 1434 Intermediate Gas Tungsten Arc Welding** Builds on basic knowledge and skills gained in WELD 1404 Gas Tungsten Arc Welding. Students have the opportunity to gain proficiency by learning and practicing root beads, root beads with hot pass and fill and cap on mild steel. Pre-requisite: WELD 1404 (or instructor recommendation and director approval). (F, S)
- 1504 Advanced Gas Tungsten Welding** Builds on knowledge and skills gained in WELD 1434 (Intermediate Gas Tungsten Arc Welding). Students have the opportunity to learn and practice high frequency TIG welding techniques on aluminum and stainless steel and will practice root beads with stainless steel rods. Students will have the opportunity to test for AWS 17.1 Fusion Welding for Aerospace Applications (extra fee required). Pre-requisite: WELD 1434 (or instructor recommendation and director approval). (F, S)
- 1604 Metal Fabrication** Covers basic theory and practice of design, layout and fabrication using mild steel, sheet metal or aluminum. Utilizes a variety of different measuring devices. Students will have the opportunity to practice basic blueprint reading skills and will work on an approved welding project. Pre-requisite: instructor recommendation and director approval. (D)
- 1704 Advanced Metal Fabrication** Covers the theory and practice of layout and fit up of structural and piping systems. Students will have the opportunity to learn the process of fabrication of structural and piping systems through a series of competency-based exercises and hands-on projects. Basic blueprint reading skills are required. Pre-requisite: WELD1604 or instructor recommendation and director approval. (D)

- 2024 Certification Welding** Teaches advanced welding techniques to help prepare students to pass American Welding Society welding certification examinations. Pre-requisites: Instructor recommendation and director approval. (D)
- 2104 Pipe Welding 5G (Horizontal Position)** Develops skills used in the welding of both transmission pipeline and piping systems. Emphasizes skills needed to meet standards of the American Petroleum Institute. Students review root bead, hot pass and cap techniques and learn proper pipe beveling, fitting and tacking methods. Pre-requisites: WELD 1104 (Advanced Shielded Metal Arc Welding) or instructor recommendation and director approval. (D)
- 2114 Pipe Welding 2G (Vertical Position)** Provides students the opportunity to learn and practice root bead, hot pass and cap techniques in the 2G (vertical) position. Pre-requisites: WELD 1104 (Advanced Shielded Metal Arc Welding) or instructor recommendation and director approval. (D)
- 2124 Pipe Welding 6G (Inclined Position)** Provides students the opportunity to learn and practice root bead, hot pass and cap techniques in the 6G (inclined) position. Pre-requisites: WELD 1104 (Advanced Shielded Metal Arc Welding) or instructor recommendation and director approval. (D)

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B.A. UCLA
M.B.A. Pepperdine University

Amanda Throckmorton.....Administrative Specialist I
A.A. Arkansas State University-Mountain Home
B.S. Arkansas State University

Judy Truitt.....Administrative Specialist I

Cindy Turner..... Administrative Specialist III
A.A.S. Arkansas State University-Mountain Home

Holly Vincent.....Administrative Specialist I

Courtney WallaceAdministrative Specialist II

Cindy Wynn.....Administrative Specialist I

Dwayne Wray.....Skilled Tradesman

ADULT BASIC EDUCATION/ADULT GENERAL EDUCATION

Margaret Dukat.....Instructor
M.S.E. Arkansas State University Adult Education

Carolyn Moody..... Director
 B.A. Stephens College Adult Education
 M.S.E. Arkansas State University
 Adult Education Certification University of Arkansas

Jenna Robbins.....Administrative Specialist II
A.A.T. Arkansas State University-Mountain Home

Student Handbook



MESSAGE FROM THE PROVOST and VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS



Welcome to Arkansas State University-Mountain Home where we're *blazing trails* in education with innovative courses and degrees. Our goal is to provide you the best educational experience possible whether you're a student on campus or a student enrolled in an online program. We strive to serve all students, full-or part-time, young or golden age, credit or non-credit. ASUMH has something for everyone.

In this fast-paced, high-tech world, ASUMH is at the forefront with cutting edge online courses while continuing to offer traditional college transfer and two-year programs.

I am sure that you will find the information in this handbook useful throughout your tenure at the university. At ASUMH, we strive to ensure that your learning experience is meaningful and enjoyable. I encourage you to take the time to read through the information in this handbook and to take advantage of the services and activities that the university offers.

Again, welcome to ASUMH. We are glad you are here.

Sincerely,

A handwritten signature in cursive script that reads "Pat Bailey".

Patricia Bailey, Ed.D.
Provost/Vice Chancellor for Academic and Student Affairs

STUDENT INFORMATION

ASUMH Alert

ASUMH's emergency notification system, called ASUMH Alert, provides quick communication with students in the event of an emergency. The ASUMH Alert system will send messages to two email addresses and up to six phone numbers that students wish to provide. The ASUMH Alert System can also send a text message to a student's cell phone. Standard text messaging rates will apply.

Identification Cards

Student identification cards are issued in the library.

Inclement Weather Policy

ASUMH does not normally close classes or offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the community must be balanced with the risk of danger to students and employees. It is, therefore, appropriate that guidelines reflect the safety needs of our students, employees, and citizens.

The university remains open, for academic classes and all other services, during inclement weather except in extreme circumstances determined by the Chancellor. However, students, faculty, and staff are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. The university will notify by 6:30 a.m., if possible, the local news media that publicize the closing of classes and/or offices. The following radio stations will be notified: KTLO 97.9 FM, KPFM 105.5, KKTZ 93.5 and KOMT 107.5. The inclement weather announcement will also be posted on the ASUMH web site and Facebook page; and through the ASUMH Alert system unless there are power outages or other circumstances preventing electronic communication.

In the event the weather becomes severe during the day, notices to cancel classes or close offices will be placed in each building and circulated among employees. If weather changes during the evening, the instructor involved has the discretion to end classes early.

Parking

Parking on the ASUMH campus requires each vehicle to display a current ASUMH parking decal on the upper left corner of the rear window. Free parking is available to everyone on a first come, first served basis with the exception of the handicapped areas. Handicapped parking is available between Roller Hall and McClain Hall and behind First National Hall. Unauthorized vehicles parked in a handicapped space will be towed. Bicycle racks are located at Roller Hall and behind First National Hall.

School Hours

Regular classes usually meet any time between the hours of 8:00 a.m. and 10:00 p.m., Monday through Friday and 8:00 a.m. and 12:00 p.m. on Saturday. Other times may also be available based on need. Specific class times are set at the time of registration. Administrative offices are normally open Monday through Friday, 8:00 a.m. – 5:00 p.m.

Security

ASUMH strives to provide a safe and secure environment for our students, faculty, staff, and guests. Campus security and safety depend on everyone on campus to protect people and property. Students are encouraged to report a crime or suspicious activity to the vice chancellor for administrative affairs. Employees of the university will be responsible for calling outside assistance if deemed necessary.

Telephone Messages

The university does not provide a message service for students. Telephone messages will only be delivered in cases of emergency. In the event of an emergency, calls should be directed to the Office of the Registrar. Callers will be required to state the nature of the emergency. The university will attempt to deliver messages at the time of the call. However, if the student is not in class at that time, the university will not be held responsible for delivery of the message. Non-emergency phone messages will not be delivered.

POLICIES AND PROCEDURES

Attendance

Regular attendance is essential in a college-level course. Students should miss no more than three hours of classroom instruction per semester. Instructors monitor attendance in online classes based on participation in the class as evidenced by students turning in assignments, participating in discussion boards, or corresponding via email. Excessive absences may be penalized, including failure of the course, at the discretion of the instructor. Make-up work is at the discretion of the instructor. Failure to attend class does not constitute withdrawal, and the appropriate withdrawal process must be followed.

Computer Resources and Regulations

University computing resources must be used only for university-related instruction, research, or public service activities. University computing resources must not be used for personal or commercial activities.

Policy Statement on the Use of Copyrighted Software

ASUMH is aware of its responsibility for complete adherence to all legal requirements implied by the use of copyrighted software.

Personnel at ASUMH will use copyrighted software products only in compliance with the licensure agreement associated with those products. The vice chancellor for academic and student affairs is responsible for compliance with all licensure agreements entered into by ASUMH. Purchase of copyrighted computer software by the university requires that all required site-license agreements be completed and returned to the software producer.

Prior to any use, including proposed duplication of any software, the intended user (faculty member, staff member, other university employee, or student) must determine from the vice chancellor for academic and student affairs the conditions of licensure related to that software. Failure to comply with conditions of licensure of a software product will result in disciplinary action toward the offending person.

Violations of U. S. Copyright Laws can result in civil damage, including profits and attorneys' fees. Also, criminal penalties exist for willful infringement for purposes of commercial advancement or private financial gain, and for fraud.

Policy Statement on Computing Ethics

Every person using the computers at ASUMH is responsible for his/her actions regarding general computer use and network access. Free and open access to computer resources is provided within the guidelines outlined in this statement. Any attempt to obtain or use another individual's computer account, to use or abuse information from another user's file without his/her permission, or to intentionally attempt to adversely affect the computing of others, will result in immediate cancellation of computing privileges. The offending individual will also be referred to the vice chancellor for academic and student affairs for disciplinary action.

Be courteous. Although the university does not forbid the use of its computers for "fun" activities such as game playing and electronic chatting, academic use will always have priority. Anyone using a university computer for a non-academic purpose should be aware he or she may be asked to surrender that computer if it is needed for an academic purpose. Failure to promptly surrender the computer when requested may result in loss of computer privileges entirely and be referred to the vice chancellor for academic and student affairs for possible further disciplinary action.

At all times, users should demonstrate respect for other users. Individuals found to be using ASUMH technology (i.e. webcams, instant messaging, or electronic discussion boards) to promote or participate in licentious behavior will be subject to disciplinary action that may result in suspension of technology privileges and/or expulsion from the university. In addition, network activities such as the propagation of obscenity or pornography, the sending of "chain letters," or other activities which cause congestion or affect the work of others may also result in the loss of computer privileges and subsequent disciplinary action. The following statement developed by EDUCOM should also be observed:

Software and Intellectual Rights – The EDUCOM Code

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in media. It encompasses respect for the right to privacy, right to acknowledgment, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity,

including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanction against members of the academic community.

Freedom of Expression

No rights are more highly regarded at ASUMH than the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. ASUMH remains firmly committed to affording each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations. However, these activities must not disrupt the operation of the university. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the university will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the institution fulfills its educational mission, the university has the responsibility to regulate the time, place, and manner of expression. Through such regulation, equal opportunity for all persons can be assured, order within the university community can be preserved, university property can be protected and a secure environment for individuals to exercise freedom of expression can be provided.

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:

- A. **Speeches and Demonstrations.** The area designated as the *Freedom of Expression Area* for speeches and demonstrations at ASUMH is at the flag court located on the west side of the campus. This area will generally be available for this purpose between 8:00 a.m. and 5:00 p.m. Monday through Friday. Use of this area for speaking, demonstrating and other forms of expression will be scheduled through the vice chancellor for administrative affairs in order to accommodate all interested users.
- B. **Distribution of Written Material.** Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the following designated areas:

Freedom of Expression Area

No stand, table or booth shall be used in the *Freedom of Expression Area* without permission from the vice

chancellor for administrative affairs. The university maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

The distribution of commercial materials and publications is prohibited.

- C. **Marches.** Marches may take place on the streets of the campus. In order to insure the safety of all individuals, the vice chancellor for administrative affairs must approve plans for an event of this nature at least 3 business days in advance.
- D. **Provisions.** In order that persons exercising their freedom of expression not interfere with the operation of the university or the rights of others, the following stipulations shall apply, without exception, to any form of expression and will be used to evaluate any plan requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the process, and protect against invading the rights of others.
1. Events that may obstruct vehicular, pedestrian or other traffic must be approved at least 3 business days in advance by the vice chancellor for administrative affairs.
 2. Use of sound amplification on campus is regulated and must be approved by the vice chancellor for administrative affairs at least 3 business days in advance.
 3. There must be no obstruction of entrances or exits to the buildings.
 4. There must be no interference with educational activities inside or outside of buildings.
 5. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of university activities.
 6. There must be no interference with scheduled university ceremonies, events or activities.
 7. Damage or destruction of property owned or operated by the university, or damage to property belonging to students, faculty, staff or guests of the university is prohibited. Persons or organizations causing such damage shall be held financially responsible.

8. Persons or organizations responsible for a demonstration or other *Freedom of Expression* event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event shall be held financially responsible.
9. There must be compliance with all applicable state and federal laws and university policies, rules and regulations.

Visitors to the campus and all others violating these regulations regarding time, place and manner of speech and demonstration will be subject to immediate eviction or removal from the campus and may be subject to appropriate legal action.

Food and Drink Policy

Food and drink are allowed in the academic classrooms of Dryer Hall, First National Hall, McClain Hall and the Health Science Building at the discretion of the individual instructor. However, food and drink are not allowed in the computer labs, science labs, and the library.

Food and drink are allowed in the conference rooms of Dryer Hall, First National Hall, McClain Hall and the Health Science Building.

Food and drink are allowed in the lobbies of the five (5) academic buildings for formal events that have been scheduled with Office of Administrative Affairs.

Drinks are allowed in McMullin Lecture Hall for scheduled events when arrangements are made in advance with the Office of Administrative Affairs. Food is not allowed in the lecture hall.

One (1) classroom in each academic building will be available for sponsored student group meetings. Food and drink will be allowed in the rooms during these meetings when prior arrangements have been made with the Office of Academic Affairs. The following rooms are currently designated: McClain 210; Dryer 301; First National 206; Health Science H214.

After eating and drinking activities, the facilities must be left clean and ready for the next function and/or class. Faculty, staff, and students who abuse the guidelines of this policy will have their privileges revoked. The provost and vice chancellor for academic and student affairs will be responsible for the

enforcement of the classroom and library policies, and the vice chancellor for administrative affairs will be responsible for all other areas.

Policy Statement on Discrimination and Harassment

ASUMH prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S Veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment or education. For religion or disability, the law allows employees and students to request reasonable accommodations to continue their work or studies.

ASUMH also prohibits harassment, which can be a form of discrimination if it is unwelcome and is sufficiently severe or pervasive so as to substantially interfere with a person's work or education. Harassment may include, but is not limited to, threats, physical contact or violence, pranks, jokes, epithets, derogatory comments, vandalism, or verbal, graphic, or written conduct directed at an individual or individuals because of their race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or U.S. veteran status. Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently severe, pervasive or persistent so as to unreasonably interfere with or limit the ability of an individual to work, study, or otherwise to participate in activities of the university.

Sexual Harassment Policy

ASUMH maintains as its official policy that sexual harassment will not be tolerated in relation to the evaluation of employee or student performance. The university will not tolerate such behavior in the context of collegial, peer, and/or co-worker interaction. Such conduct is an abuse of authority and position. The university will act promptly to investigate all allegations of sexual harassment and to effect an appropriate remedy when an allegation is determined to be valid.

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

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

All members of the university are urged to report incidents of sexual harassment to the vice chancellor for academic and student affairs.

So that charges of sexual harassment can be dealt with promptly and fairly and the rights and dignity of individuals in the campus community can be protected, the following grievance procedures (informal and formal) for sexual harassment complaints have been established and may be used for alleged discrimination by students, employees, or third parties.

Racial and Ethnic Harassment Policy

Harassment that is directed at a person or group of persons because of race, color, ethnicity, or national origin is covered under this policy. Even if actions are not directed at specific persons, a hostile environment can be created when the conduct is sufficiently severe, persistent, or pervasive so as to substantially interfere with the person's work, education, or activities on campus.

Harassment Based on Religion, Disability, Pregnancy, Age, Marital Status, Sexual Orientation, U.S. Veteran Status, or Other Protected Status

Harassment that is directed at a person or group of persons because of any characteristic protected by this policy or local, state or federal law is also covered under this policy.

Retaliatory Action Prohibited

Retaliation against a person who files a charge of discrimination or harassment, participates in an investigation, or opposes an unlawful employment practice is prohibited by the above laws and ASUMH. Any employee who needs further explanation or who believes he or she has been discriminated against under these laws should contact the Human Resources Department or Title IX Coordinator.

Student Discrimination & Harassment Grievance Procedures

The policy for submitting a student harassment grievance is:

- Grievant will have 30 days to file a complaint after the incident.
- The provost/vice chancellor for academic and student affairs will set a hearing with a committee appointed by the chancellor within 10 working days of receiving the complaint. The grievant will be notified of the opportunity to present witnesses and other evidence and the right to representation.
- Upon conclusion of a hearing where the person charged with harassment is a student, the committee will submit to the chancellor written findings of fact, including a decision on the validity of the accusation, with a copy to both parties within 20 working days after it has received a complaint. The committee's findings will be accompanied by a recommendation for appropriate resolution of the matter. All parties will be notified of the investigative results.
- Resolution of a complaint against a student may include one or more of the following actions where there has been a finding of discrimination or harassment:
 - a. disciplinary warning;
 - b. disciplinary probation;
 - c. disciplinary suspension; or
 - d. disciplinary dismissal.
- Resolution of a complaint against an employee may include one or more of the following actions when there has been a finding of discrimination or harassment:
 - a. letter of warning to the offender, with a copy placed in the offender's personnel file;
 - b. letter of reprimand to the offender, with a copy placed in the offender's personnel file;

- c. such disciplinary action as appropriate for the employee's violation of the university policy, taking into consideration the recommendation of the committee;
- d. initiation of termination procedures (only in cases of extreme or repeated abuse of the policy); or
- e. initiation of procedures intended to restore or rectify a loss suffered by the complainant in connection with the incident(s) of sexual harassment.

Sidewalks

Students are expected to walk on sidewalks when moving from one location to another in the inner campus area and coming from the parking lots.

Signs, Posters, and Promotional Materials

ASUMH encourages and supports the widespread promotion of all sanctioned campus events and activities as a vital part of a thriving university community. At the same time, the university recognizes that an attractive physical environment is critical to the overall advancement of the university. Therefore, it is essential that printed posters, signs, notices, and other materials disseminated on campus be in good taste and be posted in a manner that does not detract from the physical appearance of the campus or damage building surfaces. Posting of signs, posters, and other promotional materials must be approved by the vice chancellor for academic and student affairs or the vice chancellor for administrative affairs.

Student Rights and Responsibilities

The responsibility to secure, respect, and protect a superior learning environment is shared by all members of the academic community. Positive and effective relationships between faculty and students are essential to the university's function. These relationships are founded on mutual respect, understanding, and a common dedication to the educational process. To aid in this process, the following rights and responsibilities of both students and faculty are suggested:

Students have the right to expect faculty to meet their classes regularly and adhere to the college calendar.

Faculty have the right to expect students to attend their classes regularly.

Students have the right to expect faculty to be prepared and organized.

Faculty have the right to expect students to be equally prepared and organized.

Students have the right to expect faculty to maintain regular office hours and to honor all scheduled appointments.

Faculty have the right to expect students to attempt to use scheduled office hours in order to discuss relevant concerns and to keep all appointments made with their instructors.

Students have the right to expect that faculty will evaluate work and/or performance within a reasonable time.

Faculty have the right to expect students to submit assignments on time and attend student-instructor conferences for assessment when required.

Students and faculty have the right to expect respect from each other and the responsibility to show respect for each other.

Students and faculty have the right to work and learn and recreate in an environment free from discriminatory intimidation, ridicule, and insult whether based on gender or on physical capabilities or based on choice of ethnic identification, gender, sexual orientation, religious practice, or philosophy.

Students and faculty have a right to expect to work and learn and recreate in an environment free of ethnocentrism; students and faculty are expected as a community of learners to recognize and respect diversity.

Mutual observation of these principles will assist in preventing the disruption of this balance of rights and responsibilities. In the event that infringement or abrogation of these principles should occur, a student judicial/due process system has been established. (See: Disciplinary Procedures).

Student Social Conduct

Enrollment at ASUMH is voluntary and optional; therefore, entrance into the academic community on this campus assumes that the students have accepted responsibility for their behavior and understand that they must adhere to the appropriate rules and regulations regarding their conduct. Students are expected to use the *ASUMH Student Handbook* to become familiar with policies on student conduct, and they are expected to obey all applicable federal, state, and local laws.

ASUMH reserves the right to discipline or dismiss any student whose behavior on or off campus indicates an infraction of these policies or laws, especially those which are considered harmful to the institution or to other students and faculty. Student conduct is a matter of concern because the goal of ASUMH is to provide a learning community where all members may pursue educational goals without interference and with confidence that their safety, health, and welfare are secure.

Students can expect to be subject to disciplinary actions for the following violations whether committed intentionally or unintentionally:

- stalking as defined by Act 379, effective March 8, 1993, which encompasses such conduct as threatening a person in a terroristic manner, harassing a person, following a person, and insulting, taunting, or challenging a person in a manner likely to provoke a violent or disorderly response;
- possessing a handgun or other weapon on or about a person, in a vehicle, or otherwise readily available for use with a purpose to employ it as a weapon against another person, as prohibited by the State of Arkansas, on the property of a publicly supported institution of higher education in this state;
- using phones or beepers in the classroom setting or at any other university function in a discourteous manner;
- bringing any guests into the classroom, unless the instructor in charge has given permission for their attendance;
- soliciting in buildings or facilities owned or controlled by the university without appropriate authorization;

- possessing, using, and/or distributing alcoholic beverages, in any form, in or about ASUMH grounds, instructional buildings, or at any university-approved activity on or off the campus;
- using, manufacturing, distributing, or possessing drugs, narcotics, and/or chemicals without medical prescription under medical supervision;
- gambling on or about ASUMH property;
- conducting oneself in a manner such as, but not limited to, acts that are against the public peace, order, or safety, including conduct or expressions that are lewd or indecent;
- committing unauthorized or illegal entry into a building, classroom, office, room, or vehicle and/or unauthorized use or possession of ASUMH property;
- violating regulations and policies governing university-owned or controlled property;
- knowingly furnishing false information, including forgery, alteration, or misuse of ASUMH documents or identification;
- physically assaulting, including rape/sexual assault, or harassing, including sexual harassment/verbal abuse (See: section on Sexual Harassment), any person, and/or exhibiting conduct which threatens or endangers the health, safety, or welfare of any such person;
- attempting to function on the campus or in the name of ASUMH as a non-recognized student group or organization;
- failing to comply with directions, verbal or written, of ASUMH officials or law enforcement agents acting in the performance of their duties by, but not limited to, refusing to respond to an official request related to an alleged violation of ASUMH policy or regulation, by disrupting or giving false testimony or fraudulent evidence in university disciplinary proceedings, and/or by failing to fulfill obligations associated with an official disciplinary sanction of a hearing officer or the university judiciary;
- possessing or using illegal or unauthorized fireworks, or chemicals which are of an explosive or corrosive nature;

- possessing, selling or bartering of, theft or attempted theft of, or damage to property of ASUMH or of a member of the university community or a campus visitor;
- engaging in overt physical acts which interfere with the normal or sponsored activities of ASUMH on or off the campus, including, but not limited to, the blocking of entrances or exits to the university's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, university officials, law enforcement agents, faculty members, employees, and invited guests;
- instigating false fire alarms or tampering with fire extinguishers, alarms, or other safety equipment;
- hazing, such as any action taken or situation intentionally created to produce mental or physical discomfort, embarrassment, or ridicule or to possibly cause mental or physical harm or injury to any person on or off the ASUMH campus. Arkansas Act 75 of 1983 states that no student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other student(s) in committing this offense);
- violating policies, procedures, or regulations included in any official publications of ASUMH;
- misusing, abusing, and/or 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 ASUMH or another user without permission; or
- violating local, state, or federal law which results in the arrest of the student and/or other conduct which adversely affects the student's suitability as a member of the ASUMH community.

Student Publications, Solicitations for Financial Support, and Activities Guidelines

As the student organizations on campus become more active, and as the number of our alumni continues to increase, the need to raise money and to

produce publications for distribution off campus grows. The university encourages student groups to let others in the community know of their activities and to maintain relationships with alumni. However, any activity associated with the ASUMH name reflects not only on the group, but also on the university.

All publications to be distributed to anyone outside the student group, solicitations for financial support, and activities must be approved by the vice chancellor for academic and student affairs. Application must be made on a form obtained from the vice chancellor's office. The completed form must be returned to the vice chancellor at least five days prior to the publication, solicitation, or activity. The provost/vice chancellor for academic and student affairs may consult with the Office of Marketing and Development prior to granting or denying approval for any publication, solicitation, or activity.

Tobacco Policy

ASUMH is a tobacco-free campus. All forms of tobacco, including cigarettes, smokeless tobacco, cigars, and pipes, are prohibited on campus. This includes in buildings, on university property, in parking lots, and in vehicles on parking lots/streets owned by the university.

Any person who violates the tobacco free policy is subject to a fine of not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500). This policy shall be enforced by campus security.

Weapons Policy

In order to protect the safety of everyone on the campus of ASUMH, the possession of firearms is prohibited. Unauthorized possession of a firearm on the ASUMH campus is punishable by expulsion or dismissal and may result in criminal prosecution. Suspected violations of this policy should be reported to Campus Security at (870) 508-9950 or the vice chancellor for administrative affairs at (870) 508-6122.

Disciplinary Procedures for Conduct Violation

The provost/vice chancellor for academic and student affairs is responsible for student discipline at ASUMH. The procedures for handling disciplinary matters are as follows:

The provost/vice chancellor for academic and student affairs notifies the offender in writing. The notification of charge(s) describes the alleged violations(s), lists the penalties that may be imposed, and explains the student's rights and options.

Written notifications delivered by hand or by registered mail, return receipt requested, are issued in three working days of the initial report of the alleged violation.

The offender has three working days after documented receipt of the notification of charge(s) to exercise one of the following options:

Option 1: Student admits violation.

The student may admit the alleged violation and request that the vice chancellor for academic and student affairs take whatever action is appropriate. However, even if the student elects this course of action, he/she remains entitled to appeal the provost/vice chancellor's decision and request a hearing by a Faculty Judiciary Committee (See below) appointed for that purpose by the chancellor. The student must make the appeal within three working days of receiving the decision of the provost/vice chancellor for academic and student affairs.

Option 2 – Student denies violation.

The student may deny the alleged violation, whereupon, the chancellor will then appoint a Faculty Judiciary Committee to hear the case and render a decision. The Faculty Judiciary Committee hearing must be held within 10 working days of the student's request for a hearing. The student is entitled to appeal the committee's decision to the chancellor.

Faculty Judiciary Committee Hearing Procedure

A Faculty Judiciary Committee is made up of three full-time faculty members. None of the members can be bringing or responding to the charges for which the committee has been impaneled, or be serving as a witness or as a representative for the student. A Faculty Judiciary Committee is normally appointed by the chancellor.

The provost/vice chancellor for academic and student affairs is the presiding officer at any Faculty Judiciary Committee hearing. The provost/vice chancellor may present evidence to and answer point-of-information questions from any of the members of the committee but does not have a vote in the committee's final decision.

The Faculty Judiciary Committee hearing must be held within ten (10) working days of the student's request for a judiciary hearing.

The student is entitled to appear in person and present a defense. The student may also elect not to appear, in which case the hearing will be held in her or his absence. The failure of the student to appear will not be taken as an indication of guilt and must be noted without prejudice. However, the student's failure to appear may not form the basis of the student's subsequent appeal, if any, of the committee's decision.

Neither the charged student nor ASUMH may be represented at the hearing by legal counsel, but the student may elect to be accompanied by one of the following: a member of the faculty, a member of the staff, a member of the student body, a family member, or a guardian.

The charged student will hear all testimony and may question any witnesses. The charged student may remain silent throughout the judicial hearing. This silence will not be taken as an indication of guilt and can be noted only without prejudice.

The charged student is entitled to a written explanation of the reasons for any decision rendered and an explanation of any penalty imposed by the committee. The explanation must include details of the student's right to appeal the decision and the procedure for such an appeal.

Judicial Appeal Process

Any appeal to the decision of the provost/vice chancellor for academic and student affairs or the Faculty Judiciary Committee must be made to the chancellor within three working days of the date the decision is received. The appeal must be submitted in writing and based upon one or more of the following grounds:

- The student was deprived of a right according to the rules and regulations governing disciplinary hearings and this error materially affected the decision;
- The finding of guilt was not supported by substantial evidence; or
- The sanction(s) imposed was/were unreasonably harsh based upon the circumstances of the particular act of misconduct and the prior record of the accused.

The chancellor will review the record of the Faculty Judiciary Committee hearing in light of the grounds put forth in the written appeal and notify the student in writing of her or his decision within seven working days.

In the decision, the chancellor may

- affirm the decision of the Faculty Judiciary Committee;
- affirm the decision of the Faculty Judiciary Committee but modify the sanction(s) placed against the student, provided such modification does not result in more severe sanctions than those already imposed;
- order a new hearing of the case by the Faculty Judiciary Committee;
or
- reverse the decision of the Faculty Judiciary Committee.

Interim Suspension

An interim suspension is a temporary suspension based upon facts that show the student's continued presence on campus constitutes a danger to property, to herself or himself, or to others. The student will immediately be given notice of reason for the interim suspension and the time and place of a preliminary hearing at which the student will be accorded an opportunity to show why his/her continued presence on campus will not constitute a danger to property, herself or himself, or others. The Notification of Interim Suspension may be delivered to the student either by hand or by registered mail (return receipt requested). The Notification must be delivered not less than four days prior to any hearing on the charge(s). An imposed interim suspension is not based on a presumption of the student's guilt nor does it nullify the student's right to due process as previously defined.

Jurisdiction

All of the above conduct regulations apply to student acts in or on university property. ASUMH also reserves the right to discipline students for extreme acts of misbehavior detrimental to the university wherever they occur.

Disciplinary Sanctions

In disciplining a student, the judicial authority at ASUMH, whether the provost/vice chancellor for academic and student affairs, a Faculty Judiciary Committee, or the chancellor, may select from the following sanctions, listed in order of increasing severity:

VERBAL REPRIMAND—A verbal reprimand issued to the student by a person designated in the decision.

WRITTEN REPRIMAND—A statement of reprimand prepared by a designated person and delivered to the student in writing.

RESTITUTION—Compensation for loss or damage incurred to ASUMH or a member of the university community.

PROBATION—Notice that further convictions of major offenses, as specified, may result in suspension. The period of probation shall be specified in the decision.

SUSPENSION—Temporary severance of the student's relationship with ASUMH for a specified period of time. The period of time is to be specified in the decision.

EXPULSION—A sanction indicating that a student has committed an act of such a nature that warrants separation from ASUMH. The student may apply through the Office of Academic and Student Affairs to the Faculty Judiciary for readmission after the expiration of two calendar years from the date of the expulsion.

NOTE: ASUMH will not accept for transfer any credit earned at other institutions during the period a student is suspended or expelled for disciplinary reasons from ASUMH.

Judicial Process

A student violating ASUMH regulations has a right to procedural due process. This means the student has a right to contest the allegation of having violated ASUMH regulations. However, procedural due process granted to a student does not usually include any of the following obligations on the part of ASUMH: legal representation, a public hearing, confrontation and cross-examination of witnesses, warnings about privileges, self-incrimination, applications of double jeopardy, or any of the remaining features of federal criminal jurisprudence. Exceptions to this are made if it is necessary to guarantee the fundamental concept of due process.

STUDENT ACADEMIC CONDUCT AND RIGHTS

ASUMH promotes academic integrity, honesty, and professional ethics among all students of the college community. Violations of these policies on academic conduct are considered serious and may result in disciplinary action or severe penalties being drawn against the student.

The university considers the following as infractions against academic integrity:

Plagiarism

Plagiarism is the act of using the ideas, research, or words of another person without acknowledging the source.

Disciplinary Action Against Plagiarism

Faculty members may respond to cases of plagiarism in different ways. These include but are not limited to

- returning the paper or other item for reworking and/or a lowering of the grade;
- assigning a failing grade on the paper or other item;
- assigning a failing grade in the course;
- initiating disciplinary procedures;
- initiating procedures to have the student expelled from the university.

Cheating

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. Cheating includes but is not limited to

- observing and/or copying from another student's work;
- giving or receiving unauthorized assistance during an examination period;
- using unauthorized information during an examination period;
- using, buying, selling, stealing, transporting, or soliciting the contents of an exam or other assignment;
- using for credit in one class a term paper, report, or other assignment for credit in another class without permission from the instructors involved;
- altering grades or other official records;

- improperly collaborating on work when instructed to work independently.

Disciplinary Action Against Cheating

Faculty members may respond to cases of cheating in different ways. These include but are not limited to

- taking the exam from the offender and awarding no credit for the test;
- taking the exam from the offender and awarding a failing grade on that exam;
- taking the exam and awarding a failing grade for the course;
- initiating disciplinary procedures that may result in suspension or expulsion from the university.

Student Grievance Procedure

From time to time there are bound to be disagreements between students and faculty over academic matters. This student grievance procedure was created to balance student's needs for fair treatment and faculty members' needs for instructional autonomy. Any student who asserts an academic grievance must follow these steps. The same steps should be followed for complaints alleging discrimination on the basis of sex, age, and disability and should be followed for complaints alleged against individuals other than faculty members. The student will have the opportunity to present witnesses and other evidence and has the right to representation.

STEP 1: A student who feels he or she has been treated unfairly by a faculty member with regard to grading, quality of instruction, or other related issues, should meet with the faculty member to attempt to resolve the problem. The student must contact the faculty member to schedule this meeting **within 10 working days** of when the student learned or should have learned of the problem. However, if the student feels he or she cannot discuss the issue with the faculty member, the student may proceed directly to STEP 2.

STEP 2: If the student met with the faculty member and was unable to resolve the problem, the student may request a meeting with the faculty member's division chair; the student must contact the division chair to schedule this meeting **within 10 working days** after the meeting with the faculty member. Alternatively, if the student felt he or she was unable to discuss the issue individually with the faculty member and is prepared to explain to the division chair the reasons he or she could not discuss it with the faculty member, the

student may request a meeting with the faculty member's division chair **within 10 working days** of when the student learned or should have learned of the problem. The division chair will meet individually with the student and the faculty member and then with both the student and faculty member to resolve the problem. The student must be willing to meet with the faculty member along with the division chair or the grievance will be dismissed.

If the faculty member in question is the division chair of his or her division, another division chair will replace the faculty member as mediator in this step. If the faculty member is the division chair for Arts and Sciences, the division chair for Technology and Health Sciences will mediate; if the faculty member is the division chair for Technology and Health Sciences, the division chair for Social Science, Business, and Education will mediate; if the faculty member is the division chair for Social Science, Business, and Education, the division chair for Arts and Sciences will mediate.

STEP 3: If STEP 2 failed to resolve the problem, **within 5 working days**, the student may request a meeting with the vice chancellor for academic and student affairs. The provost/vice chancellor will meet individually with the student, the faculty member, and the division chair and then hold a meeting where both the student and faculty member may discuss the issue. The provost/vice chancellor will attempt to mediate a mutually agreeable solution.

STEP 4: If STEP 3 failed to resolve the problem, **within 5 working days**, the student may submit a written complaint to the grievance committee. The chair of the committee will provide the faculty member with a copy of the written complaint, and the faculty member may file a written response if he or she wishes. **Within 10 working days** of receiving the written complaint, the committee will hold individual hearings with the student and the faculty member. **Within 5 days of the last hearing**, the committee will recommend a solution to the chancellor. The chancellor will make a decision and inform all parties of that decision **within 5 working days** of receiving the committee's recommendation. The decision of the chancellor is final. Any retaliatory acts on behalf of ASUMH are prohibited.

Student Records and Confidentiality (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) pertains to the protection and rights of students. As such, FERPA governs access to and the release of student records.

ASUMH keeps records, such as but not limited, to the following:

- medical records
- grades
- financial records
- library usage
- application for admission

ASUMH 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 ASUMH 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 ASUMH 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.

Students may withhold directory information by notifying the Office of the Registrar in writing during the registration period. A non-disclosure request may be revoked by a written request directly to the Office of the Registrar. ASUMH assumes that failure on the part of any student to request the withholding of "Directory Information" indicates approval for disclosure.

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; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

Students who believe that their records contain inaccurate, incorrect, or misleading information and that their privacy rights have been violated may discuss their problems informally with the Office of the Registrar. If the decisions made are in agreement with the student's requests, the appropriate records will be amended. If not, the student has the right to file a formal complaint with the provost/ vice chancellor for academic and student affairs on the ASUMH campus or with the Family Educational Rights and Privacy Act Office. The FERPA office that handles such complaints is the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605. For more information on student rights under the Act, contact FERPA on the Internet at the following Web address:

www.lrp.com/ed/freelib/free_regs/c34_99_64.htm

STUDENT SERVICES

Academic Advisement

ASUMH provides to all students the services of faculty advisors. Advisors assist students in choosing the appropriate courses relevant to specific degree programs, making decisions about dropping and adding courses, and generally in understanding how to cope with the demands of college studies. Faculty advisors also direct students to information relating to financial aid, testing, and other academic programs. The university views the advisement process as a very important part of a student's educational experience; however, students are ultimately responsible for managing their own academic programs.

Bookstore

The ASUMH Bookstore is located on the second floor of Roller Hall. In addition to providing required textbooks both new and used, the Bookstore also provides college clothing, supplies, cards and gifts, and refreshments. Regular hours are from 8:00 a.m. until 4:30 p.m. Monday through Friday. For additional information, call (870) 508-6114.

Counseling

The ASUMH counselor offers personal and career counseling.

Personal Counseling is available as a voluntary, confidential resource for students who desire objective professional help with concerns which interfere with their academic success.

Career Counseling is available to help students identify occupational options which best match their aptitudes and interests. A variety of tools and inventories are available to help students learn more about themselves, as well as about the world of work and specific occupations.

Disability Services

Students with disabilities should contact the director of student services before

attending class. Students with disabilities may reach the director of student services in the Office of Student Services located in McClain Hall, Suite 200, or by calling (870)508-6136. The director is responsible for making arrangements to accommodate students according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Physical and Mental Health Services

ASUMH does not offer health services on campus, but there are resources in the community that students may consult if these services are needed.

Baxter County Health Unit
Hospital Grounds, Mountain Home (870) 425-3072

Center for Individual and Family Development
7345 Hwy. 62 West, Gassville, (870) 435-5511

Lighthouse Counseling
406 South Main, Mountain Home, (870) 425-2030

Norma Wood Library

Occupying the first floor of Roller Hall, the Norma Wood Library houses an open-shelf collection that includes reference and circulating books, videos, DVDs, journals and newspapers. There are 25 public-access computers that support Internet access, word processing, spreadsheet, and database applications. Online services offer student's access to full-text journal articles from any public access PC in the library and from any computer connected to the Internet. E-books are accessible through the library's online catalog.

Library personnel will gladly offer one-on-one training as well as group instruction. If students need help finding books, identifying authors or titles, or having their computer-related questions answered, the library staff is happy to assist either in person, online, or by telephone at (870)508-6112.

Student identification cards are made in the library. During the spring and fall semesters, library hours are Monday through Thursday 7:30 a.m. – 8:00 p.m., and Friday 7:30 a.m. – 5:00 p.m. During the summer sessions, library hours are Monday through Thursday 7:30 a.m. – 5:00 p.m. and Friday 8:00 a.m. – noon. The library is closed on Saturday and Sunday.

The Schliemann Learning Center

The Schliemann Learning Center is a resource center that offers tutoring or other assistance necessary for students to succeed in their academic studies.

STUDENT ACTIVITIES

Student Organizations

Formation of New Organizations

New student organizations may be formed on the campus as the need develops. No group may be officially formed until it has been approved by the faculty and administration. A petition for approval must be submitted to the provost/vice chancellor for academic and student affairs setting forth the objectives of the organization, membership requirements, proposed constitution and by-laws, proposed faculty sponsors, membership dues and assessments, and names of charter members. New organizations will become formally recognized at the beginning of each semester.

If at any time during the academic year an organization chooses to become inactive, the group must follow the same guidelines as stated above to be formally recognized again. Also, they must wait until the beginning of the following semester to become active on campus.

Students must have a cumulative grade point average of 2.0 to be an active member of a university sponsored club or organization. No student who is on academic or disciplinary probation or who is enrolled for fewer than seven semester hours of credit may serve as an elected officer of a campus organization unless approved by the vice chancellor for academic and student affairs and the club sponsor. A cumulative grade point of 2.00 and a grade-point average of 2.0 for the previous semester are pre-requisites to holding any office. All student organizations must have at least one faculty advisor. Persons other than faculty members may serve as advisors; however, they must be approved by the provost/vice chancellor for academic and student affairs. A master calendar of activities is maintained by the secretary to the vice chancellor for academic and student affairs. All events must be scheduled on this calendar. In order for an event to be placed on the calendar, a request for approval must be submitted to the provost/vice chancellor for academic and student affairs no fewer than 15 days prior to the event.

Current Organizations at ASUMH

Baptist Collegiate Ministry

The purpose of the Baptist Collegiate Ministry is to encourage fellowship for students in a Christian atmosphere; to encourage Bible study and the practice of its teachings; to organize students for service and ministry projects; to assist students to share their faith; to offer guidance as students face crisis and critical choices for their lives; and to train students for a life of leadership.

BCM has an open membership policy, but the leadership is made up of growing Christian students. The organization is Christian in perspective. BCM provides for students to meet with those whose values and beliefs are the same. Through their common interests, they can develop their concerns for others, both on and off campus, and offer assistance. Students with a spiritual concern for others will be attracted to Baptist Collegiate Ministry.

B.E.S.T. Experience

The Business and Economic Student Travel (B.E.S.T.) Experience strives to advance the study of business, economics, and related fields through experiential learning and travel. Experiential learning activities will include, but are not limited to, visits to corporate headquarters and/or production facilities, tours of banking institutions and/or government entities, etc.

Circle K

Circle K is a service organization through which college students can find a means of responsible student action in the communities and a more active involvement in the life of the campus. Circle K's mission is to involve college and university students in campus and community service while developing quality leaders and citizens. Circle K inspires people to better our world. Its motto is "We Build." Circle K provides constructive opportunities for students to become involved on campus and in the community through service work to others in need.

Criminal Justice Club

The Criminal Justice Club is open to anyone interested in learning more about and participating in the criminal justice systems. The purpose of the club is to promote job opportunities in the criminal justice program and to make known to the community the criminal justice program. The club provides a vehicle for community service in the many aspects of the criminal justice system and it provides a spirit of camaraderie among criminal justice students who share common interests and career goals.

Lambda Beta Society

The Lambda Beta Society is the national honors society for the respiratory care profession. The purpose of the Society is to promote, recognize, and honor scholastic achievement, service and character of students, graduates, and faculty members of the respiratory care profession. The organization works to achieve the purpose by promoting achievement of high scholarly standards with the chapters through the encouragement of membership and graduation with honors.

Mortuary Science Club

The purpose of this organization is to promote job opportunities for students in the funeral science program; to make known to the community the funeral science program, its students, and its importance; to provide a vehicle for community service the many aspects of the funeral industry; to provide input to the administration on matters of interest and concern to the funeral science students; to seek scholarships and grants in the field of funeral science; and to provide a spirit of camaraderie among funeral science students who share common interests and career goals.

National Student Nurses' Association (ASUMH Chapter)

This is a national organization of nursing or pre-nursing students in any state-approved program preparing for registered nurse licensure. The primary purpose of the national organization and the local chapter is to promote nursing as a career. Additional areas of focus include legislative issues in health care and contributing to the health and well-being of our community through projects and programs.

Phi Beta Lambda

The purpose of Phi Beta Lambda (PBL) is to provide opportunities for post-secondary and college 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.

Phi Delta Kappa

The purpose of the undergraduate student organization of Phi Delta Kappa is to provide additional opportunities for undergraduate students in the field of education to develop vocational competencies for the teaching profession. Undergraduate students will interact with experienced members of the teaching profession to facilitate the transition from school to work by participating in meetings and projects of the local Phi Delta Kappa North Arkansas Twin Lakes Chapter 1458.

Members of the organization must be students at ASUMH seeking certification as teachers.

Phi Theta Kappa

Phi Theta Kappa is an academic honors organization for students in two-year colleges. The purpose of the organization is the advancement of scholastic effort and the rewarding of academic merit among college students. Membership is by invitation in accordance with local chapter by-laws. To be considered, a student must have accumulated 12 semester hours with at least a 3.50 GPA.

Rotaract

Rotaract is an international organization which supports a university-based service club for students between the ages of 18 to 30. Rotaract members will develop knowledge and skills at the club-level in community service, leadership and professional development, and international service. Each member will receive professional development from a successful Rotarian to help them make career decisions for their future. Also, Rotaract members believe in having a good time with barbecues, dances, fishing trips, bowling, outings and social events to help expand the horizons of each member and create new friendships. Rotaract was founded in 1968 by Rotary International.

Stream Team 820-The Hellbenders

The Stream Team 820 provides information to increase understanding and appreciation of Arkansas stream systems. Volunteers receive training in water-quality monitoring and stream bank maintenance and restoration techniques. Specifically, the Hellbenders will adopt Dodd Creek on the ASUMH campus. Through mini-grants and fundraising, the Stream Team will help finance the restoration of riparian vegetation and help repair eroded stream banks. Long term objectives include collaborating with the Trout Resource Center to help create and maintain an interpretive nature trail along the banks of Dodd Creek and to continue promoting freshwater biology and water conservation to the larger community.

Student Ambassadors

The role of the student ambassadors at ASUMH is to assist the administration with promotion of the university, represent the student body at special events, and assist with recruiting of students.

Student Government Association

The Student Government Association provides opportunities for student leadership activities and training and for meaningful, responsible student

input and feedback on campus issues. Student Government promotes understanding between students, faculty and administration; provides opportunities for student participation in university and community service; and plans and executes student sponsored activities.

Student Practical Nurses' Association

This organization is open only to Practical Nursing students. The primary purpose of the organization is to promote practical nursing and nursing as a career and to promote health and wellness in the community. Members participate in projects, fundraisers, and support local organizations.

Zeitgeist (zite-giste) Art Club

Membership in this club which takes its name from the German word meaning "spirit of the time," is open to current students of ASUMH with a GPA of 2.0 or above. The purpose of the organization is to create an opportunity for art and non-art students who are unable to join a class to express their artistic abilities because their degree does not allow the room or time. The club's purposes also include organizing trips to museums or art shows in order to observe and appreciate works of art, develop a deeper appreciation and understanding of art, promote professional development of the advancement of art, create a fundraiser for the benefit of those in need and create a forum to discuss art.

Student Use of Facilities

ASUMH facilities are made available to recognized student organizations when scheduling permits. In order to be a recognized organization, groups must be listed in the Student Catalog/Handbook or hold a letter of approval from the provost/vice chancellor for academic and student affairs.

ASUMH reserves the right to refuse use of its facilities to any group or individual if deemed in the best interest of the institution. The university also retains the right to cancel any contract for noncompliance by written notice to the contractor.

All events must have prior approval of the provost/vice chancellor for academic and student affairs. Events requiring use of ASUMH facilities must be scheduled with the Office of Administrative Affairs.

JIM AND JILL GASTON LECTURE SERIES

Jim and Jill Gaston, owners of Gaston's Resort on the White River, endowed the ASUMH Lecture Series in 1997. The Gaston Lectures are open to students and the public free of charge. Lectures are held each fall and spring semester.

THE ARVEST BANK CONCERT SERIES

The Bank of Yellville, now Arvest Bank, endowed the ASU- Mountain Home Concert Series in the fall of 1998. The concert series, just as the lecture series, is open to students and the public at no charge. Concerts are held each fall and spring semester.

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