



**2012-2013**  
**Catalog and Student Handbook**

For updates to the 2012-2013 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](http://www.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.

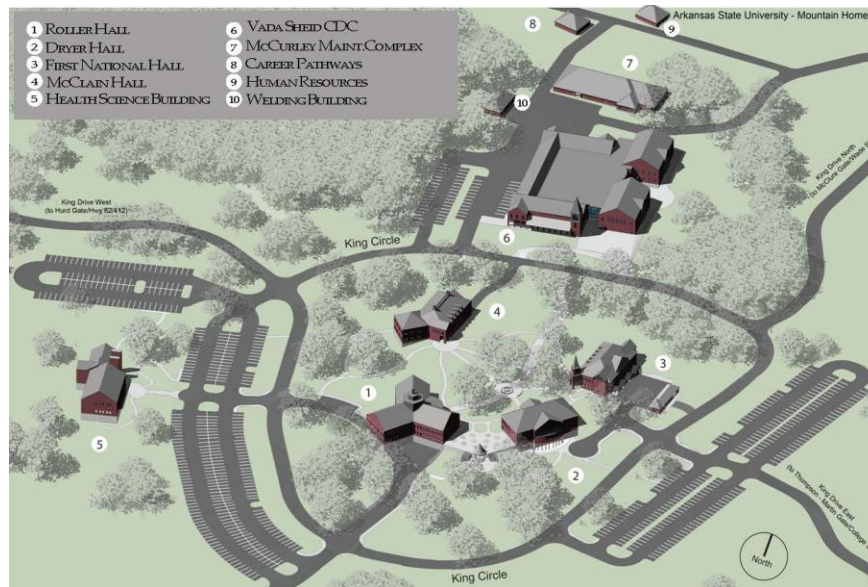
ASUMH ensures that the following laws and regulations will be carried out as they pertain to those constituencies:

- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990 (Title II)
- Title IX of the Education Amendments of 1972 (Title IX)
- The Age Discrimination Act of 1975 (Age Act)

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  
Physical Address: 201 High Street (Stewart House)  
Mailing Address: 1600 South College Street  
Mountain Home, AR 72653  
Phone: (870) 508-6200  
Fax: (870) 508-6286

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



## 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 .....	508-6209
Financial Aid .....	508-6195
Norma Wood Library .....	508-6112
Security .....	508-6300

# ACADEMIC CALENDAR

## Fall Semester 2012

ASUMH Family Meeting/Faculty Inservice .....Monday, August 13  
Advising and Registration for All Students .....Tuesday-Friday, August 14-17  
Classes Begin including First Seven Week Classes.....Monday, August 20  
Late Registration .....Monday-Thursday, August 20-23  
Last Day for Late Registration for Adding Course(s)  
or for Changing From Credit to Audit.....Thursday, August 23  
Labor Day Holiday (no classes).....Monday, September 3  
Last Day to Withdraw from Seven Week Classes.....Monday, October 1  
Last Day of First Seven Week Class.....Monday, October 8  
Second Seven Week Class Begins.....Tuesday, October 9  
Pre-registration Advising for Spring 2013 Opening.....Monday, November 5  
Last day to submit *Intent to Graduate* for  
December 2012 Graduates .....Friday, November 9  
Last Day to Withdraw.....Friday, November 16  
Fall Break/Thanksgiving Holiday.....Monday-Saturday, November 19-24  
Second Seven Week Classes End .....Monday, December 3  
Common Algebra Final.....Tuesday, December 4  
Study Day.....Tuesday, December 4  
Final Examinations.....Wednesday-Tuesday, December 5-11  
Grades Due (10:00 a.m.) .....Wednesday, December 12

## Spring Semester 2013

ASUMH Family Meeting/Faculty Inservice.....Monday, January 7  
Advising and Registration for All Students... ..Tuesday-Friday, January 8-11  
Classes Begin.....Monday, January 14  
Late Registration .....Monday-Thursday, January 14-17  
Last Day for Late Registration, for Adding Course(s)  
or for Changing from Credit to Audit.....Thursday, January 17  
Martin Luther King Jr.'s Birthday Observed (no classes)....Monday, January 21  
Last Day to Withdraw from Seven Week Classes.....Monday, February 25  
Last Day of First Seven Week Class.....Monday, March 4  
Second Seven Week Class Begins.....Tuesday, March 5  
Last Day to submit *Intent to Graduate* for  
May 2013 Graduates.....Friday, March 8  
Spring Break.....Monday-Saturday, March 18-23  
Pre-registration Advising for Summer 2013 and



Fall 2013 Opening.....	Monday, April 8
Last Day to Withdraw.....	Friday, April 12
Last Day of Second Seven Week Class.....	Monday, April 29
Common Algebra Final.....	Tuesday, April 30
Study Day .....	Tuesday, April 30
Final Examinations.....	Wednesday-Tuesday, May 1-7
Grades Due (10:00 a.m.).....	Thursday, May 9
Commencement .....	6:30 p.m., Monday, May 13

### **First Summer Term 2013**

Final Day of Summer I Pre-registration.....	Friday, May 24
Classes Begin.....	Tuesday, May 28
Last Day for Late Registration for Adding Course(s), or for Changing from Credit to Audit.....	Friday, May 31
Last Day to Withdraw.....	Friday, June 14
Last Day of Class/Final/Examinations.....	Wednesday, June 26
Grades Due (10:00 a.m.).....	Friday, June 28

### **Second Summer Term 2013**

Final Day of Summer II Pre-registration.....	Friday, June 28
Classes Begin.....	Monday, July 1
Last Day for Late Registration, Adding Course(s), or for Changing from Credit to Audit.....	Wednesday, July 3
Fourth of July Holiday (observed).....	Thursday, July 4
Last Day to Withdraw.....	Friday, July 19
Last Day of Class/Final Examinations.....	Wednesday, July 31
Grades Due (10 a.m.).....	Friday, August 2

## **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.

**L**ifelong Learning,  
**E**nhanced Quality of Life,  
**A**cademic Accessibility, and  
**D**iverse 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 courses, 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 21<sup>st</sup> 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](http://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](http://www.abfse.org)

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

National Alliance for Concurrent Enrollment Partnerships (NACEP)  
126 Mallette Street  
Chapel Hill, NC 27516  
(919) 593-5205  
[www.nacep.org](http://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](http://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 870-508-6209.
  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.
  5. Signature Page.
- \* A tentative admission decision can be made on the basis of a seven-semester high school transcript.

### **High School Students**

#### **Concurrent Enrollment**

High school students enrolled in any college-level class, whether dual enrolled or concurrent credit, must have acceptable placement test scores in order to enroll in a college-level course.

#### **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.
6. Signature Page.

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	21	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 with math and English included.)
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.
4. Signature Page.

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)

### **Online Students**

Requirements are the same for Online students based on student categories. (See pages 19-23)

## **PROGRAM ADMISSION REQUIREMENTS**

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

*All students who enroll in any health science program will be required to submit for random drug screening. Refusal to submit will result in dismissal from the respective program.*

**Certified Nursing Assistant and  
Certified Nursing Assistant Medication Assistant Students**  
CNA students must meet the standards and requirements for admission to

ASUMH. This includes a formal application for admission to ASUMH covering the submission of all required admission credentials. (See Admission Requirements)

All applicants must have proof of a negative PPD tuberculin skin test or a negative chest x-ray if the skin test is positive prior to clinical.

### **Emergency Medical Technician Students**

EMT students must meet the standards and requirements for admission to ASUMH. This includes a formal application for admission to ASUMH, covering the submission of all required admission credentials. (See Admission Requirements)

All applicants must meet the following requirements:

1. Be 18 years old by the end of the EMT course.
2. Have a current healthcare provider CPR card prior to clinical. (A CPR course will be offered at the beginning of the semester. The student will be responsible for the additional cost of the CPR course.)
3. Have proof of a negative PPD tuberculin skin test or a negative chest x-ray if the skin test is positive prior to clinical.
4. Have a criminal background check. (Student will be responsible for applicable fees.) Forms will be discussed during the first class.
5. Sign waivers and required forms as provided by program director.

### **Paramedic Technology Students**

Paramedic students must meet the standards and requirements for admission to ASUMH. This includes a formal application for admission to ASUMH, including the submission of all required admission credentials. (See Admission Requirements)

All applicants must meet the following requirements:

1. Complete a Paramedic program application.
2. Successfully complete any required developmental courses prior to admission to the Paramedic program.
3. Possess an Arkansas EMT license, an Advanced EMT license, a National Registry EMT certification, or Advanced EMT certification or obtain one of these before they are permitted to enter the clinical area. If student fails to achieve licensure or certification by the drop date, he/she will be ineligible to participate in clinical education and must withdraw from Clinical Practicum I to avoid failing grades on academic transcript.



4. Per EMS Division of the Arkansas Department of Health, no student may enroll in a Paramedic program without first obtaining EMT or Advanced EMT licensure.
5. Have a current healthcare provider CPR card prior to clinical. (A CPR course will be offered at the beginning of the semester. The student will be responsible for the additional cost of the CPR course.)
6. Have proof of a negative PPD tuberculin skin test or a negative chest x-ray if the skin test is positive.
7. Have documentation of completion or initiation of the hepatitis series. Students must complete the first hepatitis vaccine before entering the clinical area in the first semester.
8. Sign waivers, handbook, and required forms as provided by program director.

### **Phlebotomy Students**

Phlebotomy students must meet the standards and requirements for admission to ASUMH prior to applying to the Phlebotomy program. This includes a formal application for admission to ASUMH, covering the submission of all required admission credentials. (See Admission Requirements)

Application to the Phlebotomy program does not guarantee admission. Class size is limited and all applicants may not be accepted into the program. Applicants are considered for the Phlebotomy program after completing and submitting the following information to the health science coordinator's office:

1. Phlebotomy program application.
2. Health Occupations Aptitude Exam.
3. Proof of successful completion of any necessary developmental courses prior to program application submission.
4. Proof of Criminal Background Check Application.

Applicants will be ranked according to the Health Occupations Aptitude Exam, CPT course completion and application.

Students will be notified of acceptance by mail. At the time of acceptance, students are required to complete a criminal background check at [www.asumhbackground.com](http://www.asumhbackground.com). Students who have previously been convicted of a crime may be restricted from certain clinical facilities, which may result in dismissal from program.

After being admitted to the Phlebotomy program, the student will present the following to the class instructor the first week of class:

1. Proof of negative PPD tuberculin skin test or negative chest x-ray if the skin test is positive.
2. Proof of Tetanus/Diphtheria immunization.
3. Documentation of completion or initiation of the hepatitis series.  
Students must complete the first hepatitis vaccine before entering the clinical area.

### **Practical Nursing Students**

Practical Nursing students must meet the standards and requirements for admission to ASUMH prior to applying to the Practical Nursing program. This includes a formal application for admission to ASUMH, covering submission of all required admission credentials. (See Admission Requirements)

Application to the Practical Nursing program does not guarantee admission. Class size is limited and all applicants may not be accepted into the program. Admission to the program is competitive. The deadline for application and all required documentation to the fall class is April 30. Applicants are considered for the Practical Nursing program after completing and submitting the following information to the health science coordinator's office:

1. Practical Nursing Program Application.
2. Aptitude for Practical Nursing Exam .
3. Completion of prerequisites with a grade of "C" or higher.
4. The successful completion of any necessary developmental courses prior to application submission.

Applicants will be ranked according to the Aptitude for Practical Nursing Exam, CPT course completion, prerequisite course completion and application.

Students will be notified of acceptance by mail. At the time of acceptance, students will need to complete a criminal background check at [www.asumhbackground.com](http://www.asumhbackground.com). Students who have previously been convicted of a crime may be restricted from certain clinical facilities and may be ineligible to take the NCLEX-PN. It is possible to complete a program of study at ASUMH and be denied the opportunity to take the NCLEX-PN by the Arkansas State Board of Nursing.

After being admitted to the Practical Nursing program, the student will present the following to the class instructor the first week of class:

1. Proof of negative PPD tuberculin skin test or negative chest x-ray if the skin test is positive.
2. Proof of Tetanus/Diphtheria immunization.

3. Documentation of completion or initiation of the hepatitis series.  
Students must complete the first hepatitis vaccine before entering the clinical area in the first semester.
4. Proof of CPR certification. (A CPR course will be offered at the beginning of the semester. The student will be responsible for the additional cost of the CPR course.)

*Students whose primary language is not English must score 79 or higher on reading, listening and writing skills and 23 or higher on speaking skills on the TOEFL. An official score report must be submitted. This is a requirement of the Arkansas State Board of Nursing.*

### **Respiratory Care Students**

Respiratory Care students must meet the standards and requirements for admission to ASUMH. This includes a formal application for admission to ASUMH, covering the submission of all required admission credentials. (See Admission Requirements)

Class size is limited and all applicants may not be accepted into the program. Applications must be received by May 31 to be considered for admission to the fall class. Program application materials should be submitted to ASUMH Respiratory Care program.

Applicants must complete the following:

1. Respiratory Care program application.
2. Professional Observation Form must be included with the program application.
3. Interview: Qualified applicants are required to attend a mandatory group interview.
4. Official transcripts: Transcripts showing all college work completed including grades on courses taken in the last semester of enrollment (and evaluation of transfer work, if applicable).
5. Completion of prerequisites with a minimum cumulative grade point average of 2.00. A 2.00 GPA does not guarantee entrance into the program.
6. Students admitted will be required to supply additional documentation, including current BLS certification, Hepatitis B immunizations, TB skin test or chest x-ray.

## **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 developmental 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 developmental 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**

<b>Tuition</b>	<b>Per Semester</b>
In-state per credit hour	86.00
Out-of-state/ International per credit hour	146.00

**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**

Academic Excellence Fee per credit hour	2.00
Certified Nursing Assistant Fee (enrollment in CNA 1007)	40.00
Certified Nursing Assistant Malpractice Insurance	16.00
Certified Nursing Assistant Medication Assistant Fee (enrollment in CNA 2007)	40.00
Certified Nursing Assistant Medication Assistant Malpractice Insurance	16.00
Funeral Science Fee (enrollment in FUS 2181)	100.00
Infrastructure Fee per credit hour	17.00
Laboratory Fee	25.00
Online Fee per credit hour (Applies to both Internet and Internet assisted courses)	25.00
Paramedic/EMT Malpractice Insurance	16.00
Paramedic Fee (enrollment in PAR 1112)	80.00
Penalty for Returned Checks	23.00
Phlebotomy Fee (enrollment in PHL 1007)	40.00
Phlebotomy Malpractice Insurance	16.00
Placement Exam (COMPASS)	20.00
Practical Nursing NCLEX Practice Exam	45.00
Practical Nursing Malpractice Insurance	16.00
Practical Nursing Fee (enrollment in LPN 1204)	40.00
Respiratory Care Malpractice Insurance	16.00
eTextbook Fee per credit hour	25.00
Welding Fee per course	150.00

**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 accessible through Campus Connect.

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 by 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, Mo. 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**

<b><u>Regular Term</u></b>		<b><u>7-Week or Summer Term</u></b>	
First week	100%	First day	100%
Second week	80%	2 <sup>nd</sup> – 3 <sup>rd</sup> day	80%
Third week	60%	4 <sup>th</sup> – 6 <sup>th</sup> day	60%
After third week	0%	After 6 day	0%

<b><u>3-Week Term</u></b>		<b><u>Non-Credit Courses</u></b>	
First day	100%	Before 1 <sup>st</sup> class meeting	100%
2 <sup>nd</sup> day	80%	After 1 <sup>st</sup> class meeting	0%
3 <sup>rd</sup> day	60%		
After third 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. Check the Calendar of Important Dates listed in the schedule for times of registration. This program is not offered in the summer.

### **Arkansas National Guard Education Benefits**

Arkansas National Guard educational benefits are authorized under House Concurrent Resolution 1003, 85<sup>th</sup> 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 a Financial Aid eligible associates degree or technical certificate program.
4. Evidence of satisfactory academic progress according to the ASUMH Satisfactory Academic Progress Policy.
5. Completion of the ASUMH Financial Aid Data and Title IV Authorization Form

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](http://www.fafsa.gov). Students needing assistance with this application process should contact the Office of Financial Aid.

### **Additional Requirements**

All Federal financial aid applicants must complete and sign the Financial Aid Data and Title IV Authorization Form before being offered any Federal Financial Aid at ASUMH available from the Financial Aid Office.

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.

All male students between the ages of 18 and 25 must register for Selective Service to be eligible for Financial Aid. 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 Satisfactory Academic Progress Policy**

Students receiving assistance through the Arkansas Department of Higher Education, Federal Title IV Financial Aid Programs for attendance at ASUMH must maintain satisfactory academic progress as outlined in this policy. Students should refer to the individual scholarship for renewal criteria to determine how the Satisfactory Academic Progress Policy may apply.

Satisfactory academic progress is checked every term after all grades have been posted. Aid for future terms awarded before the end of a term is subject to a satisfactory academic progress determination that includes all terms.

#### **Quantitative Criteria: Attempted vs. Successfully Completed**

All ASUMH students must successfully complete at least 67% of all hours attempted. Attempted hours include all hours attempted during every term of enrollment at ASUMH and hours accepted in transfer. Hours accepted in transfer by ASUMH are included as attempted and successfully completed hours.

<b>QUANTITATIVE CHART</b> (examples)	
<i>Multiply Attempted Hours by 0.67</i> <i>(Results are rounded down)</i>	
Attempted Hours	Minimum Successfully Completed Hours Allowed for SAP
3	2
6	4
9	6
12	8
15	10

#### **Pace Criteria**

All ASUMH students must be able to show they will successfully complete all required courses in their program of study within 150% of the hours it takes to complete their program of study. A student that meets all other components of the Satisfactory Academic Progress Policy must appeal if he or she will reach

the 150% limit during the next term. Only this criterion is reset each time a student is accepted into a new program of study. All attempted hours that can be used to satisfy a requirement of the student's current program of study apply to the Pace Criteria. Only the attempted hours that do not apply to the student's program of study are excluded in the Pace Criteria.

<b>PACE CHART</b> (examples)	
<i>Multiply Hours in Program by 1.5</i> <i>(Results are rounded down)</i>	
Total Hours to Complete Program	Maximum Number of Attempted Hours Allowed (150%)
30	45
40	60
60	90
65	97

### **Qualitative Criteria: Grade Point Average**

All ASUMH students must maintain a grade point average for every term and cumulatively of a 2.0 or higher. Transfer hours are not included in the grade point average for determining satisfactory academic progress.

### **Maximum Number of Program Attempts and Hours Allowed**

A student that meets all other components of the Satisfactory Academic Progress Policy must appeal if he or she has attempted three programs of study and will be attempting an additional program of study, regardless of his/her ability to complete the first three programs of study.

A student that meets all other components of the Satisfactory Academic Progress Policy must appeal if he or she will exceed 130 hours attempted during the next term. All credit courses attempted at ASUMH and all transfer credits accepted by ASUMH are included as part of the 130 hours attempted.

### **Transfer Hours**

All hours accepted in transfer to ASUMH are included when determining satisfactory academic progress. Hours accepted in transfer to ASUMH that satisfy a course requirement for a student's chosen program of study are included in determining the Pace Criteria. Transfer hours are not included in the grade point average for determining satisfactory academic progress.

### **Grade Changes and Late Posted Grades**

It is the student's responsibility to notify the Office of Financial Aid of grades that should be taken into consideration when determining satisfactory academic progress that are posted or changed after the publicized deadline.

### **Aid for Seeking Additional Emphasis under an Associate Degree or Technical Certificate**

Students that already completed the requirements to receive an associate degree or technical certificate under one emphasis are not eligible to receive Federal Financial Aid to complete requirements for the same associate degree or technical certificate under a different emphasis with one exception.

The exception applies to the Associate of Arts in Teaching (AAT). Students with an AAT in Early Childhood Education may receive aid for seeking an AAT in either Middle School emphasis and vice versa. However, a student with an AAT under one Middle School emphasis cannot receive Federal Financial Aid for seeking a different AAT Middle School emphasis.

### **Summer**

All courses taken during summer are combined into one term and satisfactory academic progress is checked after all summer courses have ended.

### **Repeating Coursework**

All attempts at repeating a course are included as attempted hours in determining satisfactory academic progress. Aid intended for repeating a course that has been previously successfully completed will only be paid once. Aid intended for repeating a course that was not previously successfully completed will be paid for each attempt if the student is meeting this Satisfactory Academic Progress Policy.

### **Remedial Coursework**

Federal Title IV Financial Aid is available to students enrolled in remedial coursework, also known as College Preparatory (CPT) or developmental courses, as long as the student is fully admitted into a Title IV Aid eligible program at or before the time the courses are being taken. All remedial coursework hours attempted at ASUMH are used in determining every satisfactory academic progress criteria at ASUMH except grade point average.

### **Academic Clemency**

Hours given academic clemency by ASUMH are used in determining every satisfactory academic progress criteria at ASUMH except grade point average.



### **Financial Aid Warning**

Students not meeting the satisfactory academic progress criteria outlined in this policy are allowed to receive Federal Title IV Financial Aid for the next term of attendance at ASUMH without an appeal. Each student will be allowed only one term in the financial aid warning status at ASUMH. Students placed on financial aid warning will be informed in writing of their status.

Students who were determined not maintaining satisfactory academic progress at ASUMH to May 1, 2011 will not be eligible for the financial aid warning status.

### **Appeals**

Students not meeting the satisfactory academic progress criteria outlined in this policy and who do not meet the criteria to be placed on financial aid warning status must appeal to receive Federal Title IV Financial Aid and assistance through the Arkansas Department of Higher Education for attendance at ASUMH.

The appeal should strive to demonstrate why a student has had difficulty maintaining the criteria outlined in this Satisfactory Academic Progress Policy. The explanation of the student's circumstances should not only include why the criteria were not met, but should include any relevant unforeseeable activity that may have had a negative impact on his/her academic success during his/her entire academic career at ASUMH. Include an explanation and any relevant evidence that illustrates the issue(s) being explained that are not expected to continue. Any such extenuating circumstance that could be considered to be out of the student's control will be taken into consideration in determining if a student will be denied, placed on financial aid probation and given financial aid for the next term, or placed on an academic plan and given financial aid.

All appeals must be submitted in writing and legible.

### **Academic Dismissal**

A student dismissed from ASUMH or his/her program of study for academic reasons are not maintaining satisfactory academic progress and must submit an appeal to receive assistance during his/her next term of attendance at ASUMH.

### **Financial Aid Probation**

Students placed on financial aid probation are expected to be able to meet the criteria of this Satisfactory Academic Progress Policy by the end of their next term of enrollment. Students placed on financial aid probation that do not meet the criteria outlined in this policy by the end of their next term of enrollment are considered to not be maintaining satisfactory academic progress.

Appeals for students who were previously placed on financial aid probation must be able to demonstrate that a new extenuating circumstance has occurred as a reason for not maintaining satisfactory academic progress since the previous appeal was approved.

### **Academic Plan**

A student placed on an academic plan will be given specific expectations that he or she will be required to meet to be considered eligible for Title IV aid in a future term or terms. Failure to meet the expectations outlined in an academic plan will result in ineligibility for assistance through the Arkansas Department of Higher Education and Federal Title IV Financial Aid Programs.

An academic plan is based on an individual's ability to complete his/her program of study within 150% of the hours it takes to complete that program of study. An appeal may be submitted if a new extenuating circumstance led to a student not meeting his/her academic plan as outlined.

### **Policy Terms**

Successful completion is receiving a letter grade on an academic transcript of "A," "B," "C," "D" or "P." All other outcomes are not considered to be successful completion. Every outcome of withdrawal, incomplete, and letter grades of "F" are not successful completion.

Attempted hours are all hours taken at ASUMH regardless of the outcome of the course posted on the transcript and all hours accepted in transfer by ASUMH. All attempted hours are considered in determining satisfactory academic progress even if no aid was received for the hours attempted.

Program of study is coursework designed to lead to a degree or certificate at ASUMH. Not every program of study offered at ASUMH is eligible for Federal Title IV Financial Aid.

Term or Term of Enrollment refers to a period of attendance in academically related activities that result in a grade on the student's academic transcript.

## **TYPES OF ASSISTANCE**

### **Federal Pell Grant**

The federal Pell Grant program is designed to assist eligible undergraduate students who do not have a bachelor's or a professional degree. This grant helps defray the costs of education. Award amounts are determined on the basis of financial need as determined through the FAFSA Application and the student's

status as full-time or part-time.

### **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 types and amounts vary by need and student classification, such as freshman or sophomore.

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 may be requested in the Financial Aid Office. Stafford Loan entrance counseling and a Master Promissory Note must be completed at [www.studentloans.gov](http://www.studentloans.gov) to be eligible.

### **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.

## **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 developmental courses) and for only those classes taken on the ASUMH campus, including ASUMH online classes. The following courses will not be counted toward full-time enrollment: Developmental Math I, II or III, Basic Math, Beginning Algebra, College Reading, College Writing, Composition Lab or Foundations of Reading and Writing.

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.

### **General Scholarships**

The Financial Aid Office has developed a single scholarship application form encompassing a variety of 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 may apply online at the scholarship Website in most instances. 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.

## **ADDITIONAL ASSISTANCE PROGRAMS**

### **Arkansas Academic Challenge Scholarship**

The Arkansas Academic Challenge program is offered by the state of Arkansas and provides educational assistance to Arkansas residents in pursuit of a higher education. Application is made through the YOUNiversal scholarship application available at [www.adhe.edu](http://www.adhe.edu).

### **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.

### **HEOG Grant**

The Higher Education Opportunity Grant (GO grant) is offered by the state of Arkansas and provides grants for full-time and 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 meet the financial need criteria established for the GO grant. Application is made through the YOUNiversal scholarship application available at [www.adhe.edu](http://www.adhe.edu).

### **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.

### **Veteran's Educational Benefits**

ASUMH is an approved institution for assistance to veterans and veteran beneficiaries. VA education benefits are eligible to veterans and qualified

spouses/dependents under specific chapters of Title 38, US Code. Eligibility for benefits can only be determined by the U.S. Department of Veteran Affairs. Anyone interested should apply online at [www.gibill.va.gov](http://www.gibill.va.gov). For assistance with paperwork requirements and questions contact the VA representative inside the Financial Aid Office located in Roller Hall.

### **Workforce Improvement Grant**

This Workforce Improvement Grant (WIG/Non Traditional Grant) is offered by the state of Arkansas and provides grants for full-time and part-time Arkansas residents aged 24 or older based on financial need. Financial need is determined based upon results of the FAFSA. Recipients are selected through the ASUMH Financial Aid Office.

### **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.

## **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)

### **Degrees Previously Available Through ASUMH at ASUMH Now Available Online**

MBA	Business
MSE	Curriculum and Instruction Educational Leadership Elementary Education
EdS	Educational Leadership



### **Nursing Programs Available 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 Resource 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 developmental courses in math, composition, and reading. ASUMH students whose scores indicate placement in developmental 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 developmental classes. Contact the Testing Center at (870) 508-6209 to schedule an appointment for admissions testing.

**Placement scores that are older than 6 years will no longer be accepted.**

### Mathematics

Students who score below 21 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 48 on the ASSET (American College Testing Program's Assessment of Skills for Successful Entry and Transfer) Intermediate Algebra test, or below 59 on the COMPASS Test must successfully complete the developmental 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

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
0-18	CPT 0123	College Reading

**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

**PRIOR LEARNING ASSESSMENT (PLA)**

ASUMH recognizes students may have gained college-level knowledge through learning outside the university. In order for this learning to be evaluated for possible college-level credit, students should request an evaluation of their previous experience immediately following acceptance into the university to avoid possible duplication of courses.

Students seeking college-level credit must request a document evaluation through the Office of the Registrar. All credit evaluations are considered on their individual merit. All students are required to meet program academic requirements to be awarded college-level credit.

ASUMH recognizes nationally standardized exams such as College-Level Examinations Program (CLEP) and College Board Advanced Placement Program (AP) exams as an integral part of the higher education learning process. To obtain specific information concerning the acceptance of CLEP or AP test results students should contact the Office of the Registrar.

### **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. Students may go to <http://www.collegeboard.com> for testing information. Students eligible to receive college credit based on CLEP scores must be enrolled at ASUMH for a full semester prior to the university posting CLEP credit to the student transcript.

ASUMH eligibility requirements for receiving credit by CLEP examination does not allow the award of credit for a course the student has completed or for a course for which the student has completed a more advanced course.

Minimum acceptable scores for awarding CLEP credit will vary by institution and may not be consistent with suggested Educational Testing Service score recommendations.

<b>CLEP Exam</b>	<b>ASUMH Course</b>	<b>Credit Hours Earned</b>	<b>Cut-off Score</b>
College Composition	ENG 1003	3	52
College Composition	ENG 1003 & ENG 1013	6	62
Humanities	ART 2503	3	51
	ENG 2003	3	51
	ENG 2013	3	51
American Government	POSC 2103	3	51
History of US I	HIST 2763	3	58
History of US II	HIST 2773	3	51
College Algebra	MATH 1023	3	50
Intro to Psychology	PSY 2013	3	47
Intro to Sociology	SOC 2213	3	53
Western Civilization I	HIST 1013	3	44

Western Civilization II	HIST 1023	3	50
Principles of Accounting I	ACC 2003	3	50
Principles of Macroeconomics	ECON 2313	3	55
Principles of Microeconomics	ECON 2323	3	55

### Advanced Placement Program

The university awards credit to students who participated in the College Board Advanced Placement Program at their high schools. Students who wish to obtain AP credit must request the College Board (<http://www.collegeboard.com>) forward their test scores to ASUMH after they have been admitted.

Students will be awarded course credit for the courses listed below if they earned the indicated scores on their AP examinations. Students eligible to receive college credit based on AP scores must be enrolled at ASUMH for a full semester prior to the university posting AP credit to the student transcript.

AP credit is not awarded for a course the student has already completed at the college/university level. AP credit granted at other institutions is not automatically transferable to ASUMH. Students who wish to transfer AP credit must submit official documentation of earned scores.

Advanced Placement Exam	AP Test Score Required for Placement	ASUMH Credit
Biology	3	BIOL 1003
Biology	4	BIOL 1003 & BIOL 1001
English Lit/Composition	3	ENG 1003
English Lit/Composition	4	ENG 1003 & ENG 1013
History of Art	3	ART 2583
History of Art	5	ART 2583 & ART 2593
Music Listening & Literature	3	MUS 2503



Studio Art (Drawing Portfolio)	3	ART 1033
Studio Art (General Portfolio)	3	ART 1013
Foreign Language	3** (** plus completion of Intermediate II)	GRM 2013 & GRM 2023**
	3** (** plus completion of Intermediate II)	SPN 2013 & SPN 2023**
World History	4	HIST 1013
American History	3	HIST 2763
American History	4	HIST 2763 & HIST 2773
Calculus AB	4	MATH 2204
Calculus BC	4	MATH 2204 & MATH 2214
Chemistry	3 (*plus departmental validation of lab skills)	CHEM 1013 & CHEM 1011*
Physics B	3	PHYS 2054 *PHYS 2064

### **Department Challenge Examinations**

Some courses at ASUMH allow for the student to register and then demonstrate the ability to meet the learning objectives of the course by successful completion of a challenge exam. The exams are typically offered within the first three weeks of the term in which the student is enrolled. The challenge exam course option is at the discretion of the course instructor. The student will find information in the course syllabus for each course which offers a challenge exam option.

### **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 4<sup>th</sup> day of classes in a regular semester or after the close of the 2<sup>nd</sup> 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).

For example, 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 (DEVELOPMENTAL) COURSE ENROLLMENT**

College preparatory (CPT) is now referred to as developmental covering O-level CPT and MATH courses, i.e. CPT 0053, CPT 0103, CPT 0123, CPT 0201, CPT 0243, MATH 0003, MATH 0023, MATH 0033, and MATH 0043. Students enrolled in three O-level developmental courses (CPT or MATH) may not enroll for more than 12 semester hours. Those enrolled in College Writing (CPT 0103) and College Reading (CPT 0123) **must** enroll in ORT 1011 First Year Experience during that semester. All developmental 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 (See applicable ACTS course numbers at the end of course descriptions.) 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](http://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."

Developmental (CPT) courses are non-credit classes. Failing grades in developmental 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			15				54

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.** Eligibility for the Chancellor's List and the Vice Chancellor's List requires at least 12 credit hours of college-level courses, not including courses beginning with a "0." 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.
6. Students receiving academic clemency are not eligible for the Chancellor's or Vice Chancellor's list or the Fran Coulter Honors Program.

## 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 and ENG 1013.
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 Meeting 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**





## **DEGREE PROGRAMS ACADEMIC PROGRAMS**

AA	Associate of Arts
AAT	Associate of Arts in Teaching <ul style="list-style-type: none"><li>• Early Childhood Education (Pre-School-Grade 4)</li><li>• Middle School Math/Science Track</li><li>• Middle School Language Arts/Social Studies Track</li></ul>
AGS	Associate of General Studies*
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"><li>• Computer Graphics</li><li>• Networking Specialist</li></ul> Associate of Applied Science in Management Associate of Applied Science in Registered Nursing** Associate of Applied Science in Paramedic Technology Associate of Applied Science in Respiratory Care Associate of Applied Science in Welding Technology
* Pending approval by the Arkansas Department of Higher Education Coordinating Board	
** Pending final approval of Arkansas State Board of Nursing	

### **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**

Blackboard is a learning management system that was selected by ASUMH to deliver online course content. With many tools and features, Blackboard is able to emulate an in-class setting within an online environment.

Blackboard is an integrated set of Web-based tools for course management and delivery. It was built by educators at the University of British Columbia as a tool to allow other educators to build sophisticated Web-based learning environments without a lot of time, resources or technical expertise. It also allows any student who knows how to navigate the Internet to be able to participate in an online class. It is used both in a distance learning setting (completely Web-based) and as a supplement to lecture-based courses at ASUMH.

Blackboard provides a platform which supports both online and seated classes at ASUMH. All students access Blackboard through the ASUMH MyCampus Portal using a unique username and password.

## **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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### Fine Arts/Humanities (6 credit hours)

Students must choose at least one fine arts and one humanities course.

#### Fine Arts:

ART	2503	Fine Arts – Visual, <b>or</b>
MUS	2503	Fine Arts – Music, <b>or</b>
THEA	2503	Fine Arts – Theatre

#### Humanities:

ENG	2003	World Literature I, <b>or</b>
ENG	2013	World Literature II

### Social Science/Understanding Global Issues (9 credit hours)

Select 3 courses

ECON	2313	Principles of Macroeconomics
ECON	2333	Economic Issues and Concepts
GEOG	2613	Physical Geography
GEOG	2703	World Geography
HIST	1013	World Civilization to 1660
HIST	1023	World Civilization since 1660
PSY	2513	Introduction to Psychology

SOC	2213	Principles of Sociology
SOC	2233	Introduction to Cultural Anthropology

**U.S. History/Government (3 credit hours)**

Select 1 course

HIST	2763	The United States to 1876, <b>or</b>
HIST	2773	The United States since 1876, <b>or</b>
POSC	2103	United States Government

**Life 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 ( <b>only for selected programs—see advisor</b> )
CHEM	1014	General Chemistry I & Lab
GEOL	1004	Physical Geology & Lab
**PHYS	1204	Physical Science & Lab
PHYS	2054	General Physics I & Lab

**ASUMH Institutional Requirements (10 credit hours)**

7 credit hours:

CIS	1053	Computer Essentials
ORT	1011	First Year Experience
SPCH	1203	Oral Communication

Choose 3 credit hours from the following courses:

HLT	2203	Basic Human Nutrition
<b>OR</b>		
PE	1002	Concepts of Physical Activity, <b>and</b>
PE	1201	Beginning Weight Training I

**Directed Electives** (15 credit hours) (Must select from following areas)  
Courses taken to satisfy U.S. History/Government, General Education Core,  
and Institutional Requirements cannot fulfill the Directed Elective requirement.

ART --Art  
BIOL --Biology  
CHEM--Chemistry  
ECON--Economics  
ENG--English  
CRJ 1023 Introduction to Criminal Justice – only CRJ course that can be used  
as an elective  
FRN --French  
GEOG--Geography  
GEOL--Geology  
GRM--German  
HIST--History  
MATH--Mathematics  
MUS--Music  
PHIL--Philosophy  
PHYS--Physics  
POSC—Political Science  
PSY--Psychology  
SOC--Sociology  
SPCH—Oral Communication  
SPN--Spanish  
THEA--Theatre

**General Education Total 35 Hours**  
**Program Total 60 Hours**

\*This course may also be fulfilled by successfully completing these two course  
numbers: BIOL 1003 and BIOL 1001.

\*\*This course may also be fulfilled by successfully completing these two course  
numbers: PHYS 1203 and PHYS 1201.



**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, <b>or</b>
MUS	2503	Fine Arts – Music, <b>or</b>
THEA	2503	Fine Arts – Theatre

**Humanities (3 credit hours) (Select 1 course)**

ENG	2003	World Literature I, <b>or</b>
ENG	2013	World Literature II

**Social Sciences (9 credit hours)**

HIST	1013	World Civilization to 1660, <b>or</b>
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876, <b>or</b>

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**

\*This course may also be fulfilled by successfully completing these two course numbers: BIOL 1003 and BIOL 1001.

\*\*This course may also be fulfilled by successfully completing these two course numbers: PHYS 1203 and PHYS 1201.

## **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, <b>or</b>
MUS	2503	Fine Arts - Music, <b>or</b>
THEA	2503	Fine Arts - Theatre

#### **Humanities (3 credit hours) (Select 1 course)**

ENG	2003	World Literature I, <b>or</b>
ENG	2013	World Literature II

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

HIST	1013	World Civilization to 1660, <b>or</b>
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876, <b>or</b>

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**

\*This course may also be fulfilled by successfully completing these two course numbers: BIOL 1003 and BIOL 1001.

\*\*This course may also be fulfilled by successfully completing these two course numbers: PHYS 1203 and PHYS 1201.

**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, <b>or</b>
MUS	2503	Fine Arts – Music, <b>or</b>
THEA	2503	Fine Arts - Theatre

**Humanities (3 credit hours) (Select 1 course)**

ENG	2003	World Literature I, <b>or</b>
ENG	2013	World Literature II

**Social Sciences (9 credit hours)**

HIST	1013	World Civilization to 1660, <b>or</b>
HIST	1023	World Civilization since 1660

HIST	2763	The United States to 1876, <b>or</b>
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, <b>or</b>
ENG	2363	American Literature II
ENG	2003	World Literature I, <b>or</b>
ENG	2013	World Literature II, <b>or</b>
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**

\*This course may also be fulfilled by successfully completing these two course numbers: BIOL 1003 and BIOL 1001.

\*\*This course may also be fulfilled by successfully completing these two course numbers: PHYS 1203 and PHYS 1201.

**ASSOCIATE OF GENERAL STUDIES**  
**(Pending approval by the Arkansas Department of Higher Education**  
**Coordinating Board)**

The Associate of General Studies Degree (A.G.S.) offers students maximum flexibility in selecting courses to meet their individual employment and educational goals. Although many courses leading to the Associate of General Studies Degree may be transferable on an individual basis, sometimes the combination of courses will not complete a major area suitable for transfer. Students should see an advisor pertaining to the transfer of courses taken to complete the Associate of General Studies Degree.

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

ENG 1003	Composition I
ENG 1013	Composition II
MATH 1113	Applied Math or higher level mathematics course
CIS 1203	Introduction to Computers , <b>or</b>
CIS 1053	Computer Essentials
	Social Science elective
	(Choose from any three credit hour course from GEOG, HIST, Macroeconomics, POSC, PSY, or SOC)

**Directed Electives (45 credit hours)**

45 credit hours of general education and/or occupation-related courses approved by an advisor to meet the student's educational/occupational goals.

**Program Total 60 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, <b>or</b>
MUS	2503	Fine Arts – Music, <b>or</b>
THEA	2503	Fine Arts - Theatre

#### Humanities (3 credit hours)

ENG	2003	World Literature I, <b>or</b>
ENG	2013	World Literature II

#### Social Sciences (9 credit hours)

HIST	1013	World Civilization to 1660, <b>or</b>
HIST	1023	World Civilization since 1660
HIST	2763	The United States to 1876, <b>or</b>
HIST	2773	The United States since 1876, <b>or</b>
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***		

**Program Total 62 Hours**

\*This course may also be fulfilled by successfully completing these two course numbers: BIOL 1003 and BIOL 1001.

\*\*This course may also be fulfilled by successfully completing these two course numbers: PHYS 1203 and PHYS 1201.

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

## **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.

Students pursuing an A.A.S. in Criminal Justice should be aware that a criminal history might prevent them from eligibility for completing CRJ 2273 Criminal Justice Internship. This course requires a criminal background check.

#### **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, <b>or</b>
HIST	2773	The United States since 1876, <b>or</b>
POSC	2103	United States Government
MATH	1113	Applied Math or higher level mathematics course
PSY	2513	Introduction to Psychology
SOC	2213	Principles of Sociology
SPCH	1203	Oral Communication

**Police Science Core (36 credit hours)**

CRJ/SOC	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.

<b>National Board Exam Statistics</b>			
Year	# of Takers	# Who Passed	% Who Passed
2008	11	7	64%
2009	10	7	70%
2010	# Takers	# Passed	% Passed
Arts	15	10	67%
Science	15	8	53%

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](http://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	1113	Applied Math or higher level mathematics course
SPCH	1203	Oral Communication

**Funeral Science Core (33 credit hours)**

FUS	1003	Embalming I
FUS	1012	Restorative Art I
FUS	1022	FUS History, Ethics & Sociology
FUS	1033	Mortuary Chemistry
FUS	1143	Business and Funeral Service Law
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	2242	Funeral Directing
FUS	2253	Funeral Service Psychology & Counseling
FUS	2262	Comprehensive Review

**Program Total 60 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)**

BUS	1413	Business Math
CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
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
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)**

BUS	1413	Business Math
CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
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	Small Business Funding
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

**Program Total 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/ 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.

### **Pre-requisite (7 hours)**

EMT 1007 Emergency Medical Technician

### **General Education Requirements (22 credit hours)**

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions & Lab
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CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1113	Applied Math or higher level mathematics course
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 65-72 Hours**

**ASSOCIATE OF APPLIED SCIENCE  
IN REGISTERED NURSING  
LPN/PARAMEDIC TO RN DISTANCE**  
(Pending final approval of Arkansas State Board of Nursing)

This program offers paramedics and/or licensed practical nurses who are unable to decrease their work hours in order to attend a full-time traditional classroom program the opportunity to further their education. The Associate of Applied Science in Nursing (AASN) graduate is prepared to provide and manage direct care to individuals with common well-defined problems. The AASN graduate functions as a team member using nursing diagnoses and established protocols for individuals in acute care and community-based settings.

All pre-requisite or co-requisite general education courses must be completed with a grade of “C” or better by the end of each semester in order to continue in the program.

**General Education Requirements (30 credit hours)**

BIOL	2004	Human Anatomy and Physiology & Lab I
BIOL	2014	Human Anatomy and Physiology & Lab II
BIOL	2104	Microbiology & Lab
CIS	1203	Introduction to Computers, <b>or</b>
CIS	2503	Microcomputer Applications
ENG	1003	Composition I
ENG	1013	Composition II
MATH	1113	Applied Math or higher level mathematics course
PSY	2513	Introduction to Psychology
SPCH	1203	Oral Communication

**Nursing Requirements (30 credit hours)**

ORN	2119	Nursing Theory I
ORN	2123	Nursing Practicum I
ORN	2215	Nursing Theory II
ORN	2221	Nursing Practicum II
ORN	2319	Nursing Theory III
ORN	2323	Nursing Practicum III

**Program Total 60 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](http://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 (11-14 credit hours)**

BIOL	1024	Human A&P for Healthcare Professions and Lab
		Choose one four credit hour course from BIOL 2104, CHEM 1004 and PHYS 1104
ENG	1003	Composition I
MATH	1003	Intermediate Algebra
MATH	1023	College Algebra (recommended as pre-requisite)

### **General Education Requirements (17-20 credit hours)**

		Science courses with laboratories
		Choose two four credit hour courses from BIOL 2104, CHEM 1004 and PHYS 1104
CIS	1203	Introduction to Computers
ENG	1013	Composition II

MATH	1023	College Algebra (if not completed as a pre-requisite)
PSY	2513	Introduction to Psychology

**Major Requirements (45 credit hours)**

RESP	1001	Pharmacology I
RESP	1014	Cardiopulmonary Anatomy and Physiology
RESP	1023	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	2024	Cardio-Respiratory Disorders
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	2402	Respiratory Care Seminar
RESP	2601	Cardio-Respiratory Care in Alternate Sites

**Program Total 76 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 Program**

- Demonstrate safe and proper use of welding, cutting and grinding equipment.
- 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.
- 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.
- Read and interpret fabrication blueprints to create layouts to specifications.
- 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.
- Demonstrate the proper procedures for preparing a welding test plate in accordance with established industry standards.
- Identify the cause of various weld defects including slag inclusions, porosity, undercut and cracking.
- Produce an acceptable weld to industry standards in the 1G (flat), 2G (horizontal), 3G (vertical up), and 4G (overhead) welding positions.
- 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 credit hours)**

CIS	1203	Introduction to Computers
ENG	1003	Composition I
ENG	1013	Composition II
SPCH	1203	Oral Communication

		Social Science elective (Choose from any three credit hour course from GEOG, HIST, POSC, PSY OR SOC)
WELD	1003	Technical Math

**Welding Core (26 credit hours)**

TEC	1021	Industrial and Shop Safety
TEC	1032	Blueprints and Layouts
TEC	1042	Computer Aided Design (CAD)
WELD	1012	Employment Strategies
WELD	1024	Shielded Metal Arc Welding
WELD	1204	Gas Metal Arc Welding
WELD	1404	Gas Tungsten Arc Welding
		Welding elective (4 credit hours)
		Welding elective (3 credit hours)

**Pipe Welding Emphasis (16 credit hours)**

WELD	2104	Pipe I (5G Position)
WELD	2114	Pipe 2 (2G Position)
WELD	2124	Pipe 3 (6G Position)
		Welding elective (4 credit hours)

**Gas Tungsten Arc Welding Emphasis (16 credit hours)**

WELD	1434	Intermediate Gas Tungsten Arc Welding
WELD	1504	Advanced Gas Tungsten Arc Welding
WELD	1604	Metal Fabrication
		Welding elective (4 credit hours)

**Program Total 60 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	1113	Applied Math or higher level mathematics course
PSY	2513	Introduction to Psychology, <b>or</b>
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, <b>or</b>
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 & 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.

### **Pre-requisite (7 credit hours)**

EMT	1007	Emergency Medical Technician
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### **Course Requirements (47 credit hours)**

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 47-52 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.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. Students will be required to sign a statement, before beginning the nursing program, that states they have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. Students may access the information at <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>

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

**Pre-requisites (10 credit hours)**

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions and Lab (Anatomy and Physiology I and II with Labs will be accepted)
HSA	2013	Medical Terminology
PHRM	1103	Introduction to Pharmacology

**FALL SEMESTER (17 credit hours)**

LPN	1202	Basic Nursing Concepts
LPN	1303	Foundation of Nursing Procedures
LPN	1404	Nursing Skills
LPN	1603	Nursing of Older Adults
LPN	1803	Nursing of Children
LPN	1902	Clinical I

**SPRING SEMESTER (18 credit hours)**

LPN	2104	Nursing of Adults I
LPN	2303	Mental Health Nursing
LPN	2403	Nursing of Mother and Infant
LPN	2908	Clinical II

**FIRST SUMMER SEMESTER (6 credit hours)**

LPN	2201	Basic Nursing Management
LPN	2602	Nursing of Adults II
LPN	2913	Clinical III

**SECOND SUMMER SEMESTER (5 credit hours)**

LPN	2702	Nursing of Adults III
LPN	2923	Clinical IV

**Program Total 46-56 Hours**

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

**Pre-requisites (10 credit hours)**

BIOL	1024	Human Anatomy and Physiology for Healthcare Professions and Lab (Anatomy and Physiology I and II with Labs will be accepted)
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HSA	2013	Medical Terminology
PHRM	1103	Introduction to Pharmacology

**FALL SEMESTER (12 credit hours)**

LPN	1202	Basic Nursing Concepts
LPN	1303	Foundation of Nursing Procedures
LPN	1404	Nursing Skills
LPN	1603	Nursing of Older Adults

**SPRING SEMESTER (11 credit hours)**

LPN	1904	Clinical I
LPN	2104	Nursing of Adults I
LPN	2303	Mental Health Nursing

**FIRST SUMMER SEMESTER (2 credit hours)**

LPNN	2902	Clinical II
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**SECOND SUMMER SEMESTER (2 credit hours)**

LPNN	2912	Clinical III
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**SECOND FALL SEMESTER (11 credit hours)**

LPN	1803	Nursing of Children
LPN	2403	Nursing of Mother and Infant
LPNN	2602	Nursing of Adults II
LPNN	2923	Clinical IV

**SECOND SPRING SEMESTER (8 credit hours)**

LPN	2201	Basic Nursing Management
LPN	2702	Nursing of Adults III
LPNN	2945	Clinical V

**Program Total 56-66 Hours**

## **WELDING**

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

TEC	1021	Industrial and Shop Safety
TEC	1032	Blueprints and Layouts
TEC	1042	Computer Aided Design (CAD)
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 30 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

### **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

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

ACTS = Arkansas Course Transfer System numbers

### (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) **ACTS: ACCT 2003**
- 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) **ACTS: ACCT 2013**

**(ART) ART**

- 1013 Design I** Introduces the fundamental principles of design and the theory of color. (S)
- 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)
- 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. (F)
- 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) **ACTS: ARTA 1003**
- 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) **ACTS: ARTA 2003**
- 2593 Survey Art II** Studies and examines in-depth art from Early Renaissance through Modern (20<sup>th</sup> 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) **ACTS: ARTA 2103**

**(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)  
**ACTS: BIOL 1004**
- 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)

**ACTS: BIOL 1024**

- 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) **ACTS: BIOL 1054**
- 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) **ACTS: BIOL 2404**
- 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) **ACTS: BIOL 2414**
- 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) **ACTS: BIOL 2004**

- 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) **ACTS: BUS 1013**
- 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 the mathematical processes and techniques used in the business and technical fields: percentages, interest, discounts, payroll, taxes banking and credit. Prerequisites: ACT Score of 15 or MATH 0003 (F, S)
- 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. (F)
- 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) **ACTS: BLAW 2003**

- 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) **ACTS: MATH 2103 or BUS 2103**
- 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. (D)
- 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) **ACTS: MKTG 2003**
- 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) **ACTS: BUS 2013**
- 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) **ACTS: CHEM 1214**
- 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) **ACTS: CHEM 1414**
- 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) **ACTS: CHEM 1424**
- 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) **ACTS: CHEM 1224**

#### **(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)
- 1053 Computer Essentials** Provides an understanding of basic computer skills necessary to be a successful college student including basic skills using latest Windows software, file management, Microsoft Office, campus email, campus learning management system and appropriate uses of the Internet in an academic setting. (F, S)
- 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) **ACTS: CPSI 1003**
- 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 Website 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 (DEVELOPMENTAL)**

Basic Math, College Writing, College Reading, Composition Lab, and Foundations of Reading and Writing are non-credit/pass-fail classes. Grades for non-credit/pass-fail courses will be calculated into the semester grade point average (GPA) but not the cumulative GPA. Placement test scores determine students who will be required to take these courses (see TESTING AND PLACEMENT for further information). A grade of “C” or better is required to pass these courses. Students enrolled in these courses must also take an exit exam.

- 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)
- 0201 Composition Lab (non-credit/pass/fail)** Provides strategies for improving content, organization, voice, grammar, and editing essays. Provides supplemental practice of the skills and content introduced in ENG 1003 Composition I. Students enrolled in this course must be concurrently enrolled in ENG 1003 Composition in the same semester. Required for students who are enrolled in ENG 1003 Composition I with a placement score of 16, 17 or 18 on the English



section of the Enhanced ACT or comparable COMPASS scores. (F, S, SU)

- 0243 Foundations of Reading and Writing (non-credit/pass-fail)** Emphasizes the reciprocity of reading and writing in an academic environment. Students will analyze a variety of academic texts and complete a series of writing assignments designed to teach them how to interpret arguments, identify important details in text, organize and present evidence, and compose focused academic writing pieces. Coursework focuses on applying critical reading skills to narrative and expository texts in order to use the writing process to clearly express ideas. Student who score 15 or below on the reading or writing portion of the Enhanced ACT or a comparable COMPASS score will enroll in this class. (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 drug, and the death penalty. (F, S) **ACTS: CRJU 1023**
- 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 that 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. (D)

**(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) **ACTS: ECON 2103**
- 2323 Principles of Microeconomics** Emphasizes value, prices, distribution, international economics, and current problems. (F, S) **ACTS: ECON 2203**
- 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. (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 observation and directed assignments required). Gives students the opportunity to ascertain if the Education profession is an appropriate vocational choice. Pre-requisite: sophomore standing. (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) **ACTS: ENGL 1013**

### **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. Requisite: Students must earn a grade of “C” or better to pass the course. (F, S) **ACTS: ENGL 1023**

- 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) **ACTS: ENGL 2113**
- 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) **ACTS: ENGL 2123**
- 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) **ACTS: ENGL 2653**
- 2363 American Literature II** Studies major American authors, genres, and movements from the Civil War to the present. (D) **ACTS: ENGL 2663**
- 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) **ACTS: FREN 1013**

**(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)
- 1022    Funeral Service History, Ethics and Sociology** Examines the history of funeral activities of various cultures and areas, sociological aspects of religious customs and cultures as they pertain to the funeral, death, and final disposition, and the ethical considerations facing the funeral service profession, both from a personal and a professional standpoint. Emphasis on the growth of the American funeral profession and funeral service ethics. (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)

- 2242 Funeral Directing** Serves as an orientation to the funeral service environment, including the duties, responsibilities, skills, and ethical obligations. Practices 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 and Counseling** Studies the natural grieving process in adults and children, adjustment mechanisms, bereavement, and the role of the funeral director in counseling the bereaved. *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) **ACTS: GEOG 2223**
- 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) **ACTS: GEOG 2103**

#### **(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) **ACTS: GEOL 1114**
- 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) **ACTS: GERM 1013**
- 1023 Elementary German II** Continues GRM 1013. Pre-requisite: GRM 1013 or consent of the instructor. (D) **ACTS: GERM 1023**
- 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) **ACTS: GERM 2013**
- 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) **ACTS: GERM 2023**

**(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) **ACTS: HIST 1113**
- 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) **ACTS: HIST 1123**
- 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)  
**ACTS: HIST 2113**
- 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) **ACTS: HIST 2123**
- 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)

#### **(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**

- 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 (1505) 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)
- 1803 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)
- 2303 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)
- 2403 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 II. Pre-requisite: LPN 2913. (SU)

#### **(LPNN) PRACTICAL NURSING-EVENING & SATURDAY**

**1505 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. 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 LPN 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)
- 0023 Developmental Mathematics I (non-credit)** Covers the first four modules out of the 12-module developmental mathematics sequence. Course format is computer-based with one-on-one help available from the instructor. (F, S, SU)
- 0033 Developmental Mathematics II (non-credit)** Covers modules five through eight out of the 12-module sequence. Course format is computer-based with one-on-one help available from the instructor. Prerequisite: Completion of at least four modules and a grade of "C" or better in MATH 0023 Developmental Math I. (F, S, SU)
- 0043 Developmental Mathematics III (non-credit)** Covers modules nine through twelve out of the 12-module sequence. Course format is computer-based with one-on-one help available from the instructors. Prerequisite: Completion of at least eight modules and a grade of "C" or better in MATH 0033 Developmental Math II. (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 0013 or completion of modules one through 12 in Developmental Mathematics. (F, S, SU)  
**ACTS: MATH 1103**
- 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)  
**ACTS: MATH 1203**
- 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) **ACTS: MATH 1305**
- 1113 Applied Math** Consists of applications, formulas, problem solving, and critical thinking skills as applied to Associate of Applied Science programs (AAS). Designed to meet the mathematics requirements for certain A.A.S. degrees. Topics covered include mathematics skills such as ratio and proportion, measurements, basic geometry, and data analysis. Topics may also include unit analysis, algebra, probability, personal finance, and right triangle trigonometry. All students must have Internet and e-mail access to complete assignments through MyMathLab (an interactive online learning environment). A MyMathLab access code is available in the bookstore. Prerequisite: ACT score in math of 19-20 or a COMPASS algebra test score of 49-58 or ASSET test score of 39-47 or passing grade for MATH 0003 or completion of modules 1-6 in Developmental Mathematics. (F,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) **ACTS: MATH 2203**
- 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) **ACTS: MATH 2405**
- 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) **ACTS: MATH 2505**



**(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) **ACTS: MUSC 1003**

**(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)
- 1011 First Year Experience** Eases a student's transition to college life. Introduces the first semester student to the ASUMH campus, learning opportunities, resources, policies, support systems, and student activities. Explains important policies governing campus life and identifies campus resources. Covers topics answering many questions a typical freshman has, assisting in the transition to college life for both traditional and non-traditional students. Includes subject matter of introduction to campus resources, orientation to campus technologies, development of academic skills, and research into choosing a major and career. (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)

#### **(PHIL) PHILOSOPHY**

- 1103 Introduction to Philosophy** Studies basic problems of philosophy based upon readings in the works of selected leading philosophers. (F, S) **ACTS: PHIL 1103**
- 1203 Honors Forum: Philosophy 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: Philosophy 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)

### **(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. (S)

### **(PHRM) PHARMACOLOGY**

- 1103 Introduction of Pharmacology** Examines 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, S)

### **(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)

**(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) **ACTS: PHSC 1004**

**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) **ACTS: PHYS 2014**

**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) **ACTS: PHYS 2024**

#### **(POSC) POLITICAL SCIENCE**

**2103 United States Government** Focuses on the constitution, government, and politics of the United States. (F, S) **ACTS: PLSC 2003**

#### **(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) **ACTS: PSYC 1103**

**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)

- 1014 Cardiopulmonary Anatomy and Physiology** 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. (F)
- 1023 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)



- 2024 Cardio-Respiratory Disorders** Covers pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of respiratory, cardiac, and renal 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)

**2601 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)

#### **(RND) REGISTERED NURSING DISTANCE**

**2119 Nursing Theory I** Introduces the LPN/paramedic to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Includes topics of the fundamental concepts of evidenced based nursing practice, various healthcare delivery systems, the nursing process, essential components of the nursing health assessment; identification of deviations from expected health patterns; as well as the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focuses on caring, competent nursing care of adults in acute, transitional and behavioral healthcare settings that incorporates components of pharmacology, parenteral medication administration, IV therapy, documentation, and surgical asepsis. Specific areas of emphasis include the role of the nurse in the management of clients experiencing acute and chronic problems with fluid and electrolytes, the endocrine system, inflammation/immune response, mobility, nutrition, the patient requiring surgery, renal disorders and those with psychiatric and mental health issues. Prerequisite: Unconditional admission to LPN/Paramedic Distance Learning Program. (S)

**2123 Nursing Practicum I** Emphasizes the application of the nursing process in the provision of direct client care within a defined scope of practice. Expects the student to apply concepts and theories while providing nursing care to individuals across the lifespan. Designs experiences enhance assessment and technical skills as well as provide the opportunity to develop plans of care, utilize therapeutic communications skill and provide a caring, safe and effective environment for the client and family. Co-requisites: RND 2118. (S)

- 2215 Nursing Theory II** Begins with reproductive overview in the female client, psychosocial aspects of pregnancy, and ethical/legal issues related to nursing care of the childbearing family. Applies concepts of communication, health teaching and professional accountability in all areas. Theoretical approaches and the relationship between the nurse and the childbearing family are explored throughout the course. Student activities focus on development of critical thinking integrated with nursing assessment skills and formulation of nursing diagnoses to differentiate between normal and abnormal findings during the antepartal, intrapartal, post-partal, and neonatal periods. Additional foci covered in this course include caring and management of pediatric patients, and patients with disorders of select body systems. Prerequisites: RND 2119 and RND 2123
- 2223 Nursing Practicum II** Provides opportunities to apply theoretical knowledge and perform nursing skills as provided through faculty guided learning experiences in acute and/or community based psychiatric health care settings that introduce the student to care of mentally ill client systems. Includes content on growth and development, stress and behavior, and common forms of mental illnesses. Clinical requirements will also include maternal-newborn as well as pediatric experiences. The student is expected to apply the concepts and theories discussed in class in the nursing care of pediatric individuals, their families and the childbearing family. Co-requisite: RND 2216. (SU)
- 2319 Nursing Theory III** Builds on previously acquired knowledge and skills relevant to the professional development of the student as well as the continued development of the student as a provider and coordinator of patient-centered care, patient-safety advocate, and member of a profession. Explores job finding strategies, continuing education, leadership, professional nursing association and affiliation, community resources and disaster preparedness will be included. Co-requisite: RND 2323. (F)
- 2323 Nursing Practicum III** Provides opportunities to apply theoretical knowledge and perform nursing skills through faculty guided learning experiences in acute, critical care and the community. This clinical experience will focus on the care of critically ill clients, moving into the leadership role in health care facilities and in the community by utilizing client centered, evidence-based principals. Co-requisites: RND 2318. (F)

## **(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) **ACTS: CRJU 1023**
- 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)  
**ACTS: SOCI 1013**
- 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) **ACTS: SOCI 2013**
- 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)  
**ACTS: ANTH 2013**
- 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) **ACTS: SPCH 1003**
- 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. (F, S)
- 2243 Advanced Oral Interpretation** Continues Oral Interpretation. Pre-requisite: SPCH 2233. (F, S)

**(SPN) SPANISH**

- 1013 Elementary Spanish I** Provides a listening-speaking-reading-writing approach to developing basic language skills. (D) **ACTS: SPAN 1013**
- 1023 Elementary Spanish II** Continues SPN 1013. Pre-requisite: SPN 1013 or consent of instructor. (D) **ACTS: SPAN 1023**
- 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) **ACTS: SPAN 2013**
- 2023 Intermediate Spanish II** Continues SPN 2013. Pre-requisite: SPN 2013 or consent of instructor. (D) **ACTS: SPAN 2023**

**(SWK) SOCIAL WORK**

- 2203 Introduction to Social Work** Emphasizes development and organization of public and private welfare services. (D)

**(TEC) TECHNOLOGY**

- 1021 Industrial and Shop Safety** Introduces safety concepts in the workplace (based on OSHA 1910-General Industrial Safety). Topics

include hearing and noise safety, power and hand tool safety, fire prevention and protection, hazardous materials safety, and other safety requirements. (D)

- 1032 Blueprints and Layouts** Develops basic skills in reading blueprints and introduces students to a variety of working drawings. Develops skills necessary to interpret sketches and prints common to the metal working field. American Welding Society standard weld symbols are introduced for each basic joint for weldment fabrication. (D)
- 1042 Computer Aided Design (CAD)** Introduces CAD 2D fundamental concepts for constructing basic shapes and symbols to creating multi-view drawings. Takes a hands-on approach to 2D CAD techniques and concepts in construction, metal fabrication and related fields. (D)
- 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)  
**ACTS: DRAM 1003**

#### **(WELD) WELDING**

- 1003 Technical Mathematics** Provides 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** Prepares 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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**Jeremy Hodges**.....Applications Programmer II  
A.A.S. Arkansas State University-Mountain Home

**Ken Hodgins**.....Public Safety Security Officer

**Penny Honey**.....Data Analyst

**Sara Hulett**.....Administrative Specialist II  
A.A. Arkansas State University-Mountain Home  
B.S. Arkansas State University

**Richard Jesse**.....Institutional Services Supervisor

**Alan Johnson** ..... Institutional Services Assistant

**Dale Kassner** .....Institutional Services Assistant

**Steve Krantz** .....Skilled Tradesman

**Heather LaGoy**.....Library Technician II  
A.A.S. Arkansas State University-Mountain Home

**Linda Lauer** ..... Financial Aid Specialist  
A.A., A.A.S. Arkansas State University-Mountain Home

**Gary Luna**..... Skilled Tradesman

**William Maschhoff**.....Institutional Services Supervisor

**Rebecca Novak**.....Library Technician II  
A.A. Arkansas State University-Mountain Home  
B.A. Arkansas State University

**Katy Page**.....Administrative Specialist III

**Seth Parker**.....Administrative Specialist II  
A.A. Arkansas State University-Mountain Home

**Delba Parrish**..... Administrative Specialist II

**Chris Ramirez**.....Institutional Services Assistant

**Cynthia Schultz**.....Administrative Specialist II

**Deborah Shaw**.....Assistant Registrar  
A.A. Arkansas State University-Mountain Home  
B.A. Fort Hays State University

**Sarah Sikes**.....Administrative Specialist III  
B.S. Arkansas State University

**Rita Swafford**.....Fiscal Support Specialist  
A.A. & A.A.S. Arkansas State University-Mountain Home  
B.S. Arkansas State University

**Sharon Switz**..... Administrative Specialist I

**Dee Teague**.....Institutional Services Assistant

**Laurie Thomas** ..... Computer Technician II  
A.A. State Fair Community College Library  
A.A.S. Arkansas State University-Mountain Home

**Amanda Throckmorton**.....Administrative Specialist II  
A.A., A.A.S. Arkansas State University-Mountain Home  
B.S. Arkansas State University

**Judy Truitt**.....Administrative Specialist I

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

**Courtney Wallace** .....Administrative Specialist II

**Dwayne Wray**.....Skilled Tradesman

**Cindy Wynn**.....Administrative Specialist I

#### **ADULT BASIC EDUCATION/ADULT GENERAL EDUCATION**

**Margaret Dukat**.....Instructor  
B.A. University of Wisconsin Madison Adult Education  
M.S.E. Arkansas State University  
Adult Education Certification University of Arkansas

**Jenna Robbins**.....Administrative Specialist II  
A.A., A.A.T. Arkansas State University-Mountain Home  
B.S.E. Arkansas State University

## **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 degrees 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

# **POLICIES AND PROCEDURES**

## **ALCOHOL POLICY**

ASUMH seeks to maintain an educational and working environment free from the influence of alcohol.

The unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages on any property owned or maintained by Arkansas State University or as a part of university activity is strictly prohibited. Possession of any alcoholic beverages in educational facilities or recreational facilities is prohibited unless specifically authorized by the chancellor for special events only and confirmed by written agreement setting out the terms controlling the use of university property for the special event. Under no circumstance shall any student or student group be authorized to possess alcoholic beverages in any educational facility or recreational facility. The sole exception to student possession of alcohol as set out above shall be for students of lawful age who attend a special event authorized by the chancellor. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

Students who violate this policy are subject to appropriate disciplinary action, up to and including dismissal. The university may refer violations to the appropriate state and federal authorities for criminal prosecution.

## **ATTENDANCE POLICY**

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 POLICY**

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 provost/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 provost/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 provost/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 provost/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.

### **DRUG POLICY**

ASUMH seeks to maintain an educational and working environment free from the influence of unlawful drugs.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on any property owned or maintained by ASUMH or as a part of university activity is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

### **FREEDOM OF EXPRESSION POLICY**

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 and the science labs.

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 the Norma Wood Library in lidded containers only. However, drinks are not allowed at the computers. Food is not allowed in the library.

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\ 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.

## **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 as determined by the chancellor. However, students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. By 6:30 am, if

possible, regional and local news media that publicize the closing of classes and/or offices will be notified. The following radio stations will be notified: KTLO – 97.9 FM in Mountain Home, KCTT – 101.7 in Mountain Home and Yellville, KPFM – 105.5, KKTZ – 93.5, KOMT – 107.5 in Mountain Home, KSAR – 95.9 in Salem; KWOZ – 103.3 in Mountain View and Batesville; and KMAC – 99.7 in Gainesville, Mo. The inclement weather announcement will also be posted on the ASUMH Website, [www.asumh.edu](http://www.asumh.edu), unless there are power outages or other circumstances preventing the posting.

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.

## **SEXUAL DISCRIMINATION POLICY**

### **Title IX of Education Amendments**

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX benefits both males and females, and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs, and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual, discrimination and athletics.

Arkansas State University has designated a Title IX coordinator for each campus. Any incidence of sexual discrimination including sexual harassment or sexual violence should be reported to the Title IX coordinator who will take prompt action to secure a full and equitable review. In the event the sexual discrimination allegation is against the Title IX coordinator, the report should be made to the Office of University Counsel.

### **Sexual Discrimination**

ASUMH is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, and sexual violence. No form of sexual discrimination will be tolerated.

Sexual harassment is defined as unwelcome gender-based verbal or physical

conduct that is severe, persistent or pervasive and occurs when:

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

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances using coercion which do not result in a completed sexual act. Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind altering substances such as drugs or alcohol.

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

Each campus has a Title IX coordinator who is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, and sexual violence. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX coordinator who will conduct an immediate, thorough, and objective investigation of all claims. If discrimination or harassment has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, leave with or without pay, and reporting the matter to law enforcement.

### **Retaliatory Action Prohibited**

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by law and Arkansas State University. Any employee who needs further explanation or who believes he or she has been retaliated against should contact his or her Human Resources Department.

## **SEXUAL DISCRIMINATION GRIEVANCE PROCEDURE**

### **Grievance Issues**

The Sexual Discrimination Grievance Procedure applies to all allegations of sexual discrimination. Sexual discrimination includes sexual harassment, sexual assault, and sexual violence.

Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent or pervasive and occurs when:

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

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual assault includes rape, sexual contact such as touching or fondling, and the forced performance of sexual acts involving bodily contact between the parties.

Sexual violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances which do not result in a completed sexual act. Sexual violence includes all acts constituting sexual assault plus other acts such as exposure of sexual organs, gender based stalking, and gender based bullying. Gender based stalking or bullying may be carried out in person or through communications systems including telephones, e-mails, and texting,

Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority in age, intellectual impairment, or use of mind altering substances such as drugs or alcohol.



### **Report of Sexual Discrimination**

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX coordinator utilizing the grievance form available on the human resources or student conduct Websites. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX coordinator. In the event the sexual discrimination allegation is against the Title IX coordinator, the report form should be submitted to the Office of University Counsel. In order to ensure timely investigation and remedy, a sexual discrimination grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred. All complaints are investigated; however, delay in reporting impedes the ability to achieve prompt resolution. All efforts will be made to honor a request for confidentiality but confidentiality cannot be ensured. Reports of sexual assault or sexual violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a sexual discrimination grievance and do not affect the grievance process.

### **Title IX Coordinator's Response**

Within twenty (20) working days after receipt of a written grievance form, the Title IX coordinator, or designee, will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX coordinator should determine whether temporary remedial measures are warranted such as suspension from employment with or without pay, suspension from classes, issuance of a no contact directive, reassignment of job duties, or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX coordinator shall either (1) propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude

the investigation or (2) prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred, and if so, recommending a remedy which will end the discrimination, prevent its recurrence, and remove its effects on the complainant and the university community.. The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately. If both parties agree with the report, the grievance shall be closed and the remedies continued. If either party does not agree with the finding of the Title IX coordinator and desires to appeal, that party must submit, within five (5) working days of the date of the report, a written request to the Department of Human Resources for a hearing before the Sexual Discrimination Hearing Committee. The written request will detail the alleged error of the Title IX coordinator and the requested remedy. The Department of Human Resources will provide the party not appealing with a copy of the request. Within five (5) working days of the date of the letter from the Human Resources Department, the party not appealing may submit a written response to the request for hearing countering any allegations in that document. Copies will be provided to the Title IX coordinator for placement in the case file. Timelines may be extended by the Title IX coordinator in extenuating circumstances.

### **Sexual Discrimination Hearing Committee Composition**

The Sexual Discrimination Hearing Committee is composed of members selected by the chancellor from the Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus. The Sexual Discrimination Hearing Committee is composed of seven (7) members. When a student is the complainant, three (3) members of the committee shall be students, two (2) members faculty, and two (2) members staff; when the complainant is a staff member the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students; when the complainant is a faculty member the committee shall be composed of three (3) faculty members, two (2) students, and two (2) staff. The committee elects a chair once convened. The Sexual Discrimination Hearing Committee shall have specific training on sexual discrimination.

A member of human resources sits as an ex-officio, non-voting member of the Sexual Discrimination Hearing Committee, offering technical assistance on procedural and policy matters.

### **Sexual Discrimination Hearing Committee Functions**

The Sexual Discrimination Hearing Committee reviews the findings of the Title IX coordinator to determine, based on the preponderance of the evidence, whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. The committee has twenty (20) working days to prepare a written response after it has received a complaint.

All proceedings shall be in closed session. Because the committee will have received the entire file from the Title IX coordinator including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless either (1) the Committee requests their oral testimony or (2) either party requests to testify and/or present witnesses. In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. If the grievance is one alleging sexual assault or sexual violence, the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony.

The committee may also question any person testifying. Each party may have an advisor present during the testimony who may provide personal consultation but may not actively participate in the hearing. The parties must disclose to the Chair of the Sexual Discrimination Hearing Committee the identity of any testifying witness or any advisor at least two (2) working days before any hearing. The Chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case two options are open to the Committee:

1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX coordinator.

### **Sexual Discrimination Hearing Committee Findings**

In all instances the committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The committee decision shall be forwarded to the chancellor of the campus for action. Copies will be filed with the Title IX coordinator as a part of the complaint record and sent to the grievant and the accused. Within ten (10) working days of receipt of the committee recommendation, the chancellor will accept or reject the committee recommendation in writing after review of all file materials. The chancellor's decision is final. A copy of the decision shall be provided to the Title IX coordinator for distribution to both the complainant and the accused. The Department of Human Resources or Student Conduct (as appropriate) will coordinate the implementation of any remedies resulting from the grievance.

### **Document Collection**

When a sexual discrimination grievance proceeding has been closed, all material relating to that case shall be retained on file by the Title IX coordinator for seven years. Care will be taken to ensure that no incomplete or

inaccurate information pertaining to the grievance is retained in the file. Sexual discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required by law.

## **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 sexual 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 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.

Any retaliatory acts on behalf of ASUMH are prohibited.

## **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 provost/vice chancellor for academic and student affairs or the vice chancellor for administrative affairs.

## **STUDENT PUBLICATIONS, SOLICITATIONS FOR FINANCIAL SUPPORT, AND ACTIVITIES GUIDELINES**

As the student organizations on campus become more active, and as the number of ASUMH 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 provost/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.

## **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.

## **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.

# **STUDENT ACTIVITIES**

## **STUDENT ORGANIZATIONS**

### **Formation of New Organizations**

New student organizations may be formed on the campus as the need develops. 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 provost/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 assistant to the provost/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.

#### **Gay-Straight Alliance**

The Gay/Straight Alliance of ASUMH brings together gay and straight allies to promote an environment free of homophobia on campus and in the community. Membership in the GSA shall be open to all students at ASUMH who are interested in promoting the goals of the Alliance, and who have signed the Diversity Pledge and paid their dues.

#### **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 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.

**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.

**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 Norman Wood Library.

## **PARKING**

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.

## **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.

## 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.

## 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.

## **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 provost/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 page 203**) 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/ 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/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 her/his 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/her division, another division chair will replace the faculty member as mediator in this step.

**STEP 3:** If STEP 2 failed to resolve the problem, **within 5 working days**, the student may request a meeting with the provost/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/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](http://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**

ASUMH staff is available to listen and assist students with concerns regarding college-related issues. Referrals are made to appropriate agencies when warranted.

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 student services coordinator before attending class. Students with disabilities may reach the student services coordinator in the Office of Student Services located in McClain Hall, Suite 200, or by calling (870)508-6136. The coordinator 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 students access to full-text journal articles and ebooks, streaming educational video, test preparation materials and more. Library personnel will gladly offer one-on-one training as well as group instruction. If students need help finding library resources -- physical or digital -- 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 and when classes are not in session, library hours are Monday through Friday 8:00 a.m. - 5:00 p.m. The library is closed on Saturday and Sunday.

The Library conference rooms may be used by university employees and students or guests accompanied by an employee or student for school or non-profit purposes. They may also be used by off-campus organizations for non-profit purposes. However, the library conference rooms may *only* be reserved by employees or students. Otherwise, the rooms may be used on a first-come, first-served basis for approved purposes.

Rooms may not be reserved more than 90 days prior to the event and must be reserved at least one day prior to event.

## **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.

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