

# 2021-2022 CATALOG



ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

2000 West Broadway | West Memphis, AR | 870.733.6728 | [www.asumidsouth.edu](http://www.asumidsouth.edu)



# ACADEMIC CALENDAR 2021-2022

## Fall Semester 2021

Fall Registration.....	April 13 – August 10
Work-Study Application Deadline for Fall 2021 .....	August 2
Financial Aid Bookstore Charges Available.....	August 2
Ten-Month Faculty Report.....	August 2
Internship Application Deadline for Fall 2021 .....	August 2
New Student Orientation I.....	August 5
Concurrent Student Orientation I .....	August 9
Registration Payment Deadline, Fall 2021* .....	August 10
Concurrent Student Orientation II .....	August 10
Late Registration for Fall 2021 (\$100 late fee begins) .....	August 11
Concurrent Student Orientation III .....	August 12
New Student Orientation II.....	August 12
New Adjunct Faculty Orientation .....	August 12
First Day of Classes .....	August 18
Last Day for Schedule Changes .....	August 24
Last Day to Drop a Class with 80% Refund** .....	September 1
Official Enrollment Report Day .....	September 1
Last Day for Financial Aid Bookstore Charges.....	September 1
Labor Day (ASU Mid-South is closed).....	September 6
Five (5) Week Interim Grade Checkpoint*** .....	September 22
ADHE Scholarship for 2022-2023 Opens (Closes June 1, 2022) .....	October 1
2022/2023 FAFSA Available.....	October 1
Financial Aid Frenzy.....	October 1-31
Ten (10) Week Interim Grade Checkpoint*** .....	October 27
Last Day to Drop/Withdraw from ASU Mid-South Full Term Classes.....	October 29
Advising Day (No Classes) .....	November 17
Priority Registration for Spring 2022 .....	November 18-December 7
Internship Application Deadline for Spring 2022.....	November 19
Fall Break (No Classes).....	November 22-27
Spring 2022 ASU Mid-South Scholarship Deadline.....	December 1
Work-Study Application Deadline for Spring 2022.....	December 1
Last Day of Classes.....	December 6
Registration for Spring 2022 .....	December 8 – January 3
Study Day .....	December 7

Final Examinations .....	December 8-14
Intent to Graduate/Degree Audit Deadline for Spring 2022 Graduates**** .....	December 10
Grades Submitted by 1:00 pm.....	December 15
Last Day for Ten-Month Faculty .....	December 17
Winter Break (ASU Mid-South is Closed) .....	December 18-January 2

\* Payment is due upon enrollment. Payment after August 10, 2021 carries a \$100 late fee.

\*\* Please check the ASU Mid-South Catalog for the policy regarding off-cycle courses.

\*\*\* Grades and attendance are available 24 hours a day, 7 days a week in Canvas.

\*\*\*\* Students planning to graduate in Spring 2022 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

## Fall Semester Short-Term I 2021

Fall Term 1 Registration.....	April 13 – August 10
Financial Aid Bookstore Charges Available.....	August 2
New Student Orientation .....	August 5
Registration Payment Deadline, Fall 2021 Term 1* .....	August 10
Late Registration for Fall 2021 Short Term 1 (\$100 late fee begins) .....	August 11
New Student Orientation .....	August 12
First Day of Classes .....	August 18
Last Day for Schedule Changes, Fall 2021 Term 1 .....	August 20
Last Day to Drop a Class with 80% Refund, Fall 2021 Term 1** .....	August 24
Official Enrollment Report Day .....	August 24
Last Day for Financial Aid Bookstore Charges.....	September 1
Last Day to Drop/Withdraw from Fall 2021 Term 1 .....	September 22
ADHE Scholarship for 2021-2022 Opens (Closes).....	October 1
2022/2023 FAFSA Available.....	October 1
Financial Aid Frenzy.....	October 1–31
Last Day of Fall 2021 Term 1 Classes.....	October 5
Final Examinations .....	October 6–7
Grades Submitted by 1:00 pm.....	October 11
Advising Day (No Classes).....	November 17
Priority Registration for Spring 2022 .....	November 18 – December 7
Internship Application Deadline for Spring 2022.....	November 19
Spring 2022 ASU Mid-South Scholarship Deadline.....	December 1
Work-Study Application Deadline for Spring 2022 .....	December 1
Registration for Spring 2022 .....	December 8 – January 3
Intent to Graduate/Degree Audit Deadline for Spring 2022 Graduates*** .....	December 10

\* Payment is due upon enrollment. Payment after August 10, 2021 carries a \$100 late fee.

\*\* The 80% refund date for dropped courses that begin after the official 5th day of classes is five (5) days after the first class meeting for that particular course.

\*\*\* Students planning to graduate in Spring 2022 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

## Fall Semester Short-Term II 2021

Fall Term 2 Registration.....	April 13 – October 4
Financial Aid Bookstore Charges Available.....	September 27
ADHE Scholarship for 2021-2022 Opens (Closes).....	October 1
2022/2023 FAFSA Available.....	October 1
Financial Aid Frenzy.....	October 1–31
Registration Payment Deadline, Fall 2021 Term 2* .....	October 4
Late Registration for Fall 2021 Short Term 2 (\$100 late fee begins) .....	October 5
New Student Orientation .....	October 8
First Day of Classes .....	October 11
Last Day for Schedule Changes, Fall 2021 Term 2.....	October 13
Last Day to Drop a Class with 80% Refund, Fall 2021 Term 2** .....	October 15
Official Enrollment Report Day .....	October 15
Last Day for Financial Aid Bookstore Charges.....	October 15
Last Day to Drop/Withdraw from Fall 2021 Term 2 .....	November 17
Advising Day (No Classes) .....	November 17
Priority Registration for Spring 2022 .....	November 18 – December 7
Internship Application Deadline for Spring 2022.....	November 19
Fall Break (No Classes).....	November 22–27
Spring 2022 ASU Mid-South Scholarship Deadline.....	December 1
Work-Study Application Deadline for Spring 2022.....	December 1
Last Day of Fall 2021 Term 2 Classes.....	December 6
Registration for Spring 2022 .....	December 7 – January 3
Study Day .....	December 7
Final Examinations .....	December 8–14
Intent to Graduate/Degree Audit Deadline for Spring 2022 Graduates*** .....	December 10
Grades Submitted by 1:00 pm.....	December 15
Winter Break (ASU Mid-South is Closed) .....	December 18 – January 2

\* Payment is due upon enrollment. Payment after October 4, 2021 carries a \$100 late fee.

\*\* The 80% refund date for dropped courses that begin after the official 5th day of classes is five (5) days after the first class meeting for that particular course.

\*\*\* Students planning to graduate in Spring 2022 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

## Spring Semester 2022

Work-Study Application Deadline for Spring 2022.....	December 1, 2021
Spring 2022 Registration .....	December 3 – January 3
New Year's Day (ASU Mid-South is Closed) .....	January 1
All Employees Report.....	January 3
Financial Aid Bookstore Charges Available.....	January 3



Registration Payment Deadline for Spring 2022*	January 3
Late Registration for Spring 2022 (\$100 late fee begins)	January 4
New Adjunct Faculty Orientation	January 6
New Student Orientation	January 6
First Day of Classes	January 10
Last Day for Schedule Changes	January 14
Martin Luther King, Jr. Holiday (ASU Mid-South is Closed)	January 17
Last Day to Drop a Class with 80% Refund**	January 25
Official Enrollment Report Day	January 25
Last Day for Financial Aid Bookstore Charges	January 25
Intent to Graduate/Degree Audit Deadline for Spring 2022 Graduates***	February 1
Five (5) Week Interim Grade Checkpoint****	February 14
Ten (10) Week Interim Grade Checkpoint****	March 14
Spring Break (No Classes)	March 21-25
Last Day to Drop/Withdraw from ASU Mid-South Full Term Classes	March 28
Graduates' End of Program Assessment	April 4-8
Advising Day (No Classes)	April 11
Priority Registration for Summer and Fall 2022	April 12-25
Fall 2022 ASU Mid-South Scholarship Deadline for High School Students	May 2
Last Day of Classes	April 28
Registration for Summer 2022 (Need Summer Dates)	April 26 – May 23
Registration for Fall 2022 (Need Fall Dates)	April 26 – August 8
Study Day	April 29
Final Examinations	May 2-5
Fall 2022 ASU Mid-South Scholarship Deadline	May 2
Internship Application Deadline for Summer 2022	May 6
Priority Internship Registration for Fall 2022*****	May 6
Grades Submitted by 1:00 pm	May 6
Graduation	May 12
Late Registration for Summer 2022 (Need Summer Date)	May 24
Last Day for Ten-Month Faculty	May 26
ADHE Scholarship for 2022-2023 Deadline	June 1
Work-Study Application Deadline for Fall 2022	August 1
Internship Application Deadline for Fall 2022	August 1

\* Payment is due upon enrollment. Payment as of January 5, 2021 carries a \$100 late fee.

\*\* Please check the ASU Mid-South Catalog for the policy regarding off-cycle courses.

\*\*\* Student planning to graduate in Spring 2022 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

\*\*\*\* Grades and attendance are available 24 hours a day, 7 days a week in Canvas.

\*\*\*\*\* For students requiring an academic internship in the fall and for students who want to be prioritized for placement in the paid internship program.

## Summer Semester 2022

Work-Study Application Deadline for Summer 2022.....	April 1
Internship Application Deadline for Summer 2022.....	April 1
Summer 2022 Registration .....	April 12-May 23
Financial Aid Bookstore Charges Available.....	May 16
Registration Payment Deadline for Summer 2022* .....	May 23
Late Registration for Summer 2022 (\$100 late fee begins) .....	May 24
New Student Orientation .....	May 26
Memorial Day Holiday (ASU Mid-South is Closed) .....	May 30
First Day of Classes .....	May 31
ADHE Scholarship for 2022-2023 Deadline.....	June 1
Last Day for Schedule Changes .....	June 2
Last Day to Drop a Class with 80% Refund** .....	June 7
Official Enrollment Report Day .....	June 7
Last Day for Financial Aid Bookstore Charges.....	June 7
July 4th Holiday (ASU Mid-South is Closed).....	July 4
Last Day to Drop/Withdraw from ASU Mid-South Summer Term Classes.....	July 6
Last Day of Classes.....	July 12
Final Examinations .....	July 13-14
Grades Submitted by 1:00 pm.....	July 15
Work-Study Application Deadline for Fall 2022.....	August 1
Internship Application Deadline for Fall 2022.....	August 1

\* Payment is due upon enrollment. Payment as of May 24, 2022 carries a \$100 late fee.

\*\* Please check the ASU Mid-South Catalog for the policy regarding off-cycle courses.

Note: Grades and attendance are available 24 hours a day, 7 days a week in Canvas.

# Comments Welcome

The college welcomes evaluation of its programs and services. Comments may be shared with the college by addressing them to the Chairperson of the Planning and Institutional Effectiveness Committee, ASU Mid-South, 2000 W. Broadway, West Memphis, AR 72301, or to the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 800-621-7440 or (312) 263-0456; Fax: (312) 263-7462.





ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

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This catalog is published for informational purposes only and does not constitute a contract between the college and any individual. ASU Mid-South reserves the right to change its policies, procedures, and programs. Such changes will be published in the next Schedule of Classes, in the electronic catalog on the college's website, and/or distributed to employees and students via email as appropriate. Revisions in degree requirements take effect as of fall semester registration of the year designated in the catalog.

Students at ASU Mid-South will normally follow the degree requirements listed in the catalog in effect at the time of their admission. However, a student who changes majors or fails to earn at least 15 semester hours credit over a two-year period will be governed by the current catalog. Students may exercise the option of changing to a later catalog but must then fulfill all of its degree requirements.



**ARKANSAS STATE UNIVERSITY**  
**MID-SOUTH**

**Chapter 1**  
**General Information**



# Degrees and Certificates

## Associate of Applied Science Degrees

Aviation Maintenance Technology  
Business Administration  
Computer Programming  
Digital Media  
Emergency Medical Services  
General Technology  
Health Studies  
Hospitality Management  
Information Systems Technology  
Respiratory Care

## Associate of Arts Degrees

General Education

## Associate of Science Degrees

Business  
Education  
Health Studies  
Hospitality Management

## Certificates

Technical Certificate: Aviation Airframe Maintenance Technology  
Technical Certificate: Aviation Powerplant Maintenance Technology  
Technical Certificate: Business  
Technical Certificate: Computer Programming  
Technical Certificate: Diesel Maintenance Technology  
Technical Certificate: Health Studies  
Technical Certificate: Hospitality Management  
Certificate of General Studies  
Certificate of Proficiency: Accounting  
Certificate of Proficiency: Advanced Emergency Medical Technician  
Certificate of Proficiency: Business  
Certificate of Proficiency: CNC Operations and Programming  
Certificate of Proficiency: Computer Programming  
Certificate of Proficiency: Database Programming  
Certificate of Proficiency: Emergency Medical Technician  
Certificate of Proficiency: Film and Video Production

Certificate of Proficiency: Food Service Management  
Certificate of Proficiency: Flux-Core Arc Welding  
Certificate of Proficiency: Gas Metal Arc Welding  
Certificate of Proficiency: Gas Tungsten Arc Welding  
Certificate of Proficiency: General Aviation Maintenance Technology  
Certificate of Proficiency: Heavy Truck Diesel Maintenance  
Certificate of Proficiency: Hospitality Management  
Certificate of Proficiency: Machine Technology Machinist  
Certificate of Proficiency: Machining Technology, Engineering Technician  
Certificate of Proficiency: Machining Technology, Quality Technician/Metrologist  
Certificate of Proficiency: Mechatronics Level I  
Certificate of Proficiency: Mechatronics Level II  
Certificate of Proficiency: Mechatronics Level III  
Certificate of Proficiency: Mechatronics Level IV  
Certificate of Proficiency: Microcomputer Upgrade and Repair  
Certificate of Proficiency: Networking  
Certificate of Proficiency: Nursing Assistant  
Certificate of Proficiency: Phlebotomy  
Certificate of Proficiency: Shielded Metal Arc Welding  
Certificate of Proficiency: Welding Fabrication/Fitter

## College Mission

The mission of Arkansas State University Mid-South is to enrich lives through high quality educational programming that fosters student success, workforce development, and lifelong learning.

## Purposes

- To provide community college general education and technical curricula which prepare students for global awareness, an appreciation of diversity, employment, and lifelong learning.
- To provide academic resources, technology, and learning support programming to foster student success.
- To provide extra-curricular activities that promote wellness, leadership development, good citizenship, and cultural growth.
- To foster economic development by providing a training and educational link between the college and business and industry that ensures a competent local and regional workforce.
- To provide local access to baccalaureate and graduate education through partnerships with universities and four-year colleges.
- To support cultural and community events.

## Vision Statement

Arkansas State University Mid-South distinguishes itself by Leading, Empowering, Nurturing, and Serving (LENS).



<b>Leading:</b>	To be recognized as innovative and collaborative in developing and utilizing promising practices that ensure a quality learning environment, strategic organizational efficiency, and regional economic development.
<b>Empowering:</b>	To be known for our commitment to celebrating the strength and diversity of our people and our determination to help our students obtain knowledge, self-understanding, and autonomy.
<b>Nurturing:</b>	To be recognized for consistently displaying compassion and concern for individuals and providing the learning resources and support services necessary to meet their educational goals.
<b>Serving:</b>	To be viewed by our constituents as their educational provider of choice, meeting the diverse educational and cultural needs of our communities; supporting student interests through a range of organizations and activities; meeting the region's employment demands; and broadening access to higher education opportunities.

## Value Statements

Arkansas State University Mid-South is committed to Innovation, Diversity, Excellence, Accountability, and Sustainability (IDEAS).

<b>Innovation</b>	Innovation represents transformative and creative thinking that leads to continuous growth, improvement, and relevancy. We value ingenuity to solve problems and improve efficiencies.
<b>Diversity</b>	Diversity embraces acceptance, inclusion, and respect. We value understanding each other and ourselves, and moving beyond simple tolerance to embracing and celebrating the richness each individual contributes to our organizational culture.
<b>Excellence</b>	Excellence represents the standard to which we hold ourselves individually and collectively in everything we do. We value exceeding commonly held expectations of quality and professionalism and believe excellence is evident when open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently.
<b>Accountability</b>	Accountability entails an organizational commitment to moral and ethical principles that demand integrity, respect, and compassion. We value transparency and pledge honesty, courtesy, and responsibility in interactions with customers and associates.
<b>Sustainability</b>	Sustainability is being consistently mindful of the environmental, social, and economic consequences of our organizational practices. We value meeting present needs without compromising the needs of the future.

## Arkansas State University Mid-South Strategic Plan for 2018-2021

### Strategic Priority 1: Accessible & Affordable Education

**Goal:** Arkansas State University Mid-South will provide increased access to affordable educational programs to the communities it serves.

#### Objectives:

1. We will focus recruitment efforts using creative and targeted marketing solutions.

2. We will use innovative and best practices to enhance learning opportunities.
3. We will expand our capacity to offer fully online programs and support services.

### **Strategic Priority 2: Success through Effectiveness**

**Goal:** Arkansas State University Mid-South will actively engage students and manage resources to ensure student success.

#### **Objectives:**

1. We will improve advising and enrollment processes in order to increase student retention and completion.
2. We will promote diversity and a sense of community by offering a variety of campus activities and student organizations.
3. We will analyze data to support fiscal and programmatic decisions.
4. We will assess academic programs to facilitate timely completion with the desired skills.

### **Strategic Priority 3: Community and Workforce Development**

**Goal:** Arkansas State University Mid-South will seek new workforce partnerships and strengthen relationships with business, industry, and the community.

#### **Objectives:**

1. We will advance workforce development through increased regional employer engagement and partnerships.
2. We will serve the community through lifelong learning, civic engagement, and opportunities to enhance cultural and global awareness.
3. We will produce employable graduates with the knowledge and soft skills desired to support our service area's workforce needs.

### **Strategic Priority 4: Professional Growth and Employee Engagement**

**Goal:** Arkansas State University Mid-South will provide opportunities for leadership and professional development.

#### **Objectives:**

1. We will encourage employee participation in institutional and community activities.
2. We will offer quality professional development to support a high level of performance by all employees.
3. We will retain employees by promoting a positive work culture with an emphasis on open communication and transparency.
4. We will recruit employees by strengthening targeted strategies to attract a diverse population reflective of the campus and community.

## **Accreditation**

Arkansas State University Mid-South is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, (800) 621-7440.

## Financial Information

Financial statements and other budgetary information are available upon written request to the Vice Chancellor for Finance and Administration.

## Freedom of Inquiry Statement

ASU Mid-South is committed to freedom of inquiry for both students and faculty.

## Nondiscrimination Statement

Arkansas State University Mid-South does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, sex, disability, genetic information, veteran status or marital status in any of its practices, policies or procedures, and provides equal access to the Boy Scouts and other designated youth groups. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates or financial aid. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Jeremy Reece  
Title IX Coordinator  
Arkansas State University Mid-South  
2000 West Broadway  
West Memphis, AR 72301  
Phone: 870.733.6786  
Email: [jreece@asumidsouth.edu](mailto:jreece@asumidsouth.edu)

Stephanie Krehl  
ADA Coordinator  
Arkansas State University Mid-South  
2000 West Broadway  
West Memphis, AR 72301  
Phone: 870.733.6790  
Email: [accessibility@asumidsouth.edu](mailto:accessibility@asumidsouth.edu)

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves our area, or call 1-800-421-3481.

## Board of Trustees, ASU System

Appointed by the Governor, by and with the advice and consent of the State Senate, the Arkansas State University System trustees govern multiple campuses, sites, and centers located throughout the service area. The Board of Trustees is charged with the management and control of the ASU System and exercises the power, authority, and duties conferred by law.

Members include Price Gardner, Little Rock, chair; Christy Clark, Little Rock, vice chair; Dr. Tim Langford, Little Rock, secretary; Niel Crowson, Jonesboro; Steve Eddington, Benton; Bishop Robert G. Rudolph, Jr., Bryant; and Paul Rowton, Harrisburg.

## Board of Visitors, ASU Mid-South

Members of the Arkansas State University Mid-South Board of Visitors, who are appointed by the Arkansas State University System Board of Trustees, serve without compensation. Current board members are as follows:

Hershel Owens, Chair  
*West Memphis*

Alex Coulter  
*West Memphis*

Clara Barr Ferron  
*West Memphis*

Lynn Allen, Vice Chair  
*West Memphis*

Michael D. East  
*West Memphis*

Harold Scifres  
*Marion*

## Foundation

The college's Foundation, incorporated in 1992, serves as an independent entity which furthers the development and expansion of the college. The Foundation, a private, non-profit corporation organized under a tax exempt 501 (c)(3) status, secures funds – above and beyond state and local appropriations – to further enhance the efforts of the college. Funds raised and managed by the Foundation support a wide variety of endeavors from individual scholarships to campus expansion/renovation, and educational enrichment projects. Contributions are tax deductible as allowed by law.

Foundation Board members are as follows:

Lucie Brackin, Chair  
*Hughes*

Franklin Fogleman, Jr., Vice Chair  
*Marion*

Rev. Larry Banks  
*West Memphis*

Janice Coleman  
*Turrell*

Landon Myers  
*Memphis*

Steven Bius  
*Marion*

Shana Crittenden  
*West Memphis*

Shelley Pugh  
*West Memphis*

Tracy Brick  
*Marion*

Otis Davis  
*Earle*

G.A. "Bert" Robinson, III  
*Marion*

Dixie Carlson  
*Marion*

Grandon Gray  
*Marion*

Llana Smith  
*West Memphis*

Johnkia (Neki) Catron  
*West Memphis*

Fred Leonard  
*West Memphis*

Nick Sutton  
*Marion*

## College Profile

### History

Arkansas State University Mid-South is a public two-year institution serving Crittenden County, Arkansas, and the surrounding region since 1992. Few institutions of higher education have evolved quite as dramatically as ASU Mid-South.

In late 1978, at the request of Arkansas State Representative Lloyd McCuiston and State Senator W.K. "Bill" Ingram, a delegation of local legislators and citizens, chaired by Alex Coulter, publisher of the Evening Times, was organized to lay the cornerstone for plans to develop a vocational-technical school in Crittenden County. The institution would be established to afford the residents of eastern Arkansas an opportunity to acquire technical skills and knowledge for job entry and advancement in trade and technical occupations.

In early 1979, the Arkansas Legislature approved the establishment of Mid-South Vocational Technical School, and the institution selected a 30-acre tract on U.S. Highway 70, just off Airport Road, for construction of the initial facilities. On October 30, 1980, MSVTS broke ground for the new school, and President Bill Clinton, then Gov. of Arkansas, attended the ceremony.

The school opened on March 2, 1982, with two buildings housing nine classrooms. The vo-tech offered eleven-month courses in accounting, secretarial work, clerk/typing, licensed practical nursing, welding and diesel truck mechanics. MSVT also provided an eight-week truck driving course.

Underfunded and without a champion in the highly political vocational system, Mid-South Vo-Tech served fewer than 100 students annually and was primarily known throughout the county as a center for GED testing, truck driver training, and the Arkansas Game and Fish Commission's Hunter Education courses.

MSVT operated for a decade before more legislation, again co-sponsored by McCuiston, upgraded MSVT to technical college. In September 1988, the Arkansas Business Council Foundation, a group of 19 prominent Arkansas business and industry leaders, issued a report entitled *In Pursuit of Excellence* that called for "reform of and increased support for our state's system of elementary, secondary, vocational, and higher education." The report's recommendations included the transfer of postsecondary vocational programs from the State Board of Education to the State Board of Higher Education, expansion of general education programs in the vocational-technical schools, development of more sophisticated technical training in close cooperation with business and industry, conversion of the existing vocational-technical schools into technical colleges or comprehensive community colleges, and support for funding to implement these recommendations.

Three years later the Arkansas Legislature passed Act 1244 of 1991, known as the "Two-Year Postsecondary Education Reorganization Act," in an effort to enact many of the foundation's recommendations. The legislation focused on converting or "upgrading" the state's vocational-technical schools into technical colleges or branches of four-year institutions. The upgrade would include easily-accessible, highly-responsive educational programs for people in need of training or retraining to meet the needs of the workplace.

Lawmakers selected Mid-South Vocational Technical School for "conversion," and upon transfer from the State Board of Education to the State Board of Higher Education on July 1, 1991, the institution became Mid-South Technical College. The governor appointed a seven-member board of trustees, and Alex Coulter, who led the vo-tech effort more than a decade earlier, was elected to chair the group.

That same month, MSTC entered into an agreement with East Arkansas Community College in Forrest City, enabling EACC to provide developmental and college-level general education courses on the Mid-South campus.

In April 1992, the Mid-South Board of Trustees hired Dr. Glen F. Fenter as the College's first chief executive officer. Dr. Fenter, who was serving as principal of West Memphis High School at the time, brought to the college not only a strong academic background but a passion, understanding and insight into the educational needs of the Delta and its people.

Later that year, the Board and College administration determined that the future viability of the institution would hinge upon conversion to a community college, as provided for in Section 22 of Act 1244, and made plans to seek local millage for the necessary funding. MSTC submitted the conversion application and received approval from the State Board of Higher Education on October 23, 1992.

A representative, county-wide Steering Committee began to investigate local funding options and concluded that a four-mill levy would be needed to establish the college. The committee submitted their findings to the Mid-South Technical College Board of Trustees which ratified the proposal, and the millage issue was placed on the ballot for February 16, 1993.

The millage campaign focused on a number of key issues: the historic absence of higher education opportunities in Crittenden County; the distance to other state-supported institutions; the county's alarmingly low college enrollment rate; the sluggish local economy; difficulties encountered by civic leaders in recruiting new businesses to the county; and the pronounced need for bold initiatives addressing literacy, adult education, and job training.

The campaign worked to near perfection as the success of the millage referendum surprised even the most vigorous supporters. By a margin of 2,884 to 1,137 (three to one), voters agreed to pay one of the highest millages in the state to create a community college district in Crittenden County. With local funding established, Mid-South Community College moved forward in its efforts to provide high-quality, affordable education to the people of the region.

In November of 2014, Dr. Fenter announced his retirement as President of Mid-South Community College. Subsequently, on January 9th, 2015, the Board of Trustees of Mid-South voted unanimously to join the Arkansas State University System in order to expand opportunities for residents of Crittenden County and ensure long-term sustainability for the college. The change became effective July 1, 2015. One month later, Dr. Debra West, Deputy Executive Director of the Mississippi Community College System and former Registrar and Director of Institutional Research at Mid-South Community College, returned to her native eastern Arkansas and began her tenure as the first Chancellor of Arkansas State University Mid-South.

For an institution that is just more than two decades old, ASU Mid-South has enjoyed phenomenal growth and local support. The college has built a reputation as one of the most evolutionary and innovative community colleges in the state and the region.

While enrollment has risen dramatically since its founding, the College's focus has remained constant – to provide accessible, affordable, employment-relevant, high-quality educational programming that fosters student success, workforce development, and lifelong learning.

Named one of the Great Colleges to Work For in 2017 and 2018 by the Chronicle of Higher Education and one of the National Institute for Staff and Organizational Development's Most Promising Places to Work in 2019, recognizing exceptional commitment to diversity, ASU Mid-South maintains a welcoming and secure environment for both students and staff.

It also remains a beacon of hope and pride for the community, as evidenced by its being voted West Memphis's number one most positive asset, number one greatest strength, and number two most loved place (behind the City Parks) on a 2018 survey conducted by Orion Planning and Design and commissioned by West Memphis Planning and Development.

## **Programs**

ASU Mid-South remains committed to the future of Crittenden County. The institution remains aggressive and determined in its efforts to meet the current and future employment needs of the region so that students will be prepared for the jobs of today and tomorrow.

Today the college serves more than 1500 students each year in for-credit academic and career-technical education, non-credit workforce training, Adult Education/Literacy/ESL, and community education courses.

The State of Arkansas granted the college authority to offer its first Associate of Applied Science (AAS) degree program in 1993 and an Associate of Arts (AA) degree in the spring of 1994. Since that time, the college has expanded its offerings to include the Associate of Arts (general education transfer) degree; four Associate of Science (transfer) degrees; eight Associate of Applied Science (technical) degrees; five Technical Certificates; and 26 Certificates of Proficiency.



Program of study are regularly assessed for quality and to ensure alignment with regional labor market needs in high tech, high demand, and/or high wage fields. Current program include: Allied Health (EMT, Nursing Assisting, Medical Assisting, Phlebotomy, and Respiratory Technology); Business; Transportation (Aviation Maintenance, Diesel Technology); Digital Media; Hospitality; Information Technology; Advanced Manufacturing (Machining, Mechatronics, Welding); and Teaching (K-6, 4-8).

In addition to education and training for adult students, ASU Mid-South provides opportunities for high school students to earn concurrent credit, degrees, and certificates in both academic and technical programs of study while still enrolled in high school. Roughly 600 high school students are enrolled in on-campus courses during any given semester. Many of these students enroll in ASU Mid-South's Secondary Technical Center, which is funded by the State of Arkansas to provide instruction leading to college and industry credentials in various technical programs at no cost to the student.

The award-winning Arkansas Delta Training and Education Consortium (ADTEC), established in 2005, allowed the college to establish broader connections throughout the region, leveraging the resources of the five community colleges in the Delta region in order to better serve and respond to the economic development needs in Eastern Arkansas. Through ADTEC, ASU Mid-South implemented a "career pathways" model that offers a series of logical employment "stop-out points" along a comprehensive education and training continuum that begins with certificates of proficiency and culminates with a baccalaureate degree.

Thanks in part to funding provided by the State of Arkansas to ADTEC, local students have the option to enroll in baccalaureate and master's degree programs on the Mid-South campus through University Center partnerships with Arkansas State University (ASU), the University of Central Arkansas (UCA), and the University of Arkansas at Fort Smith (UAFS). This unique arrangement provides pathways to careers in Accounting, Business Administration, Education (Elementary and Mid-Level), Criminology, Nursing, Addiction Studies, and Applied Technology to students for whom time and transportation constraints might be a barrier to furthering their education.

## **Facilities**

The ASU Mid-South campus covers approximately 84 acres at the intersection of Broadway Street (U.S. Highway 70) and College Boulevard in West Memphis. The campus is bisected by U.S. Highway 70 into north and south halves.

The centerpiece of the campus is the \$12 million Donald W. Reynolds Center for Educational Excellence, located on the south side of campus. This facility was funded primarily through an \$8 million grant from the Reynolds Foundation. The 64,000 sq.-foot facility includes the state-of-the-art Sandra C. Goldsby Library Media Center, the Dr. Barbara C. Baxter Learning Success Center, an award-winning multimedia conference room, a food service area, a testing center, computer labs, the campus book store, as well as offices housing Admissions and Records, Financial Aid, Student Support Services, and Finance.

The adjacent \$7 million, 40,000-square-foot University Center, completed in spring 2008, houses University Center Partners, multi-use classrooms, and a Student Activities Center. The University Center is also home to historic KWEM radio, known for helping to launch the careers of artists such as B.B. King, Howlin' Wolf, Johnny Cash, and Elvis Presley. KWEM is now a web-based global broadcast station broadcasting around the world.

One of the first buildings constructed on the campus, Magruder Hall houses administrative offices, classrooms for a math department that has been recognized on multiple occasions for its efforts to improve developmental education. Named after local architect and long-timer Mid-South support Pat Kelley Magruder, the facility is also home one of the college's primary conference rooms which regularly houses meetings and events for both the campus and local community organizations.

Named for one of college's strongest community partners, Southland Science Center is home science and computer labs as well as faculty offices and other classrooms. With the combination of programs and technology available, most Mid-South students taking a course or working with a faculty member in Southland during their time on campus.

Also on our south campus, the Allied Health Building houses programs in nursing assisting, respiratory therapy, and emergency medical technician that are vital to addressing the need for training health professionals in the Mid-South. The facility includes a functional ambulance, a donation from an ASU Mid-South alumnus.

With a major financial commitment from Southland Gaming the college established an intercollegiate athletic program in 2010 with the Greyhound as their mascot. The Greyhounds have fielded men's and women's National Junior College Athletic Association basketball teams for the past ten years. Greyhound athletes have successfully transferred to several four-year colleges, including those at the Division I level, and have played for professional teams overseas. The Greyhounds play in the Glen F. Fenter Athletic Complex, nicknamed the Dog House, which opened in fall 2013.

On the north side of campus, the \$8 million Workforce Technology Center includes more than 38,000 square feet of high-tech multimedia classrooms as well as hands-on training stations for Mechatronics and the National Institute for Metalworking Skills (NIMS) certified machining program. Nearby, the \$9 million Marion Berry Renewable Energy Center includes 35,120 square feet of high-tech classroom and laboratory space including facilities for the diesel technology program.

In 2015, the college dedicated the Jeremy Jacobs Hospitality Center. The \$2.2 million structure features classrooms, a thermal bottling laboratory, bakery and food service preparation rooms, a computer laboratory, receiving/multipurpose area, and freezer and dry storage areas. In addition to housing ASU Mid-South's Associate of Science and Associate of Applied Science degree programs in hospitality management, the facility houses "Delta Cuisine: A Southern Kitchen Incubator," a regional effort to support a productive and competitive workforce serving sustainable community goals.

Also on the North Campus, the Arkansas Workforce Center, operated by the Arkansas Division of Workforce Services, provides resources and support for area job seekers and employers. Co-located with ASU Mid-South's Adult Education/Literacy/ESL Program and ASU Mid-South's Arkansas Career Pathways Initiative, the Center provides a one-stop shop for those seeking to connect with employment and/or educational opportunities.

The Welding Annex, located on the west side of College Boulevard across from North Campus, houses a modern welding laboratory with both virtual welding technology and a real world welding lab where students weld in the elevated or confined spaces often found on a work site.

Finally, the FedEx Aviation Technology Center, located just off the main campus and adjacent to the West Memphis Municipal Airport, opened in 2016. It houses ASU Mid-South's Federal Aviation Administration certified aviation maintenance program, and provides students numerous opportunities for hands-on experience maintain functioning aircraft, including a Boeing 737 donated to the program by FedEx.

The following statistics provide an enrollment profile of ASU Mid-South for Fall 2018:

<b>Credit Enrollment by Race, Gender for Fall 2020</b>			
<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Percentage</b>
Asian/Pacific Island	5	8	1%
Black (non-Hispanic)	207	469	56%
Native Hawaiian	0	0	0%
Hispanic	23	18	3.4%
American Indian/Alaskan Native	4	2	0.5%
White (non-Hispanic)	207	213	35%
Non-resident Alien	3	6	0.7%
More than one ethnicity	17	21	3%
Totals	466	737	

<b>Credit Enrollment by Age, Fall 2019</b>			
<b>Age Range</b>	<b>Average Age</b>	<b>Modal Age*</b>	
15-67	22	17	*(268 students aged 17 were enrolled for Fall 2019, more than any other single age group)
Under 18	551		
18-19	214		
20-21	106		
22-24	82		
25-29	89		
30-34	60		
35-44	63		
45-54	25		
55-64	12		
65 and over	1		

### **Credit Enrollment Profile, Fall 2019**

Total Headcount.....	1,203
Full-Time Equivalent (FTE).....	608
Student Semester Credit Hours.....	9,116
Full-Time .....	275
Part-Time .....	928
First-Time Entering, Award-Seeking.....	122

### **Enrollment in Award Programs, Fall 2020**

**Associate of Arts/Science (transfer) = 279 (23%)**

**Associate of Applied Science = 204 (17%)**

**Technical Certificate = 45 (4%)**

**Certificate of Proficiency = 36 (3%)**

Associate of Arts General Education.....	172
Associate of Science in Business.....	36
Associate of Science in Health Studies .....	35
Associate of Science in Hospitality Management.....	1
Associate of Science Education .....	35

AAS Aviation .....	29
AAS Business Technology - Business Administration .....	10
AAS Digital Media.....	13
AAS Emergency Medical Services .....	11
AAS General Technology.....	23
AAS Health Science .....	62
AAS Hospitality Management .....	5
AAS Information Systems - Cisco.....	18
AAS Respiratory Therapy.....	33
TC Aviation .....	29
TC Diesel Maintenance Technology .....	4
TC General Education .....	17
CP Advanced EMT.....	4
CP Aviation.....	2
CP Business .....	1
CP CNA.....	2
CP Cisco .....	1
CP CNC Programming .....	10
CP EMT.....	3
CP Food Service.....	1
CP Heavy Truck Diesel.....	1
CP Hospitality Management .....	1
CP Mechatronics .....	3
CP Micro Computer Upgrade and Repair .....	1
CP Phlebotomy .....	3
CP Welding.....	4

#### **Other (Non-Degree Seeking) = 639 (53%)**

High School Students .....	567
Non-Degree Seeking.....	72

## **Retention**

### **All Students**

Of the 1,325 students enrolled in the Fall of 2019, 525 (40%) re-enrolled for Fall 2020.

Of the 1,144 students enrolled in the Spring 2020, 568 (50%) re-enrolled for Fall 2020.

### **Degree-Seeking Students**

Of the 366 students who were degree-seeking in the Fall 2019, 152 (42%) re-enrolled for the Fall 2020.

Of the 314 students who were degree-seeking in the Spring 2020, 181 (58%) re-enrolled for the Fall 2020.

## Graduation Rates

In accordance with federal guidelines, Arkansas State University Mid-South provides the following graduation rate information on first-time, full-time, degree seeking (cohort) students who began in the fall of 2017 and completed degrees or certificates by August 31, 2020:

### Fall 2017

Full-time Cohort	117
Completers	16%
Documented Transfers	22%
Still Enrolled	5%

The group of students being reported to comply with federal student right-to-know regulations made up only 10% of the total Fall 2017 semester enrollment at ASU Mid-South. These rates do not represent the success rates for the other 92.5% of students who attended in Fall 2017.

## Gainful Employment

Gainful employment programs are those “that prepare students for gainful employment in a recognized occupation.” ASU Mid-South is required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

If the number of students who completed a Gainful Employment Program during the award year were fewer than ten, for privacy reasons, the college or university should not disclose to the public the median debt amounts and the on-time completion rates. Because placement rate information is reported based on system standards and methodology, total employment and related employment rates are not disclosed if the number of students employed is fewer than six.

For information on the college’s Gainful Employment Programs, visit the website at <http://www.asumidsouth.edu/?s=gainful+employment>.

## Crime Statistics

The Campus Security Act of 1994 requires ASU Mid-South to report campus crime statistics for the following categories: murder, sex offenses, robbery, aggravated assault, and property crimes, including burglary and motor vehicle theft. For 2018, no incidents of those crimes were reported. For complete statistics for the most recent three year period (2016-2018), see ASU Mid-South’s website at [www.asumidsouth.edu](http://www.asumidsouth.edu); click on About Us, and click the Campus Safety & Consumer Info link.





**ARKANSAS STATE UNIVERSITY**  
**MID-SOUTH**

**Chapter 2**  
**Admissions and**  
**Placement**





# Open Admissions Policy

ASU Mid-South admits students without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status. A high school transcript or certificate of General Educational

Development (GED®), and transcripts of previous college work are required. Special admissions requirements apply for concurrently-enrolled high school students who have completed the eighth grade, for international students, and for students enrolling under the Ability to Benefit Act. In addition, some academic programs have specific admissions requirements which must be met.

All new students are strongly encouraged to attend New Student Orientation sessions, which are offered prior to each fall and spring semester. Dates and times are listed in the ASU Mid-South Schedule of Classes. Orientation sessions are designed to acquaint students with college regulations, procedures, programs, and services and to introduce them to college faculty and staff who can assist with academic planning and goal achievement.

## Admissions Requirements and Procedures

**Note:** The application for admission and any transcripts of credit become the property of Arkansas State University Mid-South and will not be returned or forwarded to another party or agency.

Students enrolling at ASU Mid-South for the first time may qualify for admission by any of the following methods:

1. Graduation from high school.
2. Satisfactory completion of the General Educational Development (GED®) exam.
3. Approval of individual Ability to Benefit by the Admissions Office. Ability to benefit admission is available only to those students whose high school class has graduated but who hold neither a diploma nor GED.
4. Special enrollment as dual or concurrent high school students.
5. Transfer in good standing from another college or university. Transfer students must provide transcripts from all colleges attended if they are award seeking.

**All new students must have the following information on file in the Registrar's Office prior to registration:**

1. A completed Application for Admission form, including signature page.
2. Official high school transcripts or GED® transcript and college transcripts from all previously attended institutions. Students should note that the U. S. Department of Education now requires submission of GED® transcript or official high school transcripts for all students applying for Federal Financial Aid.
3. Documentation required by Arkansas statute for all students who have earned 30 college credit hours or less of two doses of immunization for measles, mumps, and rubella (MMR) if applicant was born after January 1, 1957. Students born after January 1, 1957 with 31 college credit hours or more are required to have one dose. The immunizations must have been administered after the applicant's first birthday and after January 1, 1968. The second dose can be given 28 days after the first, OR the applicant may provide an authorized exemption (religious or health reasons only). Arkansas State University Mid-South recommends immunizations for all students. Immunization records may be obtained from the student's family physician, the student's high school records, or the county health department and must be submitted to ASU Mid-South.

4. Official Placement Test Scores: ASU Mid-South accepts ACT, SAT, COMPASS, ACCUPLACER Next Generation, or ASSET scores to determine placement in English, reading, and mathematics. The ACCUPLACER Next Generation placement test is offered on the ASU Mid-South campus for a nominal fee. In some cases, previous college coursework is sufficient to determine placement.

Students who do not provide official transcripts and/or proof of the required immunizations or exemption will be prevented from registering for classes. Registration will be processed when the required documentation is presented.

ASU Mid-South supports online admission through its website as a service to students ([www.asumidsouth.edu](http://www.asumidsouth.edu)). Online admission is not complete until all required documentation has been provided to the Admissions Office, including the application signature page with the applicant's signature.

Please check below for additional admissions requirements which apply to particular groups of students.

## Ability to Benefit Admissions

In compliance with the Omnibus Budget Reconciliation Act of 1990 and amended section 484(d) of the Higher Education Act of 1965, ASU Mid-South will conditionally admit, in an eligible degree or certificate program, a student over 18 years of age who does not have a high school diploma or its equivalent but who does have the ability to benefit from the education or training offered. To be eligible for any grant, loan, or work assistance offered under Title IV of the Higher Education Act, the student, prior to enrollment, is required to pass independently-administered examinations approved by the Secretary of Education.

Students must meet or exceed the minimum required scores on a single administration of all three exams listed below. **Scores from different administrations may not be used to meet requirements.**

Minimum Ability to Benefit scores accepted by the college are as follows:

### ACCUPLACER Next Generation

Sentence Skills	60
Reading Skills	52
Quantitative Reasoning	36

### ACT

English	14
Math	15

## Admission of Concurrently-Enrolled High School Students

High school students who have successfully completed the eighth grade are eligible to seek enrollment in college credit courses offered by Arkansas State University Mid-South. However, they may enroll in developmental courses on an audit (non-credit) basis only.

## Requirements for General Education/Transfer Courses

General education core courses are fully transferable to all Arkansas public institutions. Most other public and private institutions accept these courses as well; however, students should confirm course acceptance with their transfer institution.

In addition to the general admission requirements, high school or home-schooled students must have the following:

- A written recommendation from their high school principal prior to each semester of enrollment. (Home-

schooled students should provide a written recommendation from their parent or guardian prior to each semester of enrollment.)

- A high school GPA of 3.0 or higher. (Documentation of high school GPA must be presented prior to each semester of concurrent/dual enrollment. Home-schooled students must present copies of their home-school transcript, plus transcripts for any courses taken at a high school or other college.)
- ACT subject scores of 19+ in reading, English, and mathematics (or equivalent SAT, ASSET or ACCUPLACER Next Generation scores).
- A high school GPA of 3.0 or higher in the related subject area when enrolling in college-level English or math courses or other college courses with English or math prerequisites. (Exceptions must be approved by the Senior Vice Chancellor for Learning and Instruction.)

## Requirements for Technical/Occupational Courses

High school students who enroll in technical/occupational courses leading toward a certificate of proficiency must have one or more of the following:

- A written recommendation from their principal or counselor.
- A high school GPA of 2.5 or higher.
- Placement scores at or above the Ability to Benefit level as measured by a single test administration.
- Current high school transcripts on file at ASU Mid-South prior to each semester of enrollment.

Many occupational/technical courses offered by ASU Mid-South also apply toward technical certificates and associate of applied science degrees; in addition, a growing number of technical courses will transfer to a four-year college or university. Students who later want to apply technical credits earned while in high school toward a degree program at ASU Mid-South must satisfy all the requirements for admission as award-seeking students.

## Admission of International Students

International students must follow the regular admissions requirements of the college, including the provision of placement scores, transcripts of high school and/or college work attempted or completed in the United States, and immunization records. In addition, they must pay the admission fee for international students and provide completed application packets no later than four weeks prior to regular registration for the semester of enrollment.

Application packets must include the following:

1. Admission Application
2. Proof of payment of the I-901 Student Exchange Visitor Processing Fee.
3. \$25 application and processing fee.
4. A copy of passport and F1 visa.
5. Evidence of tuberculosis screening and immunization for measles, mumps, and rubella (MMR). Students with 30 credit hours or less must have two doses of MMR; those with 31 hours or more are required to have one dose of MMR.
6. Evidence of continuous health insurance coverage which includes the summer months.

7. Authenticated copies of academic records from their country of origin that describe the courses of instruction, years spent in school, types of subject matter covered, and grades earned in each subject. Evaluation of these transcripts must indicate that the student has an academic background at least equivalent to high school graduation in the U.S.
8. Proof of English proficiency by one or more of the following means:
  - a. A score of 500 or higher on the TOEFL (173 on the computerized version; 61 on the Internet-based version); a score of 5.5 or higher on the IELTS.
  - b. A grade of "C" or better in two standard English composition courses at a regionally accredited institution of higher education in the United States.
  - c. Successful completion of an intensive English program at a level of instruction that permits enrollment in college-level courses.
  - d. An associate degree from a regionally accredited institution of higher education in the United States.
9. A letter of certification presented each academic year of planned attendance at the college (dated no more than six months prior to the desired enrollment date) from a reputable financial institution stating that the applicant possesses financial resources of at least \$23,000 (U.S.).
10. ASU Mid-South Supplemental Application.

No international student who is "out of status" with the U.S. Immigration Service will be admitted.

International students who are not citizens of the U.S.A. must establish permanent resident alien status to be eligible for college-based financial aid. **International students are subject to the college's academic probation and suspension policies which may limit enrollment to less than 12 credit hours per semester, which may lead to "out of status."**

## Admission of Non-Award Seeking Adult Students

Adult students who wish to take credit classes for self-improvement, but who do not wish to pursue a formal award at ASU Mid-South, are not eligible for financial aid; however, they are exempt from some admissions and enrollment requirements. They must submit a completed Application for Admission but are not required to present high school or college transcripts unless a course has specific prerequisite requirements. Non-award seeking students who do not want to present transcripts or test scores may be required to demonstrate the necessary knowledge and skills stipulated by the course prerequisites prior to enrollment. If permitted to enroll without transcripts or test scores, students must sign a prerequisite refusal form to attest that they were informed about required prerequisites prior to enrollment, choose to enroll regardless, and understand the instructor is not obligated to change the pace of the course to accommodate their possible lack of preparation. Prerequisite refusal forms will not be approved when students have failed the prerequisite course(s).

Non-award seeking adult students are subject to the college's academic probation and suspension policies unless exemptions are approved by the Vice Chancellor for Learning and Instruction. These exemptions do not apply to dually or concurrently-enrolled high school students who are earning college credits but not seeking an award at ASU Mid-South.

## Admission of Transfer Students

Students who have previously attended other accredited colleges and wish to pursue an award at ASU Mid-South must apply for admission and submit official transcripts from all colleges and universities attended. Transfer students are subject to the same academic requirements as native ASU Mid-South students. Students who are on academic probation or suspension from the preceding institution are subject to ASU

Mid-South academic probation and suspension policies. Students should be aware that credits earned at ASU Mid-South may not transfer to the institution which placed them on probation or suspension should they later decide to reapply to that institution.

## Acceptance of Transfer Credits

Students who wish to transfer credits from another college or university toward a degree at ASU Mid-South should request that official transcripts of their academic records be sent to the Registrar's Office at ASU Mid-South. Students who have completed equivalent, college-level coursework or training must request and receive an evaluation of any potential credits before registering for classes at Arkansas State University Mid-South. **Students who register for classes before having their prior learning evaluated accept full responsibility for any subsequent evaluation of prior learning that could award credits for classes in which they are currently enrolled or have previously taken.**

**Students must complete a Transcript Credit Evaluation form in the Registrar's Office before credits are evaluated and accepted for placement on their ASU Mid-South transcript.** Students who are on academic probation at their initial institution at the time of transfer will have a similar status at Arkansas State University Mid-South.

Since the original source of documents received through a facsimile (FAX) transmission cannot always be accurately determined, the Registrar's Office may accept academic transcripts by FAX for conditional admission only, pending the receipt of an official transcript mailed from the student's previous institution. Students applying for Financial Aid must provide official transcripts before any federal aid can be awarded.

ASU Mid-South accepts degree-related courses with an earned grade of "C" or above in transfer from other regionally accredited colleges and universities if the courses are judged to have content and requirements equivalent to those offered by ASU Mid-South. Time limits apply to some technical courses so students are encouraged to meet with the Registrar or appropriate Associate Vice Chancellor prior to enrolling in classes to verify transferability of previously earned credits. Vocational or technical courses may only be accepted when directly related to a particular applied science area and will be applicable only toward the appropriate degree or certificate program.

Students can obtain current information about the transferability of courses from other Arkansas public institutions by accessing the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of courses listed in ACTS and assured equitable treatment in the application of those credits for ASU Mid-South admissions and degree requirements.

Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course," and ASU Mid-South does not accept courses with grades below a "C." ACTS may be accessed on the Internet by going to <http://acts.adhe.edu/studenttransfer.aspx>.

Determinations of transferability of courses not listed in ACTS will be made by the Registrar's Office and the Vice Chancellor for Learning and Instruction. Transfer students may be asked to submit course descriptions in addition to their transcripts.

Transcripts from non-accredited colleges will, in general, be evaluated on the same basis as that employed by the state university of the state in which the transfer college is located.

## Admission of Transient Students

Students who are actively enrolled in other institutions of higher education and who wish to enroll for a semester at Arkansas State University Mid-South should submit a completed Application for Admission form and transcripts or letters from the home institution verifying their good academic standing and satisfaction of course prerequisites. **Transient students are required to meet the same course prerequisites**

**as other ASU Mid-South students.** Enrollment in more than two consecutive semesters may require admission as a transfer student. Transient students should note that many colleges and universities will not accept transfer credits earned while students are on academic or disciplinary probation or suspension at the home institution. Transient students do not qualify for a Pell grant through ASU Mid-South; all federal financial aid must be processed through their home institution.

## Admission of Veterans

All persons who will be using educational assistance from the Department of Veterans Affairs (DVA) while enrolled at the college should contact the ASU Mid-South Financial Aid Office (870-733-6729) as soon as initial admission requirements are met. Veterans can apply for a determination of eligibility for DVA educational programs (GI Bill) by accessing the DVA website and by completing and submitting appropriate forms to the college. Veterans/spouses/dependents receiving GI Bill benefits are responsible for complying with DVA regulations.

Certification of VA benefits will be processed when all required documents are provided. The Department of Veterans Affairs and ASU Mid-South consider 12 hours to be full time during the fall and spring 15-week sessions and 6 hours to be full time during summer session(s). Enrollment as a less than 1/2 time student will result in no monthly benefits being paid except for reimbursement of tuition charged to the VA student. Veterans receiving Chapter 33 benefits must be enrolled for at least 51 percent of what is considered full time to receive a monthly housing allowance. Chapter 33 veterans enrolling in 100 percent distance learning classes will receive only 50 percent of the national housing allowance average.

All persons who will be using educational assistance from the DVA must complete and submit Intent to Enroll and Statement of Responsibility forms for DVA benefits each term. Forms are available on the Financial Aid website under Veterans Links & Forms ([www.asumidsouth.edu/financialaid/](http://www.asumidsouth.edu/financialaid/)) or may be picked up at the Financial Aid Office. All persons who will be using educational assistance from the DVA must complete a Transcript Credit Evaluation form in the Registrar's Office before credits are evaluated and accepted for placement on their ASU Mid-South transcript. They will also need to submit a copy of their Military transcript if applicable. The request serves as the student's authorization to submit an enrollment certification to the Department of Veterans Affairs.

## Readmission

Students in good standing who do not enroll for two successive fall and spring terms must apply for readmission to the college to verify student personal data and determine applicable catalog requirements. Students whose names have changed must provide a copy of their new Social Security Card and complete a Change of Information form for financial aid purposes. Students previously dismissed from the college through disciplinary or academic suspension may be readmitted only with authorization from the Vice Chancellor for Student Affairs, designee, or Vice Chancellor for Learning and Instruction.

In compliance with the FSA Handbook, Volume 2, Chapter 3, Military service members who cannot attend school due to military service must be allowed to readmit with the same academic status they had when last attending school. The student must notify the Registrar's office of their military service and intention to return to school. The student will be readmitted into the next class or classes in the program beginning after they provide notice of intent to reenroll, unless they request a later date or unusual circumstances require the school to admit them at a later date. The first academic year in which the student returns, the school must assess the tuition and fee charges that they would have been assessed for during the academic year in which they left.

If the military service member is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the school must assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.



## Placement Testing

In accordance with Arkansas law, all entering award-seeking and concurrently-enrolled high school students must demonstrate mastery of basic skills in reading, writing, and mathematics. The placement process implemented by Arkansas State University Mid-South helps students evaluate their academic strengths and weaknesses. Students who require disability accommodations for placement testing should contact Disability Services in the Dr. Barbara C. Baxter Learning Success Center in the Reynolds Center at least 14 days prior to the test to ensure appropriate arrangements are made.

ASU Mid-South requires placement testing for all award-seeking students and recommends placement testing for **all** students.

When placement test scores and other admissions documents indicate academic weaknesses in reading, English, or mathematics, award-seeking students will be placed in appropriate developmental courses or in college-level courses together with a required tutorial lab to strengthen these skills if scores are close to the cut-off for college-level work. Award-seeking students are advised to successfully complete all developmental education requirements either by successfully completing coursework or by meeting required college placement test scores prior to enrollment or prior to taking college courses with developmental education prerequisites. Exceptions must be approved by the Vice Chancellor for Learning and Instruction or designee.

When non-award seeking or certificate of proficiency students wish to enroll without providing evidence of placement or other prerequisite requirements, they will be required to sign a prerequisite refusal form indicating that they have chosen to enroll without meeting course prerequisites, despite recommendations to do so, and may not successfully complete the course. Non-award seeking and certificate of proficiency students who later decide to declare a degree or technical certificate are subject to the developmental requirements for those programs.

Students should note that Federal Financial Aid will pay for a maximum of 30 developmental hours.

Placement may be determined by scores earned on the American College Test (ACT), the Scholastic Aptitude Test (SAT), the Computerized Placement Assessment and Support System (COMPASS), the Assessment of Skills for Successful Entry (ASSET), or the ACCUPLACER Next Generation test. Students with placement test scores more than three years old may be required to retest.

Academic advising guidelines for communications courses are as follows:

### Reading

ACT	SAT	COMPASS Reading	ASSET	ACCUPLACER Reading	ACCUPLACER Next Gen Reading	Course
0-14		0-66	23-42	0-56	200-225	Foundations of Reading
15-18		67-82		57-77	226-250	Composition I with SLA*
19+	470+	83+	43+	78+	251+	Composition I*

\*Must have placement scores for both English and Reading to place into Composition I with SLA or Composition I.

Students who do not achieve college-level English placement on the ACT, SAT, or ASSET are required to take the ACCUPLACER Next Generation for proper placement.

Other measures may be considered along with test score for placement purposes.

In accordance with Arkansas Higher Education Coordinating Board (AHECB) Policy 5.16, high school students planning to enroll as concurrent students must have scored 19 or better on the ACT Reading sub-test, or its equivalent, to enroll in any general education courses.

## Writing

ACT	SAT	COMPASS Writing	ASSET	ACCUPLACER Writing	ACCUPLACER Next Gen Writing	Course
0-14		0-44	0-44	0-68	200-225	Foundations of Writing
15-18		45-79		69-82	226-250	Composition I with SLA*
19+	450+	80+	45+	83+	251+	Composition I*

\*Must have placement scores for both English and Reading to place into Composition I with SLA or Composition I.

Students who do not achieve college-level English placement on the ACT, SAT, or ASSET are required to take the ACCUPLACER Next Generation for proper placement.

Other measures may be considered along with test score for placement purposes.

In accordance with Arkansas Higher Education Coordinating Board (AHECB) Policy 5.16, high school students planning to enroll as concurrent students must have scored 19 or better on the ACT English sub-test, or its equivalent, to enroll in English Composition I.

## Mathematics

ACT	SAT	COMPASS Pre-Algebra	COMPASS Algebra	ASSET Numerical	ASSET Elem. Algebra	ACCUPLACER Elem. Algebra	ACCUPLACER Next Gen QAS	Course
0-12		0-99	0-21	0-55	0-27	0-44	200-223	Foundations of Math
13-15			22-25		28-33	45-71	224-236	Foundations of Algebra, **Applied Technical Math, or ***Quantitative Reasoning with SLA
16-18	420-459		26-40		34-44	72-76	237-248	College Algebra with SLA or ***Quantitative Reasoning with SLA
19+	460+		41+		45+	77+	249+	College Algebra or ***Quantitative Reasoning
24+	650+		60+		50+	105+	264+	Calculus I, Survey of Calculus, or see the lead math instructor for best course placement

\* Students with placement scores located on the last row (beginning with a 24+ ACT score) are approved to take Calculus I, or Survey of Calculus, depending on the course recommended for their specified degree program. If there are any additional questions, please see the lead math instructor or an academic advisor.

\*\* Applied Technical Math is a course option for the required math credit needed for the Associate of Applied Science (AAS) degrees and Technical Certificates (TC).

\*\*\* Quantitative Reasoning is a new course option for the required math credit needed for the following Associate of Applied Science (AAS) degrees and Technical Certificates (TC): Business Administration, Digital Media, Hospitality Management, Information Systems Technology (ISTC), and Emergency Medical Services.

Students who do not achieve college-level mathematics placement on the ACT, SAT, or ASSET are required to take the ACCUPLACER Next Generation for proper placement.



Other measures may be considered along with test score for placement purposes.

In accordance with Arkansas Higher Education Coordinating Board (AHECB) Policy 5.16, high school students planning to enroll as concurrent students must have scored 19 or better on the ACT Math sub-test, or its equivalent, to enroll in College Algebra.

Students without ACT scores should take the ACCUPLACER Next Generation test, which is administered in the Dr. Barbara C. Baxter Learning Success Center by appointment. To schedule an ACCUPLACER Next Generation test, please contact the Learning Success Center at (870) 733-6766. Additional testing times, offered prior to registration periods each semester, are listed in the ASU Mid-South Schedule of Classes and are posted on the college's website and on campus plasma screens.

A testing fee is payable to the Finance Office in the Reynolds Center prior to the testing time. Students may challenge their scores; however, only one challenge per semester is allowed, and a second testing fee must be paid. No fee is charged for subsequent administrations of the ACCUPLACER Next Generation placement tests which are administered as part of required course-level assessment during the semester in which the fee was paid. Students who place in developmental courses or who enroll part-time will not be able to complete program requirements within the traditional time limits.





ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

Chapter 3  
**Registration and  
Enrollment**



# Registering for Classes

## Academic Advising

Academic advisement provides important guidance for students seeking a degree, certificate, or eventual transfer to a senior institution.

All currently enrolled award-seeking students are assigned an advisor based on the students' program of study. Students will receive email communication from their academic advisor and should check their Mid-South email for the advisor's name and contact information and other important advising communication. Students wishing to identify their assigned advisor may do so by visiting the Dr. Barbara C. Baxter Learning Success Center.

Advisors assist students in planning programs and in selecting courses; however, students have the ultimate responsibility for correct scheduling and non-duplication of coursework.

## Course Availability

Arkansas State University Mid-South offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the Academic Calendar, pages 2-3, and in class schedules which are published and posted on the college's web site in advance of each term.

**Not all classes are offered every semester. Students should check the Course Descriptions in Chapter 9 of this catalog to see which semester courses are offered to avoid any delays in completing their chosen programs.**

**The college also reserves the right to add, cancel, combine, or divide classes; to change the time, date, or location of class meetings; to reassign instructors; and to do so without incurring obligation.**

**ASU Mid-South also reserves the right to adjust the mode of instructional delivery and the dates included in the Academic Calendar in the event of a local, state, or national emergency.**

## Registration Procedures

New students must complete required admissions procedures prior to registering for classes. New students must indicate whether they are award-seeking, transient, concurrently-enrolled high school students or special status students (non-award seeking) on the Application for Admission. All award-seeking students must designate their choice of academic program upon admission.

Note: Students should confer with their advisors to identify course selections. Once schedules are approved, students may register online by accessing My Canvas on the college's website. Students should:

1. Check the printed or online schedule of classes for dates and times of registration.
2. Contact the Financial Aid Office if they are scholarship or grant recipients or eligible for tuition waivers.
3. Take care of all outstanding financial obligations from prior semesters. Students with debts to the college, bookstore, overdue library books, or missing admissions documents will not be allowed to re-enroll until those obligations are met.
4. Confer with an academic advisor and either:
  - a. complete a Class Schedule/Registration form, have the advisor enter the approved courses into the computer, and take the completed and signed Class Schedule/Registration form to the Registrar's Office to obtain a class schedule and tuition statement; or
  - b. obtain advisor approval to register online.
5. Pay all tuition and fees indicated on the tuition statement by the payment deadline.

## Prerequisites and Corequisites

A prerequisite is a requirement that must be fulfilled prior to enrolling in a specific course. A corequisite is a course which either must or can be taken in the same semester as the course for which it is listed. Students should check the course descriptions in Chapter 9 of this catalog to be sure they have met course prerequisites prior to attempting to register for classes. Most courses at ASU Mid-South require students to complete Foundations of Writing and Foundations of Reading or to have placement scores which exempt them from these courses. Other prerequisites are listed in the course descriptions.

## Repeating a Course

A student who has received a grade of “D” or “F” for a course may repeat the course in an attempt to improve the grade. The grade earned the last time the course is taken will be the final grade. Only that grade will be considered in computing the grade-point average; however, previous grades will still appear on the student’s transcript.

# Enrollment Procedures

## Adding Classes after the First Official Day of Class

Students may add classes within the period specified in the Academic Calendar. They must obtain an Add/Drop form from Enrollment Services, obtain the required approvals listed on the form, take the approved form to Enrollment Services for course entry, and pay the tuition charge for the additional hours as well as any associated course fees.

## Changing Course Sections

Students who need to change sections of a course after the Last Day to Add, as listed in the Academic Calendar, must obtain an Add/Drop form from the Registrar’s Office and obtain approvals from both the instructors of the section they wish to drop and of the section they wish to add, as well as the approval of the Vice Chancellor for Learning and Instruction, an Associate Vice Chancellor, or an official designee. Schedule changes after the first official day of classes as listed in the Academic Calendar may not be completed online. Approved forms must be submitted to the Registrar’s Office to officially record the change, and the Course Schedule Change fee must be paid to the Finance Office. Generally, changes in section are approved only for documented reasons such as changes in work schedules or family emergencies. When such section changes are approved, grades earned in the first section of enrollment will be transferred to the new section.

## Personal Data

Students must provide their full legal names to the college to ensure that their permanent records, including official transcripts, are properly identified.

The Registrar also requests students to provide their Social Security numbers for maintenance of their student records. This number allows the college to meet federal and state reporting requirements, enables communication with financial aid providers and service agencies, allows reporting to IRS regarding eligibility for the American Opportunity Tax Credit and Lifetime Learning Credit, and substantially eases transfer of information between the college and other colleges and universities. Students who do not provide their Social Security number risk loss of services and benefits and may encounter delays when transferring from or to other institutions. The college makes every effort to protect students’ Social Security numbers from inappropriate disclosure by issuing a Student Identification number which students should use instead of their Social Security numbers to gain access to their academic records, as well as the college’s computer resources, services and activities. Questions about college use of the Social Security number should be forwarded to the Registrar’s Office.

**Changes in Personal Data:** Students must keep the Registrar's Office informed of any changes in name, address, telephone number, emergency contact or choice of academic program. Change of Information forms are available in the Registrar's Office. Name change requests must be accompanied by a Social Security card reflecting the new name.

Having current information on file ensures that notices are mailed to the correct address, that students can be contacted by instructors or other college personnel when necessary, and that their credits are being applied to the appropriate program.

## Enrollment Requirements for Award-Seeking Students

The Registrar's Office at Arkansas State University Mid-South will evaluate the transcripts of all students graduating after May 2002, from Arkansas high schools, out-of-state high schools, home schooling, and private high schools, as well as GED® recipients, for the purpose of granting them conditional or unconditional enrollment status. The Registrar's Office will inform students of their enrollment status in writing prior to their initial enrollment in courses when required materials are submitted prior to enrollment. Otherwise, notification will be made no later than the end of student's first semester.

All award-seeking and transient students are required to provide official transcripts or other official notification of eligibility for ASU Mid-South courses to the Registrar's Office.

## Unconditional Enrollment of Award-Seeking Students

Award-seeking students must have completed the Arkansas core high school curriculum with a minimum cumulative grade point average of 2.0 on a 4.0 scale and meet academic placement requirements to be granted unconditional enrollment status at Arkansas State University Mid-South. Students' grade point averages as computed by their high schools (converted to a 4.0 scale if necessary) will be used.

Students who receive a GED® or who are graduates of home schooling or private high schools after May 1, 2002, must have a minimum composite score of 19 on the American College Test (ACT) or an equivalent score on another nationally recognized placement exam. Out-of-state students must have completed the equivalent of the Arkansas high school core curriculum with a minimum GPA of 2.0 on a 4.0 scale.

### Arkansas Core High School Curriculum

English	Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
Natural Science	Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.
Mathematics*	Four units, including Algebra I and II, Geometry, and an advanced math course. (*The fourth unit is not a requirement for students graduating prior to 2004.)
Social Studies	Three units, including one of American History (not contemporary American History), one of World History (not World Cultures, World Geography, or Global Studies), and at least one-half unit of Civics or American Government (not to include courses in practical arts.)

A course unit is defined as the credit received for completion of one year of a course in high school or as the credit received for completion of one 3-credit hour semester college course. Science courses must include a lab, and no remedial/developmental course may apply. Only College Algebra or an equivalent or higher-level college mathematics course will satisfy the math requirement for unconditional admission.

**Unconditional enrollment is further dependent upon students having the required placement test scores in reading, writing, and mathematics for college-level work.**

## Conditional Enrollment of Award-Seeking Students

Students requiring developmental coursework will be conditionally enrolled pending completion of their developmental requirements. Conditionally admitted students must successfully complete any required developmental coursework within their first 30 hours of enrollment and designated core academic and technical courses within their first 30 hours of college-level coursework. Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

All first-time entering, award-seeking students at ASU Mid-South should enroll in CSUR 1101 College Success during their first semester.

Students enrolling in Certificate of Proficiency or non-credit courses may request a waiver of core curriculum, developmental, and/or grade point requirements; however, in doing so, they accept responsibility for meeting the pace and learning requirements expected of all students in a course.

## Core Academic Requirements for the Associate of Arts, Associate of Science in Education, and Hospitality Degrees

Students seeking an Associate of Arts or an Associate of Science degree who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113	English Composition I	POLS 1143	American Government <b>or</b>
MATH 1113	College Algebra <b>or</b>	HIST 2123	U.S. History Before 1877 <b>or</b>
	Higher Level Mathematics	HIST 2133	U.S. History After 1877
ENGL 1123	English Composition II		

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

## Core Academic, Technical Requirements for Technical Certificates, Associate of Applied Science, and some Associate of Science Degrees

Conditionally admitted students seeking a technical certificate, associate of applied science, and some associate of science degree must successfully complete (cumulative 2.0 GPA) six (6) hours of core academic courses and six (6) hours of technical courses required for the award within the first 30 hours of college-level enrollment.

The required core academic courses are ENGL 1113 English Composition I and MATH 1103 Applied Technical Math, MATH 1213 Quantitative Reasoning, or MATH 1113 College Algebra as required by the specific program.

Required technical courses are as follows:

### **Associate of Applied Science in Aviation Maintenance Technology**

AMTG & 1012 Weight & Balance AMTG 1024 Basic Aircraft Electricity

### **Associate of Applied Science in Business Administration**

BUSN 1103 Intro to Business & COMP 1113 Computer Fundamentals

### **Associate of Applied Science in Digital Media**

COMP 1113 Computer Fundamentals & ARTS 1013 Intro to Film



**Associate of Applied Science in Emergency Medical Services**

MEDP 1033 Medical Terminology & MEDP-1013 Intro to Medical Profession I

**Associate of Applied Science in Health Studies**

MEDP-1010 Intro to Medical Profession I & MEDP 1033 Medical Terminology

**Associate of Applied Science in Hospitality Management**

HMG1 1003 Introduction to Hospitality and Tourism Management & HMG1 1033 Hotel, Lodging and Housekeeping Management

**Associate of Applied Science in Information Systems Technology**

ISTC 1013 IT Principles and Practices & ISTC 1053 Introduction to Web Page Design

**Associate of Applied Science in General Technology**

Requirements vary depending upon the program of study. Students should consult with the Registrar.

**Associate of Applied Science in Respiratory Care**

RSPT 1004 Respiratory Care Science and RSPT 1023 Respiratory Care Assessment

**Associate of Science in Business**

ECON 2213 Macroeconomics & ECON 2223 Microeconomics

**Associate of Science in Health Studies**

ENGL-1123 English Comp II & PSYC-1403 General Psychology

**Technical Certificate in Aviation Airframe Maintenance Technology**

AMTA 1302 Hydraulic/Pneumatic Power Systems, AMTA 1312 Landing Gear Systems, AMTA 1471 Cabin Atmosphere Control Systems, AMTA 1491 Aircraft Instrument Systems

**Technical Certificate in Aviation Powerplant Maintenance Technology**

AMTP 2006 Reciprocating Engines

**Technical Certificate in Business**

COMP-1113 Computer Fundamentals & BUSN 1423 Accounting I

**Technical Certificate in Diesel Maintenance Technology**

HTDM 1014 Preventive Maintenance & HTDM 1024 Electrical Systems

**Technical Certificate in Health Studies**

BIOL 1214 Human Anatomy & Physiology I & MEDP-1033 Medical Terminology

**Technical Certificate in Hospitality Management**

COMP 1113 Computer Fundamentals & HMG1 1143 Food Service Management

Enrollment in further courses will be barred until these requirements are met.

## Consequences of Conditional Enrollment

Students who successfully complete the core requirements within the first thirty (30) hours of enrollment in college-level courses will be reclassified as unconditionally enrolled.

Conditionally enrolled students who do not successfully complete developmental courses or required core academic or technical courses with a minimum overall GPA of 2.0 may not enroll in more than 12 credit hours for subsequent semesters until their overall GPA is 2.0 or higher. Those whose overall GPAs fall below 2.0 are also subject to the regular academic probation and suspension policies of the college.

Students on academic suspension must meet with the Director of the Barbara C. Baxter Learning Success Center or official designee to develop a plan of action to improve their grade point averages and to have their class schedules approved prior to registration for the next semester.

## Enrollment for Non-Award Seeking Students

Please refer to Admission of Non-Award Seeking Adult Students.

## Dropping Classes or Withdrawing from the College

**Please note that students may not drop classes after the Last Day for Schedule Changes or withdraw from the college online.** They must obtain an Add/Drop form from the Registrar's Office and obtain the following approvals listed on the form: instructor for the course, LSC counselor, Financial Aid, Cashier, and Registrar's Office. Students who are unable to contact their instructor(s) should seek assistance from the Academic Affairs Office or the Dr. Barbara C. Baxter Learning Success Center. A fee for schedule changes made after the Official Enrollment Day as listed in the Academic Calendar is payable at the Cashier's window in the Reynolds Center.

A drop or withdrawal is not official unless it is submitted by the student to the Registrar's Office and the fee is paid. Students who drop classes prior to the first official class day as listed in the Academic Calendar will receive a full refund of tuition and associated fees. Students may receive a partial refund of tuition for classes dropped by the 80 percent refund date as listed in the Academic Calendar. Those who drop after the 80 percent refund date will not receive any refund.

**Fees are not refundable on or after the first official class day.** An exception is made for fees assessed and paid at the time of enrollment for commercial examinations to be used as approved final examinations for specific courses. Students who paid such fees, but who drop without taking the examinations, can obtain refunds for the cost of the tests if they submit written requests for a refund at the time they submit their drop form. Students who do not officially drop or withdraw waive their rights to such refunds.

All classes dropped by the last day to drop as listed in the Academic Calendar will be listed as a "W" on students' transcripts. Dropping one or more classes or withdrawing from the college may negatively impact students' financial aid. Students receiving financial assistance should contact the Financial Aid Office before beginning the drop or withdrawal process.

**Students who fail to officially drop a class which they cease to attend will receive a grade of "F" on their transcripts for that class.** The college does not administratively drop students for non-attendance.

No class may be dropped after the last day to drop, as listed in the Academic Calendar. Students who are unable to drop because of unusual circumstances may submit an appeal to the Registrar's Office as outlined in the section that follows.

## Appeal Process for Drops or Withdrawals after the Official Deadline

Students who are unable to drop or withdraw by the deadline published in the Academic Calendar because of unusual circumstances may request an exception to this policy by submitting a written appeal with substantiating documentation no later than 30 days after the end of the semester for which the drop or withdrawal is requested. ***Exceptions are made for students who are protected under Title IX.*** Appeals must include the following:

- Student's name and ASU Mid-South Identification Number or Social Security number
- The semester for which the policy is being appealed

- Detailed explanation of the reason for the appeal, including course names, numbers and sections, and instructors' names
- The student's signature
- Supporting documents

Supporting documentation is any information obtained from sources other than the student that may substantiate the student's appeal. This may include, but is not limited to, proof of hospitalization, copy of medical records, employer verification of employment change, and/or instructor certification of non-attendance.

Appeals should be dated and addressed to the Registrar, Arkansas State University Mid-South, 2000 West Broadway, West Memphis, AR 72301.

An appeals committee composed of three administrators and/or staff members will consider the request. Circumstances which warrant an appeal typically include critical illness, family emergency, or work-related travel of sufficient time spans that students have been unable to submit the required forms in a timely manner. Students will be sent written notification of the committee's decision within 10 working days from the time the appeal, including all required documentation, was received.

Students who are dissatisfied with the committee's decision may appeal to the Vice Chancellor for Student Affairs.

## Enrollment in Electronically-Delivered Courses

Electronically-delivered courses may be provided via compressed video, cable television, or the Internet. Prior to enrolling, students should consider whether they have the necessary self-discipline and study skills to succeed in these learning environments.

Interactive video classes generally follow the traditional format of regular weekly class meetings, but the instructor and some enrolled students may be located at remote sites with class presentations and discussions conducted through a two-way video/audio system.

Online courses are delivered via the Internet with course materials and student work posted on My Canvas. Instructor/student interaction is conducted through e-mail, discussion boards, or chat sessions. Depending upon course structure, tests and examinations may either be provided online or on-campus at a specified time. In either case, student identification is required to ensure the integrity of the testing process.

Hybrid courses combine traditional classroom or laboratory instruction with some online components delivered through the Internet. Online assignments may either enhance course activities or replace some regularly scheduled class meetings.

Students enrolling in Internet courses should have word processing, e-mail skills, and access to the Internet. For further information, contact the Office of Academic Affairs.

## Grade Reports

Interim and final semester grades are available online each academic term through My Canvas on the college's website. Instructions for using PIN numbers to access secure accounts are provided on the My Canvas web page. However, final grade reports for students with missing transcripts and/or immunization records or with debts to the college are held pending resolution of the problem.

Interim grades are not recorded on students' transcripts, but students with grades below a "C" at interim should schedule a conference with their instructors to discuss how their performance can be improved.





**ARKANSAS STATE UNIVERSITY**  
**MID-SOUTH**

**Chapter 4**  
**Tuition, Fees, and**  
**Financial Aid**



# Tuition and Fees

## Payment Procedures for Tuition and Fees

Students must pay tuition and fees by the registration payment deadline as listed in the Academic Calendar to hold enrollment in their courses unless they have approved Pell grants or scholarships awarded. Students may pay in full by cash, check, or credit card or utilize the Nelnet Management payment plan. ASU Mid-South accepts MasterCard, Discover, VISA, and American Express credit cards. A 3% convenience fee will be assessed for each transaction paid with a credit card. Online payment in full is available by logging on to My Canvas under My Account. A \$3 convenience fee will be assessed for each transaction paid with a check. Students with Pell grants or scholarships must check with the Finance Office at the time they register to ensure that all tuition and fees are covered.

Students who do not pay or who do not have approved Pell grants or scholarships will lose their classes and must re-register during Regular Registration. Students who enroll during or after Regular Registration must pay tuition/fees when they register by paying in full, setting up a payment plan, or ensuring they have approved financial aid in place. Students who set up a payment plan must make the initial payment in order to retain their classes. If payment is not received or payment arrangements completed, students will be administratively dropped from their classes.

Students receiving institutional waivers for classes may register during Early or Regular Registration, but enrollment is dependent upon sufficient paid enrollment for classes to make.

## Residency Determination

It is the responsibility of each student, at the time of registration, to seek the proper residency classification for tuition purposes. Students are classified for fee assessment purposes on the basis of their legal residence (or that of their parents, if minors).

Crittenden County, Arkansas, residents qualify for in-county tuition rates. Students residing in counties contiguous to the State of Arkansas and in Fayette (Tennessee), Marshall (Mississippi), and Tate (Mississippi) Counties shall have out-of-state tuition rates waived and shall be charged in-state tuition rates.

Section 702 of the Veterans Access, Choice, and Accountability Act of 2014 (Choice Act) establishes resident charges to all “covered individuals” as defined by the Choice Act. A “covered individual” is defined in the Choice Act as follows:

- A veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program), chapter 31 (Vocational Rehabilitation and Employment), or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or 33, of title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3319(b)(9)) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

Section 1005 of the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 establishes that Post-9/11 GI Bill®, Montgomery GI Bill-Active Duty, and VR&E beneficiaries are no longer required to enroll at a public institution of higher learning within a three-year period after leaving the service in order to benefit from in-state tuition and fees.

- All students using Chapter 33, Chapter 30, and Chapter 31 must be charged in-state tuition or less at public institutions of higher learning.

Students must provide a copy of the Service member's Form DD-214 and proof of residency before a determination can be made of the student's status as a "covered individual" for tuition purposes.

In order for Arkansas residents to be eligible for in-county or in-state tuition rates, a student must have resided in his/her qualifying county for at least six consecutive months prior to the beginning of the term/semester for which the tuition is to be paid. To acquire a legal residence in Arkansas, in addition to residing in Arkansas for six continuous months, an individual must have established a legal home of permanent character and have no present intention of changing residence to a location outside of Arkansas. In order for DeSoto (Mississippi), Fayette (Tennessee), Marshall (Mississippi), Shelby (Tennessee), Tate (Mississippi), Tipton (Tennessee), and Tunica (Mississippi) County residents to be eligible for in-state tuition, a student must have one of the following as proof of residency: (1) housing rental contract, lease agreement, purchase contract, mortgage statement, deed, or property tax statement, (2) homeowner's or renter's insurance bill, (3) automobile insurance papers, (4) utility bill (power company, telephone, cable), or (5) other documentation deemed credible and acceptable by the Registrar.

To establish a legal home of permanent character, in support of a residency determination, a student must provide a valid driver's license showing his or her current address.

All residency determinations are made by the Registrar's Office based on regulations and guidelines of the Arkansas Department of Higher Education. Complete residency determination guidelines are on file in the Registrar's Office and are available for review upon request. Students who question their residency classification may submit a written appeal to the Registrar's Office.

The Registrar's Office may conduct hearings, receive evidence, and/or confirm information provided by students to make a decision. Students shall be informed in writing of the appeals process and of the final decision.

Changes of residency or appeals should be requested before registration for a particular semester. After registration, residency status will be changed for a future semester only. A written request and official documents showing legal residency are required.

Students who submit fraudulent information to obtain Crittenden County, Arkansas, resident or in-county tuition rates may be subject to restitution to the college and disciplinary sanctions.



## Tuition and Fees

The Arkansas State University System Board of Trustees has approved the following tuition rates. For the most updated tuition information, please consult the college's website at [www.asumidsouth.edu](http://www.asumidsouth.edu).

### Tuition

Crittenden County residents per credit hour.....	\$95
All other Arkansas county residents per credit hour.....	\$115
Metro Area residents per credit hour – applies to citizens of DeSoto (Mississippi), Fayette (Tennessee), Marshall (Mississippi), Shelby (Tennessee), Tate (Mississippi), Tipton (Tennessee), and Tunica (Mississippi) counties.....	\$115
Out-of-state residents per credit hour.....	\$155
International students per credit hour.....	\$305

### Registration-Related Fees for All Students

Assessment fee .....	\$2 per credit hour
Career Services fee.....	\$2 per credit hour
Campus Safety fee.....	\$5 per credit hour
Student Activities fee .....	\$2 per credit hour
Technology fee.....	\$10 per credit hour
Student Support fee.....	\$5 per semester
<i>(Provides for free external counseling for students and anyone in their household)</i>	

### Course Fees

Students should check semester class schedules for course-specific costs.

### Other Fees

Admissions processing for international students .....	\$25
Community Patron card (Crittenden County resident) .....	\$10
Community Patron card (Non-Crittenden County resident) .....	\$15
COMPASS/ASSET placement testing .....	\$15
Credit by examination/portfolio (Does not include the cost of commercial examinations).....	\$25
Late Registration (enrollment on or after the date indicated on the Academic Calendar) .....	\$100
Official transcripts/documents.....	\$5
Replacement student ID .....	\$10
Returned check charge .....	\$10
Schedule change .....	\$5

Any unpaid charges will remain the liability of the debtor (student) and will be remitted to a collection agency if not paid. The debtor (student) will be held responsible for all collection costs and/or legal fees associated with this debt.

## Tuition Waiver for Arkansas Residents Age 60 and Over Who Enroll in Credit Classes

As provided by Act 678, there is no tuition charge for Arkansas residents age 60 and older who wish to take credit courses. Students who receive age waivers for tuition are required to pay all fees and to purchase textbooks as required. Proof of age will be required.

## Tuition Waiver for Crittenden County Law Enforcement Officers and Firefighters

Certified, paid full-time law enforcement officers or firefighters who both reside and work in Crittenden County may take up to three hours of credit courses a semester free of charge at the in-district tuition rate. Eligible students must pay additional tuition, if applicable, as well as fees, and purchase textbooks. Students who utilize waivers must complete a Tuition Waiver form, provide evidence of current employment and residence, provide copy of official certification, and obtain necessary approvals prior to registering.

## Tuition Waiver for Crittenden County School Teachers

Currently employed school teachers who live in Crittenden County may take up to three hours of credit courses a semester free of charge which apply toward continuing education requirements for licensure. Currently employed school teachers who live in Crittenden County must pay additional tuition, if applicable, as well as fees and purchase textbooks. Students who utilize waivers must complete a Tuition Waiver form, provide evidence of current employment, and obtain necessary approvals prior to registering.

## Refund of Tuition (Credit Courses)

When a student officially drops or withdraws from credit courses, amounts charged for such classes will be refunded as follows:

Refund Rate	Fall/Spring (11-15 week courses)	Summer/Short-term (6-10 week courses)	Off-Cycle (1-5 week courses)
100%	Before 1st day of class tuition and all fees	Before 1st day of class tuition and all fees	Before 1st day of class tuition and all fees
80%	1st-11th day of term tuition only	1st-5th day of term tuition only	1st day of class tuition only
0%	After 11th day of term	After 5th day of term	After 1st day of class

- Exclude, all non-instructional days as term days for Summer semester
- Exclude holidays as term days for all semesters

**Failure to attend class(es) does not constitute an official drop or withdrawal.**

## Refund of Tuition (Non-Credit Courses)

Registration fees for non-credit Business and Community Education classes are not refundable after the first class meeting.

## Refund Appeals

Students who believe that special circumstances warrant an exception to the ASU Mid-South refund policy should submit a written appeal. Appeals submitted more than a year after the semester for which the appeal is filed may not be considered. Appeals should be dated, supported by substantiating documentation, and sent

to the Business Manager, ASU Mid-South, 2000 West Broadway, West Memphis, AR 72301. Appeals must include the following:

- Student's name and ASU Mid-South identification number.
- The semester for which the policy is being appealed.
- Detailed explanation of the reason for the appeal, including course names, numbers and sections, and instructors' names.
- The student's signature.
- Supporting documents.

Supporting documentation is any information obtained from sources other than the student that may substantiate the student's appeal. This may include, but is not limited to, proof of hospitalization, copy of medical records, employer verification of employment change, or instructor certification of non-attendance.

The Business Manager or designee will convene an appeals committee consisting of three administrative staff and one student (or student representative in the event that a student is not available) to review the appeal and inform the student in writing of the committee's decision within 10 working days from the receipt of the appeal. Typical cases for appeal include critical illness, work-related travel, or other emergencies which prevented a drop or withdrawal within the allotted timeframes.

Students who are dissatisfied with the committee's decision may appeal to the Vice Chancellor for Finance and Administration.

## Financial Aid

Numerous financial resources are available for students who attend Arkansas State University Mid-South. Students who need financial assistance should start by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). ASU Mid-South's college code is 015862. The application explains which tax return students need for reference. No other documentation is necessary until the U.S. Department of Education processes the request. If it is necessary for the college to request more information from students, notifications will be sent to them by mail and/or email.

Two types of aid are available to students: need-based and non-need based.

### Need-Based Aid

Need-based aid, which includes federal grants, some college scholarships, and Federal College Work-Study, is based on the following formula:

Estimated Cost of Attendance (Tuition, Books, Room and Board, etc.)
Minus FAFSA Expected Family Contribution
<b>= Financial Need</b>

### Non-Need Based Aid

Non-need based aid includes some college scholarships, such as those awarded for academic performance, and other resources.

Estimated Cost of Attendance (Tuition, Books, Room and Board, etc.)
Minus need-based aid
<b>= Eligibility for non-need based aid</b>

The sum of all aid from all sources cannot exceed a student's estimated cost of attendance.

Applications for the next academic year (beginning in late August) are available October 1. The approval process may take several weeks, so students are encouraged to apply as soon as they make the decision to apply for admission to the college.

To learn more about financial aid programs, how aid is distributed, student rights and responsibilities, or policies and procedures, students may contact the Financial Aid Office in the Reynolds Center by calling (870) 733-6729 or emailing [FinAid@asumidsouth.edu](mailto:FinAid@asumidsouth.edu).

## Federal Financial Aid Eligibility

To be eligible for federal financial aid, a student must be enrolled in an eligible award program. These include associate degrees, technical certificates, and some certificates of proficiency. Eligible programs must total at least 16 credit hours. Students enrolled in certificate of proficiency programs of 15 or fewer hours who are not seeking a degree are ineligible for federal financial assistance programs. Transient, unclassified, provisional, post-baccalaureate, and post-graduate students are also not eligible for federal or state financial aid.

All applicants for financial aid should complete the Free Application for Federal Student Aid (FAFSA) form. An application is required annually for each academic year. The Financial Aid Office determines students' awards based on the information that they supply on the Free Application for Federal Student Aid (FAFSA).

The academic year for a Federal Pell Grant is twenty-four (24) credit hours. Full-time enrollment is considered to be twelve or more credit hours per semester; three-quarter time enrollment is considered to be nine to eleven credit hours per semester; half-time enrollment is considered to be six to eight credit hours per semester; less-than-half-time enrollment is considered to be one to five credit hours per semester. Financial aid awards are pro-rated in relation to the number of enrolled hours in a semester.

Department of Education regulations limit Title IV eligibility to a maximum of 30 attempted hours of remedial coursework. Any hours exceeding the 30 hour limit will not be utilized in calculating a student's number of hours for Title IV funding purposes.

## Cost of Attendance

The cost of attendance figures represent an estimate of what it costs to attend Arkansas State University Mid-South full-time for an academic year. The budget components, which include tuition and fees, books and supplies, living expenses, and transportation costs, are **estimated averages** used solely for calculating financial aid eligibility.

Actual costs will vary depending upon an individual student's choices of housing and other expenses, such as course fees and books. Students should develop a personal budget for the year based on their own actual costs.

**Tuition and Fees** – Actual tuition and fees are published in the class schedule each semester.

**Books and Supplies** – Books and supply costs will vary by credit hours and classes selected.

**Housing Expenses** – Housing costs will vary based on the living arrangements specified when completing the Free Application For Federal Student Aid. The Financial Aid Office uses an estimate based on housing options in the area.

**Transportation/Personal** – These estimates represent an allowance for other expenses a student may incur while attending school.

The table below shows an estimated budget for ASU Mid-South students for the 2020-2021 academic year (spring and fall semesters):

Tuition (24 semester hours, in-district rate)	\$2,280
Assessment Fee	\$48
Student Activities Fee	\$48
Career Services Fee	\$48
Campus Safety Fee	\$120
Technology Fee	\$240
Student Support Fee	\$10 (\$5 per semester)
Books and Supplies	\$1,460
Transportation	\$2,133
Personal Expenses	\$2,400
Housing (independent students)	\$9,872
<b>Total (independent students)</b>	<b>\$18,659</b>
Or	
Housing (with parents)	\$4,936
<b>Total (with parents)</b>	<b>\$13,723</b>

## Award Notification

First-time incoming freshman and transfer students will receive one paper award letter mailed to their home address.

## Verification

Verification is a process to confirm the information students provide on the Free Application for Federal Student Aid (FAFSA).

Verification selection can be random or because the student's FAFSA data were incomplete, estimated, or inconsistent. The U.S. Department of Education selects some students for the verification process. Arkansas State University Mid-South Financial Aid personnel will select others if conflicting information is found.

Verification requires students to provide documentation to confirm the information on their FAFSA. Documentation will include a verification worksheet and may include a tax return, tax return transcript and/or W-2 forms. Dependent students may need to provide a copy of their parent's tax return, tax return transcript and/or W-2 forms.

As part of the verification process, taxable income for all tax filers for the prior-prior year must be validated. To verify taxable income, students must either:

1. Select the IRS data retrieval process link through the FAFSA online, or
2. Provide Tax Return for student and/or parent, or
3. Request Tax Return transcripts through the IRS. Students are required to submit a copy of their tax return transcript and/or their W-2's. Parents of a dependent student need to submit a copy of their IRS Tax

transcript and/or W-2's in order to complete the Verification process. As part of the verification process, non-filers must provide a non-filers statement for the prior-prior year. To obtain a non-filers statement, students must complete the 4506-T IRS form. This can be located on the IRS. GOV website.

Additionally, certain types of untaxed income and other items must be verified. Verification tracking groups will place the student in one of the following five categories:

Tracking Group	Required Information
Standard Verification Group (V1)	Verification Worksheet, IRS Tax Transcript or Tax Return (for tax filers). IRS Non-Filers Statement or Verification of Non-Filers form (for non-filers)
Custom Verification Group (V4)	High School Completion Status (High School Transcript or High School Diploma), Identity Verification (Valid State-issued Photo ID or Passport), Statement of Educational Purpose
Aggregate Verification Group (V5)	Verification Worksheet, IRS Tax Transcript or Tax Return (for tax filers). IRS Non-Filers Statement or Verification of Non-Filers form (for non-filers), High School Completion Status (High School Transcript or High School Diploma), Identity Verification (Valid State-issued Photo ID or Passport), Statement of Educational Purpose

The verification process can take up to two weeks. Therefore timely submission of required documents is required.

## Enrollment Status

Students' official ASU Mid-South enrollment status is determined each fall and spring term on the eleventh day of classes (for summer, enrollment is determined on the fifth day of class). If students enroll in one or more classes and then drop before the 11th day official count, they are responsible for all associated course costs. If students drop class hours after the eleventh day, their financial aid will pay; however their future financial aid eligibility may be negatively affected.

Students must attend at least 60 percent of a semester in which they have enrolled, or they must forfeit/return a portion of their Pell grant. If students withdraw from all courses during a semester, they may be required to repay amounts of Pell grants for which they are no longer eligible. Students who receive a Pell grant and fail all of their classes during the term will also have to repay unearned awards. (See Policy for Return of Title IV Funds.)

The college reserves the right to review and cancel awards at any time if a student fails to meet the requirements of the Satisfactory Academic Progress Policy or because of changes in financial or academic status, academic program, enrollment status, etc.

Some student financial aid awards are contingent upon the availability of funds.

**Any aid or scholarship a student receives or expects to receive from an outside source must be reported to the ASU Mid-South Financial Aid Office.**

## Enrollment at Two Institutions

ASU Mid-South supports consortium agreements with other institutions. A student's home institution is the college or university where the student is enrolled and planning to receive a degree or certificate. The home institution determines federal aid eligibility, awards federal aid, and disburses it to the student. The host institution is the institution where the student is taking part of his/her program requirements (course work) that

will, upon completion, be transferred to the home institution. The host institution does not process or provide any federal student aid. Students must apply for federal financial aid at the institution from which they expect to graduate.

When ASU Mid-South is the **host** institution, students are responsible for paying all tuition and fees for courses taken at ASU Mid-South by using the financial aid that is provided by the **home** institution.

When ASU Mid-South is the home institution, students are responsible for paying all tuition and fees for courses taken at the host institution by using the financial aid that is provided by ASU Mid-South. The college will not make payment directly to another institution.

Students should contact their home institution to obtain a copy of its consortium agreement, or they may contact the ASU Mid-South Financial Aid Office for assistance.

## Federal Financial Aid Programs

ASU Mid-South participates in the following federal financial aid programs:

- The **Federal Pell Grant** is a federal grant provided to eligible students who demonstrate financial need as determined by completing the Free Application for Federal Student Aid (FAFSA). The Federal Pell Grant is awarded based on a combination of factors including the amount expected to be contributed by the individual or family, the cost of education, and the hours of enrollment. If a student enrolls in less than 12 hours each semester, the Federal Pell Grant will be prorated accordingly.
- The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is for Pell Grant recipients with the lowest expected family contributions (EFCs). Funding is limited; therefore, initial FSEOG awards are made to eligible students with financial aid files completed by the priority deadline for the fall term. Second-round awards may be made to Pell Grant recipients with later financial aid file completion dates, if funds remain, so awards are made to the first eligible students who complete their paperwork.
- The **Federal Work-Study Program (FWS)** gives students the chance to earn money to help with educational expenses. FWS positions, however, are limited. Interested students should apply for available positions through the Financial Aid Office by the due date listed on the academic calendar.

## Disbursement of Federal Financial Aid Funds

When financial aid is disbursed, the Finance Office first applies funds to tuition, fees, books and other amounts owed to the college, if applicable. Remaining award funds, if available, are disbursed either by direct deposit into students' checking accounts or by mail to their home address.

Students must have submitted all required financial aid paperwork by the published deadline each semester to receive a disbursement. Late applications will be processed and awarded weekly thereafter. Depending upon the date of receipt, students who submit late applications will be expected to pay their tuition and fees prior to receipt of their award.

Each semester, disbursements are issued approximately seven weeks after the start of classes. Disbursements for late applicants will occur each week thereafter through the end of the semester, depending upon the date of approval.

## Bookstore Charges

Although financial aid funds are not disbursed until after the start of the term, students may charge books and class-related supplies at the Arkansas State University Mid-South Bookstore. To be eligible to charge expenses, students must:



- be currently enrolled for at least 3 credit hours.
- be making satisfactory academic progress.
- have sufficient aid awarded to cover tuition, fees, and the amount of the bookstore charges.
- not have any past due charges on their ASU Mid-South student account.
- have a signed Title IV Authorization form on file with the Financial Aid Office.

To use financial aid at the bookstore, students must present an ASU Mid-South ID card with a “Paid” sticker for the current term, and a printed copy of their class schedule.

Students who submit approved financial aid applications by the published deadline may charge books and class-related supplies within the published “charge” period prior to the start of a term. Those who apply late, depending upon the date of submission, should be prepared to pay for their books to avoid delays in getting them.

If financial aid does not cover all charges, any amount still owed becomes a student account debt that must be paid by the end of the semester.

## Post-Withdrawal Disbursements

If a student totally withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal.

## Policy for the Return of Title IV Funds

Students who have received federal aid (Federal Pell Grant and/or Federal Supplemental Educational Opportunity Grant) should be aware that a percentage of that money must be repaid if they withdraw from all classes during the first sixty percent (60%) of the semester. Students should carefully consider this repayment responsibility prior to withdrawal.

The Return of Title IV Funds Policy process will take place at the time of withdrawal or at the end of the semester when all final grades have been submitted by instructors. If a student completely withdraws during a semester, ASU Mid-South must calculate, according to a specified formula, the portion of the total scheduled financial assistance the student has earned. If a student receives, or the college receives on his/her behalf, more assistance than has been earned, the unearned excess funds must be returned to the U.S. Department of Education.

Any funds earned at the time of withdrawal do not have to be returned. If the student has not yet received all earned funds, the college will calculate the amount due and mail a check within fourteen days to the student's address on record.

The portion of the federal grants a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days the student completed before withdrawal. Students who complete at least sixty percent (60%) of a semester will earn one hundred percent (100%) of their awards. Withdrawal date will be determined by the date a student began the college's withdrawal process (as described in the Schedule of Classes and College Catalog) **OR** the date the student officially notified the Admissions Office and/or Registrar's Office of the intent to withdraw; **OR**, in the case of a student receiving all F's the return will be calculated at the fifty percent (50%) mark of the semester. If the student can provide proof of attendance or a course related activity after the fifty percent (50%) date within



sixty (60) days of the last date of the summer semester, consideration will be made to calculate the return on the new information.

The college shares the responsibility of returning excess funds. The college's portion of the excess funds to be returned is equal to the lesser of:

- the entire amount of the excess funds, or
- the total tuition and fee charges multiplied by the percentage of unearned funds.

If the college is not required to return all of the excess funds, the student must return the remaining amount. If the student must return any grant funds, the law provides that the amount to be repaid is to be reduced by 50%. If the return of the unearned federal assistance causes any portion of the college's tuition and fees to become uncovered, the college will bill the student accordingly.

Any award money which a student must return is considered a federal grant overpayment. The student must either repay that amount in full to the college and/or to the U.S. Department of Education within 45 days of notification of overpayment. Students who fail to do so risk losing their eligibility to receive further federal financial assistance at any school.

## Example of a Refund of Tuition and Return of Title IV Financial Aid

The following example illustrates a typical refund for a student attending the first 12 days of a semester that is 114 days in length.

### Tuition Refund Calculation

Step 1:	Total Charges for Tuition and Fees	\$ 516.00
Step 2:	100% refund if withdrawn before the official enrollment date	\$ 516.00

### Example of Return of Title IV Aid Calculation

Step 1:	<b>Federal aid awarded</b>	
	Pell Grant	\$1,000.00
	Total aid	\$1,000.00
Step 2:	Percentage of Title IV federal aid earned as of the 12th day of a 114-day term (10.53% of the term)	10.53%
Step 3:	Amount of Title IV aid earned: $\$1,000 \times .1053 = \$105.30$	\$ 105.30
Step 4:	Total Title IV aid to be returned: $\$1,000 - \$105.30 = \$894.70$	\$894.70
Step 5:	Amount of unearned Title IV Aid returned by the college NOTE: Must use original tuition and fee charges. $\$384.00 \times .8947 = \$343.56$	Pell Grant \$ 343.56
Step 6:	Remaining amount of unearned Title IV Aid returned by the Student. Federal law requires a student to return only 50% of the amount of a Pell Grant. $\$894.70 - \$343.56 = \$551.14$ . Pell Grant of $\$551.14 \times 50\% = \$275.57$ NOTE: The college will return the funds, but the amount will be charged back to the student's account.	Pell Grant \$ 275.57
Step 7:	Total Title IV aid returned to federal program (School portion $\$343.56$ + Student portion $\$275.57 = \$619.13$ )	\$ 619.13
Step 8:	Charge back to student's account	\$ 619.13

The amount of \$619.13 must be paid in full to Arkansas State University Mid-South before the student can register for future courses. The amount cannot be charged to future financial aid disbursements.

## State Financial Aid Programs

Detailed, current information can be obtained from the Arkansas Department of Higher Education website, [www.adhe.edu](http://www.adhe.edu). Applications for state programs must be completed and returned to the state by scheduled deadlines. Students should refer to the website for applications and dates. All grants and scholarships offered by the State of Arkansas use one unique online application. To apply for all financial aid programs from the State of Arkansas, students should complete the YOUNiversal application at <http://scholarships.adhe.edu/>. To be eligible for any Arkansas grant funds, students must also complete a Free Application for Federal Student Aid (FAFSA) available on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Grants and scholarships of particular interest to students include, but are not limited to, the following:

**Academic Challenge Scholarship** – this is awarded to qualifying traditional and non-traditional students. To apply for this scholarship, please use the state's YOUNiversal application at <http://scholarships.adhe.edu/>.

**Arkansas Future Grant (ArFuture)** – Arkansas Future is the newest state grant program. The purpose of this grant is to increase the education and skills of Arkansas' workforce in an affordable manner. The grant applies to students enrolled in Science, Technology, Engineering, and Math (STEM) or regional high demand areas of study. The grant will cover tuition and fees for qualifying certificate and associate degree programs at Arkansas' public institutions for eligible students.

**Arkansas National Guard Tuition Assistance Program (NGTA)** – This is a last-dollar benefit for qualifying Guardsmen, and is based on eligibility criteria detailed in Act 471 of the 91st General Assembly, Arkansas National Guard Regulation 621-203, and by the Arkansas Department of Higher Education. For a comprehensive list of requirements, please refer to <http://www.arguard.org/Education/>.

**Arkansas Workforce Challenge** – The Workforce Challenge Scholarship is funded by lottery revenue with the purpose of workforce training in high demand areas of healthcare, information technology, and industry. Non-credit, workforce training classes that fit into the three above categories may also qualify. Students must apply on the ADHE website at least 30 days prior to enrollment in an eligible program.

**Career Pathways Programs** – designed to provide assistance with tuition, fees, and books, childcare and transportation expenses for career training and college classes to current and potential students who qualify. Recipients must be Arkansas residents, meet income requirements, be the parent or legal guardian of a child under 21 living in the home, and meet other eligibility requirements. To be eligible, students must also complete a Free Application for Federal Student Aid (FAFSA) prior to the beginning of the term of enrollment. Program information is available from the Career Pathways office located in the Arkansas Workforce Building on the college's North Campus.

**Governor's Distinguished Scholarship** – The Governor's Distinguished Scholarship is the most academically rigorous scholarship program offered for those graduating seniors scoring either 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average. Those who are named National Merit Finalists or National Achievement Scholars may qualify without meeting the GPA requirement, but must still meet the ACT/SAT requirement. The scholarship pays tuition, mandatory fees, room and board up to \$10,000 per year.

**Law Enforcement Officers Dependents Scholarship Program** – waiver of tuition, fees, and room at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty.

**Military Dependents Scholarship Program** – waiver of tuition, fees, room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or missing in action or who were prisoners of war.

**Single Parent Scholarship** – Single Parent Scholarships (SPSF) are given to low-income single parents who are pursuing post-secondary education in preparation for skilled employment. Scholarship funds are administered by affiliate organizations and volunteers in each county of Arkansas. Eligibility criteria and application requirements vary by county. To apply for a scholarship or to get involved, contact the affiliate SPSF serving the county you live in.

## Institutional Scholarships

Arkansas State University Mid-South is dedicated to offering affordable and convenient learning opportunities to all students. ASU Mid-South students invest in a challenging and valuable education, and the college is dedicated to fostering academic excellence.

ASU Mid-South offers four academic scholarships. These scholarships are available to eligible students pursuing their first credit certificate or associate degree. ASU Mid-South scholarships are awarded to eligible applicants as long as funds are available. The priority deadline for receipt of scholarship applications of high school students for the fall term is April 15. Returning students have a deadline of May 1 for fall scholarships and November 1 for spring scholarships. The ASU Mid-South Scholarship Application can be accessed at <https://www.asumidsouth.edu/financialaid/scholarship/asu-scholarships/>.

Academic scholarships will cover tuition at the current in-district rate unless otherwise specified. These scholarships do not cover fees or books. Students are not required to enroll full-time.

All students considered for a scholarship must be degree-seeking at ASU Mid-South and U.S. citizens or permanent resident aliens. ASU Mid-South's institutional academic scholarships may only be used for required courses for the recipient's program of study at time scholarship eligibility is determined. Academic scholarships are automatically renewed until degree completion or graduation occurs if the student maintains the required GPA, has no withdrawals, failed or incomplete classes, and completes the service hour component. Students receiving an academic scholarship based on 9 or more credit hours must complete 30 service hours per semester. Students receiving an academic scholarship based on 1 to 8 credit hours must complete the 15 service hours per semester.

Students who fail to meet the renewal criteria may complete an appeal to regain their scholarship eligibility with the Financial Aid Office. Appeals will be reviewed by a committee, which will determine appeal status.

**Scholarship awards are contingent on the availability of funds; and when requests exceed available funds, awards are made based upon the earliest submission dates.**

### ASU Mid-South Academic Scholarship

This scholarship is designed for first-time, degree-seeking students beginning the first semester immediately following high school graduation with preference given to Crittenden County students.

To qualify a student must have:

- a high school cumulative GPA of 3.0 or higher.
- a composite ACT score of 23 or higher (or equivalent COMPASS/ACCUPLACER score) .
- college-level placement in English and Reading.

- an ACT math score of 18 or higher (or equivalent COMPASS/ACCUPLACER score) with one or more years of high school algebra with a grade of “C” or better.

To be eligible for automatic scholarship renewal after the initial award, students must have completed their developmental math requirements and must earn a 2.75 GPA or better each term and maintain a cumulative 3.0 GPA or better.

To apply, students must submit an ASU Mid-South Scholarship application by April 15 and have a seven-semester high school GPA transcript and placement scores available in the college’s Admissions Office. Actual awarding of the scholarship is pending until receipt of the final eight-semester high school transcript.

### **ASU Mid-South Chancellor’s Excellence Scholarship**

ASU Mid-South awards a limited number of tuition scholarships to award-seeking students who have demonstrated excellence in academic achievement. Preference is given to Crittenden County residents. Scholarships will cover tuition expenses for college-level classes; developmental classes are not covered.

To qualify a student must have completed twelve (12) college-level credit hours from an accredited institution with a cumulative GPA of 3.5 or better.

To be eligible for automatic scholarship renewal after the initial award, students must have completed their developmental math requirements and must earn a 3.0 GPA or better each term with a cumulative 3.5 GPA or better.

To apply, students must submit an ASU Mid-South Scholarship application by the applicable deadline and have a copy of all college transcripts available in the Admissions Office. College hours transferred from other colleges will be reviewed in the same manner as coursework completed at ASU Mid-South.

### **GED® Scholarship**

Award-seeking students who have earned a GED® may receive a tuition scholarship from ASU Mid-South.

To qualify a student must:

- be a resident of Crittenden County.
- have a GED® standard score of 600 or higher with a minimum score of 165 in one or more competency areas.
- college-level placement in both English and Reading.
- an ACT math score of 18 or higher (or equivalent COMPASS/ACCUPLACER score).

To be eligible for automatic scholarship renewal after the initial award, students must have completed their developmental math requirements and must earn a 2.75 GPA or better each term and maintain a cumulative 3.0 GPA or better.

To apply, students must submit an ASU Mid-South Scholarship application by the applicable deadline and have their GED® scores and placement scores available in the Admissions Office.

### **Crittenden County Educational Opportunity Scholarship**

ASU Mid-South awards a limited number of scholarships for up to one-half of tuition per semester to students who are residents of Crittenden County.

To qualify, a student must:

- be a recent graduate from a Crittenden County high school.

- be a current resident of Crittenden County.
- have a high school cumulative GPA of 3.0.
- have a composite ACT score of 19 (or equivalent COMPASS/ACCUPLACER score).
- have college-level placement in both English and Reading.
- have an ACT math score of 18 or higher (or equivalent COMPASS/ACCUPLACER score) with one or more years of high school algebra with a grade of “C” or better.

To be eligible for automatic scholarship renewal after the initial award, students must have completed their developmental math requirements and must earn a 2.75 GPA or better each term and maintain a cumulative 3.0 GPA or better.

To apply, students must submit an ASU Mid-South Scholarship application by the priority deadline and have a seven-semester high school GPA transcript and placement scores available in the Admissions Office. Actual awarding of the scholarship is pending until receipt of the final eight-semester high school transcript.

### **SkillsUSA**

ASU Mid-South awards a scholarship for individuals who place first, second, or third at the State SkillsUSA competition and are continuing in a Career/Technical program. The scholarship will pay gold medal winners up to \$1,500, Silver up to \$1,000, and Bronze up to \$500 per semester for up to four semesters of continuous enrollment towards completion of a technical certificate or associate of applied science degree. High school students must enter an ASU Mid-South career/technical program the first semester after graduating high school. The highest medal earned during high school competition will determine the level of award. Post-secondary students must continue their career/technical program the fall semester following the receipt of the medal. Awards pay only up to the stated amount towards tuition, fees, and/or books with no excess refunded.

## **Institutional Scholarships Awarded by Nomination**

### **A. Jan Thomas Scholarship**

Designed for a student who demonstrates academic promise but who does not qualify for other academic award opportunities, the A. Jan Thomas Scholarship will be awarded to a deserving graduating high school student from Marion High School.

The scholarship is a waiver of tuition at the in-district rate for classes required for the student's first certificate or associates degree. The award is based on the current in-district tuition rate and does not include fees or books. Recipients must enroll as award-seeking students at ASU Mid-South no later than the fall term following their high school graduation. Honorees are expected to maintain a cumulative GPA of at least 3.0, and the award is renewable each semester if the recipient earns a minimum 2.75 GPA the previous term with no withdrawals, failed, or incomplete courses and completes the service hour component.

### **Arkansas Community Colleges' Academic All-Star Scholarship**

This scholarship is awarded to one ASU Mid-South student who has completed at least 24 college credit hours in pursuit of an associate's degree with an overall GPA of at least 3.25 and who has demonstrated service and leadership. A specific selection date in late April or early May is announced each year.

The recipient, who is chosen by June, will receive \$500 for the following fall and spring semester and recognition at the ACC's fall conference.

### **Grafton Moore Scholarship**

Designed for a student who demonstrates academic promise but who does not qualify for other academic award opportunities, the Grafton Moore Scholarship will be awarded to a deserving graduating high school student from West Memphis High School.

The scholarship is a waiver of tuition at the in-district rate for classes required for the student's first certificate or associates degree. The award is based on the current in-district tuition rate and does not include fees or books. Recipients must enroll as award-seeking students at ASU Mid-South no later than the fall term following their high school graduation. Honorees are expected to maintain a cumulative GPA of at least 3.0, and the award is renewable each semester if the recipient earns a minimum 2.75 GPA the previous term with no withdrawals, failed, or incomplete courses and completes the service hour component.

### **Herbert Carter Scholarship**

Designed for a student who demonstrates academic promise but who does not qualify for other academic award opportunities, the Herbert Carter Scholarship will be awarded to a deserving graduating high school student from Marion High School.

The scholarship is a waiver of tuition at the in-district rate for classes required for the student's first certificate or associates degree. The award is based on the current in-district tuition rate and does not include fees or books. Recipients must enroll as award-seeking students at ASU Mid-South no later than the fall term following their high school graduation. Honorees are expected to maintain a cumulative GPA of at least 3.0, and the award is renewable each semester if the recipient earns a minimum 2.75 GPA the previous term with no withdrawals, failed, or incomplete courses and completes the service hour component.

### **ASU Mid-South Principal's Scholarship**

Designed for the student who demonstrates the ability to succeed but who does not qualify for other academic scholarship opportunities, this scholarship will be awarded each year to one graduating high school student from each area high school. Recipients are selected by the high school principal and must enroll as an award-seeking student at ASU Mid-South no later than the fall term following their high school graduation.

The scholarship is a waiver of tuition at the in-district rate for classes required for the student's first certificate or associates degree. The award is based on the current in-district tuition rate and does not include fees or books. The Principal's Scholarship is renewable each semester the recipient earns a 2.75 GPA the previous term with a cumulative 3.0 GPA or better with no withdrawals, failed, or incomplete courses and completes the service hour component.

### **Wallace Chandler Memorial Scholarship**

Designed for a student who demonstrates academic promise but who does not qualify for other academic award opportunities, the Wallace Chandler Memorial Scholarship will be awarded to a deserving student from West Memphis High School.

The scholarship is a waiver of tuition at the in-district rate for classes required for the student's first certificate or associates degree. The award is based on the current in-district tuition rate and does not include fees or books. Recipients must enroll as award-seeking students at ASU Mid-South no later than the fall term following their high school graduation. Honorees are expected to maintain a cumulative GPA of at least 3.0, and the award is renewable each semester if the recipient earns a minimum 2.75 GPA the previous term with no withdrawals, failed, or incomplete courses and completes the service hour component.

## **Foundation Scholarship Opportunities**

### **General Information**

Unless otherwise indicated, a completed scholarship application should include the following:



- an ASU Mid-South Scholarship Application.
- a typed 300-500 word statement of the student's educational plans and goals.
- a list of community service activities.
- access to all previous high school and/or college transcripts and test scores.

In addition to uploading the materials listed above, all applicants must also complete a Free Application for Federal Student Aid (FAFSA) or the CSS profile at <https://cssprofile.collegeboard.org>. The Scholarship Committee will review only complete applications. All letters, essays, or other written materials required of applicants must be word processed and meet specific content requirements. The priority deadline for scholarship applications is published in the academic calendar. The ASU Mid-South Scholarship Application can be accessed at <https://www.asumidsouth.edu/financialaid/scholarship/asu-scholarships/>

The ASU Mid-South Scholarship and Awards Committee will evaluate and eliminate any application(s) not meeting the stated criteria. All applicants must agree to publicity releases.

### **Goldsby Scholarship for Concurrently-Enrolled High School Students**

This scholarship supports increased access to higher education by providing funds to support the enrollment of qualified high school students from Crittenden and surrounding Arkansas counties in ASU Mid-South courses, which will also be counted as credits toward high school graduation. The scholarship may be applied to two courses each fall and spring semester for high school juniors and seniors. Students may choose from ASU Mid-South courses approved by their high school principal that will count toward high school graduation requirements.

Equal access to the Goldsby Scholarship will be provided to all students without regard to financial ability. Recipients must reapply for the scholarship each semester.

### **Requirements**

- Be a resident of Crittenden or surrounding counties in Arkansas or be a student attending a public or private high school in Crittenden or surrounding counties in Arkansas.
- Maintain an overall high school GPA of 3.0. Students who have previously completed college courses must have a college GPA of 3.0 as well.
- Present ACT (or equivalent SAT, ASSET or COMPASS) subject area scores in English, reading, and/or math consistent with college-level placement in the subject areas of the course(s) in which they wish to enroll.

### **Application Process**

- Present ACT (or equivalent SAT, ASSET or COMPASS) scores consistent with college-level placement. Students enrolling in English or mathematics or courses which have college English or math prerequisites must also have a high school GPA of 3.0 in the related subject area.
- Submit an official copy of high school transcript documenting the required GPA.
- Complete a Goldsby Scholarship Application, which must be signed by the student, his/her parent or legal guardian and turned in to the high school counselor.
- Obtain approval from the high school principal.

## Other Sources of Assistance

**Arkansas Rehabilitation Services** assists qualified students who have physical and/or mental disabilities. Rehabilitation Services may pay for tuition, books, and supplies or any part thereof for students while in attendance at an eligible institution. Contact: Arkansas Rehabilitation Services at 210 Shoppingway, West Memphis, AR 72301, (870) 735-4725, for additional information.

**Arkansas Workforce Centers** assist students through the **Workforce Investment Act (WIA)**, which is designed to provide training for unemployed individuals. Financial assistance may cover tuition, books, supplies, and transportation. Contact: Arkansas Workforce Center, 2003 West Broadway, West Memphis, AR 72301, (870) 735-6730 for additional information.

## Veterans Educational Benefits

ASU Mid-South is an approved institution of assistance to veterans and veterans' beneficiaries. Veterans, their dependents, and others entitled to educational assistance payments from the Veteran's Administration (VA) may contact the Veterans School Certifying Official (SCO) in the Financial Aid Office at ASU Mid-South for detailed information and application forms.

All veterans wishing to use VA Educational benefits at ASU Mid-South must provide the following documentation before class hours may be certified to the VA:

- Intent to Use VA Benefits.
- Veteran/Dependent Statement of Responsibilities.
- Certificate of Eligibility.
- Official transcripts from all previous training/colleges.
- Request for transcript evaluation.
- Copy of Servicemember's DD-214, if requesting in-state tuition status.

Veterans should complete the online benefit application process for a VA determination of eligibility for veterans' education benefits. The online application may be found at <https://benefits.va.gov/benefits/vonapp.asp>.

The Veterans Administration communicates primarily through the utilization of VA benefit application forms. Most forms are available at the ASU Mid-South Financial Aid Office or on the Internet at <https://benefits.va.gov/benefits/vonapp.asp>. Service members receive benefits by contributing to the VA educational fund while in military service (chapter 30), reenlisting for a specified period of time in a National Guard or Reserve unit (chapter 1606), being 100% disabled (chapter 31), inheriting the benefits (chapter 35) from a disabled or deceased veteran, or serving a minimum of 90 days active duty after September 10, 2011 (Chapter 33).

Benefits are paid directly to the veteran/student and usually begin arriving at the veteran's home address approximately 6-8 weeks after the semester begins for all chapters except Chapter 33. Chapter 33 tuition and fee payments are sent directly to the college. Basic Allowances for Housing (BAH) and book stipends are sent to the student. VA students are electronically certified each semester for the number of credit hours and length of the term for which they are enrolled. VA students can only get paid for classes that are taken for credit (not audit) and count toward their degree requirements. The regional processing office (RPO) in Muskogee Oklahoma evaluates each claim and disburses VA checks to students within the RPO service area.

According to Section 107 of the Harry W. Colmery Veterans Educational Assistance of 2017 (Forever GI Bill®), as of December 1, 2019, the Veterans Administration will pay Basic Allowances for Housing (BAH) to Chapter 33 recipients based on the physical site where the training takes place. The zip code for each



training location will be reported on VAOnce when courses are certified.

Veterans may transfer VA benefits from one college to another. Students fill out the 22-1995 or the 5495 (for dependents) form and send it to the VA Certifying Official.

Veterans who access VA benefits should be aware of VA regulations governing academic standards. The Veteran's Administration regulations (38 CFR Section 21.4253(d)(4) require all VA students to maintain Satisfactory Academic Progress (SAP) while attending an educational institution.

Students should refer to the Satisfactory Academic Progress Standards and Practices section of this catalog chapter for additional information.

Service members can apply for disability compensation and rehabilitation benefits by filling out the form 28-1900 and forwarding it to the Veterans Administration. The form can be obtained online at <https://benefits.va.gov/benefits/vonapp.asp>.

Veteran students may have their benefit checks electronically deposited to their account. Students who prefer to receive their VA checks by direct deposit can call (877) 838-2778 with their account information or add their account information to their initial application for VA benefits.

Veteran students can access scholarship information by going to the Internet at [www.military.com](http://www.military.com) and entering "scholarships" in the search block. Qualified veterans, spouses and children may be eligible for government, private or corporate sponsored scholarship funding.

Arrangements can be made to receive an advance payment for VA benefits. An advance payment consists of the first month and a partial month of benefits for the term registered. Students must complete an advance payment request at least 30 days, but no more than 120 days, prior to the start of the semester.

The advance payment will be mailed to the ASU Mid-South Finance Office, payable to the student. Advance payments may only be requested if there are more than 30 days between terms attended and if the student is enrolled at least half-time.

Kickers are bonus funds that are obtained while the veteran is on active duty. Kicker funds are part of the Montgomery GI Bill® (MGIB) and are paid concurrently with the MGIB entitlement. Veterans may call the Regional Processing Office (RPO) in Muskogee Oklahoma at (888) 442-4551 to confirm their eligibility for a Kicker.

Information regarding appeals to the Veterans Administration may be found at [https://www.bva.va.gov/How\\_Do\\_I\\_APPEAL.asp](https://www.bva.va.gov/How_Do_I_APPEAL.asp).

### **Policy for the Return of Unearned Department of Defense Tuition Assistance Funds**

Students who have received Department of Defense Tuition Assistance (TA) educational funds should be aware that a percentage of funds received must be repaid if they withdraw from one or more classes during the first sixty percent of the semester. Students should carefully consider this repayment responsibility prior to withdrawal.

The return of unearned TA funds process will take place at the time of withdrawal or at the end of the semester when all final grades and attendance have been submitted by instructors. If a student completely withdraws during a semester, ASU Mid-South must calculate the portion of the total scheduled TA the student has earned. If a student receives or the college receives on his/her behalf more assistance than has been earned, the unearned excess funds must be returned to the Department of Defense Tuition Assistance program. The student will be responsible for any balance owed to ASU Mid-South as the result of the return of unearned TA.

Students who are unable to complete a course due to military related reasons (deployment, training, or

relocation) must notify the Registrar's Office in writing along with a copy of his/her official military orders.

Students must also notify the Registrar's Office of his/her intent to return to the school within three years after the completion of the period of service.

In instances when a student stops attending due to a military service obligation, the educational institution will work with affected Service member to identify solutions that will not result in a student debt for the returned portion.

### **Yellow Ribbon**

Arkansas State University Mid-South has partnered with the Veterans Affairs (VA) Administration to offer the Yellow Ribbon Program to all students with 100% eligibility under the Post 9-11 GI Bill®. Students with 100% eligibility, who have served at least 36 months on Active Duty, will be eligible for the Yellow Ribbon Program. The program will cover 50% of the remaining balance after the Post 9-11 GI Bill® benefit is applied, and the college will cover the remaining 50%. Students who wish to participate in the program will need to submit the Yellow Ribbon Application and provide their Certificate of Eligibility to the school certifying official.

## **Financial Aid Policies**

### **Disclosure of Social Security Numbers**

Section 7(a) of the Privacy Act of 1974 (5U.S.C.552a) requires that when any federal, state, or local government agency requests an individual to disclose his or her Social Security Number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it. Accordingly, applicants are advised that disclosure of the applicant's Social Security number (SSN) is required as a condition for participation in student financial assistance programs sponsored by the federal government, State of Arkansas or the local government, in view of the practical administrative difficulties that would be encountered in maintaining adequate program records without the continued use of the SSN.

The SSN will be used to verify the identity of the applicant and as an account number (identifier) for determining program eligibility and certifying school attendance and student status.

Authority for requiring the disclosure of an applicant's SSN is grounded on Section 7(a) (2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to Jan. 1, 1975, in order to verify the identity of an individual.

### **Satisfactory Academic Progress**

Students who receive federal financial aid are required to make and maintain satisfactory academic progress. Satisfactory Academic Progress (SAP) is defined as passing a required percentage of hours and maintaining a minimum cumulative grade point average (GPA) of 2.0 on a 4 point scale.

All students who receive federal or state financial aid must be enrolled in a program leading to a degree, an eligible non-degree program, or an eligible certificate program. Students must meet federal and institutional standards for academic progress in order to establish and retain aid eligibility. Students receiving athletic or other university administered awards must also meet the satisfactory academic progress standards that have been established by the awarding entity.

Academic progress for federal and state financial aid programs is based on three measures: Cumulative Grade Point Average, Pace of Progression based on credit hours completed compared to attempted, and a Maximum Timeframe for degree completion. While the Satisfactory Academic Progress Policy is a minimum requirement to maintain financial aid eligibility, students are encouraged to work closely with academic

advisors and college personnel to achieve their educational goals. Good financial planning includes selecting meaningful coursework, completing all registered classes with satisfactory grades, and seeking a degree in a timely manner.

The following describes ASU Mid-South's standards for each of these three measures, and how these standards are reviewed:

### **Cumulative Grade-Point Average**

The following standards apply to the combined transfer/ASU Mid-South cumulative GPA. Students must meet the following minimums which are consistent with the ASU Mid-South's standard as published in the catalog. Quality hours are those credits used to compute the grade-point average including grades of A, B, C, D, or F and developmental and transfer credits with a grade of incomplete. The first attempt of a course that is repeated is excluded from the quality hour computation.

A student will be on financial aid suspension if he/she does not keep a 2.0 cumulative grade-point average.

### **Pace of Progression**

All students who receive Title IV financial aid are required to complete a minimum of 67% of all credit hours attempted. Courses with a grade of "D" or better count as completed. Credit hours attempted include audits, incompletes, developmental, withdrawals and repeated or failed courses.

### **Maximum Hours**

The maximum timeframe for the completion of an undergraduate degree is limited by federal regulations to 150% of the published length of the degree program. Degree programs at ASU Mid-South must contain at least 60 credit hours, but some shorter certificate programs are eligible for financial aid as well. The maximum number of credits for a degree which is 60 credit hours in length for which a student is eligible to receive financial aid is 90. The 90 hours include all attempted college credit hours, including transfer hours, as well as audits, incompletes, withdrawals, and repeated or failed classes.

### **Review of Progress Standards for Associate Degrees**

1. **GPA** – is reviewed upon admission as a transfer or readmitted student, and annually at the end of each spring semester.
2. **Pace of Progression** – is reviewed upon admission as a transfer or readmitted student, and annually at the end of each spring semester.
3. **Timeframe** – is reviewed upon admission as a transfer or readmitted student and annually at the end of each spring semester.

Note: Progress standards for students receiving VA benefits are reviewed at the end of each semester.

### **Review of Progress Standards for Certificate Programs**

Programs that are less than 60 credits in length are reviewed at the end of each semester.

### **Review of Progress Standards for Students Receiving VA Education Benefits**

Progress standards for students receiving VA education benefits are reviewed at the end of each semester regardless of program length.

### **Satisfactory Academic Progress Standards and Practices**

The college has the following Satisfactory Academic Progress (SAP) Standards and Practices for students who receive financial aid. These standards require that a student make progress toward a certificate, degree, or transfer program during all periods of enrollment, including periods when a student did not receive financial aid.

Students must

- maintain a 2.0 cumulative grade point average(GPA) or higher (a qualitative measure).
- successfully complete at least 67% of the cumulative attempted credit hours (a quantitative measure).
- make positive progress toward a program of study within 150 percent of the average published program length.

The following categories define the status of students' eligibility status for financial aid, including students enrolling at ASU Mid-South for the first time, but who have a prior financial aid history. Students transferring to the college must have all prior college transcripts evaluated for transfer credits applicable to their ASU Mid-South program to determine their progress toward the 67% completion rate and maximum time frame of 150% of program length.

**Eligible** – a student is meeting the minimum academic standards or has no academic history.

**Ineligible** – a student has had two consecutive evaluation periods below minimum standards for cumulative GPA and/or has not attained a 67% completion rate, or has completely withdrawn, received grades of all Fs, all NCs, or a combination of Ws, Fs, and NCs for the evaluation period.

Students who have attempted at least 150% of the credits required for their award without completing the award are ineligible for financial aid because they are not making the required progress. For example, 90 credits equal 150% of a 60 credit associate's degree; 63 credits equal 150% of a 42 credit technical certificate; and 24 credits equal 150% of an 18 credit certificate of proficiency.

Veterans who do not meet the college's SAP standards will lose their veteran's benefits.

## Notification/Appeals

Students whose financial aid eligibility is suspended as a result of failure to meet one or more of the standards of satisfactory academic progress will be notified by the Financial Aid Office.

Each student who wants to appeal suspension of financial aid must complete a Satisfactory Academic Progress Appeal on the basis of student injury or illness, death of a relative, or other special circumstances. Each student's appeal must 1) explain why satisfactory academic standards have not been met; 2) include documentation in support of the explanation; and 3) indicate what has changed in the student's situation that will allow the student to make satisfactory academic progress at the student's next evaluation. In addition, if a student is appealing due to maximum timeframe, the student must also submit a Degree Audit.

If the appeal is approved, the student must accept an academic plan, which will be designed when the student meets with a PBI success coach. Students with approved appeals will be placed on financial aid probation for one semester. If the student is not meeting satisfactory academic progress at the end of one semester, the student's probation will continue as long as the student is following the academic plan developed by the Financial Aid Office. Should the student fail to meet the satisfactory academic progress standards after one semester and fail to follow the academic plan, the student will no longer be eligible to receive any financial aid funds. The student is then responsible for paying his or her own tuition and fees and cannot be considered for aid eligibility until the standards of satisfactory progress are met.

Students have the following options to maintain and restore financial aid eligibility:

- improve academic performance enough to meet the standards.
- successfully follow the academic plan as instructed and developed by the Financial Aid Office.
- submit additional satisfactory academic progress appeals for different extenuating circumstances.

## Financial Aid Special Conditions

### Academic Clemency

Although students may be granted Academic Clemency by ASU Mid-South which allows them to start their academic careers anew, the federal financial aid program regulations make no provision for disregarding previously earned failing grades. Therefore, ASU Mid-South must consider all courses applicable to a student's major (whenever taken) in evaluating satisfactory academic progress.

### Conflicting Documentation

Students should take care to check the accuracy of information submitted to the Financial Aid Office. If information submitted conflicts with information already on file for the current or prior year, no financial aid will be disbursed until such conflicts are resolved. Federal regulations (34 CFR 668.54(a)(3)) require documentation of such resolution in the students' official files.

### Developmental Courses

Enrollment in developmental courses will be considered when determining the student's enrollment status for financial aid awards. Once a student has attempted 30 developmental credits, he/she will no longer be eligible to receive federal aid for developmental courses. Only college credit courses will be eligible for aid.

### Repeating Courses

The last grade recorded in repeated coursework will be used in computing the student's GPA. For financial aid eligibility, both courses will count towards the number of hours attempted, but only the hours associated with the last grade will be counted in the number of hours earned.

If a student has taken and passed a course (with a grade of D or higher), federal financial aid will only pay for the student to repeat the course one time. Should the student decide to repeat a previously passed course for a second (or more) time, federal financial aid will not cover the cost of that course. There is no limit on the number of attempts allowable if the student does not receive a passing grade.

### Transfer Students

Students are required to submit official transcripts from all prior colleges attended. All credits accepted for transfer by ASU Mid-South will be factored in to determine the overall GPA, completion rate and will be included in the maximum attempted credit calculation at the time of enrollment. It is the student's responsibility to request official transcripts from previously attended institutions. Students must submit the appropriate transfer request form to the Registrar for the evaluation of transcripts.

### Second Associate Degree

Students pursuing a second associate degree must submit a completed Request for Financial Aid for a Second Associate Degree form to the Financial Aid Office. If approved, a new maximum time frame for financial assistance will be established for that pursuit. Students seeking a degree beyond their first associate degree may be eligible for financial aid but must agree to only take courses required for the additional degree and complete them all with grades of "C" or better. For continued eligibility, students must have no dropped or failed courses.

## Appeal for Attempted Hours Toward Degree

ASU Mid-South's Satisfactory Academic Progress Standards state: "A student may be eligible to receive financial aid for a maximum of 90 credits attempted toward a degree and credits required developmental courses for a maximum of 120 credits." Attempted credits include transfer credits that are applied to the degree program.

### Steps for Completing an Appeal for Increased Hours

1. Students must complete a Satisfactory Academic Progress (SAP) Appeal form. Students must indicate the reason(s) why they have not completed their degree program within a reasonable number of hours. Additional sheets may be attached if needed along with any documentation that will support the appeal.
2. Students may register only for classes required for their graduation unless approved in advance by the Financial Aid Office.
3. Students should make a copy of their completed appeal packet for their records and submit the original completed appeal packet to the Financial Aid Office.

## Financial Aid Satisfactory Academic Appeals

Students have the right to appeal their financial aid status if they do not meet the requirements of this policy. All appeals must be submitted in writing to the Financial Aid Office with supporting documents. Individual appeals will be reviewed by the Financial Aid Appeals Committee to determine the student's eligibility. The student will be notified of the decision in writing, normally within ten days of the appeal.

If the student wishes to appeal the director's decision, he/she can make a further appeal to the Financial Appeals Committee. Procedures for filing an appeal with the Financial Appeals Committee are found in the Tuition, Fees & Financial Aid section of the college Catalog under Refund Appeals. A maximum of three appeals may be submitted during the student's attendance at ASU Mid-South.

**Note: Reinstatement to class by the Registrar's Office does not reinstate a student's financial aid eligibility.**



ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

Chapter 5  
**College Policies**





## Access to Campus Facilities

Most campus facilities are available to employees, students, and visitors during normal business hours and for designated periods during special events. Restrictions apply to classrooms which are not open to unsupervised usage. Computer resources in the Dr. Barbara C. Baxter Learning Success Center and Sandra C. Goldsby Library and library privileges are available to students and to those who purchase a Community Patron card. Students will be asked to present student identification cards, and other users will be asked to present their Community Patron cards.

## Bloodborne Pathogens

Bloodborne pathogens are potentially infectious body fluids which include hepatitis B virus (HBV), human immunodeficiency virus (HIV), and other infectious diseases. Any person who encounters body fluid from another person should report to a college official immediately. Care should also be taken to prevent other persons in the area from contacting the body fluid.

## Chronic Communicable Diseases

Arkansas State University Mid-South places a high priority on the need to protect students and employees from the spread of chronic, communicable diseases on campus such as hepatitis, tuberculosis, bacterial meningitis, and acquired immune deficiency syndrome (AIDS). The college does not intend to exclude students with a chronic, communicable disease from attending or using college facilities, provided there is no significant risk of transmission to others. However, students may be denied admission or dismissed from a particular program or course of study whenever the disease presents a significant risk of transmission or has an effect on their ability to perform effectively.

Students who have or who are carriers of a chronic, communicable disease may participate in programs and activities and/or use college facilities and services when reasonable accommodations provide no significant risk of transmission to others. Students should also notify the Director of Campus Safety when there is a risk of transmitting the disease.

Notification will allow the college to evaluate cases and take precautions necessary to reduce the risks of transmission. The medical condition of an affected person will be disclosed only to the extent necessary to minimize health risks to other students or employees.

Note: Willful or careless exposure of others to a known communicable disease is a reckless, inconsiderate, negligent act that endangers everyone. Students who have not taken precautions to prevent the transmission of the disease to others may be subject to dismissal.

## Children in Classes or Study Areas

Students may not bring children to classes. Children should never be left unattended at the college while parents are attending classes or programs. Children are not allowed in the Sandra C. Goldsby Library or Dr. Barbara C. Baxter Learning Success Center except when accompanying an adult during brief visits such as returning books or making an appointment. High school students who are enrolled in college classes have the same access to college facilities and services as other students, and they are governed by the Student Conduct Policy. Questions or concerns regarding the children in the classroom policy can be directed to the appropriate vice chancellor.

## Computer Usage

Computer/networking resources are provided by Arkansas State University Mid-South to enhance teaching, learning, service, and the activities which support them. The college is committed to a computing system which effectively meets the needs of users.

Individuals who are granted computing accounts or use the computer resources of the college accept responsibility with the access which is granted. Each user is expected to use accounts or resources for the educational or administrative purposes approved by the college. Activities beyond these stated purposes are prohibited. Violations may be reported to any instructor, administrator, or computer lab supervisor. Disciplinary procedures will follow established college judicial and administrative procedures and may result in a loss of access as well as other disciplinary or legal actions depending upon the nature of the infraction. Users may use the same procedures to challenge actions which restrict computer usage.

ASU Mid-South's Computer Use Policy appears below. Violations of this directive will be reviewed through established college judicial and administrative procedures and may result in a loss of access as well as other disciplinary or legal actions. Users may follow the college's established appeal or grievance procedures to challenge restrictions which they feel are unjustly imposed.

- Users shall access only those computer resources which have been authorized for their use. Computer resources include but are not limited to computer equipment, software, operating systems, storage media, network accounts, e-mail, web browsing, FTP, and wireless access, and accessing them via Internet, Intranet, or Extranet.
- Users shall use computer resources only for authorized purposes and not for private consulting or personal gain.
- Access to computer resources and the Internet is a privilege granted by ASU Mid-South; it is not an automatic right which accompanies the payment of tuition and/or fees.
- Users must log in using their own approved usernames so that responsibility for the work can be determined and users can be contacted in unusual situations.
- Users are responsible for the maintenance and secrecy of their own passwords to prevent unauthorized usage of their accounts.
- This directive shall not prevent informal communication among students, faculty, and staff. However, recreational activities such as downloading or streaming music, video, and game files or joining in chat rooms are limited since priority is given to academic usage of college computer resources. Should these types of recreational activities interfere with the college's ability to provide adequate service for academic purposes, they may be blocked.
- Users shall not attempt to copy or destroy programs or files that belong to the college or other protected sources without prior authorization from the Associate Vice Chancellor for Information Technologies.
  - a. Programs and data provided by the college may not be taken to other computer sites.
  - b. Individually owned programs and programs acquired at other computer sites cannot be used at the college without authorization.
- Users of software owned by the college must agree to abide by the limitations included in the copyright and license agreements entered into with vendors. Furthermore, it is the user's responsibility to become familiar with the specific copyrights and licensing agreements for each product before using it. It is unlawful to copy most software products. If other arrangements are made with a vendor, users must abide by stated provisions.
- Intentional introduction of a computer virus is a serious offense subject to the strictest disciplinary regulations of the college. Any user who is notified that a virus was detected on portable media must destroy the media or have an Information Systems staff member disinfect it immediately. Portable media includes, but is not limited to, laptops, CDs, DVDs, jump drives, and hard drives.

- Configurations of lab hardware and software shall not be altered including, but not limited to, the following:
  - a. Modifying backgrounds, wallpapers, icons, etc.
  - b. Downloading and installing screen savers.
- Those users who have access to privileged or sensitive information may not disclose that information for any purposes other than approved official college business. All sensitive information must be stored on authorized network devices or encrypted if stored on portable media.
- Students, employees, and guest users must log off at the end of each session.
- Network administrators may review files and communications at any time to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will be private. If deemed necessary, certain types of transmission or websites might be blocked or severely limited.
- Students should be aware that Facebook and other similar sites are public forums. Information published on such sites is available to the general public including college faculty and staff and can be legally used in criminal or other investigations.
- Inappropriate use of computer resources includes but is not limited to the following:
  - a. The use of proxy avoidance and or/peer to peer media sharing. These types of activities may be illegal and are strictly prohibited.
  - b. Using someone else's account or sharing a password to allow another person access to an individual's account.
  - c. Harassing or insulting others.
  - d. Sending or displaying obscene, pornographic, offensive, or defamatory or discriminatory messages, pictures, language, graphics, songs, etc.
  - e. Forwarding messages that have been identified as 'virus infected.'
  - f. Engaging in 'phishing', 'spamming', or other fraudulent activities.
  - g. Installing Yahoo Messenger, ICQ, or other programs on ASU Mid-South hardware.

## Discrimination and Harassment

Arkansas State University Mid-South (ASU Mid-South) does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, sex, disability, genetic information, veteran status or marital status in any of its practices, policies or procedures, and provides equal access to the Boy Scouts and other designated youth groups.

Furthermore, federal laws prohibit such discrimination or harassment in any activity or program receiving federal funds. Specifically, Title IX of the Education Amendments of 1972 protects campus constituents from sex discrimination in both educational programs and activities at ASU Mid-South. This protection also includes sexual misconduct.

Discrimination is an improperly motivated personnel decision, an improperly motivated evaluation decision in the case of students, or adverse action taken against an individual on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, sex, disability, genetic information, veteran status or marital status. Discriminatory behavior can result in harassment when the conduct is sufficiently severe, pervasive

or persistent as to interfere with or limit the individual's ability to participate in or benefit from the services, activities or privileges provided by the college.

All college personnel are required to participate in discrimination and harassment training and to sign an acknowledgment that they have read and understand the College's policies with regard to discrimination and harassment. Training workshops will be provided for all new employees. Policy and procedure review workshops are held as needed for existing personnel, in addition to a mandatory Title IX training that occurs annually. Employees who do not participate in this mandatory training will not be recommended for state legal representation should a lawsuit be filed against such individuals.

Investigation of discriminatory or harassing behavior is not contingent upon the filing of a formal complaint, and complainants are protected from retaliation by the accused. Behavior which might be considered discriminatory or harassing should be reported to any college employee the victim feels comfortable approaching. If informed even casually about a complaint, all employees should advise the individual of the College's policy against discrimination/harassment to ensure that the complainant is aware of all procedures available for pursuing such complaints. Any employee who is informed of discrimination or harassment allegations, or who observes such problems is responsible for informing his or her direct Vice Chancellor. The Vice Chancellor will ensure the issue is investigated, consulting legal counsel as needed. College officials who fail to report allegations of discrimination or harassment may be subject to disciplinary action.

## Sexual Harassment

All faculty, staff, and students have a right to work and/or attend college in an environment free of discrimination, including freedom from sexual harassment. Therefore, it is the policy of the college that no member of the college community may discriminate against or sexually harass another. Procedures for reporting discrimination and harassment complaints are provided in this catalog and on the college website. Any employee or student will be subject to disciplinary action including, but not limited to, dismissal for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however, it also may occur between individuals of the same college status, i.e., student-student and employee-employee.

Examples of conduct which may, if continued or repeated, constitute sexual harassment are as follows:

- unnecessary touching, patting, hugging or brushing against a person's body.
- staring, ogling, leering, whistling.
- sexually explicit statements, comments, questions, jokes, or anecdotes.
- graphic comments about a person's clothing or body.

- sexually suggestive objects or pictures in the work place.
- harassing use of the electronic mail or telephone communication system.
- other physical or verbal conduct of a sexual nature.

Such conduct, whether intended or not, constitutes sexual harassment and is illegal under both state and federal law. Violations of this policy will not be permitted. Because sexual harassment is the subject of an ever-increasing number of lawsuits, employees should take care that they understand what can constitute sexual harassment.

All new employees are required to complete harassment training, and annual refresher workshops are provided for current personnel. In accordance with Title IX of the Education Amendments of 1972, the college provides information about sexual harassment and reporting procedures to students during new student orientation, the College Success course for freshmen, and in all college syllabi.

The Vice Chancellor for Student Affairs serves as the college's Title IX Coordinator. The Director of Human Resources serves as the college's Title IX Coordinator for Employees.

## Resolution of Discrimination/Harassment Complaints

In order to provide an internal mechanism for employees and students to resolve complaints of discrimination or harassment, the college provides the following procedures. Throughout this process, wherever the role of a vice chancellor is mentioned, the term "Chancellor" is implied if the vice chancellor is the subject of a complaint. Use of these procedures does not preclude an employee or student from seeking recourse through appropriate state or federal agencies at any time. However, once one seeks recourse externally, internal procedures cease. No employee or student shall be subject to retaliatory action for participating in this complaint procedure. Words or behaviors that punish a person for filing a complaint are illegal. Conversely, false accusations have a damaging effect on innocent people. False accusations will not be tolerated and may lead to disciplinary action.

## Reporting Procedure for Discrimination/Harassment

The college encourages any employee or student who feels that he/she has been a victim of discrimination/harassment to report such incidents to the appropriate vice chancellor, who serves as a neutral party in investigating the facts and interests of the individuals involved as well as those of the college. **Complainants are urged to report discrimination/harassment incidents as soon as possible, since a delay in reporting may make it difficult to gather appropriate information and documentation.** Complainants should report such allegations within twenty (20) calendar days of the alleged conduct.

When discrimination/harassment complaints concern students only, the Vice Chancellor for Student Affairs or designee will assume responsibility for investigating such complaints and maintaining and keeping all records and appropriate documentation during the investigation.

**Complaints will be kept in confidence to the extent practicable and appropriate under the circumstances.** An individual reporting discrimination/harassment, however, should be aware that confidentiality cannot be guaranteed should the college decide it is necessary to take action to address the discrimination/harassment beyond an informal discussion. The decision to do so shall be discussed with the complainant in advance.

**The complainant may elect to pursue the Informal or the Formal Procedure.** When informed of a complaint, the vice chancellor will contact the complainant and determine whether he or she wants to proceed with the Informal or Formal Procedures.

In complaints regarding only students, the Vice Chancellor for Student Affairs will be responsible for adherence to the Informal or Formal Procedures outlined below.

### **Informal Procedure**

**Step I:** If the complainant elects to pursue the informal procedure, the vice chancellor will advise the alleged offender that a complaint of discrimination/harassment has been filed against him/her and explain the college's prohibition against retaliation. The vice chancellor will document the charge. The vice chancellor will then conduct a preliminary investigation, and attempt to resolve the complaint within forty five (45) calendar days from receipt of the complaint through one or more mediation options. Examples of such options may include, but are not limited to, the following:

- a. A meeting between the complainant and the alleged offender, mediated by the vice chancellor, to discuss and resolve the perceived discriminatory or harassing behavior to the satisfaction of both parties.
- b. A meeting between the vice chancellor and the alleged offender to discuss and resolve the perceived discriminatory or harassing behavior, if the complainant does not wish to confront the alleged offender directly.
- c. A letter of agreement containing (a) a statement of the perceived discriminatory or harassing behavior and a request that said behavior will stop, signed by the complainant, and (b) an acknowledgment of the complaint without admission of guilt and affirmation that the complainant will not be the subject of discrimination or harassment in the future, signed by the alleged offender.

**Step II:** The vice chancellor will conclude informal proceedings by preparing a written report of the outcome with copies to the complainant and the alleged offender. The original written report and all other documentation shall be maintained by the Office of Human Resources in a separate case file when the alleged offender is an employee or by the Vice Chancellor for Student Affairs when the alleged offender is a student.

**Step III:** The complainant may choose to proceed to the Formal Procedure if the complainant is not satisfied with the resolution of the Informal Procedure.

**Step IV:** The vice chancellor will contact the complainant 30-60 calendar days from the date of the written report to inquire if retaliatory actions have occurred as a result of reporting the complaint. In the event that retaliation has occurred, the vice chancellor will investigate and prepare a written report of the actions. The vice chancellor has the authority to discipline any employee or student for any such retaliatory actions in accordance with college disciplinary policy.

### **Formal Procedure**

**Step I:** If the complainant elects to pursue the Formal Investigatory Procedure, the complainant must file a written and signed complaint of discrimination or harassment, stating precisely and clearly the facts, with the Vice Chancellor for Student Affairs as soon as possible following the alleged discrimination/harassment incident. Complaints should be filed within 20 calendar days of the alleged incident. If the Informal Procedure was followed and a satisfactory resolution was not achieved, the complaint must be filed within ten (10) calendar days from the date of the vice chancellor's written report.

**Step II:** The vice chancellor shall immediately notify the alleged offender that the complaint has been filed, the charges as stated in the complaint, and the identity of the complainant. In addition, the vice chancellor will explain the college's prohibition against retaliation to the alleged offender. The alleged offender may submit a formal written response within ten (10) calendar days of receipt of the complaint.



**Step III:** The investigation may include interviews with the parties involved and/or with individuals who may have observed the alleged conduct or may have relevant knowledge. The investigation may also involve reviewing written documents and observing the work site. The investigation will be handled with sensitivity, and confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

**Step IV:** The vice chancellor shall appoint a three-member committee consisting of two employees, and the Human Resource Officer. The role of the committee shall be to hear and consider testimony and other relevant reliable evidence, to make findings of fact, to determine whether the college's policy on discrimination and harassment has been violated, and if so, to recommend appropriate relief and disciplinary action(s). As part of the process, the vice chancellor shall present to the committee his/her findings and a written report stating the chronology of events.

**Step V:** Within ten (10) calendar days of the close of the hearing, the committee shall submit to the vice chancellor and the parties a written report including findings of fact, a determination as to whether a violation of the policy on discrimination/harassment has occurred, and, if so, a recommendation of relief and appropriate disciplinary action. The vice chancellor shall implement the committee's decision.

**Step VI:** If the problem is not resolved to the satisfaction of the parties involved or the vice chancellor, either party may appeal the decision in writing to the Chancellor. The Chancellor shall review all records and provide a written decision to both parties and the Vice Chancellor for Student Affairs within thirty (30) working days.

**Step VII:** The vice chancellor will contact the complainant 30-60 days from the date of the written report to inquire if retaliatory actions have occurred as a result of reporting the complaint. In the event that retaliation has occurred, the vice chancellor will investigate and prepare a written report of the actions. The vice chancellor has the authority to discipline any employee or student for any such retaliatory actions in accordance with college Disciplinary Policies.

If the student is accused of sexual assault or other violent crime against another person, the alleged victim will be informed of the outcome of the disciplinary process.

## Electronic Devices

Electronic devices such as cell phones and tablets, are not permitted in classrooms, the Dr. Barbara C. Baxter Learning Success Center, and the Sandra C. Goldsby Library when their use is disruptive or annoying to the instructor or other students. Violations of this policy may result in disciplinary action.

## Emergency Notifications

All enrolled students are automatically entered into the college's database for emergency notifications via phone, text, or email. Students must opt out of this system if they do NOT wish to receive emergency notices.

## Emergency Procedures

Students should report any fire, medical emergency, or criminal activity to the nearest college official or to the appointed building marshal. If officials/marshals are not available, students should use the red emergency telephone located in the hallway of each building to make immediate contact with security personnel, who will provide assistance and instructions.

Building marshals may be found in the following locations:

Allied Health Building and Trailers .....	AH103
Arkansas Workforce Center.....	South Reception Area
Art Annex.....	Maintenance Office
Aviation Annex .....	FX103

Jeremy Jacobs Hospitality Center.....	JC101
Magruder Hall .....	MH102
Maintenance Building .....	Maintenance Office
Marion Berry Renewable Energy Center.....	Reception Areas
Reynolds Center .....	Dr. Barbara C. Baxter Learning Success Center and RC150
Southland Greyhound Science Center.....	SG110
University Center.....	100
Wellness Center.....	WC112
Welding Technology Annex .....	Maintenance Office
Workforce Technology Center .....	Reception Area

Fire extinguishers, warning alarms, first aid kits, and automated external defibrillators (AED) are located throughout the facilities, and evacuation maps are posted in each classroom and office area. In case of fire, tornado, or other life-threatening emergencies, building marshals will ensure that all occupants are moved to a place of safety. When facilities are evacuated, students may not re-enter buildings until so directed by emergency officials or building marshals.

See also **Safety Provisions, Regulations, and Crime Reporting**

## Freedom of Speech

The college is committed to affording each member of the community the opportunity to engage in the peaceful and orderly exchange of ideas, demonstrations, and protests with the caveat that the institution has responsibility for ensuring the protection of college property as well as a secure environment for participants and other members of the college community.

Such activities must not, however, disrupt the operation of the college. In order to achieve this objective, while at the same time ensuring that the institution fulfills its educational mission, the college has the responsibility to regulate the time, place, and manner of expression. These areas are available on a first-come, first-served basis to individuals or organizations for free speech purposes. Groups or individuals should contact the Vice Chancellor for Student Affairs in advance of an activity to ensure availability of the area and to complete any required forms. No amplification equipment may be used, and no structure(s) may be erected. All other areas of campus must be reserved following the established facilities use policy.

The college maintains a position of neutrality as to the content of any speech or demonstration.

## Inclement Weather Policy

If severe weather forces cancellation of classes at the beginning of the day, an announcement will be posted on the ASU Mid-South website, on Campus Announcements in My Canvas, on Facebook, on Twitter, and made on Channel 5 (WMC-TV Memphis) no later than 7 a.m. for the cancellation of classes. In the event inclement weather affects evening classes only, announcements will be made no later than 4 p.m. In addition, announcements will be sent via email and/or text messages to all students and employees with active emergency notification accounts. Work study students are not expected to report for work when classes are canceled.

## Mass Meetings

Individuals who wish to have parades or public demonstrations on campus premises must request permission from the Vice Chancellor for Student Affairs at least 48 hours before the event is to be held. Requests must be in writing and set forth the objectives of the event, the groups participating, and the area of the campus to be used. (See also Freedom of Speech.)



## Official Communications

A request that a student report to an administrative or faculty office may be made by letter, text message, email, or telephone. Failure to comply with such a request may result in disciplinary action. Each student is responsible for monitoring his/her phone, mail, and/or ASU Mid-South email account for official communications.

Communications to the entire student body are considered properly delivered when they are placed on campus plasma screens, My Canvas Dashboards, and/or on the college website. Each student is responsible for regularly checking these communication channels.

## Parking and Traffic Regulations

ASU Mid-South provides free parking and open-access lots for students, employees, and visitors except in the area between the Reynolds Center and the Southland Greyhound Science Center, and in the lot on the north end of the Workforce Technology Center. These areas are restricted to authorized personnel approved by the Chancellor.

In addition, the ASU Mid-South campus has several “Handicapped Only” parking spaces. These spaces are exclusively reserved for students, visitors, and employees whose vehicles display a current, valid handicapped placard issued by the state. Students and employees should note that parking in handicapped spaces is a violation of federal and state law unless the vehicle is being used for the actual transporting of the person who holds a state-issued handicapped placard or license plate. Drivers occupying these spaces must produce official documentation when requested by Campus Safety officers. The West Memphis Police regularly patrol college parking lots, and offenders are subject to vehicle towing and all applicable fines and penalties.

## Registered Sex Offenders and Residential Restrictions for Registered Sex Offenders

The federal Campus Sex Crimes Prevention Act, 42 U.S.C. § 1407(j) and 20 U.S.C. §1092 (f)(1)(II), and Arkansas Code Ann. §12-12-913 et seq.) require the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

The State of Arkansas requires a sex offender to register in each law enforcement jurisdiction where he or she lives, attends school, is employed, or volunteers. See Ark. Code Ann. §12-12-906(e). For example, a convicted sex offender who is a college student must register with law enforcement (chief of police or sheriff) in the jurisdiction in which he or she lives, and the campus police or safety office, and possibly a third jurisdiction if working in a different city or county.

Local law enforcement has the responsibility and liability to notify ASU Mid-South concerning registered sex offenders and determines the plan for disclosure that will be made by the college. Determinations are guided by the offender’s risk assessment level in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee. The local law enforcement agency that decides to disclose information shall make a good faith effort to conceal the identity of the victim(s) of the sex offender’s offense.

Notification will be guided by the following risk assessment information provided by the State of Arkansas.

1. **Low Risk:** Usually these are individuals with no prior history of sexual acting out, and no strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment.
2. **Moderate Risk:** Usually these are individuals with limited or circumscribed prior history of sexual acting out, possess some antisocial personality characteristics, predatory tendencies, or deviant sexual interest or behavioral patterns that increase the general level of risk these offenders pose. They may have mild or well controlled mental disorders, and/or developmental disabilities.

3. **High Risk:** These individuals usually have histories of repeat sexual offending, and/or strong antisocial, violent or predatory personality characteristics. Sexual compulsions are likely to be present, but many be kept under control when relapse prevention plans are followed and treatment is continued. The offense patterns of these individuals reflect a relatively high probability of re-offense and/or a risk of substantial injury to victims should re-offense occur.
4. **Sexually Violent Predator:** These are individuals with impaired judgment or control who have sexual or violent compulsions that they lack the ability to control. This may be due to pedophilia or other disorder of sexual attraction, mental illness or personality disorder that distorts thinking, interferes with behavioral control, and predisposes the person to acts of predatory sexual violence.

Local law enforcement will contact Arkansas State University Mid-South's Director of Campus Safety regarding registered sex offenders and the plan of disclosure that should be followed. Once notified, the Director of Campus Safety will provide timely and appropriate notification to the campus community about the presence of registered sex offenders enrolled in, attending, or employed by the college. Such notification will occur through campus email and/or through announcements on the plasma screens located in each building. A written summary of campus guidelines and the notification plan for each offender will be maintained by the Director of Campus Safety.

The Federal Campus Sex Crimes Prevention Act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information.

## Religious Holy Days

In accordance with state law, the college allows an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

Students shall be excused from attending classes or other required activities, including exams, during time needed for travel for the purpose of the observance of a religious holy day. The law mandates that students are required to complete assignments or exams missed during the absence within a reasonable time. In accordance with the college's attendance policy, students should notify their instructors in advance of such absences.

## Safety Provisions, Regulations, and Crime Reporting

ASU Mid-South's buildings, streets, and grounds are constructed according to the rules and laws of the State of Arkansas. The college also complies with the provisions, as appropriate, of the National Fire Protection Association (NFPA), the NFPA Life Safety Code, and Southern Standard Building codes.

Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Members of the campus are encouraged to report any exterior lighting outages to the Director of the Physical Plant at (870) 733-6026 or to the Dr. Barbara C. Baxter Learning Success Center (870) 733-6766.

Annually, the college sponsors workshops to provide students with information about personal safety topics including sexual misconduct in compliance with Title IX regulations, substance abuse, and blood-borne pathogens. Safety literature is also distributed.

The college's crime prevention program is based on the dual concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. Questions and requests for information may be made to the Director of Campus Safety.

All campus safety personnel are sworn, certified law enforcement officers who are authorized to carry firearms and make arrests. They actively patrol facilities, parking lots, and other areas of the campus. These officers maintain a close working relationship with the West Memphis Police Department and county, state, and federal law enforcement agencies. When appropriate, crime-related reports and data are routinely exchanged.

### **Accident, Emergency and Crime Reporting**

Any student who needs to report an accident, emergency, or crime should use the red phones located in the hallways of each building. These phones connect directly with campus safety personnel who are responsible for law enforcement, security, and emergency response at ASU Mid-South. If the situation warrants, calls will then be routed by the administrator in charge to the West Memphis Police Department, the West Memphis Fire Department's EMT response team or other appropriate personnel.

## **Student Right to Know and Campus Security Act (34 CFR 600-691 HEA Amended 2010)**

ASU Mid-South is committed to providing a safe learning and working environment for each of its members, visitors, and guests. In compliance with the Student Right to Know and Campus Security Act, ASU Mid-South compiles reports which state the college's graduation/persistence rates and the institution's campus security policy, current security programs and crime statistics. The full report is available upon request from the Registrar's Office and on the college's website.

### **Crime Reporting**

- 1. Annual Reports:** Annual reports of crime-related information are compiled and published in the college catalog and on the college's website.
- 2. Special Alerts:** If circumstances should warrant, special crime-related information will be prepared and distributed on campus.
- 3. Incident Reporting:** Crime-related incidents are reported as they occur to the Director of Campus Safety with a view towards immediate corrective action.

## **Sexual Assault Reporting Procedures**

All sexual assaults (rape, attempted rape, or acquaintance rape) should be reported to a college official. Individuals should report a sexual assault to any of the vice chancellors at the college. Individuals may also report a sexual assault to the West Memphis Police Department at 870-732-1210.

Any student who is assaulted should report the attack as quickly as possible. If the assault is reported within 72 hours of its occurrence and the victim cooperates with police in providing information and evidence, the State of Arkansas pays for the medical examination. Also, if the offense is reported to police, Victims Compensation can pay for treatment of other injuries that occurred during rape.

Under any circumstances, a medical evaluation is important because of the possibilities of sexually-transmitted diseases and pregnancy. Victims who choose not to report to the police must cover the cost of the examination. Reporting the offense to the police does not mean that a victim must prosecute.

Several important steps should be taken after a sexual assault. Victims:

- should NOT shower, bathe, change clothes, urinate (if possible), brush teeth or rinse their mouth, or change bedding or disturb the area where the assault occurred. It is important to preserve the evidence.
- should call a friend, counselor, or anyone who can provide them with emotional support. They should seek

medical attention by going to a doctor or hospital as quickly as possible for evidence to be gathered and to be checked for injury.

- should write down detailed information about the assault—where, when, who, etc. If the assailant is a stranger, victims should try to remember height, hair color, scars, clothing, eye color, or other distinguishing characteristics. Gathering evidence and writing down information is important even if victims do not intend to file criminal charges.
- should tell a college counselor, friend, or someone at the local mental health service or rape crisis center about the assault even if steps 1 through 3 are not followed. Help and support are important in dealing with confusing emotions and difficult decisions.

## Smoking Policy

Arkansas State University Mid-South has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors. Consistent with these concerns and with passage of the Arkansas Clean Air on Campus Act of 2009, the Arkansas State University Mid-South campus is smoke free. Smoking, including the use of electronic/vapor products, is prohibited on the ASU Mid-South campus, including all buildings, grounds, and vehicles.

## Social Media Policy

Social media usage at Arkansas State University Mid-South is governed by the same policies that govern all other electronic communications. Employees and students shall maintain the same behavioral standards online as are required in person. Therefore, the same policies, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other college constituents apply online as well.

Arkansas State University Mid-South will maintain an official presence on various social media platforms to support the college in accomplishing its mission and achieving its goals and objectives. These guidelines are broad in nature to accommodate any differences in online venues while maintaining a universal code of conduct (i.e. Facebook is referenced as an example; however, these guidelines apply to all social media sites).

### Students, Staff and Faculty Use

Arkansas State University Mid-South welcomes the responsible use of social media technologies to support engaged and transformative learning and to reach out effectively to the broader community. Rich and diverse use of social media allows the college to share, in a public way, the many qualities and strengths of the academic institution. From that perspective, ASU Mid-South intentionally uses social media to advance the institution and build relationships with important constituencies like prospective and current students, donors, and alumni. The venues to accomplish this are numerous and include Facebook, Twitter, Blogger, Foursquare, and YouTube in addition to the college's web presence. Through these venues, the college can communicate important information and engage others in areas of mutual interest.

The college also recognizes the open nature of social media which is often used for both personal and professional purposes. However, it may not always be clear when one is speaking on behalf of the college, sharing facts, or sharing personal/professional opinions. What an employee or student publishes online should never be attributed to the college and shall not appear to be endorsed by or originating from the college, unless the publisher is authorized to officially act in this capacity on behalf of the college. In addition, students and employees must adhere to the same guidelines as listed below.

### Content

By participating on social media profiles and websites officially administered by Arkansas State University Mid-South, students and employees should understand that user-generated content does not reflect the opinion or interests of Arkansas State University Mid-South or its officers and must not be inappropriate in

nature. All participation and user-generated content appearing on Arkansas State University Mid-South social media profiles is subject to this policy.

Content to ASU Mid-South's social media profiles that is false and/or purposely misleading, threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal may not be posted.

### **Confidentiality**

Posting confidential or proprietary information about ASU Mid-South, students, employees or alumni is prohibited. All applicable college privacy and confidentiality policies will be enforced. Employees and students should be mindful of existing federal laws such as HIPPA and FERPA which prohibit disclosure of certain personal information. In addition, social media users should remember to practice good, ethical judgment.

### **Copyright and Fair Use**

Students and employees should be mindful of the copyright and intellectual property rights of others and of the college. This includes music, art, literary works, copyrighted photographs or texts, video clips, audiovisual works and audio recordings. Permission to use or reproduce copyrighted works is required unless the intended use is clearly permitted under the "fair use" exemption.

## **Student Complaints**

**Academic Complaints:** Students who disagree with instructors regarding grades earned for tests, assignments, or who have complaints about other course related issues while a course is in progress should discuss their concerns first with the instructor. Students who are dissatisfied with the instructor's response should contact the Academic Affairs Office for a conference with the appropriate Associate Vice Chancellor. Students and instructors are encouraged to keep relevant documentation which can assist in the resolution of such disagreements. Students who disagree with final course grades should follow the Academic Appeals Policy found in the Academic Policies section of this catalog.

**Non-Academic Complaints:** Students who have complaints about other students, administrative office procedures or personnel, facilities or grounds, programs, or services, etc. should first discuss the issue with the appropriate department director. Students who are unsure whom to contact may ask Dr. Barbara C. Baxter Learning Success Center personnel or any college employee for assistance in finding the appropriate person.

Students who believe their complaints (other than final grade complaints) have not been appropriately addressed at the departmental level may file a written complaint with the Vice Chancellor for Student Affairs or designee. Complaint forms are available in the Dr. Barbara C. Baxter Learning Success Center. The Vice Chancellor or their designee will investigate, mediate, and/or assist students in following the formal grievance procedure if necessary. Students with complaints about final course grades must follow the Academic Appeals process.

**State of Arkansas Consumer Complaint Process:** Students who have a complaint arising under State laws, including laws related to fraud or false advertising, may file a complaint with the Arkansas Attorney General's Office by submitting a consumer complaint through their website (<http://arkansasag.gov/file-a-consumer-complaint/>). The Arkansas Attorney General may also be reached by phone (501-682-2007) or (800-482-8982).

## **Student Conduct**

Arkansas State University Mid-South is committed to providing a living, learning environment for students in which they may grow both as students and as citizens. All students are expected to behave in a manner that

is respectful of the rights of all other members of our community to live, to learn, to work and to teach in such an environment. Any behavioral problems by students will be addressed under this student discipline policy. Students who fail to maintain appropriate conduct may be asked to leave the academic community.

## **Article I: Definitions**

1. The term “college” or “ASU Mid-South” means Arkansas State University Mid-South.
2. The term “student” includes persons taking courses at the college, both full-time and part-time on any enrollment basis. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the college (such as a formerly enrolled student with an uncompleted degree, a student who has withdrawn after allegedly violating the Student Conduct Code, a student who has been dismissed, or a person who has been notified of acceptance for admission) are considered “students.”
3. The term “faculty member” means any person hired by the college to conduct instructional activities or who is otherwise considered by the college to be a member of its faculty.
4. The term “ASU Mid-South official” includes any person employed by the college who performs ASU Mid-South assigned administrative or professional duties.
5. The term “member of the ASU Mid-South community” includes any person who is a student, faculty member, ASU Mid-South official, or any other person employed by ASU Mid-South.
6. The term “ASU Mid-South premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by ASU Mid-South (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.
8. The term “conduct administrator” means Vice Chancellor for Student Affairs or any other person or persons authorized by the Chancellor to determine whether a student has violated the student discipline policy and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “appeal officer” applies to any person or persons authorized by the Chancellor to consider (1) an appeal of the conduct administrator’s determination that a student has violated the disciplinary policy, or (2) to consider an appeal of sanctions imposed by the conduct administrator. The appeal officer will be the Vice Chancellor for Student Affairs, unless otherwise designated by the Chancellor.
10. The term “shall” is used in the imperative sense; the term “may” is used in the permissive sense.
11. The Vice Chancellor for Student Affairs is the person designated by the Chancellor to be responsible for the administration of the student discipline policy, although the Chancellor may assign another person to discharge those duties if the Chancellor deems it appropriate to do so.
12. The term “policy” is defined as the written regulations of the college as found in, but not limited to, the policies outlined in the college catalog or iterations on the website or in other publications. These policies may be expanded, modified or changed by the college administration at any time.
13. The term “business days” means days that ASU Mid-South is open for business (excluding holidays) even if no classes are scheduled.

## **Article II: Scope of the Student Conduct Policy**

ASU Mid-South jurisdiction for student discipline purposes shall include conduct that occurs on and off college premises that may adversely affect ASU Mid-South and/or the pursuit of its objectives. Conduct involving academic dishonesty allegations will be handled under the academic honesty policy, although



allegations concerning behavior in the academic setting will be handled under this student discipline policy. Conduct involving discrimination/harassment allegations will be handled under the process for the Resolution of Discrimination/Harassment Complaints. Any questions about the college's jurisdiction will be resolved by the Vice Chancellor for Student Affairs.

### **Article III: Conduct Rules**

Any student found to have committed the following misconduct is subject to sanctions outlined in Article IV.

1. Acts of dishonesty including, but not limited to, the following:
  - a. Furnishing false information to any ASU Mid-South official, faculty member or office.
  - b. Forgery, alteration or misuse of any ASU Mid-South instrument of identification, document or record.
  - c. Theft, attempted theft, misappropriation, or unauthorized sale of property.

Conduct which would violate the Academic Misconduct policy will be handled under that policy rather than under this student discipline policy. If circumstances suggest that there may be conduct violating both policies, the conduct may be evaluated under each policy separately for determinations of possible violations and sanctions under each policy, according to the conduct covered by each, with any jurisdictional question to be determined by the vice chancellor.

2. Disorderly or dangerous conduct:
  - a. Any individual or group behavior which is obscene, lewd, violent, excessively noisy or which unreasonably disturbs college functions
  - b. Disruption of classrooms or study areas or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including public service functions, on or off college premises.
  - c. Physical abuse, verbal abuse, threats, intimidation, stalking, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person. Conduct which would violate the college's discrimination/harassment policy will be handled according to the specific guidelines of that policy rather than under this student discipline policy.
  - d. Disrespect shown by any student to a college faculty member or to any other member of the college community, in or out of the academic setting.
  - e. Any obstruction or delay of a campus security officer, public safety officer, fire fighter, EMT, or ASU Mid-South official or failure to comply with any emergency directive issued by such authorized personnel.
  - f. Obstruction or interference with institutional activities or facilities and any unauthorized access to or occupancy of college facilities.
  - g. Failure to display ASU Mid-South Student Identification Card while on campus or allowing another person to use the tag.
  - h. Failure to comply with the directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - i. Unauthorized possession, duplication or use of college keys for unauthorized access to college facilities.
  - j. Participation in a campus demonstration which disrupts the normal operations of ASU Mid-South and

infringes on the rights of other members of the college community; leading or inciting others to disrupt schedules and/or normal activities within any campus

- k. Any behavior that poses a threat or injury to self or others.
  - l. Unauthorized surveillance such as making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian.
  - m. Allowing misconduct by guests on ASU Mid-South premises or at off-campus college functions.
3. Misuse of or damage to college property including vandalism, defacing, disfiguring, or destruction of property belonging to the college or to another person including, but not limited to fire alarms, library materials, computers, and personal property.
  4. Alcohol or substance abuse or the possession of alcohol, drugs, or drug paraphernalia on the college campus or at sanctioned college events. See the ASU Mid-South Substance Abuse Policy.
    - a. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.
    - b. Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by law and ASU Mid-South regulations. Consumption or display of liquor, wine or beer containers in or on ASU Mid-South premises is prohibited.
  5. Possession of unauthorized firearms or other dangerous weapons or items that simulate dangerous weapons including explosives, fireworks, or other flammable materials that pose a threat to others. See weapons policy for more information.
  6. Gambling which is illegal under Arkansas law.
  7. Smoking on campus. See the Smoking Policy.
  8. Violation of published ASU Mid-South policies, rules, or regulations, including those appearing in this student discipline policy.
  9. Violation of federal, state or local law on college premises, at ASU Mid-South sponsored or supervised activities, or which otherwise adversely affects the college community or the pursuit of its objectives, whether on or off college premises.
    - a. If a student is charged only with a violation of federal, state or local law off ASU Mid-South premises (and with no other violation of ASU Mid-South rules), no sanction will be imposed unless the student is found guilty in a court of law or has declined to contest such charges although not actually admitting guilt (e.g., no contest or "nolo contendere").
    - b. ASU Mid-South student disciplinary processes may be instituted against a student charged with a violation of law which is also a violation of this student disciplinary policy (for example, if both violations result from the same factual situation), without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this student disciplinary policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, as may be determined in the judgment of the Vice Chancellor for Student Affairs.
  10. Abuse of the Student Conduct Policy and Procedures including, but not limited to:
    - a. Failure to obey the direction or summons of a conduct administrator or other ASU Mid-South official



including a notice to attend a meeting or hearing involving student discipline.

- b. Falsification, distortion or misrepresentation of information before a conduct administrator or other college official.
- c. Disruption or interference with the orderly conduct of a proceeding under this Student Conduct Policy.
- d. Institution of a matter under this Student Conduct Policy knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, this Student Conduct Policy.
- f. Attempting to influence the impartiality of the conduct administrator or the appeal officer prior to, during, and/or after a proceeding under this Student Conduct Policy.
- g. Harassment (verbal or physical), retaliation against, and/or intimidation of the conduct administrator or conduct committee members prior to, during, and/or after a proceeding under this Student Conduct Policy.
- h. Failure to comply with the sanction(s) imposed under this Student Conduct Policy.
- i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Policy.

#### **Article IV: Sanctions**

One or more of the following sanctions may be imposed upon any student found to have violated the student disciplinary policy:

- a. Formal Written Warning—A notice in writing to the student that the student is violating or has violated institutional policies or regulations.
- b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional policies or regulation(s) during the probationary period.
- c. Loss of Privileges—Denial of specified privileges for a designated period of time.
- d. Fines— Previously established and published fines may be imposed.
- e. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Service Hours—Work assignments, service to ASU Mid-South, or other related assignments.
- g. Interim Suspension—the Vice Chancellor for Student Affairs may impose suspension from the college for up to fourteen (14) business days prior to a hearing before a conduct administrator to ensure the safety and well-being of members of the ASU Mid-South community, to ensure the student's own physical or emotional safety and well-being, or if the student poses a threat of disruption of or interference with the normal operations of the college.

During the interim suspension, the suspended student shall be denied access to the campus (including classes) and/or all other ASU Mid-South activities or privileges for which the student otherwise might be eligible as the Vice Chancellor for Student Affairs or designee may determine to be appropriate.

- h. College Suspension—Separation of the student from ASU Mid-South for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.

- i. College Expulsion—Permanent dismissal of the student from the ASU Mid-South community. The college reserves the right to withdraw a student from class or all classes if, in the judgment of college officials, such withdrawal is in the best interest of the student or the student body at large.
- j. Withholding of Award—The college may withhold conferring an award otherwise earned until the completion of the process set forward in the Student Conduct Code including the completion of imposed sanctions.
- k. Revocation of Award—An award from ASU Mid-South may be revoked for fraud, misrepresentation, or other violation of ASU Mid-South standards in obtaining the degree.
- l. Students may not withdraw from the college to avoid disciplinary procedures.
- m. The college will not accept for transfer any credit earned at other institutions during the period a student is on suspension for disciplinary reasons from ASU Mid-South.

#### **Article V: Student Discipline Process: Charges, Meetings, and Hearings**

1. Any member of the ASU Mid-South community may file an incident report against any student for misconduct. Incident reports shall be prepared in writing and directed to the Vice Chancellor for Student Affairs or other designated conduct administrator. Any incident report should be submitted as soon as possible after the event takes place, preferably within five (5) business days.
2. The conduct administrator will review the incident report to determine if the matter is based on acts that occurred and the likelihood that the sanction may include suspension/expulsion from ASU Mid-South. Any case that might involve expulsion from ASU Mid-South will be handled by the “hearing” process. All other cases will be handled by a “meeting” process.
3. The “meeting” process will be as follows:
  - a. The conduct administrator will conduct an informal investigation of the matter, by speaking with the person filing the incident report and persons who may have witnessed pertinent acts or who may have pertinent information.
  - b. The conduct administrator will arrange an informal meeting with the accused student during which the conduct administrator will advise the student of the matter and of the possible sanctions, hear the student’s response and allow for additional time for the student against whom the report was made to respond or to suggest other persons for possible interview.
  - c. The conduct administrator may keep informal notes of his/her interviews and of the meeting. Unless the conduct administrator permits otherwise, the meeting will also be a private one between the accused student, the conduct administrator, and, when appropriate, another ASU Mid-South official as a witness.
  - d. At the end of the meeting process, the conduct administrator will determine whether the student has been found responsible for the charge and will advise the student and the complaining party in writing within five (5) business days of any sanction(s) imposed.
  - e. Students who are dissatisfied with the decision of the conduct administrator may file a written appeal with the Vice Chancellor for Student Affairs or other designated appeal officer. Such appeals must be made within five (5) business days from the date of the written notification of the conduct administrator’s decision. See Appeals below.
4. The “hearing” process for cases of expulsion will be as follows:
  - a. The charge and possible sanctions shall be presented to the accused student in writing. A time

shall be set for a hearing, not less than five (5) nor more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling hearings may be extended by a written memorandum at the discretion of the conduct administrator.

- b. The conduct administrator will conduct an investigation to determine whether the charges appear to have merit, the identities of likely witnesses and what documentation is necessary. The determination of whether a violation has occurred shall be made based on a “preponderance of evidence” as opposed to proof “beyond a reasonable doubt” that the accused student has violated the student disciplinary policy.
- c. The conduct administrator will also determine whether the charges can be resolved administratively by the student’s agreement to waive the hearing process. Such resolution shall be final, and there shall be no subsequent proceedings or appeal. If the student does not waive the hearing process, the conduct administrator will schedule a hearing before an ad hoc conduct committee appointed by the vice chancellor. The conduct administrator will serve as the chairperson of the conduct committee whose members hear the testimony and determine whether a violation occurred and, if so, what sanction(s) shall be imposed.
- d. Hearings shall be conducted according to procedural due process, which does not provide for legal representation or confrontation at the hearing by any party. If either the complainant or the person charged elects to be accompanied at the hearing by a person of their choosing, the individual making the request must notify the other party and the conduct administrator of the name, address, and telephone number of the accompanying party no less than ten (10) working days prior to the hearing. If, upon such notification, the other party also elects to have representation at the hearing, he/she must provide the conduct administrator and the first party with the name, address, and telephone number of the person to accompany them no less than five (5) working days prior to the hearing. Representatives for either party may be present, but shall not speak or otherwise actively participate in the proceedings.
- e. Hearings normally shall be conducted in private, with parties and witnesses called separately. The charged student(s), any students who claim to be a victim of the alleged conduct, or other witnesses may attend the hearing only at the discretion of the conduct administrator. Admission of any other person to the hearing would be unusual and only at the discretion of, and with the permission of, the conduct administrator. Hearings shall not be open to the public without the express written permission of the complainant and the respondent.
- f. In situations in which there is more than one accused student, the conduct administrator will determine, at his/her discretion, whether to hold one hearing for all charged students or a separate hearing for each student.
- g. The accused student and the person filing the charge or claiming to be a victim may testify, may offer documentary evidence, may suggest the names of witnesses to the conduct administrator and may ask questions of each witness who does testify, before or after questioning by the conduct committee, as the conduct administrator sees fit.
- h. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the conduct committee at the discretion of the conduct administrator.
- i. All procedural questions are subject to the final decision of the conduct administrator.
- j. After the hearing, the conduct committee shall determine whether the student has violated each section of the student disciplinary policy, as charged.

- k. The determination of whether a violation has occurred shall be made based on a “preponderance of evidence” as opposed to proof “beyond a reasonable doubt” that the accused student has violated the student disciplinary policy. This same standard shall be used in the “meeting” and “hearing” formats.
  - l. An audio recording may be made of all hearings for expulsion. The record shall be the property of ASU Mid-South, but students may be provided a transcript or copy at the discretion of the conduct administrator.
  - m. A student who is charged with failing to obey the summons or direction of a conduct administrator or other college official may be found to have violated the student disciplinary policy solely because the student failed to appear for a meeting or hearing. When a student is charged with violating other rules and fails to attend the pertinent meeting and hearing, the conduct administrator may proceed despite the student's absence and shall base any determination upon the information gathered (in the meeting process) or the other evidence received (in the hearing process).
  - n. The conduct administrator will inform the student charged with a rules violation and any student(s) claiming to be a victim, in writing of the results of the hearing process and sanctions imposed, if any, within five (5) business days of the hearing.
- 5. Disciplinary sanctions imposed by the conduct administrator or conduct committee shall be noted in the student's permanent record.
  - 6. If no appeal is made within five (5) business days of the decision, the matter will then become final and will not be subject to further appeal or review.

## **Appeals**

- 1. A decision reached by a conduct administrator or committee finding a violation and/or imposing a sanction(s) may be appealed by the accused student (or by the complaining student if there is one) to the appeal officer within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Vice Chancellor for Student Affairs. During the appeal process, a student who has received a sanction of a suspension of ten (10) or more days or expulsion for non-academic misconduct may choose to be represented at the student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process. If the disciplinary appeal proceeding arises from a complaint by a student against another student, both students can be so represented. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015).
- 2. There shall be only the four following grounds for an appeal:
  - a. A claim that the original meeting or hearing was not conducted fairly in light of the charges and information presented and reviewed and evidence received, and/or that it was not conducted in conformity with the process and procedures set forth in the student disciplinary policy, including that the accused student had a reasonable opportunity to prepare and to present a response to the allegations.
  - b. A claim that the decision reached was not based upon evidence; that is, that there were not facts in the case sufficient to establish a violation of the student disciplinary policy.
  - c. A claim that the sanction(s) imposed were not appropriate for the violation of the student disciplinary policy for which the student is being held responsible.
  - d. A claim that the conduct administrator should consider new evidence sufficient to alter a discussion or other relevant facts not brought out in the original meeting or hearing, because such evidence and/or facts were not known to the person appealing at the time of the original meeting or hearing. In such

cases, the appeal officer may send the case back to the conduct administrator for reopening of the meeting or hearing. The meeting or hearing shall occur not less than five or more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling hearings may be extended by a written memorandum at the discretion of the conduct administrator. Procedures for re-opened cases shall follow those for the original meeting or hearing.

3. Except as is required to explain the basis of a claim of “new evidence,” an appeal shall be limited to review of:
  - a. Written documentation from the conduct administrator’s investigation and explanation, if any, in the case of a meeting.
  - b. The verbatim record (including documents) in the case of a hearing.
4. If an appeal is upheld by the appeal officer, the appeal officer will notify the student, the opposing party or parties, and the conduct administrator in writing within five (5) business days of any modifications to the decision or sanctions imposed by the original meeting or hearing.
5. Appeals of Sanctions—The following guidelines apply when appeals are lodged concerning the sanctions imposed:
  - a. In an appeal only by the student found to have violated the student disciplinary policy on the basis that the sanction was not appropriate, the appeal officer may not impose more severe sanctions but may only affirm the sanction or reduce it.
  - b. In an appeal only by a student who filed a charge or claims to have been a victim of conduct by another student on the basis that the sanction was not appropriate, the appeal officer may only affirm the sanction or increase it.
  - c. If both the sanctioned student and the student victim appeal, the appeal officer may affirm, increase or reduce the sanction.
  - d. The appeal officer may send the matter back to the conduct administrator in any case.
6. The appeal officer shall notify, in writing, the charged student(s) and student(s) claiming to be a victim as to the results of an appeal within five (5) business days following the decision.
7. If the appeal is concluded by the appeal officer without being sent back to the conduct administrator/ committee (for example, by the appeal being denied), the matter will then become final and will not be subject to further appeal or review.

Guidelines for the hearing and appeals processes are available in the electronic college catalog on the ASU Mid-South website, or a printed copy may be requested from the Dr. Barbara C. Baxter Learning Success Center, the Vice Chancellor for Student Affairs, or the Sandra C. Goldsby Library. The conduct administrator will provide these guidelines in writing to students summoned to a hearing at the time official notification of the hearing is issued.

#### **Article VI: Interpretation and Revision**

1. Any question of interpretation regarding this student disciplinary policy shall be referred to the Vice Chancellor for Student Affairs or his/her designee for final determination, which shall not be subject to appeal.
2. This student disciplinary policy shall be reviewed every three years under the direction of the Vice Chancellor for Student Affairs.

## Article VII: Retention of Records

Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record. After five (5) years, a student's confidential disciplinary record will be expunged of disciplinary actions other than those reportable under the Clery Act, college suspension or expulsion, or revocation or withholding of a degree. A student may request after graduating to have his/her disciplinary record expunged upon application to the Vice Chancellor for Student Affairs or designee.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

## Student Identification Cards

**All students are issued a bar-coded identification card that they are expected to display at all times when they are on campus.** Students should obtain or update ID cards after paying their tuition. Returning students should ensure they obtain a sticker listing the current semester of enrollment from the Finance Office during each registration process.

ID cards allow usage of the Sandra C. Goldsby Library and the Dr. Barbara C. Baxter Learning Success Center and participation in certain student activities. More importantly, they ensure a safe campus by clearly identifying who belongs to the campus community. **Students without them will be directed to the Enrollment Services to obtain written verification that they are currently enrolled students. Not displaying an ID is a disciplinary issue, and students who repeatedly violate the student identification policy will be subject to disciplinary sanctions.**

A lost student ID card should be reported immediately to the Dr. Barbara C. Baxter Learning Success Center. A replacement ID may be obtained by paying the required fee.

## Student Non-Academic Grievance Procedure

**A grievance is an allegation by a student that the terms and conditions of that specific individual's enrollment in the college have been materially adversely affected by a violation, misinterpretation, misapplication, or non-application of written Board and/or college policies by a college employee.**

(Please note that student complaints about course grades and/or charges of academic dishonesty are handled through the academic appeals process outlined in elsewhere in this catalog, not by this non-academic grievance procedure.)

A grievance is a formal procedure that should be invoked only when informal attempts to resolve a complaint have not been successful. Students should first address complaints directly with the employee in question to achieve a resolution. Students are encouraged to attempt to resolve such complaints within ten (10) working days from the date the student could reasonably be expected to have first knowledge of the circumstances leading to the grievance. If resolution of the complaint is not achieved, or if the student does not feel comfortable talking directly with the employee, the student should then appeal to the Director of the Barbara C. Baxter Learning Success Center for assistance. The Director of the Barbara C. Baxter Learning Success Center will investigate the complaint and assist with informal arbitration between the parties to resolve the problem. Should the student want further consideration of the complaint, the student must file a formal

grievance with the Vice Chancellor for Student Affairs within ten (10) working days following the informal meeting with the Director of the Barbara C. Baxter Learning Success Center.



## **General Rules for Filing a Grievance**

1. The statement of the grievance shall be limited to a single grievance and shall remain unchanged through each step of the procedure.
2. Individuals with complaints of discrimination or harassment may file their complaint under either the grievance procedures or the discrimination and harassment procedures. Any individual filing a complaint of discrimination or harassment under one of these procedures waives the right to file the same or similar complaint under the other procedure.
3. Any settlement, withdrawal or disposition of a grievance at any step shall not constitute a binding precedent with respect to any similar grievances subsequently filed in the future.
4. The Director of the Barbara C. Baxter Learning Success Center shall maintain grievance log books in which each grievance filed shall be dated and shall be assigned a number. All action related to each grievance shall be recorded in the log book together with the date on which the action or event took place.
5. Read receipted emails using the college's email system and/or certified mail will constitute written notification of grievance procedures unless otherwise specified.
6. All prescribed actions and time commitments shall be strictly enforced. Failure by the student to take action within the time prescribed will result in dismissal, with prejudice, of the grievance and adherence to the decision reached at the prior step without further appeal of any kind.
7. Students who initiate external proceedings prior to filing a grievance or while grievance procedures are in progress waive their rights to pursue internal grievance procedures. In such cases, all internal procedures cease.
8. In the event a grievance is filed against the Director of the Barbara C. Baxter Learning Success Center, the Vice Chancellor for Student Affairs shall assume duties assigned to the Director in the grievance process, and the Chancellor shall assume duties assigned to the Vice Chancellor for Student Affairs.

## **Formal Grievance Procedure**

The student must file the grievance in writing with the Vice Chancellor for Student Affairs within ten (10) working days following the informal meeting with the Director of the Barbara C. Baxter Learning Success Center.

1. The statement of the grievance must include (a) a statement of the nature of the grievance, (b) a statement that informal discussion has failed to satisfactorily resolve the grievance, (c) the signature of the student, and (d) contact information for the student filing the grievance.
2. The Director of the Barbara C. Baxter Learning Success Center will record the grievance in the Grievance Log Book and forward the document to the Vice Chancellor for Student Affairs within twenty-four (24) hours of its receipt.
3. The Vice Chancellor for Student Affairs shall provide the student and the employee with written acknowledgment of the grievance as soon as possible and provide written notification to both parties within ten (10) working days whether or not the grievance may be pursued. A decision by the Vice Chancellor for Student Affairs that the issue raised (a) is not a grievance as that term is defined in this directive, or (b) is already the subject of another pending grievance filed by the same student, or (c) has been resolved against the student in a prior proceeding instituted pursuant to this directive, is not reviewable.
4. If the grievance is not barred for one or more reasons described in (a) through (c) in the preceding paragraph, the Vice Chancellor for Student Affairs will appoint a Grievance Review Committee of five

members including at least one member who is a student and one who is designated as the chairperson with voting privileges. A majority of those members of the committee who are empowered to review a specific grievance shall constitute a quorum for the purpose of conducting such a review and rendering a decision.

5. The committee shall review the grievance by examination of the data submitted and shall take one of the following actions within fifteen (15) working days after the notice of appeal to the committee is received by the Director of the Barbara C. Baxter Learning Success Center.
  - a. Deny the student's complaint and uphold the action taken by the employee charged with the grievance.
  - b. Modify or countermand the employee's action against the student.
  - c. Schedule a hearing if the committee determines that insufficient data has been presented to render an equitable resolution to the complaint.
6. The chairperson of the committee will report the committee's decision to the Vice Chancellor for Student Affairs, who will inform the student, the employee, and the Chancellor in writing of the decision within five (5) working days of its receipt.

### **Procedures for a Grievance Hearing**

If a hearing shall be held, the student, employee, and the Director of the Barbara C. Baxter Learning Success Center shall be notified of the date, time, and place. To the extent practicable, the hearing shall be held within fifteen (15) working days of the date of mailing of the notice of hearing to the employee. The decision of the committee shall be rendered within ten (10) working days of the conclusion of the hearing.

At the hearing, the following procedures will be utilized in the indicated order:

1. The grievance shall be a closed hearing unless both the grievant and the accused agree to open proceedings. In a closed hearing, only the grievance committee, the grievant and the accused may be present during all proceedings. Witnesses may be called to testify and may only be present during their individual testimony. All proceedings will be officially recorded and transcribed by an individual selected by the committee chairperson.
2. To assure the objectivity and fairness of all deliberations by the committee, the grievant and the accused party shall refrain from communicating with its members outside the hearing regarding grievances. Similarly, committee members must act with integrity and not discuss or disclose the grievance or committee proceedings with external parties during or after completion of the proceedings.
3. If either the grievant or the person charged elects to be represented at the hearing by a person of their choosing, the individual choosing such representation must notify the other party and the committee chairperson of the name, address, and telephone number of the representative no less than ten (10) days prior to the hearing. If, upon such notification, the other party also elects to have representation at the hearing, he/she must provide the committee chairperson and the first party with the name, address, and telephone number of the representative no less than five (5) days prior to the hearing. Representatives for either party may be present, but shall not speak or otherwise actively participate in the proceedings. Should either party's representative assume an active role as legal counsel, all grievance proceedings shall cease immediately.
4. Both the grievant and the accused party must deliver to the committee chairperson and to each other, at least five (5) days prior to the hearing, a list of witnesses to be called which includes their names, addresses and telephone numbers and copies of exhibits that will be introduced. Failure to deliver such information to the committee chairperson or to the other party within the prescribed time will be grounds to deny the testimony of a witness not divulged and to deny the introduction of an exhibit not shared.



5. The grievant shall present an opening statement indicating the basis for his/her grievance. Such presentation shall be limited to twenty (20) minutes.
6. The accused shall present an opening statement indicating his/her response to the grievance. Such presentation shall be limited to twenty (20) minutes.
7. The grievant may call any witnesses to testify. After the grievant questions such witnesses, the accused may question any witness called. Additionally, the committee may ask questions of the witnesses.
8. The accused may call any witnesses to testify. After the accused questions such witnesses, the grievant may question such witnesses. Additionally, the Committee may ask questions of the witnesses.
9. The grievant may give a closing statement. Such statement shall be limited to twenty (20) minutes.
10. The accused may give a closing statement. Such statement shall be limited to twenty (20) minutes.
11. After the closing statement by the accused, the grievant may elect to present a rebuttal statement, which shall be limited to five (5) minutes.
12. The Grievance Committee shall prepare a written report of its findings with respect to the grievance presented to it. Such report shall briefly summarize the grievance and shall set forth the Committee's conclusions and decision, briefly stating the reasons therefore. A copy of the findings shall be mailed to both the student (grievant) and the employee (by certified or registered mail, return receipt requested) within ten (10) working days of the decision by the committee. Copies shall be sent to the Vice Chancellor for Student Affairs and Director of the Barbara C. Baxter Learning Success Center, and one copy shall be retained in the Human Resources Office files for seven (7) years or for such other period as the committee deems appropriate.
13. Decisions of the committee shall not set a precedent as to other grievances.
14. If the problem is not resolved to the satisfaction of the parties involved, either party may appeal the decision in writing to the Chancellor within five (5) working days of receipt of the Grievance Committee's decision. The Chancellor shall review all records of the decisions reached by the committee and provide a written decision to both parties within thirty (30) working days. The decision of the Chancellor shall be final.

The General Rules for Filing a Grievance and the procedures for Appeals to the Grievance Review Committee are available to students in the Sandra C. Goldsby Library Media Center and in the Dr. Barbara C. Baxter Learning Success Center. LSC staff will assist in the preparation of written complaints and explain the steps involved.

A student who feels subjected to civil rights violations may appeal directly to Educational Opportunity Section (Civil Rights Division), U. S. Department of Justice, P. O. Box 65958, Washington, DC 20035-5958.

Students who are not satisfied with the outcome of institutional processes for grievance resolution may also pursue the Arkansas Department of Higher Education (ADHE) procedure outlined below:

**Student Grievance Procedure:** Arkansas Department of Higher Education (ADHE) requires the certified institution to make a decision on the student grievance following the institution's public policy. Inquiries into student grievances must be limited to AHECB certified (under Arkansas Code §6-61-301) courses/degree programs and institutions and to matters related to the criteria for certification.

Within twenty (20) days of completing the institution's grievance procedures, the student may file the complaint in writing with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201.

The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE will notify the institution of the grievance within fifteen (15) days of the filing. Within 10 days after ADHE notification, the institution must submit a written response to ADHE. Other action may be taken by ADHE as needed.

## Student Records

See the Academic Policies chapter of this catalog for information about The Family Educational Rights and Privacy Act (FERPA) and the Solomon Amendment.

## Substance Abuse Policy

### I. PURPOSE

The Arkansas State University Mid-South Substance Abuse Policy (the "policy") is established to ensure the effective and fair implementation of the Drug Free Schools and Communities Act of 1989 and the consistency of all disciplinary sanctions imposed on any Arkansas State University Mid-South (the "college") student(s). The policy further supports the college's commitment to maintaining a safe and healthy campus free from the influence of drugs and alcohol. The health, safety, and security of the students and employees are of primary concern to the administration, and the requirements of this policy constitute safety rules that are considered to be of major significance.

The college recognizes that the abuse of alcohol and other substances, the use of illegal drugs, and the effects of such represent a threat to the well-being and safety of the students and could cause extensive damage to the students as well as the college's performance, reputation, and community standing. Therefore, the college expects each student to abide by the terms of this Policy.

### II. DEFINITIONS

- A. Alcohol—Any liquid substance that has a measurable alcoholic content.
- B. Drug—Any substance, other than alcohol, that can produce physical, mental, emotional or behavioral changes in the user. The term "illegal drugs" as used in this Policy means any drugs or substances whose possession and/or use are prohibited under state or federal law. It also includes all prescriptions and over-the-counter drugs not legally obtained or not being used for the purpose or in the manner for which they were prescribed and/or manufactured.
- C. Student—Any individual enrolled in credit or non-credit courses offered by the college, including, but not limited to, general education, adult education classes, literacy classes, and workforce education classes.
- D. Medical Review Officer (MRO)—A licensed physician employed by or under contract with the screening agency chosen by the college to perform screening, who has knowledge about and clinical experience in controlled substance abuse disorders, including detailed knowledge of alternative medical explanations for laboratory confirmed drug test results. The MRO has the necessary medical training to interpret a student's positive test result in relation to the student's medical history or any other relevant biomedical information.
- E. Possession—The presence of alcohol or drugs in the possession or control of a student, including in lockers, bags, parcels, lunch boxes, other personal articles, or personal automobiles, while on college property or while engaged in college responsibilities.

### III. POLICY STATEMENT

Presence in the body in any quantity at or above levels specified by the U. S. Department of Transportation, possession, manufacture, distribution, dispensation, storage, transportation, or sale of

illegal drugs, drug paraphernalia, controlled substances, or alcohol in open containers anywhere on premises including parking lots and entry roads or in college-supplied vehicles is expressly prohibited. Anyone violating this provision will be subject to disciplinary action up to and including expulsion from the college. No one shall report or return to campus with a presence of any drug or alcohol in his or her body at or above levels specified in this policy. Any student identified as doing so will be subject to screening and testing and, upon testing positive, to the procedures and disciplinary actions set forth in this policy. A violation may also result in referral to law enforcement agencies.

The student is responsible for informing the associate Vice Chancellor for Student Success or authorized representative if the student believes that his or her abilities to perform are impaired because of the use of prescription and/or non-prescription drugs. Students should notify the associate Vice Chancellor for Student Success or authorized representative of any prescription drugs that may cause a positive drug result and provide substantiating documentation from a licensed physician. Any student may consult with a medical review officer to obtain technical information regarding prescription and non-prescription drugs.

#### **IV. SCREENINGS AND TESTING CIRCUMSTANCES**

- A. Pre-Enrollment Screening—Some college programs and/or individual courses require pre-enrollment and/or random drug screening to comply with licensing or work-site requirements. Costs are covered by the student as either a pre-enrollment requirement or as a fee associated with the course. All applicants to whom an off campus training offer is extended are subject to rapid diagnostics drug testing as part of the pre-enrollment process. Refusal to submit to pre-enrollment drug testing will be cause for withdrawal of the offer.

Students who contest the result of their rapid diagnostic drug test, may immediately request a second test to confirm results, but will be expected to pay for the re-test. Non-negative results on drug-screening tests will be sent to a certified lab for confirmation and may cause off-campus clinical, internships, or other activities to be delayed or revoked.

- B. Suspicion—College staff and faculty are instructed to report signs, symptoms and behaviors associated with drug and alcohol use on campus. If suspected of drug or alcohol use or abuse on college time or property, the student may be required to submit to drug and/or alcohol screening within 8 hours, at the college's expense. If the student cannot arrange safe transportation, the college will do so at the student's expense. Screening requirements may be based upon, among other things:
1. Observable phenomena, such as direct and/or video observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of drugs/alcohol.
  2. Abnormal conduct or erratic behavior while on campus, absenteeism, tardiness, or deterioration in work performance.
  3. A report of drug/alcohol use provided by reliable and credible source such as personnel at clinical or internship sites.

College personnel shall, within 24 hours after any screening based on reasonable suspicion, detail in writing the circumstances that formed the basis of the determination that reasonable suspicion existed to warrant the screening. Copies of the report will be made available to the student and will be placed in the student's official file.

- C. Post-Accident Screening/Testing—Any student engaged in college business or activities who is involved in a vehicular or other incident that results in death or injury to an individual or that requires immediate medical attention or damage to college property will be subject to drug and/or alcohol screening/testing immediately, but no later than eight (8) hours after the incident. Screening/testing is required regardless of who the responsible party might be. If a student involved in an accident,

regardless of who is at fault, refuses to submit to a drug and/or alcohol screen/test, the student will face disciplinary actions up to and including expulsion.

- D. Random Screening—Students enrolled in programs, courses, or activities requiring drug testing may be subject to random drug and/or alcohol tests at any time using computer software designed specifically for random selection criteria. Students will not be notified of their selection until the time of the scheduled test. Once notified, the student must report to the testing site within the time frame specified by his/her program policy.
- E. Return-to-Duty and Follow-up Screening—Students who were found in violation of this policy shall be screened/tested for alcohol and/or drugs at the student's expense before being allowed to return to campus. Once returning to campus, follow-up screening/testing for alcohol and/or drugs may be required at the discretion of the college.

## **V. PROCEDURES**

- A. The determination to screen/test will be made as outlined in the policy. The student shall be notified of the screening/testing procedure as determined by the circumstance and the discretion of the college.
- B. The collection of all samples will be conducted under the most reasonable and sanitary conditions possible. Visual and audio privacy will be observed to the extent practicable. Samples will be collected in a reasonable manner to maintain the integrity of the specimen and to prevent any intentional means of substitution and/or dilution. All drug testing processed for confirmation will follow regulated standards at the testing laboratory and is subject to review by the college's MRO prior to any final actions being taken by the college.
- C. Students will be required to sign a Custody and Control Consent/Release form authorizing the college and/or its agents to perform drug/alcohol tests and release results to the college. A student, whose sample is being confirmed, will be required to sign an additional Custody and Control Consent/Release form authorizing the testing laboratory to perform additional testing and release results to the college's MRO. A qualified laboratory approved by the U.S. Department of Health and Human Services and the Substance Abuse and Mental Health Administration must conduct any lab based testing. Refusal to execute a consent form will have the same effect as a positive test result under this policy.
- D. A medical review officer will be assigned by the college or its agent to verify positive drug test results with the student. The MRO will keep all test results and communications confidential, conveying his/her findings only to the student and the college's designated student representative. Breath alcohol tests will not be reviewed by an MRO.
- E. The established cut-off and confirmation levels of drugs and alcohol are in accordance with the most recent guidelines published by the U. S. Department of Transportation. This information is available from the screening/testing agency or the college.
- F. Invalid/Dilute/Adulterated/Substituted/Temp Out Of Range Specimens—Evidence of intentional specimen tampering (Dilute, Adulterated, Substituted or Temperature Out-of-Range) will require an immediate second collection. The second collection will be observed. The second urine screen will cancel the first, and the second screening results will stand as the results of record. All re-tests will begin immediately after the conclusion of the initial collection. Any student's specimen that results in a non-negative screen will be forwarded to a certified lab for confirmation testing at the student's expense.

Anyone not able to urinate for the re-screen (Shy Bladder) will remain at the collection site and allowed to drink up to 40 ounces of fluid. If after three (3) hours the individual cannot produce enough specimen for the second test, he/she will be required to consult with a college-approved physician immediately to determine

if any medical condition is evident that would prevent the completion of the second collection. If the medical physician determines that there are no medical causes for the above situation, the action will be considered as refusing to submit to a test, and the student will be subject to disciplinary action up to and including suspension. Any such screening by a physician shall be made at the student's expense.

Any student required to submit to a breath alcohol test under this policy who unsuccessfully completes the test must consult with a college approved physician immediately to determine if any medical condition is evident that would prevent the completion of the breath alcohol test process. If the physician provides no legitimate medical reason, the student will be deemed as refusing to submit to a test resulting in disciplinary action up to and including suspension. Any such screening by a physician shall be made at the student's expense.

## **VI. CONSEQUENCES OF POSITIVE RESULTS**

- A. For any student, a positive confirmatory test result for alcohol that equals or exceeds the detectable level of 0.02% BAC and is less than 0.04% BAC will constitute a major violation of significant safety rules and will result in immediate suspension from the college. Before being allowed to return to campus or any college sanctioned training following suspension, the student must be retested for alcohol and achieve a negative test result. A second positive test result for alcohol that equals or exceeds the detectable level of 0.02% BAC within a period of one (1) year following the date of the initial positive test result for alcohol will result in expulsion from the college.
- B. For any student, a positive confirmatory test result for alcohol that equals or exceeds the detectable level of 0.04% BAC will result in a disciplinary action up to and including expulsion from the college.
- C. Any student having a non-negative result on a drug screen may be suspended, and any positive confirmatory test result for any substance, other than alcohol, for which testing occurs under this policy will result in expulsion from the college. Students may choose to challenge the results of a drug screen or confirmed drug tests; however, any additional testing will be made at the expense of the student. Suspended students may be reinstated if non-negative screens are not successfully confirmed by GC/MS methodology, or if positive GC/MS results are reversed after MRO review.
- D. Any student with a confirmed breath alcohol content of 0.02% or higher will not be allowed to drive. If the student cannot arrange transportation, the college will do so at the student's expense.
- E. Any student who tests positive for drugs and/or alcohol in accordance with this policy shall not, by virtue of the result alone, be deemed to have a "handicap" or "disability" as defined under federal, state or local handicap and disability discrimination laws. Students who are disciplined, suspended, or expelled as a result of a positive drug and/or alcohol test are considered to have been discharged or suspended for violation of a student conduct and/or safety regulation.
- F. If the substance abuse screen requires the review of a Medical Review Officer as defined in this policy, the student will have 96 hours from the time of the initial screening to submit proof of legally obtained prescription medications that may have contributed to the non-negative screen. Proof of submission and consultation with the Medical Review Officer must be made available to the college if so requested.

## **VII. CONFIDENTIALITY**

Any information obtained by the college as a result of this policy will be kept confidential and released only with written permission from the student or under direct court order.

## **VIII. RESERVATIONS OF RIGHTS**

The college reserves the rights to interpret, change, modify, or terminate this policy at any time, in whole or

in part, without prior notice to students. Such amendments or modifications shall not nullify the student's testing history.

## **IX. STUDENT ASSISTANCE PROGRAMS**

A student's decision to independently seek assistance from an alcohol/drug rehabilitation program, if the student is not under suspicion or testing because of this policy, shall not be used as the basis for any disciplinary action. Where a violation of this policy has occurred, a student's request to submit to an alcohol/drug rehabilitation program shall not serve to waive the application of disciplinary action under this or any other disciplinary policy or college rule. The college offers free and confidential alcohol or drug abuse counseling through CONCERN: SAP, 2670 Union Extended, Suite 610, Memphis, Tennessee 38112, (901) 458-4000 or (800) 445-5011. Students may also obtain a list of other local agencies from the Dr. Barbara C. Baxter Learning Success Center. It is imperative that students with drug and/or alcohol problems seek assistance.

## **Weapons Policy**

### **1. Purpose**

The Arkansas State University System is dedicated to providing an educational and social climate, which is conducive to the safety of all members of the University community. Acts of violence on University campuses have proven that weapons pose a serious threat to the safety of persons and property.

### **2. Arkansas State University System Weapons Policy**

No person shall possess, discharge, or otherwise use any weapon at any campus, office, building, or event that is part of the Arkansas State University System, except as authorized by this policy. This prohibition extends to individuals having such weapons on their persons, including in briefcases, purses, handbags, backpacks, or other carrying cases; in personal vehicles or storage boxes contained in or affixed to their personal vehicles; or among other personal property or effects. Each System location shall post written notice of this prohibition. Exceptions to this prohibition are listed below.

### **3. Definitions**

Weapons include, but are not limited to, firearms (specifically including concealed handguns), explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, nunchucks, brass knuckles, Tasers or other electrical stun devices, bows or cross bows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate.

### **4. Exceptions**

These prohibitions do not apply to the following:

- a. To an officer of an Arkansas State University Police Department who is regularly employed by a campus in the University System and who has been authorized by the Campus Chief of Police, or designee, to carry weapons as outlined in the applicable Police Policy.
- b. To an employee authorized by the Campus Chief of Police to possess or use such a device during the time when the employee is engaged in University work requiring such a device.
- c. When an individual uses or possesses a weapon in connection with an educational, recreational, or training program, or an activity authorized by the appropriate University official and the Chief of Police and under the supervision of a University employee.
- d. During the time when the weapon is worn as part of a military or fraternal uniform in connection with a pre-approved public ceremony or parade.



- e. To non-University law-enforcement officers of legally established law-enforcement agencies that are required by their employer to carry their weapons at all times.
- f. To non-University law-enforcement officers of legally established law-enforcement agencies who are engaging in work on campus requiring a weapon as part of their official duties or who have obtained approval from the Campus Chief of Police or designee to carry their weapon on campus.
- g. During a theatrical performance where a realistic replica of a weapon is used.
- h. To equipment, tools, devices and materials, which are prescribed for use by authorized University employees as a condition of employment or class enrollment.
- i. To the use and possession of weapons for educational, instructional, and research activities under the supervision of appropriate faculty members.
- j. To weapons found in vehicles that are traveling through city-maintained streets within the campus proper.

The campus Chief of Police, applicable Vice Chancellor, or their designees, may impose restrictions upon individuals who are otherwise authorized to possess or use weapons pursuant to Section 4 of this policy when it is determined that such restrictions are appropriate under the circumstances.

## **5. Lawful Possession of a Weapon on Campus**

In 2017, Act 562 and Act 859 were signed into law. These new Acts allow a person, who meets certain qualifications, to carry a concealed handgun on a University campus. Effective September 1, 2017, a person in possession of a concealed carry license and who has also obtained an enhanced training endorsement from the Arkansas State Police may possess a concealed handgun on campus, subject to the restrictions as allowed by law. A concealed carry licensee may lawfully store a concealed handgun in his or her locked and unattended vehicle in a publicly owned and maintained parking lot.

A person who has a concealed carry license, along with an enhanced permit, may not possess a concealed handgun at the following locations:

- a. Locations where collegiate athletic events are taking place.
- b. Certain grievance and disciplinary meetings, initiated after at least twenty-four (24) hours' notice to participants, lasting no more than nine (9) hours, with posted notice of prohibition, and conducted in accordance with campus procedures.
- c. Daycare facilities.
- d. Other locations where possession of a concealed handgun is prohibited by state or federal law.

Employees of the ASU System may lawfully possess a concealed handgun on campus if they have a concealed carry license and they have obtained an enhanced training endorsement from the Arkansas State Police. An employee, who possesses a concealed handgun under this policy, is not acting in the course of or scope of their employment when carrying or using the handgun and is not entitled to workers' compensation benefits for injuries arising from his or her own negligent acts in possessing or using a concealed handgun and is not immune from personal liability with respect to possession or use of a concealed handgun.

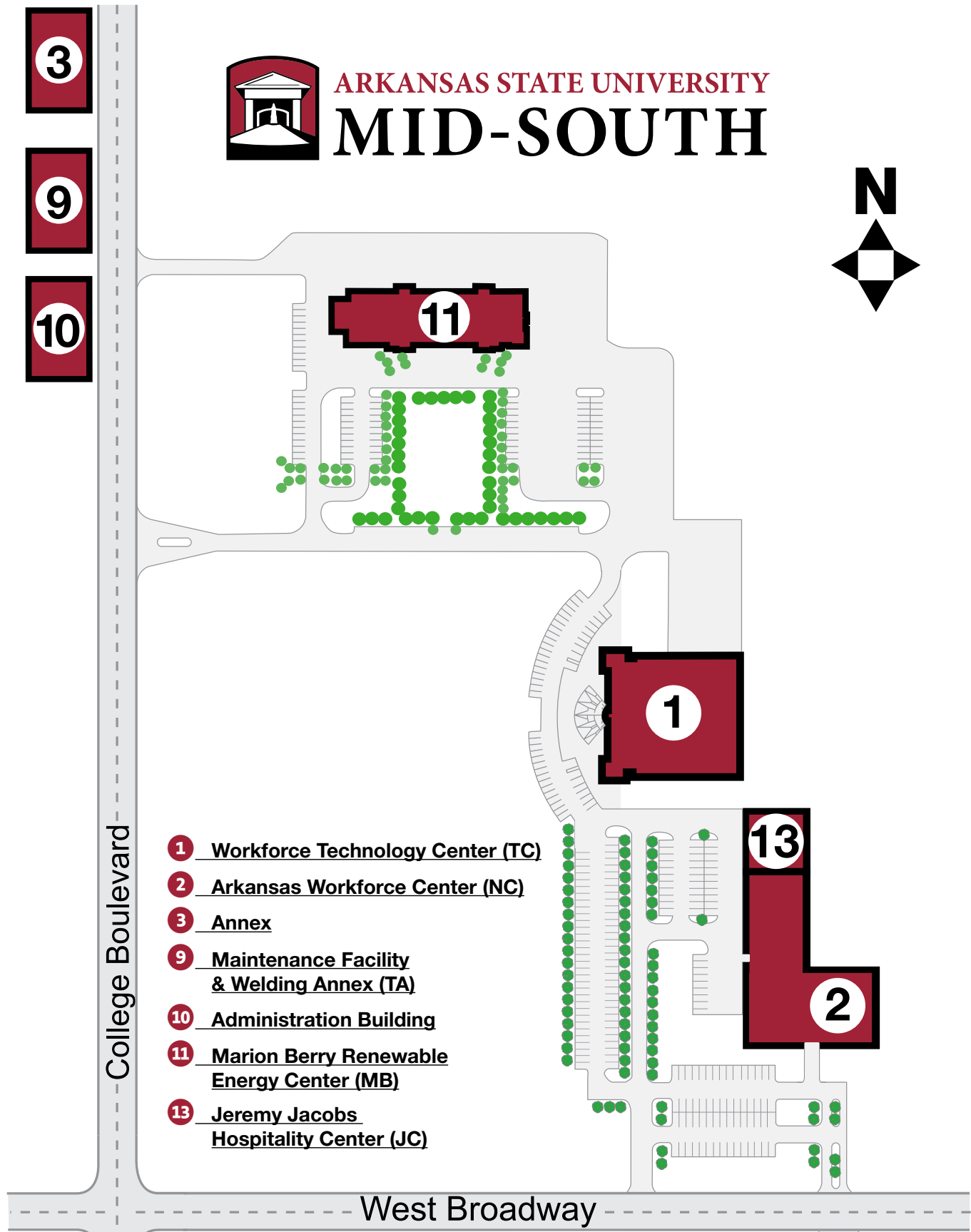
## **6. Violations**

Any student violating this policy shall be subject to sanctions up to and including expulsion. Any employee violating this policy shall be subject to discipline through the process applicable to that employee, up to and including discharge. Others violating this policy will be subject to prosecution under criminal laws and may be banned from Arkansas State University System campuses and events.

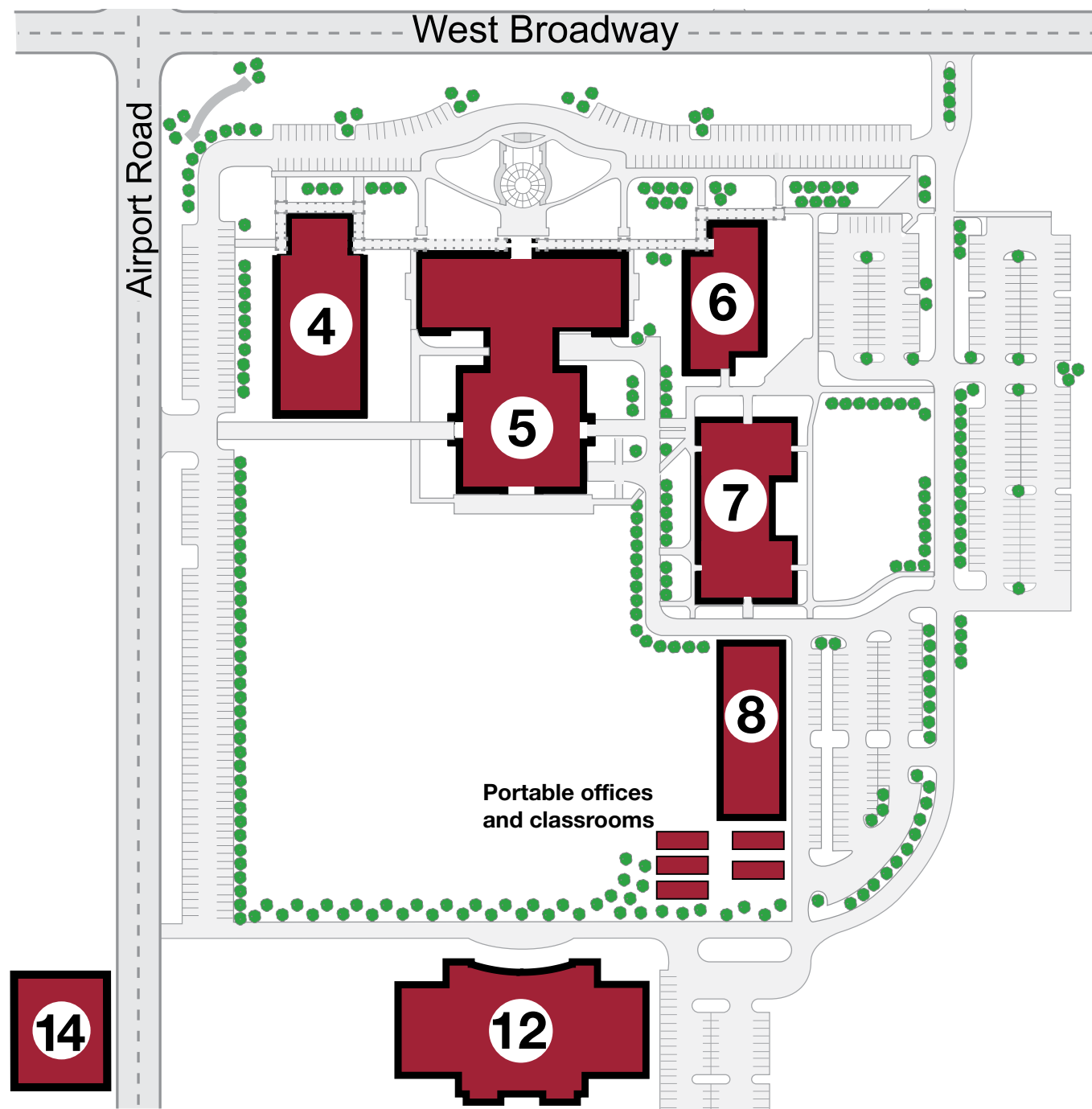
(Adopted by the Arkansas State University Board of Trustees on August 8, 1997, Resolution 97-23; revised December 12, 2008, Resolution 08-80; revised May 23, 2013, Resolution 13-11; revised September 18, 2015, Resolution 15-35; revised September 15, 2017, Resolution 17-34)



Campus Map – North



## Campus Map – South



- |   |  |
|---|--|
| <b>4</b> <u>University Center (UC)</u>                      | <b>8</b> <u>Allied Health Center (AH)</u>              |
| <b>5</b> <u>Donald W. Reynolds Center (RC)</u>              | <b>12</b> <u>Glen F. Fenter Athletic Complex (WC)</u>  |
| <b>6</b> <u>Magruder Hall (MH)</u>                          | <b>14</b> <u>FedEx Aviation Technology Center (FX)</u> |
| <b>7</b> <u>Southland Greyhound<br/>Science Center (SG)</u> |  |



**ARKANSAS STATE UNIVERSITY**  
**MID-SOUTH**

**Chapter 6**  
**Academic Programs**



# Academic Programs

Arkansas State University Mid-South offers associate degree, technical certificate, and certificate of proficiency programs to meet student and community needs. Courses included in each program address general education knowledge as well as behaviors needed for good citizenship and successful careers. Program goals and course objectives are listed on each course syllabus to inform students in advance about course content so that they can better relate their college studies to their personal educational and career goals.

## General Education Learning Outcomes

Arkansas State University Mid-South is committed to serving the educational needs of the Arkansas Delta. While the college provides college transfer and employment-related education to meet the pressing short- and long-term needs of its diverse student body, it also recognizes the critical role of general education in preparing students for the demands of the workplace, personal growth, and civic responsibility.

In order to provide certificate and degree-seeking students with the communication, analytical, interpersonal, and research skills necessary to meet the challenges of a constantly changing world, the faculty and administration of ASU Mid-South require a coherent body of courses in English, oral communication, mathematics, history, social sciences, and computer fundamentals for all degree-seeking students. ASU Mid-South faculty members require reading, writing, research, and oral communication activities in all credit courses to help students strengthen critical communication, critical thinking, and information processing skills.

The ASU Mid-South general education curriculum provides the means by which associate degree students will accomplish the following outcomes. As part of the college's academic assessment program, faculty members have created rubrics which clarify how outcomes are measured and are used to evaluate student learning. Course rubrics are readily available to students as part of the electronic resources provided for courses in My Canvas.

For Arkansas Course Transfer System (ACTS) Equivalent Course Numbers, please visit <http://acts.adhe.edu/studenttransfer.aspx>.

### General Education Outcomes

Graduates are expected to:

#### **GEO 1: Communicate effectively in standard, edited American English.**

- Provide content that is clearly focused and supported by the writer's understanding of the topic.
- Use appropriate grammar, punctuation, spelling, and syntax.
- Logically organize and develop ideas in writing.
- Provide an appropriate introduction and conclusion to verbal or written presentation.
- Provide main points that are well developed and clear.
- Use appropriate gestures, movement, and eye contact to give a poised and professional presentation.
- Speak clearly and understandably using standard, edited English.

#### **GEO 2: Solve problems using mathematical skills appropriate to the task.**

- Demonstrate ability to complete different mathematical tasks by using fundamental mathematical operations and principles.
- Perform and apply mathematical operations efficiently and effectively.
- Demonstrate understanding of mathematical tasks by communicating results in written form.
- Effectively use technology to help solve mathematical problems.

### **GEO 3: Develop work ethic skills relevant to the students' future academic or professional careers.**

- Demonstrate the ability to work effectively in a team.
- Demonstrate effective communication, cooperation, and organizational skills to complete all assigned tasks.
- Demonstrate dependable character and the ability to respect others regardless of personal or cultural differences.
- Demonstrate a positive attitude and the ability to appropriately handle criticism.
- Demonstrate that consistent attendance and productivity are a priority.
- Maintain an appropriate appearance for academic and professional settings.

### **GEO 4: Use common computer applications to locate, communicate, process, and store information.**

- Demonstrate basic computer and operating system skills.
- Perform core application tasks within computer software packages, such as Word, Power Point, and Excel.
- Use a search engine and/or electronic databases to access, navigate, and evaluate information on the Internet.
- Communicate effectively using email and/or online discussion forums.

### **GEO 5: Employ critical thinking skills to identify and solve problems in preparation for future academic and professional success.**

- Apply knowledge from course work to create solutions for detailed and complex challenges.
- Demonstrate the ability to acquire, evaluate, and apply knowledge to a specific task or project.
- Show good judgement of physical, written, or digital material in order to determine their relevance or effectiveness in a given setting.

## **Program Types**

### **Federal Credit Hour Definition**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonable approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-classroom student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

### **Technical/Occupational Programs**

Arkansas State University Mid-South offers technical/occupational programs which lead to associate of applied science (AAS) degrees, as well as technical/occupational certificates or certificates of proficiency which are shorter in length and focused on specific skill sets.

Most programs incorporate career pathways which allow students to begin a program at the certificate level, earn an award which will support employment, and then continue working toward additional awards which will support career advancement. Students can enter and/or stop out at multiple points.

The **certificate of proficiency (CP) program** includes 6-21 credit hours of technical/occupational courses that prepare students for a specified level of competency in a particular field. No general education courses are included although general education skills are incorporated into courses within the program. Most certificate of proficiency programs articulate with technical certificates or associate of applied science degrees at ASU Mid-South.

A **technical certificate (TC) program** is a planned program of classroom and laboratory work at the collegiate level. It includes the completion of core general education skills and enables students to reach a specified level of competency in an occupational field. The program, which contains 21-45 credit hours, may also be part of or apply toward an associate degree program.

An **associate of applied science (AAS) degree program** requires 60 credit hours for completion. Some specially approved AAS programs may require more than 60 credit hours. AAS programs are intended for students who plan to enter the workforce immediately after program completion. AAS programs at ASU Mid-South include capstone or internship courses, which support the integration and synthesis of knowledge and skills acquired in previous coursework, on-the-job training in internship courses, as well as critical thinking and independent learning. These courses are restricted to students' final semester of enrollment.

**Baccalaureate degrees** are available through the University Center, including bachelor of applied science degrees which support a seamless transfer option for students completing associate of applied science degrees. Additional information about these transfer opportunities may be obtained from university degree center offices in the University Center or from the Registrar's Office.

Other four-year colleges and universities may accept some technical/occupational courses in transfer; however, students to whom transfer is important should get assurances of transferability for specific courses in writing, in advance, from the institutions to which they plan to transfer.

**Currency of Technical/Occupational Skills:** Technical/Occupational programs at ASU Mid-South are periodically revised to reflect employment needs and technological advances. Consequently, students who are unable to complete a technical/occupational program within 150 percent of the stated time period (3 years for associate of applied science degrees) may have to fulfill different program requirements than those listed in their catalog of entry.

## Transfer Programs

Arkansas State University Mid-South offers a college-transfer curriculum through its Associate of Arts (AA) degree program and its Associate of Science (AS) degree program. Students can complete the first two years of basic college courses in English, mathematics, social science, fine arts, and humanities (while continuing to live and work at home).

Associate of Applied Science students now have a transfer option through the Bachelor of Applied Science (BAS) degree. Individual technical/occupational courses may transfer to four-year colleges and universities; however, the acceptance of transfer credit is the prerogative of the receiving institution. Students should obtain assurances in advance from the institution to which they wish to transfer.

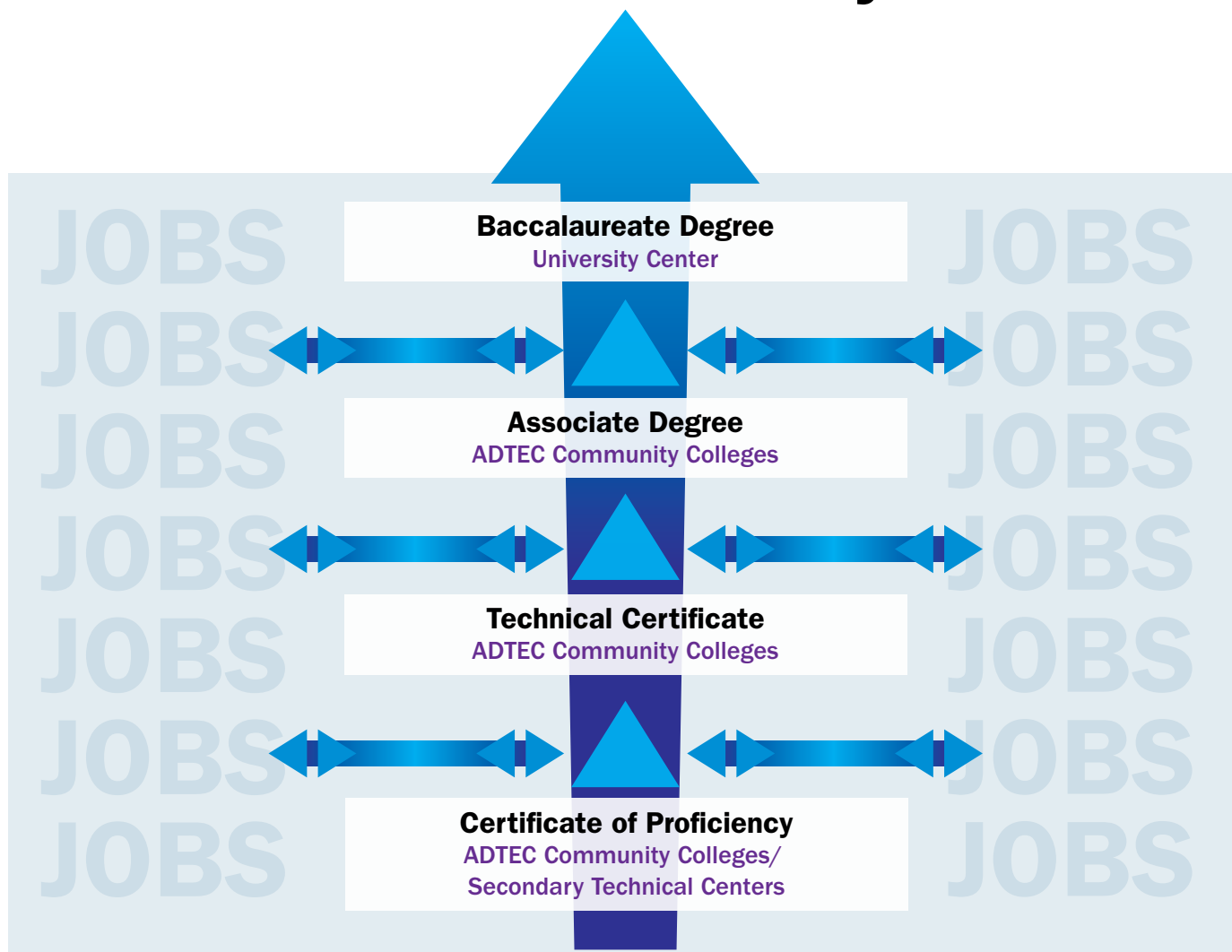
Most colleges and universities will accept transfer credits from ASU Mid-South, which is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504, (800) 621-7440.

Students can obtain current information about the transferability of courses to Arkansas public colleges and universities by accessing the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of courses listed in ACTS and assured equitable treatment in the application of those credits for the admissions and degree requirements. This listing represents the minimum number of transfer courses that may be accepted by a particular Arkansas institution. Students wishing to transfer a course not listed in ACTS should contact the receiving institution to determine transferability.

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 <http://acts.adhe.edu/studenttransfer.aspx>.

ASU Mid-South’s Registrar’s Office serves as a resource for students who are planning to transfer and provides information and a current list of colleges and universities accepting ASU Mid-South credits in transfer.

## Career Pathway





# Allied Health Sciences

Arkansas State University Mid-South offers students several career pathways in the Allied Health Sciences and offers the general education requirements for Arkansas State University-Jonesboro's Associate Degree in Nursing, which is offered on the ASU Mid-South campus.

## Certificate of Proficiency in Advanced Emergency Medical Technician

### 7 Credit Hours

The Certificate of Proficiency in Advanced Emergency Medical Technician builds upon the skills that licensed Emergency Medical Technicians already possess and includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. Students must already possess an NREMT (National Registry of Emergency Medical Technicians) licensure to be eligible for the advanced certificate of proficiency.

### Special Admissions/Enrollment Requirements:

To enroll in EMER 2007 Advanced Emergency Medical Technician course, students must:

- be at least 18 years of age by the time of completion.
- have a high school diploma, or equivalent, at the time of application.
- meet required placement test scores or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II.
- have an overall GPA of 2.0 or greater on all previous coursework.
- complete a program application, which is available from the Allied Health Sciences Division.
- have completed EMER 1007 with a current NREMT license before attending clinicals.
- submit to a substance abuse screening and criminal background check during the first week of class.
- submit to additional Arkansas state requirements as described during the course.

### Job Opportunities

Private Ambulance Services      Fire Departments      Hospitals      Volunteer Services      Ancillary Care

### Program Goals

- Provide basic level of both knowledge and demonstrable skills for each individual completing the program.
- Prepare students to pass the National Registry AEMT Certification Examination in accordance with the 2009 Emergency Medical Technician National Standard Curriculum and enter the job market.
- Demonstrate the professional/ethical behaviors of timeliness, punctuality, responsibility, confidentiality, and of self-directed task completion.

### Program Requirements

The following outline of requirements should be used as a planning worksheet.

EMER 2007..... Advanced Emergency Medical Technician .....7

## Certificate of Proficiency in Emergency Medical Technician

### 7 Credit Hours

The Certificate of Proficiency in Emergency Medical Technician provides students with academic and practical skills using the 2009 Emergency Medical Technician National Standard Curriculum. The purpose of the Emergency Medical Technician program is to prepare students to provide basic life support to patients in the pre-hospital emergency care setting.

### **Special Admissions/Enrollment Requirements:**

To enroll in EMER 1007 Emergency Medical Technician, students must:

- be at least 18 years of age by the time of completion.
- have a high school diploma, or equivalent, at the time of application.
- meet required placement test scores or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing.
- have an overall GPA of 2.0 or greater on all previous coursework.
- complete a program application, which is available from the Allied Health Sciences Division.
- submit to a substance abuse screening and criminal background check during the first week of class.
- submit to additional Arkansas state requirements as described during the course.

### **Job Opportunities**

Private Ambulance Services      Fire Departments      Hospitals      Volunteer Services      Ancillary Care

### **Program Goals**

- Provide basic level of both knowledge and demonstrable skills for each individual completing the program.
- Prepare students to pass the National Registry EMT Certification Examination in accordance with the 2009 Emergency Medical Technician National Standard Curriculum and enter the job market.
- Demonstrate the professional/ethical behaviors of timeliness, punctuality, responsibility, confidentiality, and of self-directed task completion.

### **Program Requirements**

The following outline of requirements should be used as a planning worksheet.

EMER 1007..... Emergency Medical Technician.....7

## **Certificate of Proficiency in Nursing Assistant**

### **7-8 Credit Hours**

The Certificate of Proficiency in Nursing Assistant provides students with academic and clinical education in nursing related services for long term residents.

### **Special Admissions/Enrollment Requirements**

Students must:

- have a high school diploma or equivalent, and be able to legally work in the United States by the end of the CNAS 1014 Nursing Assistant course to obtain licensure and employment.
- meet required placement test scores or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing.
- submit to a substance abuse screening and criminal background check during the first week of class.

- complete and submit proof of a negative tuberculosis (TB) skin test prior to clinical training.

### Job Opportunities

Nursing Homes	Hospitals	Hospice programs
Rehabilitation Centers	Home Care Agencies	

### Program Goals

- Provide basic level of both knowledge and demonstrable skills for each individual completing the program.
- Create a method of advancement for each individual completing the program.
- Prepare students to pass the AR State Certified Nursing Assistant Certification Examination and enter the job market or continue their studies in related Allied Health programs.
- Demonstrate the professional/ethical behaviors of timeliness, punctuality, responsibility, confidentiality, and of self-directed task completion.

### Program Requirements

The following outline of requirements should be used as a planning worksheet.

CNAS	1014	..... Nursing Assistant.....	4
BIOL	1214/1210..	Anatomy and Physiology I/Lab .....	4
<i>or</i>			
MEDP	1044	..... Anatomy and Physiology .....	4

Students must comply with the Department of Long Term Care hour requirements for completion of 84 hours of theory and 16 hours of clinical experience.

## Certificate of Proficiency in Phlebotomy

### 12-13 Credit Hours

The Phlebotomy Technician Program teaches students the hands-on skills of drawing blood specimens for laboratory testing and analysis. Successful completion of the program prepares students for the national certification examination.

### Enrollment Requirements

Students must:

- be at least 18 years of age by time of completion.
- have a high school diploma or equivalent at the time of application.
- meet required placement test scores or successful completion of The Foundations of Reading and Foundations of Writing.
- submit to substance abuse screening and criminal background check during the first week of class.

### Job Opportunities

Specialized Treatment Centers	Hospitals	Physician Offices
Clinical Labs	Public Health Agencies	Urgent Care Centers
Specialized Treatment Centers	Long Term Care Facilities	Blood Donor Centers
Mobile Laboratories	American Red Cross	Research Institutions

## Program Goals

Program graduates are expected to satisfy the following Technical/Occupational Outcomes:

- Possess the technical skills required of entry level employees in their career areas.
- Demonstrate knowledge of health care delivery system and medical terminology.
- Demonstrate the professional/ethical behaviors of punctuality, regular attendance, respect for supervisors and co-workers, and self-directed task completion.
- Successfully complete the national certification examination.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should check course prerequisites when planning their programs of study.

MEDP	1033	..... Medical Terminology .....	3
MEDP	1043	..... Anatomy and Physiology.....	3
<i>or</i>			
BIOL	1214/1210..	Anatomy and Physiology I/Lab .....	4
PHLB	1016	..... Principles and Practice of Phlebotomy.....	6

**Total: 12**

## Technical Certificate in Health Studies

### 31 Hours

The Technical Certificate in Health Studies will provide students with the preliminary background necessary for opportunities in allied health professions. Credits received within this certificate may be applied toward the Associate of Applied Science or Associate of Science degrees for the programs within the Allied Health Science Department.

This degree is for students who are enrolled in, or already have, a Certificate of Proficiency in an Allied Health area.

The TC in Health Studies at ASU Mid-South provides a structured curriculum that allows a student improved chances to achieve additional success in their chosen Allied Health field. This pathway allows you to take specific courses and obtain a job in healthcare while working towards finishing the degree.

## Program Goals

During the program of study, students will be introduced to the:

- Language of health care
- Structure and functions of the human body
- Development of microorganisms
- Concepts of health and nutrition
- Develop skills in phlebotomy
- Emergency Medical services
- Phlebotomy and Laboratory skills

This degree does not lead to a professional credential or state licensure. It does prepare students for roles in community health, support services, health care navigation, medical sales and patient services. Certification is an option for phlebotomy and emergency medical responder coursework.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program.

### General Education Requirements (13 hours required)

ENGL	1113	English Composition I.....	3
ENGL	2303	Oral Communication.....	3
BIOL	1214	Human Anatomy & Physiology I .....	4
MATH	1213	Quantitative Reasoning.....	3
<i>or</i>			
MATH	1113	College Algebra.....	3

### Technical Core (18 hours required)

MEDP	1033	Medical Terminology .....	3
MEDP	1013	Introduction to Medical Professions I .....	3
*PHLB	1016	Phlebotomy .....	6
EMER	1006	Emergency Medical Responder.....	6

### \*Special Admissions/Enrollment Requirements for Phlebotomy

*Students must:*

- *be at least 18 years of age by time of completion.*
- *have a high school diploma or equivalent at the time of application.*
- *meet required placement test scores or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing.*
- *submit to substance abuse screening and criminal background check during the first week of class.*

## Associate of Science in Health Studies

### 60 Credit Hours

The AS Allied Health degree provides a pathway for students to advance their education and career training in health care. This degree is for students who are enrolled in, or already have, a Technical Certificate in an Allied Health area.

The AS Allied Health degree at ASU Mid-South provides a structured curriculum that allows a student improved chances to achieve additional success in their chosen Allied Health field. As an allied health professional, you may take on clinical or administrative workplace duties while working in a hospital, clinic, physician's office, or other health care setting.

This pathway allows you to take specific courses and can be a springboard for a variety of higher degrees and health-focused professions where you can help members of the community to become healthier.

This degree has an MOU with Arkansas State University – Jonesboro for transferability that states any student who has earned the Associate of Science in Health Studies at ASU Mid-South will be admitted to the Bachelor of Science in Health Studies: Non-Professional Track at ASU Jonesboro.

## Job Opportunities

Patient Services	Health Advocate	Patient Educator
Health Coach	Compliance Officer	Care Coordinator
Pharmaceutical Sales	Health Benefits Representative	Community Health Specialist

## Program Goals

During the program of study, students will be introduced to the:

- Language of health care
- Structure and functions of the human body
- Development of microorganisms
- Concepts of health and nutrition
- Behavioral and mental processes
- Emergency Medical services
- Phlebotomy and Laboratory skills

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program.

### General Education Minimum Core (49 hours)

#### Communications (9 hours required)

ENGL	1113	English Composition I	3
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3

#### Mathematics (3 hours required)

MATH	1113	College Algebra	3
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#### Science (19 hours required)

BIOL	1214	Human Anatomy & Physiology I	4
BIOL	1224	Human Anatomy & Physiology II	4
BIOL	2413	Nutrition	3
BIOL	2504	Microbiology	4
CHEM	1314	Chemistry I	4

#### U.S. History/Government (6 hours required, choose two)

HIST	2123	US History before 1877	3
HIST	2133	US History after 1877	3
POLS	1143	American Government	3

#### Fine Arts/Humanities (6 hours required)

PHIL	2013	Introduction to Philosophy	3
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**Choose one:**

ARTS	1103	..... Art Appreciation .....	3
MUSC	1103	..... Music Appreciation.....	3
ENGL	2153	..... World Literature I.....	3
ENGL	2163	..... World Literature II .....	3

**Social Sciences (6 hours required)**

PSYC	1403	..... Psychology .....	3
SOCI	1303	..... Introduction to Sociology .....	3

**ASU Mid-South Degree Requirements (5 hours required)**

CSUR	1101	..... College Success.....	1
BUSN	1201	..... Career Prep.....	1
HPED	1113	..... Health and Safety .....	3

**Technical Core (6 hours required)**

MEDP	1013	..... Introduction to Medical Professions I.....	3
MEDP	1033	..... Medical Terminology.....	3

**Recommended Course Sequence for Full-Time Students**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their course of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's academic requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**1st Year, 1st Semester**

CSUR	1101	..... College Success.....	1
MEDP	1013	..... Introduction to Medical Professions I.....	3
BIOL	1214	..... Human Anatomy & Physiology I.....	4
ENGL	1113	..... English Composition I.....	3
MEDP	1033	..... Medical Terminology.....	3

**Total 14****1st Year, 2nd Semester**

BIOL	1224	..... Human Anatomy & Physiology II.....	4
ENGL	1123	..... English Composition II.....	3
MATH	1113	..... College Algebra.....	3
PSYC	1403	..... Psychology .....	3

**Choose one:**

HIST	2123	..... US History before 1877 .....	3
HIST	2133	..... US History after 1877.....	3
POLS	1143	..... American Government.....	3

**Total 16**

## 2nd Year, 1st Semester

BIOL	2504	..... Microbiology .....	4
BUSN	1201	..... Career Prep.....	1
HPED	1113	..... Health and Safety .....	3
ENGL	2303	..... Oral Communication .....	3

### Choose one:

ARTS	1103	..... Art Appreciation .....	3
MUSC	1103	..... Music Appreciation.....	3
ENGL	2153	..... World Literature I.....	3
ENGL	2163	..... World Literature II .....	3

**Total 14**

## 2nd Year, 2nd Semester

BIOL	2413	..... Nutrition.....	3
CHEM	1314	..... Chemistry I.....	4
PHIL	2013	..... Introduction to Philosophy .....	3
SOCI	1303	..... Introduction to Sociology .....	3

### Choose one:

HIST	2123	..... US History before 1877 .....	3
HIST	2133	..... US History after 1877 .....	3
POLS	1143	..... American Government.....	3

**Total 16**

## Associate of Applied Science in Emergency Medical Services

### 60-61 Hours

The Emergency Medical Technician program at Arkansas State University Mid-South focuses on basic life support skills such as airway maintenance and respiratory support, cardiopulmonary resuscitation, fracture immobilization, patient assessment and safe operations of emergency medical services equipment. The curriculum is based on the new National Emergency Medical Services Education Standards. We use a best practices approach in instructing care for emergency patients.

Upon successful completion of this semester-long program, students will receive a Certificate of Proficiency and will be able to sit for the Emergency Medical Technician National Registry Exam. Upon passing the exam, students become eligible for an Arkansas Basic Emergency Medical Technician certification. This certification qualifies students for a variety of job opportunities with ambulance services, fire departments, law enforcement, hospitals, clinics, and industries. The EMS pathway at ASU Mid-South provides a pathway to baccalaureate degrees in Emergency Management.

Completing an AAS Degree in Emergency Medical Services allows a student to take the National Registry of Emergency Medical Technicians (NREMT) AEMT practical skills and cognitive examinations. Topics of the Advanced EMT coursework include extending the knowledge of the Basic EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. The AEMT Certification is used as a basis for state licensure or certification most states, or are honored with reciprocity during the licensure process. In lieu of the AEMT course, the Emergency Responder course could be taken.



This degree has an MOU with Arkansas State University – Jonesboro for transferability that states any student who has earned the Associate of Applied Science in Emergency Medical Services at ASU Mid-South will be admitted to the Bachelor of Science in Disaster Preparedness and Emergency Management at ASU Jonesboro in the A-State Online program with full junior classification.

### **Job Opportunities**

Emergency Medical Services                      Fire Departments                      Law Enforcement Industries  
National & International Health Care Organizations

### **Program Goals**

The goal of the Emergency Medical Services degree is to prepare competent entry level Emergency Medical Service professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains at the Emergency Medical Technician, Emergency Medical Responder and/or Advanced Emergency Technician levels.

The student will show proficiency in:

- Human Anatomy and Physiology
- Cardiac Dysrhythmias
- Patient Assessment
- Airway Management
- Medical Emergencies
- Traumatic Injuries

### **Program Requirements**

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program.

#### ***\*Special Admissions/Enrollment Requirements for PHLB 1016:***

*Students must:*

- *be at least 18 years of age by time of completion.*
- *have a high school diploma or equivalent at the time of application.*
- *meet required placement test scores or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing.*
- *submit to substance abuse screening and criminal background check during the first week of class.*

#### ***\*\*Special Admissions/Enrollment Requirements for EMER 1007:***

*Students must:*

- *be at least 18 years of age by the time of completion.*
- *have a high school diploma, or equivalent, at the time of application.*
- *meet required placement test scores or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing.*
- *have an overall GPA of 2.0 or greater on all previous coursework.*
- *complete a program application, which is available from the Allied Health Sciences Division.*
- *submit to a substance abuse screening and criminal background check during the first week of class.*

- *submit to additional Arkansas state requirements as described during the course.*

**\*\*\*Special Admissions/Enrollment Requirements for EMER 2007:**

*Students must:*

- *be at least 18 years of age by the time of completion.*
- *have a high school diploma, or equivalent, at the time of application.*
- *meet required placement test scores or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing.*
- *have an overall GPA of 2.0 or greater on all previous coursework.*
- *complete a program application, which is available from the Allied Health Sciences Division.*
- *have completed EMER 1007 with a current NREMT license.*
- *submit to a substance abuse screening and criminal background check during the first week of class.*
- *submit to additional Arkansas state requirements as described during the course.*

**General Education Minimum Core (31 hours)**

**Communications (9 hours required)**

ENGL	1113	English Composition I	3
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3

**Mathematics (3 hours required)**

MATH	1213	Quantitative Reasoning	3
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**Science (16 hours required)**

BIOL	1214	Human Anatomy & Physiology I	4
BIOL	1224	Human Anatomy & Physiology II	4
BIOL	2504	Microbiology	4
PSCI	1214	Physical Science	4

**Social Sciences (3 hours required)**

PSYC	1403	Psychology	3
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**ASU Mid-South Degree Requirements (4 hours required)**

COMP	1113	Computer Fundamentals	3
CSUR	1101	College Success	1

**Technical Core (25-26 hours required)**

MEDP	1033	Medical Terminology	3
MEDP	1013	Introduction to Medical Professions I	3
*PHLB	1016	Phlebotomy	6
**EMER	1007	Emergency Medical Technician	7
EMER	1006	Emergency Medical Responder	6
<i>or</i>			
***EMER	2007	Advanced EMT	7

## Recommended Course Sequence for Full-Time Students

The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's academic requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

### 1st Year, 1st Semester

MEDP	1013	..... Introduction to Medical Professions I.....	3
COMP	1113	..... Computer Fundamentals.....	3
CSUR	1101	..... College Success.....	1
MEDP	1033	..... Medical Terminology.....	3
EMER	1006	..... Emergency Medical Responder .....	6
<i>or</i>			
**EMER	1007	..... Emergency Medical Technician .....	7
<b>Total</b>			<b>16-17</b>

### 1st Year, 2nd Semester

ENGL	1113	..... English Composition I.....	3
BIOL	1214	..... Human Anatomy & Physiology I.....	4
**EMER	1007	..... Emergency Medical Technician .....	7
<i>or</i>			
***EMER	2007	..... Advanced EMT ( <i>can be substituted with EMER 1006</i> ) .....	7
<b>Total</b>			<b>14</b>

### 2nd Year, 1st Semester

PSYC	1403	..... Psychology .....	3
BIOL	2504	..... Microbiology.....	4
*PHLB	1016	..... Phlebotomy.....	6
ENGL	1123	..... English Composition II.....	3
<b>Total</b>			<b>16</b>

### 2nd Year, 2nd Semester

BIOL	1224	..... Human Anatomy & Physiology II.....	4
PSCI	1214	..... Physical Science.....	4
ENGL	2303	..... Oral Communication .....	3
MATH	1213	..... Quantitative Reasoning .....	3
<b>Total</b>			<b>14</b>

## Associate of Applied Science in Health Studies

### 60 Credit Hours

The AAS degree in Health Sciences at ASU Mid-South is designed to promote the potential for career advancement into supervision and management positions in healthcare by expanding knowledge with guided electives and Allied Healthcare courses.

This degree provides a pathway for students to advance their education and career training in health care. It is for students who are enrolled in, or already have, a Technical Certificate in an Allied Health area.

The AAS Allied Health degree at ASU Mid-South provides a structured curriculum that allows a student improved chances to achieve additional success in their chosen Allied Health field. This pathway allows you to take specific courses and obtain a job in healthcare while working towards finishing the degree.

This degree has an MOU with Arkansas State University – Jonesboro for transferability that states any student who has earned the Associate of Applied Science in Health Studies at ASU Mid-South will be admitted to the Bachelor of Applied Science in Organizational Supervision at ASU Jonesboro with full junior classification **or** will be admitted to the Bachelor of Science in Health Studies: Non-Professional Track at ASU Jonesboro with full junior classification.

### **Job Opportunities**

Patient Services	Care Coordinator	Pharmaceutical Sales
Health Benefits Representative	Community Health Specialist	

### **Program Goals**

During the program of study, students will be introduced to the:

- Language of health care
- Structure and functions of the human body
- Development of microorganisms
- Concepts of health and nutrition
- Behavioral and mental processes
- Medical ethics, law and risk management
- Emergency Medical services
- Phlebotomy and Laboratory skills

This degree does not lead to a professional credential or state licensure. It does prepare students for roles in community health, support services, health care navigation, medical sales and patient services. Certification is an option for certified nursing assistant, phlebotomy, and emergency medical responder coursework.

### **Program Requirements**

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program.

#### ***\*Special Admissions/Enrollment Requirements for CNAS 1014:***

*Students must:*

- *have a high school diploma or equivalent, and be able to legally work in the United States by the end of the CNAS 1014 Nursing Assistant course to obtain licensure and employment.*
- *meet required placement test scores or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing.*
- *submit to a substance abuse screening and criminal background check during the first week of class.*
- *complete and submit proof of a negative tuberculosis (TB) skin test prior to clinical training.*
- *Students must comply with the Department of Long Term Care hour requirements for completion of 74 hours of theory and 16 hours of clinical experience.*

**\*\*Special Admissions/Enrollment Requirements for PHLB 1016:**

Students must:

- be at least 18 years of age by time of completion.
- have a high school diploma or equivalent at the time of application.
- meet required placement test scores or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing.
- submit to substance abuse screening and criminal background check during the first week of class.

**General Education Minimum Core (37 hours)****Communications (9 hours required)**

ENGL	1113	English Composition I	3
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3

**Mathematics (3 hours required)**

MATH	1113	College Algebra	3
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**Science (19 hours required)**

BIOL	1214	Human Anatomy & Physiology I	4
BIOL	1224	Human Anatomy & Physiology II	4
BIOL	2413	Nutrition	3
BIOL	2504	Microbiology	4
CHEM	1314	Chemistry I	4

**U.S. History/Government (3 hours required, choose one)**

HIST	2123	US History before 1877	3
HIST	2133	US History after 1877	3
POLS	1143	American Government	3

**Social Sciences (3 hours required)**

PSYC	1403	Psychology	3
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**ASU Mid-South Degree Requirement (1 hour required)**

CSUR	1101	College Success	1
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**Technical Core (22 hours required)**

MEDP	1013	Introduction to Medical Professions	3
MEDP	1033	Medical Terminology	3
*CNAS	1014	Certified Nursing Assistant	4
**PHLB	1016	Phlebotomy	6
EMER	1006	Emergency Medical Responder	6

**Recommended Course Sequence for Full-Time Students**

The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures

that students will satisfy the college's academic requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

### 1st Year, 1st Semester

BIOL	1214	Human Anatomy & Physiology I	4
CSUR	1101	College Success	1
*CNAS	1014	Certified Nursing Assistant	4
MEDP	1013	Introduction to Medical Professions	3
MEDP	1033	Medical Terminology	3
			<b>Total 15</b>

### 1st Year, 2nd Semester

BIOL	1224	Human Anatomy & Physiology II	4
ENGL	1113	English Composition I	3
MATH	1113	College Algebra	3
PSYC	1403	Psychology	3
HIST	2123	US History before 1877	3
or			
HIST	2133	US History after 1877	3
or			
POLS	1143	American Government	3
			<b>Total 16</b>

### 2nd Year, 1st Semester

BIOL	2504	Microbiology	4
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3
**PHLB	1016	Phlebotomy	6
			<b>Total 16</b>

### 2nd Year, 2nd Semester

BIOL	2413	Nutrition	3
CHEM	1314	Chemistry I	4
EMER	1006	Emergency Medical Responder	6
			<b>Total 13</b>

## Associate of Applied Science in Respiratory Care

### 83 Credit Hours

The Respiratory Care program provides students with the knowledge and practical skills necessary for successful entry into the profession of Respiratory Care as a Respiratory Therapist. The program offers quality learning to address the occupational needs of the diverse student population. Graduates of the Respiratory Care program are eligible to sit for the NBRC (National Board of Respiratory Care) Therapist Multiple-Choice Examination. Upon attaining a score of 92 on the NBRC Therapist Multiple Choice Examination, graduates will be eligible to sit for the NBRC Clinical Simulation Exam. Respiratory Therapists who pass this test will earn the title of Registered Respiratory Therapist.

The Respiratory Care program at Arkansas State University Mid-South holds Continuing Accreditation from the Commission on Accreditation for Respiratory Care (CoARC, [www.coarc.com](http://www.coarc.com)).

### **Special Admissions/Enrollment Requirements**

Students must:

- be at least 18 years of age.
- have a high school diploma, or equivalent, at the time of application.
- successfully complete all required prerequisites for admittance to the program: ENGL 1113 English Composition, MATH 1113 College Algebra or MATH 1103AH Applied Technical Math, MEDP 1033 Medical Terminology, and BIOL 1214 Anatomy & Physiology I.
- successfully complete all program admittance prerequisites by the end of the spring semester prior to the fall semester for which the student is accepted into the program. Anatomy & Physiology I must have been successfully completed within the last seven years.
- have a minimum overall GPA of 2.5 or greater on all previously completed course work.
- Minimum ACT Composite Score of 16 or equivalent placement exam scores.
- complete a program application, which is available from the Allied Health and Sciences Division.
- interview with program faculty.
- observe a Respiratory Care department and the day-to-day activities of a therapist and complete an observation log. See Program Director.
- submit to a substance abuse screening and criminal background check during the first week of class and prior to enrolling in RSPT 2963 Respiratory Care Clinical I.
- complete and submit proof of immunization by the end of the first semester of enrollment for the following: Hepatitis-B, Measles/Mumps/Rubella (MMR), Tetanus/Diphtheria/Pertussis (TDaP), Meningitis, and a negative TB skin test. Students will also be required to have a flu shot during the fall semester of the first and second years.
- Complete HESI test. (Contact Program Director or Clinical Director to schedule)

### **Job Opportunities**

Well-trained and educated Respiratory Therapists work in professional environments as integral members of the healthcare team. Job settings may include the following:

Hospitals	Physician Offices	Homecare
Sleep Labs	Education	Research

### **Program Goals**

This program prepares graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT). Graduates are educationally prepared to successfully practice in a wide variety of clinical settings to evaluate, treat, and manage patients across the life span who are experiencing respiratory and cardiopulmonary disorders.

- Graduates will demonstrate knowledge by successful completion of the NBRC TMC exam and then the NBRC Advanced Practitioner exam.

- Graduates will then be eligible to become licensed in Arkansas or the state of their choice.
- Graduates will demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists to enter the job market or transfer to a college or university.
- Students will demonstrate behaviors consistent with an entry-level respiratory therapist in the areas of communication, collaborative learning and critical thinking/problem solving skills.
- Graduates will demonstrate competency in the general education outcomes identified for all ASU Mid-South graduates listed on pages 110-111.
- Students will display professionalism by projecting a positive attitude; working as a team member; showing initiative and responsibility; and promoting the profession.

### **Program Prerequisites (13 hours)**

Students must successfully complete the following courses **PRIOR** to applying for admittance to the Respiratory Care program with a “C” or better. To ensure acceptance for a fall class, students must complete these program admittance prerequisites no later than the previous spring semester.

ENGL	1113	English Composition I	3
MATH	1103AH	Applied Technical Math	3
<i>or</i>			
MATH	1113	College Algebra	3
BIOL	1214	Anatomy & Physiology I and lab (within last 5 years)	4
MEDP	1033	Medical Terminology	3

Prerequisite English and mathematics requirements satisfy six of the 14 general education core hours listed below.

### **Program Requirements**

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program.

#### **General Education Core (9 additional hours)**

##### **Communication (6 hours)**

ENGL	1113	English Composition I	(see program admittance prerequisite)
ENGL	1123	English Composition II	3

##### **Computer Skills (3 hours required)**

COMP	1113	Computer Fundamentals	3
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##### **Mathematics (3 hours required, select one class)**

MATH	1103AH	Applied Technical Math	3
MATH	1113	College Algebra	3 (see program admittance prerequisite)

##### **Social Science (3 hours)**

PSYC	1403	Introduction to Psychology	3
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#### **Technical Requirements (57 hours)**

##### **Science (12 hours)**



BIOL	1224/1220.. Anatomy & Physiology II/Lab .....	4
BIOL	2504/2500.. Microbiology/Lab .....	4
CHEM	1314/1310.. Chemistry/Lab .....	4

### **Respiratory Care Coursework (45 hours)**

RSPT	1004 .....	Respiratory Care Science .....	4
RSPT	1023 .....	Respiratory Care Assessment .....	3
RSPT	1033 .....	Cardiopulmonary Anatomy & Physiology.....	3
RSPT	1222 .....	Pharmacology for Respiratory Care.....	2
RSPT	1244 .....	Respiratory Care Equipment & Procedures.....	4
RSPT	1263 .....	Pulmonary Disease .....	3
RSPT	2123 .....	Cardiopulmonary Diagnostics.....	3
RSPT	2133 .....	Neonatal & Pediatric.....	3
RSPT	2143 .....	Mechanical Ventilation .....	3
RSPT	2963 .....	Respiratory Care Clinical Practice I.....	3
RSPT	2976.....	Respiratory Care Clinical Practice II.....	6
RSPT	2982 .....	Respiratory Care Professional Seminar.....	2
RSPT	2986 .....	Respiratory Care Clinical Practice III .....	6

### **ASU Mid-South Requirement (4 hours)**

CSUR	1101 .....	College Success.....	1
ENGL	2303 .....	Oral Communication .....	3

### **Recommended Course Sequence for Full-Time Students**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3. **Students are admitted to this program in a cohort and must follow the prescribed curriculum sequence.** Twenty students will be accepted into this program annually.

#### **Before Admission to Program:**

Courses required for admittance to the program:

BIOL	1214/1210.. Anatomy & Physiology I/Lab.....	4
MATH	1103AH ..... Applied Technical Math.....	3
ENGL	1113 ..... English Composition I.....	3
MEDP	1033 ..... Medical Terminology.....	3

**Total 13**

#### **1st Year, 1st Semester**

CSUR	1101	College Success	1
BIOL	1224/1220	Anatomy & Physiology II/Lab	4
RSPT	1004	Respiratory Care Science	4
RSPT	1023	Respiratory Care Assessment	3

RSPT	1033	Cardiopulmonary Anatomy & Physiology.....	3
			<b>Total 15</b>
<b>1st Year, 2nd Semester</b>			
CHEM	1314/1310..	Chemistry I/Lab.....	4
COMP	1113	Computer Fundamentals.....	3
RSPT	1222	Pharmacology for Respiratory Care.....	2
RSPT	1244	Respiratory Care Equipment & Procedures.....	4
RSPT	1263	Pulmonary Disease .....	3
			<b>Total 16</b>
<b>1st Year, 3rd Semester</b>			
RSPT	2123	Cardiopulmonary Diagnostics.....	3
RSPT	2963	Respiratory Care Clinical Practice I.....	3
			<b>Total 6</b>
<b>2nd Year, 1st Semester</b>			
BIOL	2504/2500..	Microbiology/Lab .....	4
RSPT	2133	Neonatal & Pediatric Care .....	3
RSPT	2143	Mechanical Ventilation .....	3
RSPT	2976.....	Respiratory Care Clinical Practice II.....	6
			<b>Total 16</b>
<b>2nd Year, 2nd Semester</b>			
ENGL	1123	English Composition II.....	3
ENGL	2303	Oral Communication .....	3
PSYC	1403	Introduction to Psychology .....	3
RSPT	2982	Respiratory Care Professional Seminar.....	2
RSPT	2986	Respiratory Care Clinical Practice III .....	6
			<b>Total 17</b>

## Aviation Maintenance Technology

Arkansas State University Mid-South offers a career pathway in Aviation Maintenance Technology which prepares students for FAA (Federal Aviation Administration) certifications as well as completion of an associate's degree in the field of Airframe Technology or Powerplant Technology.

### Program Pre-Requisites

Admission to the Aviation Maintenance Technical program requires the following ACCUPLACER scores:

- Mathematics – 243 or better.
- Reading – 256 or better
- Writing – 250 or better

See chapter 2 of this Catalog for equivalent ACT, SAT, COMPASS, ASSET and New Generation ACCUPLACER scores.

When placement test scores and other admissions documents indicate academic weaknesses in Reading, English, or Mathematics, eligible participants should seek to be placed in the appropriate developmental courses and the required tutorial labs. This will provide the opportunity for the student to strengthen the skills needed for placement and progression through the FAA approved, Aviation Maintenance Curriculum.

Prior to enrolment in the FAA approved Aviation Maintenance courses, eligible participants must complete all developmental education requirements either by completing the needed developmental coursework, and/or by meeting the required college placement test scores.

Eligible participants will meet the requirements of 14 CFR Part 65.77(a) by successful completion of the FAA approved ASU Mid-South, Aviation Maintenance curriculum. The student is responsible for meeting all other applicable requirements of 14 CFR Part 65.

Students are required to provide their own set of hand tools. A minimum tool list is available to all eligible and prospective participants.

### **Special Admissions/Enrollment Requirements**

- Substance abuse screening is a normal practice of the Aviation Maintenance industry. Students must submit to all random and non-random requested screenings. For more detail, refer to the substance abuse policy found in Chapter 5 of this catalog.
- Cell phones are not permitted in the classrooms, laboratory/shop areas, or within the perimeter fence of the aviation maintenance building at any time class is in session. Cell phones may be used in the lobby or parking lot areas of the aviation maintenance building provided such usage does not interfere with normal operations. For more detail, refer to the Electronic Devices policy.
- The use of all forms of tobacco, vapor products, and marijuana is prohibited. For more detail, refer to the Smoking Policy found in Chapter 5 of this catalog.

## **Certificate of Proficiency in General Aviation Maintenance Technology**

### **20 Credit Hours**

The Aviation General Maintenance certificate addresses the general knowledge required for Federal Aviation Administration (FAA) certification as an Airframe and/or Powerplant maintenance technician.

### **Job Opportunities**

Mechanics Helper      Aircraft Parts Department      Aircraft Line Service

### **Program Goals**

Program completers will:

- develop the technical skills necessary for entry-level employment in the aviation maintenance industry including a basic understanding of math, physics, and electricity as they apply to aviation maintenance, as well as an introduction to associated tools, drawings and regulations.
- attain the technical knowledge required for future completion of Aviation Maintenance mechanics certification, required by Federal Aviation Regulation, Part 65.
- strengthen core skills in reading, writing, mathematics, and science reasoning common to the aviation maintenance industry.

## Program Requirements

The following outline of requirements should be used as a planning worksheet.

AMTG	1002	Aviation Math	2
AMTG	1024	Basic Aircraft Electricity	4
AMTG	1021	Aircraft Drawings	1
AMTG	1012	Aircraft Weight & Balance	2
AMTG	1221	Fluid Lines & Fittings	1
AMTG	1042	Aviation Materials & Processes	2
AMTG	1011	Ground Operations & Servicing	1
AMTG	1151	Cleaning & Corrosion Control	1
AMTG	1081	Maintenance Forms & Records	1
AMTG	1032	Aviation Physics	2
AMTG	1121	Maintenance Publications	1
AMTG	1061	Mechanic Privileges & Limitations	1
AMTG	1241	General Review/FAA Test Prep	1

Required Course Sequence: Students should note that the following course will be offered only in the fall and spring semesters. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses. All courses must be completed with a grade C (70%) or better.

### Fall Semester

AMTG	1002	Aviation Math	2
AMTG	1024	Basic Aircraft Electricity	4
AMTG	1021	Aircraft Drawings	1
AMTG	1012	Aircraft Weight & Balance	2
AMTG	1221	Fluid Lines & Fittings	1
AMTG	1042	Aviation Materials & Processes	2
AMTG	1011	Ground Operations & Servicing	1
AMTG	1151	Cleaning & Corrosion Control	1
AMTG	1081	Maintenance Forms & Records	1
AMTG	1032	Aviation Physics	2
AMTG	1121	Maintenance Publications	1
AMTG	1061	Mechanic Privileges & Limitations	1
AMTG	1241	General Review/FAA Test Prep	1

Consult your advisor before registering for the following course(s):

MATH	1103	Applied Technical Math	3
or			
MATH	1113	College Algebra	3

### Spring Semester

AMTG	1002	Aviation Math	2
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AMTG	1024	Basic Aircraft Electricity	4
AMTG	1021	Aircraft Drawings	1
AMTG	1012	Aircraft Weight & Balance	2
AMTG	1221	Fluid Lines & Fittings	1
AMTG	1042	Aviation Materials & Processes	2
AMTG	1011	Ground Operations & Servicing	1
AMTG	1151	Cleaning & Corrosion Control	1
AMTG	1081	Maintenance Forms & Records	1
AMTG	1032	Aviation Physics	2
AMTG	1121	Maintenance Publications	1
AMTG	1061	Mechanic Privileges & Limitations	1
AMTG	1241	General Review/FAA Test Prep	1
Consult your advisor before registering for the following course(s):			
PSCI	1103	Applied Physics	3

## Technical Certificate in Aviation Airframe Maintenance Technology

### 34 Credit Hours

The Aviation Airframe Maintenance Certificate program provides students with the knowledge and hours required for their Federal Aviation Administration (FAA) Mechanics Airframe certification. The subjects covered include wood structures, aircraft covering, aircraft finishes, sheet metal and non-metallic structures, welding, assembly and rigging, airframe inspection, aircraft landing gear systems, hydraulic and pneumatic power systems, cabin atmosphere control systems, aircraft instrument systems, communication and navigation systems, aircraft fuel systems, aircraft electrical systems, position and warning systems, ice and rain control systems, and fire protections systems.

Students who successfully complete the Certificate of Proficiency in Aviation General Maintenance Technology and the Technical Certificate in Aviation Airframe Maintenance Technology classes are eligible for the FAA "Mechanics Airframe Certificate" testing process.

### Job Opportunities

Avionics Technician	Composite Technician	Aircraft Painter
Sheet Metal Technician	Electrician	

### Program Goals

Program completers will:

- develop the technical skills expected of a beginning licensed mechanic for the repair, maintenance, inspection and overhaul of airframe, including electrical systems, sheet metal, welding, hydraulic systems, rigging and assembly, wood, fabric, and doping, and general overhaul procedures.
- meet the required technical knowledge for an Airframe Maintenance certification, required by Federal Aviation Regulation, Part 65.
- develop core skills in reading, writing, mathematics, and science reasoning necessary for employment in the aviation maintenance industry.

### Program Requirements

The prerequisite requirement for this course of study is successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.

AMTA	1321	..... Wood Structures .....	1
AMTA	1341	..... Aircraft Coverings.....	1
AMTA	1361	..... Aircraft Finishes .....	1
AMTA	1318	..... Aircraft Sheet Metal/Non-Metallic Structures .....	8
AMTA	1382	..... Aircraft Welding .....	2
AMTA	2022	..... Assembly & Rigging.....	2
AMTA	2072	..... Airframe Inspection.....	2
AMTA	1312	..... Landing Gear Systems.....	2
AMTA	1302	..... Hydraulic/Pneumatic Power Systems .....	2
AMTA	1471	..... Cabin Atmosphere Control Systems.....	1
AMTA	1491	..... Aircraft Instrument Systems.....	1
AMTA	1501	..... Communication/Navigation Systems.....	1
AMTA	1401	..... Aircraft Fuel Systems.....	1
AMTA	2004	..... Aircraft Electrical Systems .....	4
AMTA	1411	..... Position & Warning Systems.....	1
AMTA	1451	..... Ice/Rain Control Systems.....	1
AMTA	1431	..... Fire Protection Systems.....	1
AMTA	1512	..... Airframe Review/FAA Test Prep.....	2

**Required Course Sequence:** Students should note that not all courses are offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses.

**Note:** Course sequences are subject to change based on:

- The semester the student completes the General Certificate Requirements
- Program staffing
- Material and equipment availability
- Operational needs

### Fall Semester

AMTA	1312	..... Landing Gear Systems.....	2
AMTA	1302	..... Hydraulic/Pneumatic Power Systems .....	2
AMTA	1471	..... Cabin Atmosphere Control Systems.....	1
AMTA	1491	..... Aircraft Instrument Systems.....	1
AMTA	1501	..... Communication/Navigation Systems.....	1
AMTA	1401	..... Aircraft Fuel Systems.....	1
AMTA	2004	..... Aircraft Electrical Systems .....	4
AMTA	1411	..... Position & Warning Systems.....	1
AMTA	1451	..... Ice/Rain Control Systems.....	1
AMTA	1431	..... Fire Protection Systems.....	1

AMTA	1512	Airframe Review/FAA Test Prep	2
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**Total 17 Hours**

### Spring Semester

AMTA	1321	Wood Structures	1
AMTA	1341	Aircraft Coverings	1
AMTA	1361	Aircraft Finishes	1
AMTA	1318	Aircraft Sheet Metal/Non-Metallic Structures	8
AMTA	1382	Aircraft Welding	2
AMTA	2022	Assembly & Rigging	2
AMTA	2072	Airframe Inspection	2

**Total 17 Hours**

### Summer Semester

Please consult your advisor before registering for summer courses.

## Technical Certificate in Aviation Powerplant Maintenance Technology

### 37 Credit Hours

The Aviation Powerplant Maintenance certificate provides students with the knowledge and hours required for the FAA (Federal Aviation Administration) Mechanics Powerplant certificate. The subjects covered include reciprocating and turbine engine operation theory, lubrication, powerplant electricity, ignition, starting, fire protection, auxiliary power units, engine instruments, induction, exhaust, cooling, fuel systems and fuel metering, propeller operation and overhaul, and powerplant inspection.

Students who successfully complete the Certificate of Proficiency in Aviation General Maintenance Technology and the Technical Certificate in Aviation Powerplant Maintenance Technology classes are eligible for the FAA "Mechanics Powerplant Certificate" testing process.

### Job Opportunities

Powerplant Technician      Engine Manager      Jet Engine Mechanic

### Program Goals

Program completers will:

- develop the technical skills expected of a beginning licensed mechanic for the repair, inspection and overhaul of aircraft powerplants, including their electrical components, propellers, ignition systems, lubrication systems, fuel systems, and exhaust systems
- meet the required technical knowledge for a Mechanics Powerplant certification, required by Federal Aviation Regulation, Part 65.
- develop core skills in general education in reading, writing, mathematics, and science reasoning necessary for employment in the aviation maintenance industry.

### Program Requirements

The prerequisite requirement for this course of study is successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.

AMTP	2006	Reciprocating Engines	6
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AMTP	2016	Turbine Engines.....	6
AMTP	2162	Powerplant Inspection.....	2
AMTP	2051	Engine Instrument Systems.....	1
AMTP	2111	Powerplant Fire Protection Systems.....	1
AMTP	2012	Powerplant Electrical Systems.....	2
AMTP	2142	Lubrication Systems .....	2
AMTP	2124	Powerplant Ignition Systems .....	4
AMTP	2132	Fuel Metering Systems.....	2
AMTP	2001	Engine Fuel Systems .....	1
AMTP	2161	Induction Systems.....	1
AMTP	2211	Powerplant Cooling Systems .....	1
AMTP	2221	Powerplant Exhaust Systems .....	1
AMTP	2144	Propeller Systems .....	4
AMTP	2021	Auxiliary Power Units .....	1
AMTP	2242	Powerplant Review/FAA Test Prep .....	2

**Required Course Sequence:** Students should note that not all courses are offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses.

**Note:** Course sequences are subject to change based on:

- The semester the student completes the General Certificate Requirements
- Program staffing
- Material and equipment availability
- Operational needs

### Fall Semester

AMTP	2006	Reciprocating Engines.....	6
AMTP	2016	Turbine Engines.....	6
AMTP	2162	Powerplant Inspection.....	2
AMTP	2051	Engine Instrument Systems.....	1
AMTP	2111	Powerplant Fire Protection Systems.....	1
AMTP	2012	Powerplant Electrical Systems.....	2

**Total 18 Hours**

### Spring Semester

AMTP	2142	Lubrication Systems .....	2
AMTP	2124	Powerplant Ignition Systems .....	4
AMTP	2132	Fuel Metering Systems.....	2
AMTP	2001	Engine Fuel Systems .....	1
AMTP	2161	Induction Systems.....	1
AMTP	2211	Powerplant Cooling Systems .....	1
AMTP	2221	Powerplant Exhaust Systems .....	1



AMTP	2144	..... Propeller Systems .....	4
AMTP	2021	..... Auxiliary Power Units .....	1
AMTP	2242	..... Powerplant Review/FAA Test Prep .....	2

**Total 19 Hours**

## Associate of Applied Science in Aviation Maintenance Technology

### 70-73 Credit Hours

The Aviation Maintenance Technology program provides an up-to-date, intensive training for this occupational field. Students who successfully complete the program, which is certified by the Federal Aviation Administration (FAA) under Title 14 CFR Part 147, meet the training and experience requirements of the FAA for Airframe and/ or Powerplant certificate ratings. The number of credit hours is determined by the FAA required hours.

The Aviation Maintenance Technology curriculum is divided into three (3) parts: General, Airframe, and Powerplant. A student enrolling in this course of study must first enroll for the general curriculum. Upon completion of the general section, the student may elect to pursue the Airframe and/or Powerplant section.

Completion of the general curriculum qualifies the student for an Aviation General Certificate of Proficiency. Further successful completion of the Airframe and/or Powerplant courses satisfies FAA requirements of training and experience prior to testing for one or both of these ratings. Students are awarded technical certificates upon reaching the Airframe and/or Powerplant training milestones. Though not required for FAA certification, Arkansas State University Mid-South offers an AAS degree in this field. In order to qualify for the AAS degree, the student must complete the prescribed program of General, Airframe, and/or Powerplant sections, plus the additional General Education requirements.

### Job Opportunities

Maintenance Manager	Production Manager	Service Manager	Engine Manager
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Aviation maintenance technicians may expect to gain employment in a wide variety of fields and locations. Various fields include but are not limited to airline, manufacturing, repair station, charter operation, corporate, general aviation, and airport operation. Very lucrative aviation maintenance positions are available in state as well as across the nation and worldwide. Skills sets acquired through the program also directly fit many job requirements for the missiles/defense industry and other technical fields.

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed at the beginning of the chapter, program graduates will:

- develop the technical skills necessary for entry-level employment in the aviation maintenance industry.
- meet the technical knowledge requirement for mechanics certification, required by Federal Aviation Regulation, Part 65.
- develop general education in reading, writing, mathematics, and science reasoning applicable to the aviation industry.

### Program Requirements

#### General Education Core (15 hours)

ENGL	1113	..... English Composition I .....	3
ENGL	1123	..... English Composition II .....	3

MATH	1103	..... Applied Technical Math.....	3
or			
MATH	1113	..... College Algebra.....	3
COMP	1113	..... Computer Fundamentals.....	3
Social Science Elective		.....	3

### **ASU Mid-South Requirement (1 hour)**

CSUR	1101	..... College Success.....	1
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### **Technical Core (20 hours)**

AMTG	1002	..... Aviation Math.....	2
AMTG	1024	..... Basic Aircraft Electricity .....	4
AMTG	1021	..... Aircraft Drawings.....	1
AMTG	1012	..... Aircraft Weight & Balance.....	2
AMTG	1221	..... Fluid Lines & Fittings .....	1
AMTG	1042	..... Aviation Materials & Processes.....	2
AMTG	1011	..... Ground Operations & Servicing .....	1
AMTG	1151	..... Cleaning & Corrosion Control.....	1
AMTG	1081	..... Maintenance Forms & Records.....	1
AMTG	1032	..... Aviation Physics.....	2
AMTG	1121	..... Maintenance Publications .....	1
AMTG	1061	..... Mechanic Privileges & Limitations.....	1
AMTG	1241	..... General Review/FAA Test Prep .....	1

### **Aviation Airframe Maintenance Certificate Option (34 hours)**

AMTA	1321	..... Wood Structures.....	1
AMTA	1341	..... Aircraft Coverings .....	1
AMTA	1361	..... Aircraft Finishes.....	1
AMTA	1318	..... Aircraft Sheet Metal/Non-Metallic Structures .....	8
AMTA	1382	..... Aircraft Welding.....	2
AMTA	2022	..... Assembly & Rigging .....	2
AMTA	2072	..... Airframe Inspection.....	2
AMTA	1312	..... Landing Gear Systems .....	2
AMTA	1302	..... Hydraulic/Pneumatic Power Systems.....	2
AMTA	1471	..... Cabin Atmosphere Control Systems.....	1
AMTA	1491	..... Aircraft Instrument Systems.....	1
AMTA	1501	..... Communication/Navigation Systems .....	1
AMTA	1401	..... Aircraft Fuel Systems .....	1
AMTA	2004	..... Aircraft Electrical Systems.....	4
AMTA	1411	..... Position & Warning Systems .....	1

AMTA	1451	Ice/Rain Control Systems	1
AMTA	1431	Fire Protection Systems	1
AMTA	1512	Airframe Review/FAA Test Prep	2

#### **Aviation Powerplant Maintenance Certificate Option (37 Hours)**

AMTP	2006	Reciprocating Engines	6
AMTP	2016	Turbine Engines	6
AMTP	2162	Powerplant Inspection	2
AMTP	2051	Engine Instrument Systems	1
AMTP	2111	Powerplant Fire Protection Systems	1
AMTP	2012	Powerplant Electrical Systems	2
AMTP	2142	Lubrication Systems	2
AMTP	2124	Powerplant Ignition Systems	4
AMTP	2132	Fuel Metering Systems	2
AMTP	2001	Engine Fuel Systems	1
AMTP	2161	Induction Systems	1
AMTP	2211	Powerplant Cooling Systems	1
AMTP	2221	Powerplant Exhaust Systems	1
AMTP	2144	Propeller Systems	4
AMTP	2021	Auxiliary Power Units	1
AMTP	2242	Powerplant Review/FAA Test Prep	2

#### **Recommended Course Sequence for the Aviation Airframe Maintenance Certificate Option**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Required Course Sequence:** Students should note that not all courses are offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses.

**Note:** Course sequences are subject to change based on:

- The semester the student completes the General Certificate Requirements
- Program staffing
- Material and equipment availability
- Operational needs

#### **1st Year, Fall Semester**

AMTG	1002	Aviation Math	2
AMTG	1024	Basic Aircraft Electricity	4
AMTG	1021	Aircraft Drawings	1
AMTG	1012	Aircraft Weight & Balance	2
AMTG	1221	Fluid Lines & Fittings	1

AMTG	1042	Aviation Materials & Processes	2
AMTG	1011	Ground Operations & Servicing	1
AMTG	1151	Cleaning & Corrosion Control	1
AMTG	1081	Maintenance Forms & Records	1
AMTG	1032	Aviation Physics	2
AMTG	1121	Maintenance Publications	1
AMTG	1061	Mechanic Privileges & Limitations	1
AMTG	1241	General Review/FAA Test Prep	1
Consult your advisor before registering for the following course(s):			
COMP	1113	Computer Fundamentals	3
CSUR	1101	College Success	1

**Total 20-24 Hours**

**1st Year, Spring Semester**

AMTA	1321	Wood Structures	1
AMTA	1341	Aircraft Coverings	1
AMTA	1361	Aircraft Finishes	1
AMTA	1318	Aircraft Sheet Metal/Non-Metallic Structures	8
AMTA	1382	Aircraft Welding	2
AMTA	2022	Assembly & Rigging	2
AMTA	2072	Airframe Inspection	2

Consult your advisor before registering for the following course(s):

ENGL	1113	English Composition I	3
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**Total 17-20 Hours**

**1st Year, Summer Semester**

Consult your advisor before registering for the following course(s):

ENGL	1123	English Composition II	3
Social Science Elective			3

**Total 6 Hours**

**2nd Year, Fall Semester**

AMTA	1312	Landing Gear Systems	2
AMTA	1302	Hydraulic/Pneumatic Power Systems	2
AMTA	1471	Cabin Atmosphere Control Systems	1
AMTA	1491	Aircraft Instrument Systems	1
AMTA	1501	Communication/Navigation Systems	1
AMTA	1401	Aircraft Fuel Systems	1
AMTA	2004	Aircraft Electrical Systems	4
AMTA	1411	Position & Warning Systems	1
AMTA	1451	Ice/Rain Control Systems	1

AMTA	1431	..... Fire Protection Systems .....	1
AMTA	1512	..... Airframe Review/FAA Test Prep .....	2

**Total 17 Hours**

### 2nd Year, Spring Semester

MATH	1103	..... Applied Technical Math.....	3
<i>or</i>			
MATH	1113	..... College Algebra.....	3
COMP	1113	..... Computer Fundamentals.....	3
Social Science Elective .....			3

**Total 9 Hours**

### Recommended Course Sequence for the Aviation Powerplant Maintenance Certificate Option

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Required Course Sequence:** Students should note that not all courses are offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses.

### 1st Year, Fall Semester

AMTG	1002	..... Aviation Math.....	2
AMTG	1024	..... Basic Aircraft Electricity .....	4
AMTG	1021	..... Aircraft Drawings.....	1
AMTG	1012	..... Aircraft Weight & Balance.....	2
AMTG	1221	..... Fluid Lines & Fittings .....	1
AMTG	1042	..... Aviation Materials & Processes.....	2
AMTG	1011	..... Ground Operations & Servicing .....	1
AMTG	1151	..... Cleaning & Corrosion Control.....	1
AMTG	1081	..... Maintenance Forms & Records.....	1
AMTG	1032	..... Aviation Physics.....	2
AMTG	1121	..... Maintenance Publications .....	1
AMTG	1061	..... Mechanic Privileges & Limitations.....	1
AMTG	1241	..... General Review/FAA Test Prep.....	1

Consult your advisor before registering for the following course(s):

COMP	1113	..... Computer Fundamentals.....	3
CSUR	1101	..... College Success.....	1

**Total 20-24 Hours**

### 1st Year, Spring Semester

AMTP	2006	..... Reciprocating Engines.....	6
AMTP	2016	..... Turbine Engines .....	6

AMTP	2162	Powerplant Inspection	2
AMTP	2051	Engine Instrument Systems	1
AMTP	2111	Powerplant Fire Protection Systems	1
AMTP	2012	Powerplant Electrical Systems	2
Consult your advisor before registering for the following course(s):			
ENGL	1113	English Composition I	3

**Total 18-21 Hours**

### 1st Year, Summer Semester

Consult your advisor before registering for the following course(s):

ENGL	1123	English Composition II	3
Social Science Elective			3

**Total 6 Hours**

### 2nd Year, Fall Semester

AMTP	2142	Lubrication Systems	2
AMTP	2124	Powerplant Ignition Systems	4
AMTP	2132	Fuel Metering Systems	2
AMTP	2001	Engine Fuel Systems	1
AMTP	2161	Induction Systems	1
AMTP	2211	Powerplant Cooling Systems	1
AMTP	2221	Powerplant Exhaust Systems	1
AMTP	2144	Propeller Systems	4
AMTP	2021	Auxiliary Power Units	1
AMTP	2242	Powerplant Review/FAA Test Prep	2

**Total 19 Hours**

### 2nd Year, Spring Semester

MATH	1103	Applied Technical Math	3
or			
MATH	1113	College Algebra	3
COMP	1113	Computer Fundamentals	3
Social Science Elective			3
PSCI	1254	Physics 1	3

**Total 12 Hours**

## Business

### Certificate of Proficiency in Accounting

#### 6 Credit Hours

The goal of this program is to meet the needs of students seeking short-term occupational training that will prepare them to work in an entry-level accounting clerk position. The program will also provide certification

opportunities for individuals who are currently employed and seeking to further their formal education and training.

**Job Opportunities**

Accounting Support Technician                      Recordkeeping/Data Entry Clerk                      Accounting Clerk

**Program Goals**

Program graduates will be able to:

- Apply critical thinking, problem solving and technology skills to explore solutions to business-related issues.
- Demonstrate the ability to analyze and interpret principles appropriate to a business setting.

**Program Requirements**

The following outline of requirements should be used as a planning worksheet. Students should check course prerequisites carefully while planning their program of study.

**Technical Core (6 hours required)**

BUSN	1423	..... Principles of Accounting I .....	3
BUSN	1433	..... Principles of Accounting II .....	3

**Recommended Course Sequence**

**1st Year, 1st Semester**

BUSN	1423	..... Principles of Accounting I .....	3
			<b>Total 3</b>

**1st Year, 2nd Semester**

BUSN	1433	..... Principles of Accounting II .....	3
			<b>Total 3</b>

**Certificate of Proficiency in Business**

**18 Credit Hours**

The goal of this program is to meet the needs of students seeking short-term occupational training that will prepare them to work in an entry-level business office position. The program will also provide certification opportunities for individuals who are currently employed and seeking to further their formal education and training.

**Job Opportunities**

Administrative Office Assistant                      Accounts Payable/Receivable Clerk                      Payroll Clerk

**Program Goals**

Program graduates will be able to:

- Apply critical thinking, problem solving and technology skills to explore solutions to business-related issues.
- Apply the skillful use of common tools and technology relevant to their field of study.
- Demonstrate the ability to analyze and interpret principles appropriate to a business setting.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should check course prerequisites carefully while planning their program of study.

### Technical Core (18 hours required)

COMP	1113	..... Computer Fundamentals .....	3
BUSN	1423	..... Principles of Accounting I .....	3
BUSN	1433	..... Principles of Accounting II.....	3
BUSN	2033	..... Legal Environment of Business.....	3
ECON	2213	..... Macroeconomics.....	3
ECON	2223	..... Microeconomics .....	3

### Recommended Course Sequence

#### 1st Year, 1st Semester

COMP	1113	..... Computer Fundamentals .....	3
BUSN	1423	..... Principles of Accounting I .....	3
ECON	2213	..... Macroeconomics.....	3
			<b>Total 9</b>

#### 1st Year, 2nd Semester

BUSN	1433	..... Principles of Accounting II.....	3
BUSN	2033	..... Legal Environment of Business.....	3
ECON	2223	..... Microeconomics .....	3
			<b>Total 9</b>

## Technical Certificate in Business

### 30 Credit Hours

The goal of this program is to meet the needs of students seeking occupational training that will prepare them to work in entry-level business office positions. The program will also provide certification opportunities for individuals who are currently employed and seeking to further their formal education and training. The program also coordinates with thirty hours of the Associate of Science in Business program.

### Job Opportunities

Administrative Office Technician      Entry-level Business Manager      Sales Account Representative

### Program Goals

Program graduates will be able to:

- Apply critical thinking, problem solving and technology skills to explore solutions to business-related issues.
- Apply the skillful use of common tools and technology relevant to their field of study.
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion.
- Demonstrate the ability to analyze and interpret principles appropriate to a business setting.



## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should check course prerequisites carefully while planning their program of study.

### General Education (12 hours required)

ENGL	1113	English Composition I	3
MATH	1113	College Algebra	3
COMP	1113	Computer Fundamentals	3
ENGL	2303	Oral Communications	3
<i>or</i>			
BUSN	1143	Business Communication	3

### Technical Core (18 hours required)

BUSN	1423	Principles of Accounting I	3
BUSN	1433	Principles of Accounting II	3
BUSN	2033	Legal Environment of Business	3
ECON	2213	Macroeconomics	3
ECON	2223	Microeconomics	3
MATH	2133	Intro to Statistics	3

### Recommended Course Sequence

#### 1st Year, 1st Semester

BUSN	1423	Principles of Accounting I	3
COMP	1113	Computer Fundamentals	3
ECON	2213	Macroeconomics	3
ENGL	1113	English Composition I	3
MATH	1113	College Algebra	3

**Total 15**

#### 1st Year, 2nd Semester

BUSN	1433	Principles of Accounting II	3
BUSN	2033	Legal Environment of Business	3
ECON	2223	Microeconomics	3
MATH	2133	Intro to Statistics	3
ENGL	2303	Oral Communications	3

<i>or</i>			
BUSN	1143	Business Communication	3

**Total 15**

## Associate of Applied Science in Business Administration

### 60 Credit Hours

Students choosing this major will obtain a core of general education and fundamental business skills and knowledge. Business Administration provides a basic understanding of business, economics and accounting issues.

Students planning to transfer to a four-year institution should note two possible options. Those planning to transfer to Bachelor of Science degrees in business should complete the Associate of Science Degree. Students should verify, in advance, which electives their transfer institution of choice will accept. Students planning to transfer to the University of Arkansas – Fort Smith's Bachelor of Applied Science degree may prefer to complete an Associate of Applied Science in Business Administration.

## Job Opportunities

Office Manager      Office Support Technician      Small Business Manager

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed at the beginning of the chapter, program graduates will:

- Apply principles and concepts necessary for effective business practices.
- Apply accounting and economic principles to evaluate fiscal decision-making.
- Demonstrate the ability to work effectively in collaborative problem solving groups.
- Apply critical thinking skills to solve business problems.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should check course prerequisites carefully while planning their program of study.

### General Education Core (15 hours)

#### Communication (9 hours required)

ENGL	1133	..... English Composition I .....	3
ENGL	1123	..... English Composition II.....	3
ENGL	2303	..... Oral Communication .....	3

#### Mathematics (3 hours required, select one class)

MATH	1103	..... Applied Technical Math.....	3
MATH	1113	..... College Algebra.....	3
MATH	1213	..... Quantitative Reasoning .....	3

#### Social Science (3 hours required)

ECON	2213	..... Macroeconomics.....	3
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### ASU Mid-South Requirements (4 hours required)

CSUR	1101	..... College Success.....	1
COMP	1113	..... Computer Fundamentals.....	3

### Technical Core (26 hours required)

BUSN	1103	..... Introduction to Business.....	3
BUSN	1143	..... Business Communication .....	3
BUSN	1201	..... Career Preparation .....	1
BUSN	1303	..... Business Mathematics.....	3
BUSN	1453	..... Human Resource Management .....	3

BUSN	2033	..... Legal Environment of Business.....	3
BUSN	2994	..... Capstone Learning Experience.....	4
COMP	1413	..... Document Processing .....	3
COMP	1313	..... Spreadsheet Applications.....	3

### **Business Administration Core (15 hours required)**

BUSN	1203	..... Basic Marketing.....	3
BUSN	1423	..... Principles of Accounting I.....	3
BUSN	1433	..... Principles of Accounting II.....	3
BUSN	2113	..... Principles of Management .....	3
ECON	2223	..... Microeconomics .....	3

### **Recommended Course Sequence**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** Students seeking an Associate of Applied Science who are conditionally admitted must successfully complete ENGL 1113 English Composition I; either MATH 1103 Applied Technical Math, MATH 1113 College Algebra, or MATH 1213 Quantitative Reasoning; BUSN 1103 Introduction to Business, and COMP 1113 Computer Fundamentals, with a cumulative 2.0 GPA, within the first thirty (30) hours of college-level enrollment. Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

#### **1st Year, 1st Semester**

BUSN	1103	..... Introduction to Business.....	3
BUSN	1423	..... Principles of Accounting I.....	3
COMP	1113	..... Computer Fundamentals.....	3
CSUR	1101	..... College Success.....	1
ENGL	1113	..... English Composition I.....	3
MATH	1103	..... Applied Technical Math.....	3
<i>or</i>			
MATH	1213	..... Quantitative Reasoning .....	3
<i>or</i>			
MATH	1113	..... College Algebra.....	3

**Total 16**

#### **1st Year, 2nd Semester**

BUSN	1433	..... Principles of Accounting II.....	3
BUSN	2033	..... Legal Environment of Business.....	3
ECON	2223	..... Microeconomics .....	3
COMP	1313	..... Spreadsheet Applications.....	3
COMP	1413	..... Document Processing .....	3

**Total 15**

## 2nd Year, 1st Semester

BUSN	1303	Business Mathematics.....	3
BUSN	1203	Basic Marketing.....	3
BUSN	1453	Human Resource Management.....	3
BUSN	2113	Principles of Management .....	3
ECON	2213	Macroeconomics.....	3

**Total 15**

## 2nd Year, 2nd Semester

BUSN	1201	Career Preparation .....	1
BUSN	1143	Business Communication .....	3
BUSN	2994	Capstone Learning Experience.....	4
ENGL	1123	English Composition II.....	3
ENGL	2303	Oral Communication .....	3

**Total 14**

# Associate of Science in Business

## 60 Credit Hours

The Associate of Science degree includes the state minimum core, but differs from the Associate of Arts degree and the Associate of Applied Science degree in that students are required to take additional hours in math, science and business.

Students choosing this major will obtain a core of general education and fundamental business skills and knowledge designed for those intending to pursue a bachelor's degree in the field of business at a four-year Arkansas institution.

Credits earned in the State Minimum Core are transferable to all Arkansas public institutions of higher education. Students seeking the Associate of Science degree should refer to the curriculum requirements of the intended transfer institution when selecting courses to ensure maximum transfer credit. Students taking courses beyond the core, or students planning to transfer to out-of-state institutions, should follow the curriculum advised by the transfer institution and obtain written assurance, in advance, of the transferability of credits earned at ASU Mid-South. Credits earned in the Business Core Requirements provide a basic understanding of business, economics and accounting issues.

The following schools accept this completed degree in its entirety: Arkansas State University, Arkansas Tech University, Henderson State University, Harding University, University of Central Arkansas, University of Arkansas Fort Smith, University of Arkansas Little Rock, University of Arkansas Monticello, University of Arkansas at Pine Bluff and Southern Arkansas University.

In compliance with Arkansas law, all associate degree students are tested on their learning in the general education curriculum. Students who complete 45-60 hours in the Associate of Science degree program will be tested prior to graduation for proficiency in mathematics, writing, reading, and scientific reasoning. Students eligible for the tests will be notified of testing dates and times. Students attending Arkansas public colleges and universities must present test scores in order to continue their education above the sophomore level.

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed at the beginning of the chapter, program graduates will:

- Apply critical thinking, problem solving and technology skills to explore solutions to business-related issues.
- Apply the skillful use of common tools and technology relevant to their field of study.
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion.
- Plan and document, using grammar and language appropriate to the workplace, a business project that is comprehensive, logical, and attainable.
- Demonstrate the ability to analyze and interpret principles appropriate to a business setting.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites carefully while planning their program of study.

### General Education Core (35 hours)

#### English (6 hours required)

ENGL	1113	..... English Composition I .....	3
ENGL	1123	..... English Composition II .....	3

#### Oral Communications (3 hours required)

ENGL	2303	..... Oral Communications .....	3
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#### Mathematics (3 hours required)

MATH	1113	..... College Algebra.....	3
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#### Science Requirements (8 hours required)

##### Biological Science Requirement (4 hours required, select one class/lab)

BIOL	1114/1110..	General Biology/Lab .....	4
BIOL	1124/1120..	Plant Biology/Lab.....	4
BIOL	1214/1210..	Anatomy & Physiology I/Lab.....	4
BIOL	2504/2500..	Microbiology/Lab .....	4

##### Physical Science Requirement (4 hours required, select one class/lab)

PSCI	1214/1210..	Physical Science/Lab .....	4
CHEM	1314/1310..	Chemistry I/Lab .....	4
PSCI	1254/1250..	Physics I/Lab .....	4

#### Fine Arts Elective (3 hours required, select one class)

ARTS	1103	..... Art Appreciation .....	3
ARTS	1123	..... Intro to Theatre .....	3
MUSC	1103	..... Music Appreciation.....	3

**Humanities Elective (3 hours required, select one class)**

ENGL	2153	World Literature I.....	3
ENGL	2163	World Literature II .....	3
PHIL	2013	Introduction to Philosophy .....	3

**History/Social Science Electives (9 hours required)****Select one class**

HIST	2123	U.S. History Before 1877.....	3
HIST	2133	U.S. History After 1877 .....	3
POLS	1143	American Government.....	3

**Select one class**

HIST	1153	World Civilization I.....	3
HIST	1163	World Civilization II .....	3
SOCI	1303	Introduction to Sociology.....	3
ANTH	2013	Cultural Anthropology .....	3
PSYC	1403	Introduction to Psychology .....	3

**Social Science Requirement**

ECON	2213	Macroeconomics.....	3
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**ASU Mid-South Requirement (1 hour required)**

CSUR	1101	College Success.....	1
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**Business Core Requirements (24 hours required)**

BUSN	1423	Principles of Accounting I.....	3
BUSN	1433	Principles of Accounting II.....	3
BUSN	2033	Legal Environment of Business.....	3
BUSN	1143	Business Communication .....	3
COMP	1113	Computer Fundamentals.....	3
ECON	2223	Microeconomics .....	3
MATH	2103	Survey of Calculus.....	3
MATH	2133	Introduction to Statistics .....	3

**Recommended Course Sequence**

The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's academic requirements within the specified time frame. Students needing developmental coursework should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** Students seeking an Associate of Science in Business who are conditionally admitted must successfully complete ENGL 1113 English Composition I, MATH 1113 College Algebra, ECON 2213 Macroeconomics, and COMP 1113 Computer Fundamentals, with a cumulative 2.0 GPA, within the first thirty (30) hours of college-level enrollment. Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

**1st Year, 1st Semester**

BUSN	1423	Principles of Accounting I	3
COMP	1113	Computer Fundamentals	3
ECON	2213	Macroeconomics	3
ENGL	1113	English Composition I	3
MATH	1113	College Algebra	3
CSUR	1101	College Success	1
<b>Total</b>			<b>16</b>

**1st Year, 2nd Semester**

BUSN	1433	Principles of Accounting II	3
BUSN	1143	Business Communication	3
BUSN	2033	Legal Environment of Business	3
ECON	2223	Microeconomics	3
MATH	2133	Introduction to Statistics	3
<b>Total</b>			<b>15</b>

**2nd Year, 1st Semester**

ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3
MATH	2103	Survey of Calculus	3
Physical Science Requirement			4
US History Elective			3
<b>Total</b>			<b>16</b>

**2nd Year, 2nd Semester**

Humanities Elective			3
Fine Arts Elective			3
Social Science Elective			3
Biological Science Requirement			4
<b>Total</b>			<b>13</b>

# Diesel Maintenance Technology

## Certificate of Proficiency in Heavy Truck Diesel Maintenance

**16 Credit Hours**

The Certificate of Proficiency in Heavy Truck Diesel Maintenance provides students with the technical skills needed to perform basic maintenance for heavy truck engines, electrical systems and brake systems. Hours earned in this program will also apply toward completion of a Technical Certificate in Heavy Truck Diesel Maintenance.

**Job Opportunities**

Mechanic (small shops)      Fleet Technicians (large shops)      Lead Technicians (trucking companies)  
 Shop Foreman (dealerships)      Specialty Technicians (dealerships Part Technicians)

## Program Goals

Program graduates will be able to:

- know and apply the terminology common to heavy truck/diesel mechanics.
- apply the skillful use of common tools, test equipment, and technology for preventive maintenance.
- troubleshoot and repair electrical and brake systems.
- demonstrate the professional/ethical behaviors of timeliness and self-directed task completion.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

HTDM	1014	..... Preventive Maintenance.....	4
HTDM	1034	..... Brake Systems.....	4
HTDM	1054	..... Diesel Engines I.....	4
HTDM	1094	..... Diesel Engines II.....	4

# Technical Certificate in Diesel Maintenance Technology

## 41 Credit Hours

The Technical Certificate in Diesel Maintenance provides students with the technical skills expected in an entry-level position as a truck technician. Hours earned in this program will also apply toward completion of an Associate of Applied Science in General Technology.

## Job Opportunities

Heavy Truck/Diesel Mechanic	Parts Manager	Service Technician	Service Writer
Shop Supervisor	Service Manager	Specialty Technician	

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed at the beginning of the chapter, program graduates will be able to:

- know and apply the terminology common to heavy truck/diesel mechanics.
- apply the skillful use of common tools, test equipment, and technology for preventive maintenance.
- troubleshoot and repair fundamental heavy truck systems.
- demonstrate the professional/ethical behaviors of timeliness and self-directed task completion.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

## Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills.



Students without the required computer knowledge and skills may take COMP 1113 as a general elective during the first semester of enrollment.

**General Education Core (6 hours)**

ENGL	1113	English Composition I	3
MATH	1103	Applied Technical Math	3

**College Requirement (1 hour)**

CSUR	1101	College Success	1
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**Technical Requirements (34 Hours)**

HTDM	1014	Preventive Maintenance	4
HTDM	1024	Electrical Systems	4
HTDM	1034	Brake Systems	4
HTDM	1044	Electrical Systems II	4
HTDM	1054	Diesel Engines I	4
HTDM	1063	HVAC Systems	3
HTDM	1073	Steering and Suspension	3
HTDM	1084	Powertrain	4
HTDM	1094	Diesel Engines II	4

# Digital Media

## Certificate of Proficiency in Film and Video Production

**12 Credit Hours**

The Certificate of Proficiency in Film and Video Production offers students the opportunity to study the craft of film and video production and prepare for entry-level positions in the industry.

**Job Opportunities**

Videographer	Editor	Audio Recording Engineer
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**Program Goals**

Program graduates will be able to:

- operate professional, high-definition video equipment and compulsory accessories.
- compose cinematic shots that demonstrate adequate knowledge of camera angles, focal length, and the various types of shots.
- utilize nonlinear editing software to edit videos that evidence familiarity with the concepts of importing, exporting, cutting, transitioning, matching action, and creating text.
- identify basic cinematic terminology and explain the requirements and duties of various roles on a film set such as director, editor, and cinematographer.
- demonstrate basic proficiency in screenwriting techniques, audio production and with editing equipment.
- use screenwriting software to compose story ideas.

- produce recorded content in a studio and field environment.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

ARTS	1013	..... Introduction to Film.....	3
DIGM	1033	..... Film and Video Production.....	3
DIGM	1043	..... Audio Production .....	3
DIGM	1053	..... Screenwriting.....	3

## Associate of Applied Science in Digital Media

### 60 Credit Hours

The Digital Media program provides a comprehensive curriculum of study in the fields of film and video production, audio production, digital radio, web design and graphic design. Both basic fundamentals and advanced concepts are emphasized to prepare students for employment in an increasingly online-dependent workforce.

### Job Opportunities

Digital Media Specialist	Videographer	Editor	Audio Recording Engineer
Web Designer	Graphic Designer	Radio Traffic Board Operator	Director

### Program Goals

In addition to the General Education Learning Outcomes listed at the beginning of the chapter, Associate of Applied Science in Digital Media graduates are expected to satisfy the following program goals:

- Operate professional, high-definition video equipment and compulsory accessories.
- Compose cinematic shots that demonstrate adequate knowledge of camera angles, focal length, and the various types of shots.
- Utilize nonlinear editing software to edit videos that evidence familiarity with the concepts of importing, exporting, cutting, transitioning, matching action, and creating text.
- Implement graphic design and digital imaging principles that relate to web design in various projects.
- Demonstrate competency in digital audio recording, storage, manipulation, audio processing and special effects.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

### State Minimum Core (18 hours)

#### Communications (9 hours required)

ENGL	1113	..... English Composition I.....	3
ENGL	1123	..... English Composition II.....	3
ENGL	2303	..... Oral Communication .....	3

#### Computer Skills (3 hours required)

COMP	1113	..... Computer Fundamentals.....	3
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**Mathematics (3 hours required, choose one)**

MATH	1103	..... Applied Technical Math.....	3
MATH	1113	..... College Algebra.....	3
MATH	1213	..... Quantitative Reasoning .....	3

**Social Science (3 hours required, choose one)**

HIST	2123	..... U.S. History Before 1877 .....	3
HIST	2133	..... U.S. History After 1877 .....	3
POLS	1143	..... American Government .....	3
PSYC	1403	..... Introduction to Psychology .....	3
SOCI	1303	..... Introduction to Sociology .....	3

**ASU Mid-South Requirement (1 hour required)**

CSUR	1101	..... College Success.....	1
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**Technical Core (38 hours required)**

ARTS	1013	..... Introduction to Film.....	3
BUSN	1203	..... Basic Marketing.....	3
DIGM	1033	..... Film & Video Production .....	3
DIGM	1043	..... Audio Production .....	3
DIGM	1053	..... Screenwriting.....	3
DIGM	2003	..... Cinematography .....	3
DIGM	2033	..... Producing and Directing .....	3
DIGM	2073	..... Advanced Digital Graphics.....	3
DIGM	2043	..... Digital Radio.....	3
ISTC	1053	..... Introduction to Web Page Design.....	3
ISTC	2123	..... Digital Graphics for the Web .....	3
ISTC	2263	..... Web Design & Methodology .....	3
DIGM	2982	..... Internship .....	2

**Electives (3 hours required)**

ARTS	1123	..... Introduction to Theater.....	3
ENGL	2213	..... Creative Writing.....	3

**Recommended Course Sequence**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** All students must complete ENGL 1113 English Composition I; either MATH 1103 Applied Technical Math, MATH 1113 College Algebra, or MATH 1213 Quantitative Reasoning; COMP 1113 Computer Fundamentals and ARTS 1013 Intro to Film within the first 30 hours of college-level enrollment.

### 1st Year, 1st Semester

ARTS	1013	..... Introduction to Film .....	3
COMP	1113	..... Computer Fundamentals.....	3
CSUR	1101	..... College Success.....	1
DIGM	1033	..... Film & Video Production .....	3
ENGL	1113	..... English Composition I.....	3
History/Social Science Requirement .....			3
			<b>Total 16</b>

### 1st Year, 2nd Semester

DIGM	1043	..... Audio Production .....	3
DIGM	1053	..... Screenwriting.....	3
ENGL	1123	..... English Composition II.....	3
ISTC	1053	..... Introduction to Web Page Design.....	3
MATH	1103	..... Applied Technical Math.....	3
<i>or</i>			
MATH	1113	..... College Algebra.....	3
<i>or</i>			
MATH	1213	..... Quantitative Reasoning .....	3
			<b>Total 15</b>

### 2nd Year, 1st Semester

BUSN	1203	..... Basic Marketing.....	3
ENGL	2303	..... Oral Communication .....	3
DIGM	2003	..... Cinematography .....	3
DIGM	2043	..... Digital Radio.....	3
ISTC	2123	..... Digital Graphics for the Web .....	3
			<b>Total 15</b>

### 2nd Year, 2nd Semester

DIGM	2033	..... Producing and Directing .....	3
DIGM	2073	..... Advanced Digital Graphics.....	3
DIGM	2982	..... Internship .....	2
ISTC	2263	..... Web Design & Methodology .....	3
Elective .....			3
			<b>Total 14</b>

## Education

### Associate of Science in Education

#### 61-68 Credit Hours

The Associate of Science in Education is designed to facilitate transfer into baccalaureate education

programs (grades K-6 and grades 4-8). The programs below outline the minimum A.S. requirements for graduation from ASU Mid-South. The A.S. in Education transfers to other public four-year institutions in Arkansas; however, curriculum requirements may vary by university. Students planning to transfer elsewhere are encouraged to consult the Registrar or the catalog of their transfer institution in advance regarding degree requirements for transfer to other colleges and universities.

### Program Goals

In addition to the General Education Learning Outcomes listed at the beginning of the chapter, the Associate of Science in Education students are expected to satisfy the following program goals:

- Acquire a fundamental knowledge of scientific principles and modes of inquiry.
- Acquire and appropriately apply a fundamental understanding of child development, educational theory and practice, and learning strategies.

**Note:** Graduates must have a final grade point average of 2.70 for their A.S. degree to be fully transferable.

## Middle Level (Grades 4-8) English Language Arts and Social Studies Specialties Option

### 63 Credit Hours

#### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills. COMP 1113 should be taken during the first semester of enrollment.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

#### General Education Minimum Core (35 hours)

##### English (9 hours required)

ENGL	1113	English Composition I	3
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3

##### Mathematics (3 hours)

MATH	1113	College Algebra	3
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##### Science (8 hours required)

BIOL	1114	General Biology and Lab	4
PSCI	1214	Physical Science and Lab	4

##### Fine Arts (3 hours, choose one)

ARTS	1103	Art Appreciation	3
ARTS	1123	Introduction to Theatre	3
MUSC	1103	Music Appreciation	3

##### Humanities (3 hours, choose one)

ENGL	2153	World Literature I	3
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ENGL 2163 ..... World Literature II .....3

**Social Sciences (9 hours)**

POLS 1143 ..... American Government .....3

**Choose one**

HIST 1153 ..... World Civilization I .....3

HIST 1163 ..... World Civilization II .....3

**Choose one**

HIST 2123 ..... U. S. History Before 1877 .....3

HIST 2133 ..... U. S. History After 1877 .....3

**ASU Mid-South Requirement (1 hour)**

CSUR 1101 ..... College Success .....1

**Education Core Requirements (21 hours)**

**Education Courses (9 hours)**

EDUC 2023 ..... Introduction to Education .....3

EDUC 2113 ..... Exceptional Child in the Regular Classroom .....3

EDUC 2213 ..... Introduction to Educational Technology .....3

**Mathematics (6 hours)**

MATH 2113 ..... Math for Teachers I .....3

MATH 2123 ..... Math for Teachers II .....3

**Required Electives (3 hours)**

HIST 2153 ..... Arkansas History .....3

**Language Arts/Social Studies Option Requirements (9 hours)**

**Choose one**

ECON 2213 ..... Principles of Macroeconomics .....3

ECON 2223 ..... Principles of Microeconomics .....3

**Choose one**

ENGL 2183 ..... American Literature I .....3

ENGL 2193 ..... American Literature II .....3

**Choose one**

ENGL 2153 ..... World Literature I .....3

ENGL 2163 ..... World Literature II .....3

Additional requirements for acceptance into the Arkansas State University baccalaureate program include satisfactory completion of the PRAXIS Core exam (Pre-Professional Skills Test) or ACT, completion of the Career Awareness Inventory (available from Career Services), a minimum GPA of 2.70 for courses listed in the A.S. curriculum, and completion of at least 36 credits hours by the time of application. For more information about admission, see <http://teachered.astate.edu>.

**Recommended Course Sequence for Mid-Level English Language Arts/Social Studies Specialists**

The following outline of requirements should be used as a planning worksheet. Students should check course

descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** Students seeking an A.S. in Education who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I	POLS 1143 American Government <i>or</i>
MATH 1113 College Algebra	HIST 2123 U.S. History Before 1877 <i>or</i>
ENGL 1123 English Composition II	HIST 2133 U.S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

### 1st Year, 1st Semester

CSUR 1101	College Success	1
ENGL 1113	English Composition I	3
HIST 1153	World Civilization I	3
<i>or</i>		
HIST 1163	World Civilization II	3
MATH 1113	College Algebra	3
POLS 1143	American Government	3
Fine Arts elective		3
		<b>Total 16</b>

### 1st Year, 2nd Semester

BIOL 1114/1110	General Biology/Lab	4
ENGL 1123	English Composition II	3
ENGL 2303	Oral Communication	3
HIST 2123	U.S. History Before 1877	3
<i>or</i>		
HIST 2133	U.S. History After 1877	3
ECON 2213	Principles of Macroeconomics	3
<i>or</i>		
ECON 2223	Principles of Microeconomics	3
		<b>Total 16</b>

### 2nd Year, 1st Semester

EDUC 2023	Introduction to Education	3
ENGL 2153	World Literature I	3
ENGL 2183	American Literature I	3
<i>or</i>		
ENGL 2193	American Literature II	3

HIST 2153 .....	Arkansas History .....	3
MATH 2113 .....	Math for Teachers I .....	3
		<b>Total 15</b>

## 2nd Year, 2nd Semester

EDUC 2213 .....	Introduction to Educational Technology .....	3
EDUC 2113 .....	Exceptional Child in the Regular Classroom .....	3
ENGL 2163 .....	World Literature II .....	3
MATH 2123 .....	Math for Teachers II .....	3
PSCI 1214 .....	Physical Science/Lab .....	4
		<b>Total 16</b>

## Middle Level (Grades 4-8) Science and Math Specialties Option

### 67 Credit Hours

#### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills.  
COMP 1113 should be taken during the first semester of enrollment.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

#### Middle-Level Science and Math Specialties Option General Education Minimum Core (35 hours)

##### English (9 hours required)

ENGL 1113 .....	English Composition I .....	3
ENGL 1123 .....	English Composition II .....	3
ENGL 2303 .....	Oral Communication .....	3

##### Mathematics (3 hours)

MATH 1113 .....	College Algebra .....	3
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##### Science (8 hours required)

BIOL 1114/1110 ...	General Biology/Lab .....	4
PSCI 1214/1210 ...	Physical Science/Lab .....	4

##### Fine Arts (3 hours, choose one)

ARTS 1103 .....	Art Appreciation .....	3
ARTS 1123 .....	Introduction to Theatre .....	3
MUSC 1103 .....	Music Appreciation .....	3

##### Humanities (3 hours, choose one)

ENGL 2153 .....	World Literature I .....	3
ENGL 2163 .....	World Literature II .....	3

##### Social Sciences (9 hours)

POLS 1143 .....	American Government.....	3
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**Choose one**

HIST	1153	World Civilization I	3
HIST	1163	World Civilization II	3

**Choose one**

HIST	2123	U. S. History Before 1877	3
HIST	2133	U. S. History After 1877	3

**ASU Mid-South Requirement (1 hour)**

CSUR	1101	College Success	1
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**Education Core Requirements (18 hours)****Education Courses (9 hours)**

EDUC	2023	Introduction to Education	3
EDUC	2113	Exceptional Child in the Regular Classroom	3
EDUC	2213	Introduction to Educational Technology	3

**Mathematics (6 hours)**

MATH	2113	Math for Teachers I	3
MATH	2123	Math for Teachers II	3

**Required Electives (3 hours)**

HIST	2153	Arkansas History	3
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**Math/Science Option Requirements (13 hours)**

MATH	2115	Calculus I	5
PSCI	1224	Earth Science/Lab	4

**Choose one**

BIOL	1124/1120	Plant Biology/Lab	4
CHEM	1314/1310	Chemistry I/Lab	4
PSCI	1254/1250	Physics I/Lab	4

Additional requirements for acceptance into the ASU baccalaureate program include satisfactory completion of the PRAXIS CORE exam (Pre-Professional Skills Test) or ACT, completion of the Career Awareness Inventory (available from Career Services) a minimum GPA of 2.70 for courses listed in the A.S. curriculum, and completion of at least 36 credits hours by the time of application. For more information about admission, see <http://teacherred.astate.edu>.

**Recommended Course Sequence for Middle-Level Science and Math Specialties Option**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3. Students who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level

enrollment:

ENGL 1113 English Composition I

POLS 1143 American Government *or*

MATH 1113 College Algebra

HIST 2123 U.S. History Before 1877 *or*

ENGL 1123 English Composition II

HIST 2133 U.S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

### 1st Year, 1st Semester

CSUR	1101	College Success.....	1
ENGL	1113	English Composition I.....	3
HIST	1153	World Civilization I.....	3
<i>or</i>			
HIST	1163	World Civilization II.....	3
MATH	1113	College Algebra.....	3
HIST	2153	Arkansas History.....	3
POLS	1143	American Government.....	3
<b>Total 16</b>			

### 1st Year, 2nd Semester

BIOL	1114	General Biology.....	4
ENGL	1123	English Composition II.....	3
ENGL	2302	Oral Communication.....	3
Fine Arts	course	.....	3
HIST	2123	U.S. History Before 1877.....	3
<i>or</i>			
HIST	2133	U.S. History After 1877.....	3
<b>Total 16</b>			

### 2nd Year, 1st Semester

EDUC	2023	Introduction to Education.....	3
ENGL	2153	World Literature I.....	3
<i>or</i>			
ENGL	2163	World Literature II.....	3
MATH	2113	Math for Teachers I.....	3
MATH	2115	Calculus I.....	5
PSCI	1214	Physical Science/Lab.....	4
<b>Total 18</b>			

### 2nd Year, 2nd Semester

EDUC	2213	Introduction to Educational Technology.....	3
EDUC	2113	Exceptional Child in the Regular Classroom.....	3
MATH	2123	Math for Teachers II.....	3
PSCI	1224	Earth Science/Lab.....	4

BIOL	1124/1120 ... Plant Biology/Lab .....	4
or		
CHEM	1314/1310 ... Chemistry I/Lab .....	4
or		
PSCI	1254/1250 ... Physics I/Lab .....	4
		<b>Total 17</b>

## **Middle Level (Grades 4-8) English Language Arts and Math Specialties Option**

### **65 Credit Hours**

#### **Program Prerequisite (3 hours)**

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills.  
COMP 1113 should be taken during the first semester of enrollment.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

#### **General Education Minimum Core (35 hours)**

##### **English (9 hours required)**

ENGL	1113 .....	English Composition I .....	3
ENGL	1123 .....	English Composition II .....	3
ENGL	2303 .....	Oral Communication .....	3

##### **Mathematics (3 hours)**

MATH	1113 .....	College Algebra .....	3
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##### **Science (8 hours required)**

BIOL	1114/1110 ..	General Biology/Lab .....	4
PSCI	1214/1210 ..	Physical Science/Lab .....	4

##### **Fine Arts (3 hours, choose one)**

ARTS	1103 .....	Art Appreciation .....	3
ARTS	1123 .....	Introduction to Theatre .....	3
MUSC	1103 .....	Music Appreciation .....	3

##### **Humanities (3 hours, choose one)**

ENGL	2153 .....	World Literature I .....	3
ENGL	2163 .....	World Literature II .....	3

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

POLS	1143 .....	American Government .....	3
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##### **Choose one**

HIST	1153 .....	World Civilization I .....	3
HIST	1163 .....	World Civilization II .....	3

##### **Choose one**

HIST	2123 .....	U. S. History Before 1877 .....	3
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HIST	2133	U. S. History After 1877	3
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### **ASU Mid-South Requirement (1 hour)**

CSUR	1101	College Success	1
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### **Education Core Requirements (18 hours)**

#### **Education Courses (9 hours)**

EDUC	2023	Introduction to Education	3
EDUC	2113	Exceptional Child in the Regular Classroom	3
EDUC	2213	Introduction to Educational Technology	3

#### **Mathematics (6 hours)**

MATH	2113	Math for Teachers I	3
MATH	2123	Math for Teachers II	3

#### **Required Electives (3 hours)**

HIST	2153	Arkansas History	3
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### **English Language Arts/Math Option Requirements (11 hours)**

MATH	2115	Calculus I	5
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#### **Choose one**

ENGL	2183	American Literature I	3
ENGL	2193	American Literature II	3

#### **Choose one**

ENGL	2153	World Literature I	3
ENGL	2163	World Literature II	3

Additional requirements for acceptance into the ASU baccalaureate program include satisfactory completion of the PRAXIS CORE exam (Pre-Professional Skills Test) or ACT, completion of the Career Awareness Inventory (available from Career Services) a minimum GPA of 2.70 for courses listed in the A.S. curriculum, and completion of at least 36 credits hours by the time of application. For more information about admission, see <http://teachered.astate.edu>.

### **Recommended Course Sequence for English Language Arts and Math Specialties Option**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame.

Students needing developmental course work should refer to the Conditional Enrollment guidelines in Chapter 3.

**Note:** Students seeking an A.S. in Education who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I	POLS 1143 American Government <i>or</i>
MATH 1113 College Algebra	HIST 2123 U.S. History Before 1877 <i>or</i>
ENGL 1123 English Composition II	HIST 2133 U.S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

### 1st Year, 1st Semester

CSUR	1101	..... College Success.....	1
ENGL	1113	..... English Composition I.....	3
HIST	1153	..... World Civilization I .....	3
or			
HIST	1163	..... World Civilization II.....	3
MATH	1113	..... College Algebra.....	3
POLS	1143	..... American Government.....	3
			<b>Total 13</b>

### 1st Year, 2nd Semester

BIOL	1114	..... General Biology /Lab.....	4
ENGL	1123	..... English Composition II.....	3
ENGL	2153	..... World Literature I.....	3
or			
ENGL	2163	..... World Literature II .....	3
ENGL	2302	..... Oral Communication .....	3
HIST	2123	..... U. S. History Before 1877.....	3
or			
HIST	2133	..... U.S. History After 1877 .....	3
HIST	2153	..... Arkansas History .....	3
			<b>Total 19</b>

### 2nd Year, 1st Semester

EDUC	2023	..... Introduction to Education.....	3
ENGL	2153	..... World Literature I.....	3
or			
ENGL	2163	..... World Literature II .....	3
Fine Arts course .....			3
MATH	2113	..... Math for Teachers I .....	3
MATH	2115	..... Calculus I .....	5
			<b>Total 17</b>

### 2nd Year, 2nd Semester

EDUC	2213	..... Introduction to Educational Technology .....	3
EDUC	2113	..... Exceptional Child in the Regular Classroom .....	3
MATH	2123	..... Math for Teachers II .....	3
ENGL	2183	..... American Literature I .....	3
or			
ENGL	2193	..... American Literature II .....	3
PSCI	1214/1210..	Physical Science/Lab .....	4
			<b>Total 16</b>

## Middle Level (Grades 4-8) English Language Arts and Science Specialties Option

### 62 Credit Hours

#### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills.  
COMP 1113 should be taken during the first semester of enrollment.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

### Middle-Level English Language Arts and Science Specialties Option General Education

#### Minimum Core (35 hours)

##### English (9 hours required)

ENGL	1113	English Composition I	3
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3

##### Mathematics (3 hours)

MATH	1113	College Algebra	3
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##### Science (8 hours required)

BIOL	1114/1110..	General Biology/Lab	4
PSCI	1214/1210..	Physical Science/Lab	4

##### Fine Arts (3 hours, choose one)

ARTS	1103	Art Appreciation	3
ARTS	1123	Introduction to Theatre	3
MUSC	1103	Music Appreciation	3

##### Humanities (3 hours, choose one)

ENGL	2153	World Literature I	3
ENGL	2163	World Literature II	3

##### Social Sciences (9 hours)

POLS	1143	American Government	3
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##### Choose one

HIST	1153	World Civilization I	3
HIST	1163	World Civilization II	3

##### Choose one

HIST	2123	U. S. History Before 1877	3
HIST	2133	U. S. History After 1877	3

##### ASU Mid-South Requirement (1 hour)

CSUR	1101	College Success	1
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##### Education Core Requirements (12 hours)

##### Education Courses (9 hours)

EDUC	2023	..... Introduction to Education .....	3
EDUC	2113	..... Exceptional Child in the Regular Classroom .....	3
EDUC	2213	..... Introduction to Educational Technology.....	3

### **Required Electives (3 hours)**

HIST	2153	..... Arkansas History .....	3
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### **English Language Arts/Science Option Requirements (14 hours)**

PSCI	1224/1220..	Earth Science/Lab .....	4
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#### **Choose one**

BIOL	1124/1120..	Plant Biology/Lab.....	4
CHEM	1314/1310..	Chemistry /Lab I .....	4
PSCI	1254/1250..	Physics I/Lab .....	4

#### **Choose one**

ENGL	2183	..... American Literature I .....	3
ENGL	2193	..... American Literature II .....	3

#### **Choose one**

ENGL	2153	..... World Literature I .....	3
ENGL	2163	..... World Literature II .....	3

Additional requirements for acceptance into the ASU baccalaureate program include satisfactory completion of the PRAXIS CORE exam (Pre-Professional Skills Test) or ACT, completion of the Career Awareness Inventory (available from Career Services), a minimum GPA of 2.70 for courses listed in the A.S. curriculum, and completion of at least 36 credits hours by the time of application. For more information about admission, see <http://teacherred.astate.edu>.

### **Recommended Course Sequence for English Language Arts and Science Specialties Option**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment guidelines in Chapter 3.

**Note:** Students seeking an A.S. in Education who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I	POLS 1143 American Government <i>or</i>
MATH 1113 College Algebra	HIST 2123 U.S. History Before 1877 <i>or</i>
ENGL 1123 English Composition II	HIST 2133 U.S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

#### **1st Year, 1st Semester**

CSUR	1101	..... College Success.....	1
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ENGL	1113	English Composition I	3
HIST	1153	World Civilization I	3
or			
HIST	1163	World Civilization II	3
MATH	1113	College Algebra	3
HIST	2153	Arkansas History	3
POLS	1143	American Government	3

**Total 16**

### 1st Year, 2nd Semester

BIOL	1114/1110	General Biology	4
ENGL	1123	English Composition II	3
ENGL	2302	Oral Communication	3
Fine Arts	course		3
HIST	2123	U. S. History Before 1877	3
or			
HIST	2133	U.S. History After 1877	3

**Total 16**

### 2nd Year, 1st Semester

EDUC	2023	Introduction to Education	3
ENGL	2153	World Literature I	3
PSCI	1214/1210	Physical Science/Lab	4
PSCI	1224/1220	Earth Science /Lab	4

**Total 14**

### 2nd Year, 2nd Semester

EDUC	2213	Introduction to Educational Technology	3
EDUC	2113	Exceptional Child in the Regular Classroom	3
ENGL	2183	American Literature I	3
or			
ENGL	2193	American Literature II	3
ENGL	2163	World Literature II	3
BIOL	1124/1120	Plant Biology/Lab	4
or			
CHEM	1314/1310	Chemistry I/Lab	4
or			
PSCI	1254/1250	Physics I/Lab	4

**Total 16**

## Middle Level (Grades 4-8) Math and Social Studies Specialties Option

### 68 Credit Hours

#### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills.



COMP 1113 should be taken during the first semester of enrollment.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

**Middle-Level Math and Social Studies Option General Education Minimum Core (35 hours)**

**English (9 hours required)**

ENGL	1113	English Composition I	3
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3

**Mathematics (3 hours)**

MATH	1113	College Algebra	3
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**Science (8 hours required)**

BIOL	1114/1110	General Biology/Lab	4
PSCI	1214/1210	Physical Science/Lab	4

**Fine Arts (3 hours, choose one)**

ARTS	1103	Art Appreciation	3
ARTS	1123	Introduction to Theatre	3
MUSC	1103	Music Appreciation	3

**Humanities (3 hours, choose one)**

ENGL	2153	World Literature I	3
ENGL	2163	World Literature II	3

**Social Sciences (9 hours)**

POLS	1143	American Government	3
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**Choose one**

HIST	1153	World Civilization I	3
HIST	1163	World Civilization II	3

**Choose one**

HIST	2123	U.S. History Before 1877	3
HIST	2133	U.S. History After 1877	3

**ASU Mid-South Requirement (1 hour)**

CSUR	1101	College Success	1
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**Education Core Requirements (23 hours)**

**Education Courses (9 hours)**

EDUC	2023	Introduction to Education	3
EDUC	2113	Exceptional Child in the Regular Classroom	3
EDUC	2213	Introduction to Educational Technology	3

**Mathematics (11 hours)**

MATH	2113	Math for Teachers I	3
MATH	2123	Math for Teachers II	3
MATH	2115	Calculus I	5

### Required Electives (3 hours)

HIST	2153	Arkansas History	3
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### Math/Social Studies Option Requirements (9 hours)

#### Choose one

ECON	2213	Principles of Macroeconomics	3
ECON	2223	Principles of Microeconomics	3

#### Choose one

HIST	1153	World Civilization I	3
HIST	1163	World Civilization II	3

#### Choose one

HIST	2123	U.S. History Before 1877	3
HIST	2133	U.S. History After 1877	3

Additional requirements for acceptance into the ASU baccalaureate program include satisfactory completion of the PRAXIS CORE exam (Pre-Professional Skills Test) or ACT, completion of the Career Awareness Inventory (available from Career Services), a minimum GPA of 2.70 for courses listed in the A.S. curriculum, and completion of at least 36 credits hours by the time of application. For more information about admission, see <http://teachered.astate.edu>.

### Recommended Course Sequence for Math/Social Studies Option

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** Students seeking an A.S. in Education who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I	POLS 1143 American Government <i>or</i>
MATH 1113 College Algebra	HIST 2123 U.S. History Before 1877 <i>or</i>
ENGL 1123 English Composition II	HIST 2133 U.S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

### 1st Year, 1st Semester

CSUR	1101	College Success	1
ENGL	1113	English Composition I	3
HIST	1153	World Civilization I	3

MATH	1113	College Algebra	3
HIST	2153	Arkansas History	3
POLS	1143	American Government	3
<b>Total 16</b>			

### 1st Year, 2nd Semester

BIOL	1114	General Biology/Lab	4
ENGL	1123	English Composition II	3
ENGL	2302	Oral Communication	3
Fine Arts course			3
HIST	2133	U. S. History After 1877	3
<b>Total 16</b>			

### 2nd Year, 1st Semester

EDUC	2023	Introduction to Education	3
HIST	2123	U.S. History Before 1877	3
MATH	2115	Calculus I	5
PSCI	1214/1210	Physical Science/Lab	4
MATH	2113	Math for Teachers I	3
<b>Total 18</b>			

### 2nd Year, 2nd Semester

EDUC	2213	Introduction to Educational Technology	3
EDUC	2113	Exceptional Child in the Regular Classroom	3
ENGL	2153	World Literature I	3
<i>or</i>			
ENGL	2163	World Literature II	3
MATH	2123	Math for Teachers II	3
ECON	2213	Principles of Macroeconomics	3
<i>or</i>			
ECON	2223	Principles of Microeconomics	3
HIST	1163	World Civilization II	3
<b>Total 18</b>			

## Middle Level (Grades 4-8) Science and Social Studies Specialties Option

### 65 Credit Hours

#### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills.  
COMP 1113 should be taken during the first semester of enrollment.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

### Middle-Level Science and Social Studies Specialties Option General Education Minimum Core (35 hours)

**English (9 hours required)**

ENGL	1113	English Composition I	3
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3

**Mathematics (3 hours)**

MATH	1113	College Algebra	3
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**Science (8 hours required)**

BIOL	1114	General Biology/Lab	4
PSCI	1214	Physical Science/Lab	4

**Fine Arts (3 hours, choose one)**

ARTS	1103	Art Appreciation	3
ARTS	1123	Introduction to Theatre	3
MUSC	1103	Music Appreciation	3

**Humanities (3 hours, choose one)**

ENGL	2153	World Literature I	3
ENGL	2163	World Literature II	3

**Social Sciences (9 hours)**

POLS	1143	American Government	3
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**Choose one**

HIST	1153	World Civilization I	3
HIST	1163	World Civilization II	3

**Choose one**

HIST	2123	U. S. History Before 1877	3
HIST	2133	U.S. History After 1877	3

**ASU Mid-South Requirement (1 hour)**

CSUR	1101	College Success	1
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**Education Core Requirements (12 hours)****Education Courses (9 hours)**

EDUC	2023	Introduction to Education	3
EDUC	2113	Exceptional Child in the Regular Classroom	3
EDUC	2213	Introduction to Educational Technology	3

**Required Electives (3 hours)**

HIST	2153	Arkansas History	3
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**Science/Social Studies Option Requirements (17 hours)**

PSCI	1224/1220..	Earth Science	4
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**Choose one**

BIOL	1124/1120..	Plant Biology	4
CHEM	1314/1310..	Chemistry I	4

PSCI	1254/1250.. Physics I .....	4
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### Choose one

ECON	2213 ..... Principles of Macroeconomics.....	3
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ECON	2223 ..... Principles of Microeconomics.....	3
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### Choose one

HIST	1153 ..... World Civilization I .....	3
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HIST	1163 ..... World Civilization II .....	3
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### Choose one

HIST	2123 ..... U. S. History Before 1877.....	3
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HIST	2133 ..... U. S. History After 1877 .....	3
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Additional requirements for acceptance into the ASU baccalaureate program include satisfactory completion of the PRAXIS CORE exam (Pre-Professional Skills Test) or ACT, completion of the Career Awareness Inventory (available from Career Services), a minimum GPA of 2.70 for courses listed in the A.S. curriculum, and completion of at least 36 credits hours by the time of application. For more information about admission, see <http://teachered.astate.edu>.

## Recommended Course Sequence for Science and Social Studies Specialties Option

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** Students seeking an A.S. in Education who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I	POLS 1143 American Government <i>or</i>
MATH 1113 College Algebra	HIST 2123 U.S. History Before 1877 <i>or</i>
ENGL 1123 English Composition II	HIST 2133 U.S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

### 1st Year, 1st Semester

CSUR	1101 ..... College Success.....	1
ENGL	1113 ..... English Composition I .....	3
HIST	1153 ..... World Civilization I .....	3
MATH	1113 ..... College Algebra.....	3
HIST	2153 ..... Arkansas History .....	3
POLS	1143 ..... American Government .....	3

**Total 16**

### 1st Year, 2nd Semester

BIOL	1114/1110.. General Biology.....	4
ENGL	1123 ..... English Composition II.....	3

ENGL	2302	Oral Communication	3
Fine Arts course			3
HIST	2133	U. S. History After 1877	3
			<b>Total 16</b>

### 2nd Year, 1st Semester

EDUC	2023	Introduction to Education	3
ENGL	2153	World Literature I	3
or			
ENGL	2163	World Literature II	3
ECON	2213	Principles of Macroeconomics	3
or			
ECON	2223	Principles of Microeconomics	3
HIST	2123	U.S. History Before 1877	3
PSCI	1214/1210	Physical Science/Lab	4
			<b>Total 16</b>

### 2nd Year, 2nd Semester

EDUC	2213	Introduction to Educational Technology	3
EDUC	2113	Exceptional Child in the Regular Classroom	3
PSCI	1224/1220	Earth Science/Lab	4
BIOL	1124/1120	Plant Biology/Lab	4
or			
CHEM	1314/1310	Chemistry I/Lab	4
or			
PSCI	1254/1250	Physics I/Lab	4
HIST	1163	World Civilization II	3
			<b>Total 17</b>

## Associate of Science K-6 Option

### 64 Credit Hours

#### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills.  
COMP 1113 should be taken during the first semester of enrollment.

#### General Education Minimum Core (35 hours)

##### English (9 hours required)

ENGL	1113	English Composition I	3
ENGL	1123	English Composition II	3
ENGL	2303	Oral Communication	3

##### Mathematics (3 hours)

MATH	1113	College Algebra	3
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##### Science (8 hours required)

BIOL	1114/1110 . General Biology/Lab .....	4
PSCI	1214/1210 . Physical Science/Lab .....	4
<b>Fine Arts (3 hours, choose one)</b>		
ARTS	1103 ..... Art Appreciation .....	3
ARTS	1123 ..... Introduction to Theatre.....	3
MUSC	1103 ..... Music Appreciation.....	3
<b>Humanities (3 hours)</b>		
ENGL	2153 ..... World Literature I.....	3
<i>or</i>		
ENGL	2163 ..... World Literature II .....	3
<b>Social Sciences (12 hours)</b>		
GEOG	1133 ..... World Geography .....	3
POLS	1143 ..... American Government.....	3
<b>Choose one</b>		
HIST	1153 ..... World Civilization I .....	3
<i>or</i>		
HIST	1163 ..... World Civilization II .....	3
<b>Choose one</b>		
HIST	2123 ..... U. S. History Before 1877.....	3
<i>or</i>		
HIST	2133 ..... U. S. History After 1877 .....	3
<b>ASU Mid-South Requirement (1 hour)</b>		
CSUR	1101 ..... College Success.....	1
<b>Education Core Requirements (25 hours)</b>		
<b>Education Courses (12 hours)</b>		
EDUC	2023 ..... Introduction to Education .....	3
EDUC	2113 ..... Exceptional Child in the Regular Classroom .....	3
EDUC	2213 ..... Introduction to Educational Technology.....	3
EDUC	2133 ..... Child Growth.....	3
<b>Mathematics (6 hours)</b>		
MATH	2113 ..... Math for Teachers I .....	3
MATH	2123 ..... Math for Teachers II .....	3
<b>Required Electives (7 hours)</b>		
HIST	2153 ..... Arkansas History .....	3
PSCI	1224/1220.. Earth Science.....	4

Additional requirements for acceptance into the ASU baccalaureate program include satisfactory completion of the PRAXIS Core exam (Pre-Professional Skills Test) or ACT, completion of the Career Awareness Inventory (available from Career Services), a minimum GPA of 2.70 for courses listed in the A.S. curriculum,

and completion of at least 36 credits hours by the time of application. For more information about admission, see <http://teachered.astate.edu>.

### Recommended Course Sequence

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** Students seeking an A.S. in Education who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I	POLS 1143 American Government <i>or</i>
MATH 1113 College Algebra	HIST 2123 U.S. History Before 1877 <i>or</i>
ENGL 1123 English Composition II	HIST 2133 U.S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

### Recommended Course Sequence for K-6 Option

#### 1st Year, 1st Semester

CSUR	1101	College Success	1
ENGL	1113	English Composition I	3
ENGL	2303	Oral Communications	3
GEOG	1133	World Geography	3
HIST	1153	World Civilization I	3
<i>or</i>			
HIST	1163	World Civilization II	3
MATH	1113	College Algebra	3

**Total 16**

#### 1st Year, 2nd Semester

BIOL	1114/1110..	General Biology/Lab	4
ENGL	1123	English Composition II	3
Fine Arts elective			3
HIST	2123	U.S. History Before 1877	3
<i>or</i>			
HIST	2133	U.S. History After 1877	3
POLS	1143	American Government	3

**Total 16**

#### 2nd Year, 1st Semester

EDUC	2023	Introduction to Education	3
EDUC	2113	Exceptional Child in the Regular Classroom	3
ENGL	2153	World Literature I	3
<i>or</i>			
ENGL	2163	World Literature II	3



MATH	2113	..... Math for Teachers I .....	3
PSCI	1214/1210	... Physical Science/Lab .....	4
<b>Total 16</b>			

## 2nd Year, 2nd Semester

EDUC	2213	..... Introduction to Educational Technology .....	3
EDUC	2133	..... Child Growth.....	3
HIST	2153	..... Arkansas History .....	3
MATH	2123	..... Math for Teachers II .....	3
PSCI	1224/1220	... Earth Science/Lab .....	4
<b>Total 16</b>			

# General Education

## Certificate of General Studies

### 31 Credit Hours

The Certificate of General Studies is designed to recognize successful completion of 31 hours of specified general education courses. Hours earned in this program will also apply toward completion of an Associate of Arts degree in General Education

### Program Goal

In addition to the General Education Learning Outcomes listed at the beginning of the chapter, Certificate of General Studies students are expected to satisfy the following program goal:

- Demonstrate the ability to analyze and interpret scientific principles and modes of inquiry.

### Communication (9 hours)

ENGL	1113	..... English Composition I.....	3
ENGL	1123	..... English Composition II.....	3
ENGL	2303	..... Oral Communication .....	3

### Mathematics (3 hours required, choose one class)

MATH	1113	..... College Algebra.....	3
MATH	1213	..... Quantitative Reasoning .....	3

### Science (4 hours required, choose one class and lab)

BIOL	1114/1110	.. General Biology/Lab .....	4
CHEM	1314/1310	.. Chemistry I/Lab .....	4
PSCI	1214/1210	.. Physical Science/Lab .....	4
PSCI	1224/1220	.. Earth Science/Lab.....	4

### Social Sciences (9 hours required)

#### Select one class

HIST	2123	..... U.S. History Before 1877.....	3
HIST	2133	..... U.S. History After 1877 .....	3

POLS	1143	American Government	3
<b>Select one class</b>			
PSYC	1403	Introduction to Psychology	3
SOCI	1303	Introduction to Sociology	3
<b>Select one class not previously used</b>			
ANTH	2013	Cultural Anthropology	3
GEOG	1133	World Geography	3
HIST	1153	World Civilization I	3
HIST	1163	World Civilization II	3
HIST	2123	U.S. History Before 1877	3
HIST	2133	U.S. History After 1877	3
HIST	2153	Arkansas History	3
POLS	1143	American Government	3
PSYC	1403	Introduction to Psychology	3
SOCI	1303	Introduction to Sociology	3
<b>Fine Arts/Humanities (3 hours required, choose one)</b>			
ARTS	1103	Art Appreciation	3
ARTS	1123	Introduction to Theatre	3
ENGL	2153	World Literature I	3
ENGL	2163	World Literature II	3
MUSC	1103	Music Appreciation	3
PHIL	2013	Introduction to Philosophy	3
<b>ASU Mid-South Requirement (3 hours required)</b>			
COMP	1113	Computer Fundamentals	3

## Associate of Arts in General Education

### 60 Credit Hours

An associate of arts (AA) degree is designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a four-year institution. The AA degree in General Education at ASU Mid-South requires 60 credit hours.

Credits earned in the 35-hour State Minimum Core are transferable to all Arkansas public institutions of higher education. Students taking courses beyond the core, or students planning to transfer to out-of-state institutions, should follow the curriculum advised by the transfer institution and obtain written assurance, in advance, of the transferability of credits.

In compliance with Arkansas law, all college students are tested on their learning in the general education curriculum. Students who complete 45 to 60 hours in the Associate of Arts degree program will be tested prior to graduation for proficiency in mathematics, writing, reading, and scientific reasoning. Students eligible for the tests will be notified of testing dates and times. Students attending Arkansas public colleges and universities must present test scores in order to continue their education above the sophomore level.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

## **Program Goal**

In addition to the General Education Learning Outcomes listed at the beginning of the chapter, Associate of Arts in General Education students are expected to satisfy the following program goal:

- Demonstrate the ability to analyze and interpret scientific principles and modes of inquiry.

### **State Minimum Core (35 hours)**

#### **English (6 hours required)**

ENGL	1113	..... English Composition I .....	3
ENGL	1123	..... English Composition II .....	3

#### **Mathematics (3 hours required, choose one class)**

MATH	1113	..... College Algebra.....	3
MATH	1213	..... Quantitative Reasoning .....	3
MATH	2115	..... Calculus I .....	5

#### **Science (8 hours required)**

##### **Select one class and lab**

BIOL	1114/1110..	General Biology/Lab .....	4
BIOL	1214/1210..	Anatomy and Physiology I/Lab .....	4

##### **Select one class and lab**

CHEM	1314/1310..	Chemistry I/Lab .....	4
PSCI	1214/1210..	Physical Science/Lab .....	4
PSCI	1254/1250..	Physics/Lab.....	4

#### **Fine Arts/Humanities (9 hours required)**

##### **Select one class**

ARTS	1103	..... Art Appreciation .....	3
ARTS	1123	..... Introduction to Theatre.....	3
MUSC	1103	..... Music Appreciation.....	3

##### **Select two classes**

ENGL	2153	..... World Literature I.....	3
ENGL	2163	..... World Literature II .....	3
PHIL	2013	..... Introduction to Philosophy .....	3

#### **U.S. History/Government (3 hours required, choose one)**

POLS	1143	..... American Government.....	3
HIST	2123	..... U.S. History Before 1877.....	3
HIST	2133	..... U.S. History After 1877 .....	3

#### **Social Sciences (6 hours required)**

##### **Select one class**

HIST	1153	World Civilization I	3
HIST	1163	World Civilization II	3

### Select one class

ANTH	2013	Cultural Anthropology	3
GEOG	1133	World Geography	3
PSYC	1403	Introduction to Psychology	3
SOCI	1303	Introduction to Sociology	3

### Directed Electives (15 hours required)

*Select 15 credit hours not taken to satisfy General Education Core requirements listed previously.*

**Note:** Acceptance of electives in transfer toward baccalaureate degree requirements at out-of-state institutions is solely at the discretion of the receiving institution. Students planning to transfer elective credit to four-year institutions outside Arkansas should contact the ASU Mid-South Registrar's Office or the Admissions Office of the transfer institution before enrolling in an elective to verify transferability to specific institutions.

ANTH	2013	Cultural Anthropology	3
BIOL	1124/1120..	Plant Biology/Lab	4
BIOL	1214/1210..	Anatomy and Physiology I/Lab	4
BIOL	1224/1220..	Anatomy and Physiology II/Lab	4
BIOL	2504/2500..	Microbiology/Lab	4
CHEM	1314/1310..	Chemistry I/Lab	4
CHEM	1324/1320..	Chemistry II/Lab	4
CJUS	1003	Introduction to Criminal Justice	3
ECON	2213	Macroeconomics	3
ECON	2223	Microeconomics	3
ENGL	2183	American Literature Before 1865	3
ENGL	2193	American Literature Since 1865	3
ENGL	2213	Creative Writing	3
GEOG	1133	World Geography	3
HIST	2153	Arkansas History	3
MATH	2103	Survey of Calculus	3
MATH	2115	Calculus I	5
MATH	2124	Calculus II	4
PHIL	1003	Introduction to Critical Thinking	3
PHIL	2013	Introduction to Philosophy	3
PSCI	1214/1210..	Physical Science/Lab	4
PSCI	1224/1220..	Earth Science/Lab	4
PSCI	1254/1250..	Physics/Lab	4
PSYC	1403	Introduction to Psychology	3
PSYC	2413	Human Development	3

SOCI	1303	..... Introduction to Sociology .....	3
SPAN	1113	..... Spanish I .....	3
SPAN	1123	..... Spanish II .....	3

### **ASU Mid-South Degree Requirements (10 hours)**

#### **Communication (3 hours)**

ENGL	2303	..... Oral Communication .....	3
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#### **Physical Education (3 hours required)**

HPED	1113	..... Health and Safety .....	3
HPED	1702	..... Concepts of Physical Activity.....	2
Physical Activity Class .....			1

#### **ASU Mid-South Requirement (4 hours required)**

COMP	1113	..... Computer Fundamentals.....	3
CSUR	1101	..... College Success.....	1

#### **Recommended Course Sequence**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's academic requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** Students seeking an Associate of Arts who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment (students who fail to do so will not be permitted to enroll in additional courses until these requirements are met):

ENGL 1113 English Composition I	POLS 1143 American Government <i>or</i>
MATH 1113 College Algebra/higher math	HIST 2123 U.S. History Before 1877 <i>or</i>
ENGL 1123 English Composition II	HIST 2133 U.S. History After 1877

#### **1st Year, 1st Semester**

COMP	1113	..... Computer Fundamentals.....	3
CSUR	1101	..... College Success.....	1
ENGL	1113	..... English Composition I.....	3
Fine Arts Elective .....			3
History Elective.....			3
MATH	1113	..... College Algebra.....	3

**Total 16**

#### **1st Year, 2nd Semester**

ENGL	1123	..... English Composition II.....	3
ENGL	2303	..... Oral Communication .....	3
Science Elective.....			4

Social Science Electives.....	6
	<b>Total 16</b>
<b>2nd Year, 1st Semester</b>	
BIOL 1114/1110.. General Biology/Lab .....	4
Directed Electives.....	6
Humanities Elective .....	3
Physical Education Elective(s) .....	3
	<b>Total 16</b>
<b>2nd Year, 2nd Semester</b>	
Directed Electives.....	9
Humanities Elective .....	3
	<b>Total 12</b>

# General Technology

## Associate of Applied Science in General Technology

### 61-62 Credit Hours

The Associate of Applied Science in General Technology provides students with the opportunity to complete an individualized program of study to fulfill a unique career goal by combining general education with specific technical knowledge and skills in preparation for employment or career advancement in industrial settings. A core of 15 semester hours of general education courses is required with at least 24 and no more than 30 major technical credit hours must be from one technical area. Remaining credit hours (15-21) may be drawn from one or two related areas.

Students may apply hours earned in approved technical certificate programs or receive portfolio credit for professional certifications or work experience toward the degree requirements. A maximum of 30 credits, but no more than nine (9) credits in the major technical area, however, may be earned through portfolio credit or credit by examination. Guidelines for developing credit portfolios are available from the Dean of Workforce Education or the Learning and Instruction Office, and validation of portfolio experience is dependent upon the approval of the Dean of Workforce Education with input from the appropriate program advisory committee members.

Students choosing the AAS in General Technology must have their programs of study approved **in advance** by the Registrar. Guidelines for developing credit portfolios are available from the Registrar's Office or the Learning and Instruction Office, and validation of portfolio experience is dependent upon the approval of the Associate Vice Chancellor for Workforce Programs with input from the appropriate program advisory committee members.

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed at the beginning of the chapter, program graduates will:

- know and be able to apply the terminology and conceptual frameworks related to common organizational structures and basic operations in the workplace.
- have the technical skills expected of entry-level employees in their field of study.
- demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion.

Other specific technical goals may apply depending upon the student's choice of major technical area.

**Note:** All students must complete ENGL 1113 English Composition I; MATH 1103 Applied Technical Math or MATH 1113 College Algebra; and two technical courses to be approved by the Registrar within the first 30 hours of college-level enrollment.

Students choosing the AAS in General Technology must meet with the Registrar to obtain an approved degree plan which includes a minimum of 15 approved general education core credits and 43-45 approved technical credits.

## Hospitality Management

Created as a partnership between Arkansas State University Mid-South and Southland Casino Racing, the Hospitality Management programs include a certificate of proficiency, technical certificate, associate of science, and associate of applied science degrees. The primary focus of the programs is to serve the needs of the ever-growing hospitality industry in general and Southland Park and Gaming in particular. The University of Memphis Kemmons Wilson School of Hospitality and Resort Management has partnered with ASU Mid-South for a seamless transfer of the Associate of Science Degree.

Depending upon their choice of program(s), students may earn one or more of the following National Restaurant Association Educational Foundation and American Hotel & Lodging Educational Institute industry certifications:

- Certified Front Desk Representative
- Certified Guest Service Professional - Hotel, Lodging, and Housekeeping Management
- Certified Kitchen Cook
- Controlling Foodservice Costs – Food and Beverage Cost Controls
- Hospitality and Restaurant Management – Restaurant Layout & Design
- Hospitality Human Resources Management and Supervision – Hospitality Human Resource Management
- ServSafe Food Protection Manager – Food Service Management

## Certificate of Proficiency in Food Service Management

### 12 Credit Hours

According to the National Restaurant Association (2015), "Not only are restaurants leaders in total job growth, they're also adding middle class jobs at a stronger rate than the overall economy." As a graduate of ASU Mid-South's Food Service Management Certificate of Proficiency Program, the student will be provided with the technical skills and theories required to pursue diverse careers as line cooks, assistant cooks, crew leaders and food preparation professionals in the hospitality and tourism industry including hotels, restaurants, lodging, cruise ships, convention centers, and institutions. Included in the program is a Nutrition and Menu Planning course. A minimum of grade 'C' or better is required for HMGT 1143 Food Service Management. The student may earn one or more industry certifications in ServSafe Manager Food Protection, Controlling Foodservice Costs, and ManageFirst Nutrition. The college is a member of the Arkansas Hospitality Association.

### Job Opportunities

Food Preparation/Crew leader

Assistant Cooks/Line Cooks

## Program Goals

Program graduates are expected to satisfy the following:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management.
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion.
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.

## Certificate of Proficiency in Food Service Management

HMGT 1013.....	Applications of Food Service Management*	3
HMGT 1143.....	Food Service Management .....	3
HMGT 1513.....	Nutrition and Menu Planning.....	3
HMGT 2023.....	Food and Beverage Cost Controls.....	3

\*This course does not apply toward the technical certificate or the associate degrees.

## Certificate of Proficiency in Hospitality Management

### 18 Credit Hours

The American Hotel and Lodging Association reported that in 2015, “There were more jobs and higher wages in our industry: the industry added more than 30,000 new hotel jobs and more than 100,000 new travel-related jobs, resulting in an increase of over \$12 billion in travel-related wages and salaries, up six percent.” ASU Mid-South’s Hospitality Management Certificate of Proficiency Program provides the student with basic skills, practices, and principles required for diverse supervisory and management positions in the hospitality and tourism industry including hotels, lodging, housekeeping, gaming and casino management, convention centers, theme parks, and food services. A minimum of grade ‘C’ is required for HMGT 1003 Introduction to Hospitality and Tourism Management. The student may earn industry certifications as a Certified Guest Service Professional and Certified Front Desk Representative from the American Hotel and Lodging Educational Institute and ServSafe Food Protection Manager from the National Restaurant Association. The college is a member of the Arkansas Hospitality Association.

### Job Opportunities

Food Service Supervisor/Assistant Manager	Housekeeping Supervisor/Assistant Manager
Restaurant Supervisor/Assistant Manager	Front Desk Supervisor/Assistant Manager
Food and Beverage Supervisor/Assistant Manager	

## Program Goals

Program graduates are expected to satisfy the following:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management.
- Apply the skillful use of common tools and technology relevant to their field of study.
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion.
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.
- Successfully pass the National Restaurant Association ServSafe Food Protection Manager Certification exam.



The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

### **Certificate of Proficiency in Hospitality Management\***

HMGT	1003	..... Introduction to Hospitality and Tourism Management.....	3
HMGT	1033	..... Hotel, Lodging and Housekeeping Management .....	3
HMGT	1043	..... Professionalism in Hospitality.....	3
HMGT	1143	..... Food Service Management .....	3
HMGT	1413	..... Gaming and Casino Management.....	3
HMGT	2003	..... Service Industry Structure and Leadership .....	3

\*Please note that all courses apply toward the AAS degree, but not to the Technical Certificate in Food Service Management.

## **Technical Certificate in Hospitality Management**

### **32 Credit Hours**

The Food Service Management Technical Certificate Program is designed to provide career-oriented students with the requisite technical skills and theories relevant to a range of supervisory and management level careers in the food service, hotel, and lodging industry. As a graduate of the program, the student will be provided with the skills and principles required to launch exciting and rewarding careers in an upward trending service-driven industry. A minimum of grade 'C' or better is required for HMGT 1143 Food Service Management which serves as a pre-requisite for HMGT2064 Principles of Food Preparation. The program includes a technical core of Food Service Management, Food and Beverage Cost Controls, Hospitality Human Resources Management, Principles of Food Preparation, Beverage Management, and Restaurant Layout and Design, leading to industry certifications in ServSafe Food Protection Manager, Hospitality Human Resources Management and Supervision, Controlling Foodservice Costs, Hospitality and Restaurant Management, and ServSafe Alcohol. The college is a member of the Arkansas Hospitality Association.

### **Job Opportunities**

Food Preparation/Crew leader	Restaurant Supervisor/Assistant Manager	Assistant Cooks/Line Cooks
Food and Beverage Supervisor/Assistant Manager	Food Service Supervisor/Assistant Manager	

### **Program Goals**

In addition to the General Education Learning Outcomes listed at the beginning of the chapter, Technical Certificate graduates are expected to satisfy the following Program Goals:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management.
- Apply the skillful use of common tools and technology relevant to their field of study.
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion.
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.
- Successfully pass the National Restaurant Association ServSafe Food Protection Manager Certification exam, the National Restaurant Association Controlling Foodservice Costs certification exam, the NRAEF Hospitality Human Resources certification exam, the NRAEF Hospitality and Restaurant Management certification exam, and the NRAEF ServSafe Alcohol certification exam, and Certified Kitchen Cook from the American Hotel & Lodging Educational Institute.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

### **Communication (6 hours required)**

ENGL	1113	English Composition I	3
ENGL	2303	Oral Communication	3

### **Mathematics (3 hours required, choose one)**

MATH	1103	Applied Technical Math	3
MATH	1113	College Algebra	3

### **ASU Mid-South Requirement (4 hours required, choose one)**

CSUR	1101	College Success	1
COMP	1113	Computer Fundamentals	3
MATH	1213	Quantitative Reasoning	3

### **Technical Core (19 hours required)**

HMGT	1143	Food Service Management	3
HMGT	2023	Food and Beverage Cost Controls	3
HMGT	2043	Hospitality Human Resources Management*	3
HMGT	2064	Principles of Food Preparation	4
HMGT	2153	Restaurant Layout & Design*	3
HMGT	2203	Beverage Management*	3

\*Please note that only one of these courses applies as an elective in the AAS in Hospitality Management.

## **Associate of Applied Science in Hospitality Management**

### **61 Credit Hours**

The Associate of Applied Science Hospitality Management Program prepares you for exciting and rewarding entry level management positions as kitchen managers, restaurant managers, housekeeping supervisors, front desk assistant managers, hotel operations assistants, gaming and casino managers, sales and catering supervisors, hotel general managers, among others in the hotel, lodging, housekeeping, and food services management industry. Students enrolled in this program can gain and apply skillful use of common tools and technology relevant to their field of preference. The Hospitality Management Technical Core includes Introduction to Hospitality Management, Hotel, Lodging and Housekeeping Management, Professionalism in Hospitality, Hospitality Information Systems, Food Service Management, Accounting Systems in the Hospitality Industry, Nutrition and Menu Planning, Service Industry Structure and Leadership, Food and Beverage Cost Controls, Hospitality Internship, Principles of Food Preparation, and a Hospitality Elective. A minimum of grade 'C' is required for HMGT 1003 Introduction to Hospitality and Tourism Management. The student may earn industry certifications as a Certified Guest Service Professional, Certified Front Desk Representative, and Certified Kitchen Cook from the American Hotel and Lodging Educational Institute, and ServSafe Food Protection Manager and a range of ManageFirst certifications from the National Restaurant Association EI. The college is a member of the Arkansas Hospitality Association.

### **Job Opportunities**

Food Service	Lodging
Food Preparation/Crew leader	Housekeeping Supervisor/Assistant Manager

Assistant Cooks/Line Cooks	Front Desk Supervisor/Assistant Manager
Kitchen Supervisor/Manager	Hotel Operations Supervisor/Assistant Manager
Food Service Supervisor/Assistant Manager	Sales & Catering Supervisor/Assistant Manager
Restaurant Supervisor/Assistant Manager	Assistant General Manager
Food and Beverage Supervisor/Assistant Manager	Hotel General Manager

## Program Goals

In addition to the General Education Learning Outcomes listed at the beginning of the chapter, Associate of Applied Science in Hospitality Management students are expected to satisfy the following program goals:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management.
- Apply the skillful use of common tools and technology relevant to their field of study.
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion.
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.
- Successfully complete the National Restaurant Association ServSafe Food Protection Manager Certification exam, the National Restaurant Association ManageFirst: Nutrition Certification exam, and the National Restaurant Association Controlling Foodservice Costs certification exam; Certified Kitchen Cook, Certified Front Desk Representative, and Certified Guest Service Professional from the American Hotel & Lodging Educational Institute, as well as other industry certifications based upon the student's choice of program technical electives.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

## State Minimum Core (15 hours)

### Communications (9 hours required)

ENGL	1113	..... English Composition I.....	3
ENGL	1123	..... English Composition II.....	3
ENGL	2303	..... Oral Communication .....	3

### Mathematics (3 hours required, choose one)

MATH	1103	..... Applied Technical Math.....	3
MATH	1113	..... College Algebra.....	3
MATH	1213	..... Quantitative Reasoning .....	3

### History/Social Science (3 hours required, choose one)

HIST	2123	..... U.S. History Before 1877 .....	3
HIST	2133	..... U.S. History After 1877 .....	3
POLS	1143	..... American Government .....	3
PSYC	1403	..... Introduction to Psychology .....	3
SOCI	1303	..... Introduction to Sociology .....	3

## ASU Mid-South Requirement (2 hours)

BUSN	1201	..... Career Preparation .....	1
CSUR	1101	..... College Success.....	1

### **Business Core (9 hours required)**

BUSN	1423	..... Principles of Accounting I .....	3
COMP	1113	..... Computer Fundamentals.....	3
ECON	2213	..... Macroeconomics.....	3

### **Hospitality Management Technical Core (32 Hours required)**

HMGT	1003	..... Introduction to Hospitality and Tourism Management .....	3
HMGT	1033	..... Hotel, Lodging and Housekeeping Management.....	3
HMGT	1043	..... Professionalism in Hospitality .....	3
HMGT	1123	..... Hospitality Information Systems .....	3
HMGT	1143	..... Food Service Management.....	3
HMGT	1213	..... Accounting Systems in the Hospitality Industry .....	3
HMGT	1513	..... Nutrition and Menu Planning .....	3
HMGT	2003	..... Service Industry Structure and Leadership.....	3
HMGT	2023	..... Food and Beverage Cost Controls.....	3
HMGT	2041	..... Hospitality Internship.....	1
HMGT	2064	..... Principles of Food Preparation.....	4

### **Hospitality Electives (3 hours, choose one)\***

HMGT	1413	..... Gaming and Casino Management .....	3
HMGT	2043	..... Hospitality Human Resources Management .....	3
HMGT	2123	..... Kitchen Operations Management.....	3
HMGT	2133	..... Hospitality Sales and Marketing.....	3
HMGT	2153	..... Restaurant Layout & Design.....	3
HMGT	2173	..... Entertainment & Venue Management .....	3
HMGT	2203	..... Beverage Management.....	3
HMGT	2233	..... Principles of Tourism .....	3
HMGT	2253	..... Issues and Trends in Hospitality.....	3
HMGT	2273	..... Legal Issues in Hospitality and Tourism.....	3

\*Not all electives are offered every semester; please consult with Hospitality Management Lead Faculty to make a plan of study.

### **Recommended Course Sequence**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

**Note:** All students must complete ENGL 1113 English Composition I; either MATH 1103 Applied Technical Math, MATH 1113 College Algebra, or MATH 1213 Quantitative Reasoning; COMP 1113 Computer

Fundamentals, and HMGT 1003 Introduction to Hospitality and Tourism Management within the first 30 hours of college-level enrollment.

### 1st Year, 1st Semester

BUSN	1423	Principles of Accounting I	3
COMP	1113	Computer Fundamentals	3
CSUR	1101	College Success	1
ENGL	1113	English Composition I	3
HMGT	1003	Introduction to Hospitality and Tourism Management	3
MATH	1103	Applied Technical Math	3
or			
MATH	1113	College Algebra	3
or			
MATH	1213	Quantitative Reasoning	3
			<b>Total 16</b>

### 1st Year, 2nd Semester

ENGL	1123	English Composition II	3
or			
ENGL	1133	Writing for the Workplace	3
ENGL	2303	Oral Communication	3
History/Social Science Requirement			3
HMGT	1033	Hotel, Lodging, and Housekeeping Management	3
HMGT	1043	Professionalism in Hospitality	3
			<b>Total 15</b>

### 2nd year, 1st Semester

ECON	2213	Macroeconomics	3
HMGT	1123	Hospitality Information Systems	3
HMGT	1143	Food Service Management	3
HMGT	1213	Accounting Systems in the Hospitality Industry	3
HMGT	1513	Nutrition and Menu Planning	3
			<b>Total 15</b>

### 2nd year, 2nd Semester

BUSN	1201	Career Prep	1
HMGT	2003	Service Industry Structure and Leadership	3
HGTM	2023	Food and Beverage Cost Control	3
HMGT	2041	Hospitality Internship	1
HMGT	2064	Principles of Food Preparation	4
Hospitality Elective			3
			<b>Total 15</b>

## Associate of Science in Hospitality Management

**61 Credit Hours**

According to the author of Talk Business and Politics, Souza, Kim (March 14, 2016), Arkansas' tourism revenue grows 7.7% in 2015, trending higher in 2016. Arkansas State University's Associate of Science Hospitality Management Program can prepare you for an exciting and rewarding career in the hotel, lodging, housekeeping, and food services management industry. Our program will prepare the student with the requisite business and management skills and knowledge required to excel in a dynamic and upward trending global industry. Students who enroll in this program will take Spanish, Introduction to Hospitality and Tourism Management, Hotel, Lodging and Housekeeping Management, Food Service Management, among other hospitality-related courses. Upon successful completion of the program, students may matriculate to a baccalaureate program in Hospitality Management at The University of Memphis Kemmons Wilson School of Hospitality and Resort Management. This scholarship transfer will offer students further training and management skills at the Holiday Inn Memphis-University of Memphis. A minimum of grade 'C' is required for HMG1 1003 Introduction to Hospitality and Tourism Management. The student may earn industry certifications as a Certified Guest Service Professional, Certified Front Desk Representative, and Certified Kitchen Cook from the American Hotel and Lodging Educational Institute, and ServSafe Food Protection and a range of ManageFirst certifications Manager from the National Restaurant Association. The college is a member of the Arkansas Hospitality Association.

**Job Opportunities**

Assistant Hotel/Motel Manager	Tour Guide Coordinator
Travel Agent	Event Planner
Assistant Food & Beverage Manager	Gaming & Casino Supervisor
Guest Service Manager	Food Service Manager
Banquet Operations Manager	Dining Room Supervisor

**Program Goals**

In addition to the General Education Learning Outcomes listed at the beginning of the chapter, Associate of Science in Hospitality Management students are expected to satisfy the following Program Goals:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management.
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.
- Successfully complete the National Restaurant Association ServSafe Food Protection Manager Certification exam.
- Satisfy requirements for transfer to a baccalaureate program in Hospitality Management or related field.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

**State Minimum Core (35 hours)**

**Communications (9 hours required)**

ENGL	1113	..... English Composition I.....	3
ENGL	1123	..... English Composition II.....	3
ENGL	2303	..... Oral Communication .....	3

**Mathematics (3 hours required, choose one)**

MATH	1113	..... College Algebra.....	3
MATH	2115	..... Calculus I .....	5

**Science (8 hours required)**

BIOL	1114/1110.. General Biology/Lab .....	4
CHEM	1314/1310.. Chemistry I/Lab .....	4
PSCI	1214/1210.. Physical Science/Lab .....	4
PSCI	1254/1250.. Physics and Lab .....	4

**Fine Arts/Humanities (6 hours required)****Fine Arts (choose one)**

ARTS	1013 ..... Intro to Film.....	3
ARTS	1103 ..... Art Appreciation .....	3
ARTS	1123 ..... Intro to Theatre .....	3
MUSC	1103 ..... Music Appreciation.....	3

**Humanities (choose one)**

ENGL	2153.....World Literature I .....	3
ENGL	2163.....World Literature II .....	3

**History (6 hours required)****Choose one**

HIST	2123 ..... U.S. History Before 1877 .....	3
HIST	2133 ..... U.S. History After 1877 .....	3

**Choose one**

HIST	1153 ..... World Civilization I .....	3
HIST	1163 ..... World Civilization II .....	3

**Social Science (3 hours required)**

ECON	2213..... Macroeconomics (recommended) .....	3
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**ASU Mid-South Requirements (7 hours required)**

CSUR	1101 ..... College Success.....	1
SPAN	1113 ..... Spanish I .....	3
SPAN	1123 ..... Spanish II .....	3

**Hospitality Technical Core (19 hours required)**

BUSN	1423 ..... Principles of Accounting I .....	3
HMGT	1003 ..... Introduction to Hospitality and Tourism Management .....	3
HMGT	1033 ..... Hotel, Lodging and Housekeeping Management.....	3
HMGT	1143 ..... Food Service Management.....	3
HMGT	1213 ..... Accounting Systems in the Hospitality Industry .....	3
HMGT	2064 ..... Principles of Food Preparation.....	4

**Recommended Course Sequence**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that

students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's academic requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

### 1st Year, 1st Semester

BUSN	1423	Principles of Accounting I	3
CSUR	1101	College Success	1
ENGL	1113	English Composition I	3
HIST	1153	World Civilization I	3
or			
HIST	1163	World Civilization II	3
HMG	1003	Introduction to Hospitality and Tourism Management	3
MATH	1113	College Algebra	3
			<b>Total 16</b>

### 1st Year, 2nd Semester

ENGL	1123	English Composition II	3
Fine Arts Elective			3
HMG	1033	Hotel, Lodging and Housekeeping Management	3
HMG	1213	Accounting Systems in the Hospitality Industry	3
Science Elective			4
			<b>Total 16</b>

### 2nd Year, 1st Semester

ENGL	2303	Oral Communication	3
HMG	1143	Food Service Management	3
Social Science Elective (ECON 2213 Macroeconomics recommended)			3
Science Elective			4
SPAN	1113	Spanish I	3
			<b>Total 16</b>

### 2nd Year, 2nd Semester

HIST	2123	U.S. History Before 1877	3
or			
HIST	2133	U.S. History After 1877	3
HMG	2064	Principles of Food Preparation	4
Humanities Elective			3
SPAN	1123	Spanish II	3
			<b>Total 13</b>



# Information Systems Technology

## Certificate of Proficiency in Computer Programming

### 16 Credit Hours

The Certificate of Proficiency in Computer Programming is designed to provide students with the fundamental programming skills needed to create a software application. Upon successful completion of the program, students will have gained the knowledge and expertise needed to pass the Oracle Certified Associate (Java Programming Concentration) certification exam.

### Program Goals

Program completers will be able to:

- Demonstrate understanding of fundamentals of computer programming and data structures.
- Apply critical thinking and problem-solving skills to create solutions using effective and appropriate computer programming techniques.
- Develop and implement object-oriented design using a contemporary object-oriented language.
- Design, implement, and evaluate a computing-based solution to meet a stated business problem.
- Use flowcharts, pseudocode, and internal program comments to craft accurate, detailed computer programming documentation.

### Technical Core Courses (4 credit hours)

BUSN	1201	..... Career Preparation*	.....	1
ISTC	1013	..... IT Principles and Practices*	.....	3

### Computer Programming Core (12 credit hours)\*\*

PROG	1014	..... Concepts of Programming.....	4
PROG	1124	..... Programming I.....	4
PROG	2014	..... Programming II.....	4

\*Courses offered by distance technology

\*\*All courses in the Computer Programming core will be developed for traditional delivery first, then will be redesigned for online delivery so that both delivery methods will be available to students.

## Certificate of Proficiency in Database Programming

### 16 Credit Hours

The Certificate of Proficiency in Database Programming encompasses the full spectrum of database topics to prepare students to be knowledgeable practitioners in database concepts, design, methods and techniques. Upon successful completion of the program, students will have gained an in-depth understanding of database technologies and will be prepared for the Oracle Database SQL Certified Associate certification exam.

### Program Goals

Program completers will be able to:

- Design and develop database solutions that meet project specifications and desired outcomes.

- Manage database systems for efficient storage, processing, and data retrieval.
- Demonstrate ability to query, test, and modify databases.
- Demonstrate mastery and in-depth knowledge of advanced database administration tasks.
- Design, construct, implement, and test SQL code that builds and maintains database systems.
- Develop SQL programs that retrieve information from databases needed for making business decisions.

#### **Technical Core Courses (4 credit hours)**

BUSN	1201	..... Career Preparation*	.....1
ISTC	1013	..... IT Principles and Practices*	.....3

#### **Computer Programming Core (12 credit hours)\*\***

PROG	1014	..... Concepts of Programming.....	4
PROG	1214	..... Database Concepts for Programming .....	4
PROG	2124	..... Database Programming and Development.....	4

\*Courses offered by distance technology

\*\*All courses in the Computer Programming core will be developed for traditional delivery first, then will be redesigned for online delivery so that both delivery methods will be available to students.

## **Certificate of Proficiency in Micro-Computer Upgrade and Repair**

### **16 Credit Hours Pending Board Approval**

Upon completing this program, students will have gained the knowledge to obtain an entry-level position as a computer technician in microcomputer repair and be prepared for the A+ Certification examination. Courses in this program will also apply toward completion of the AAS in Information Systems Technology at Arkansas State University Mid-South and are ideally suited for students who want to prepare for networking certifications.

#### **Job Opportunities**

Computer Repair Technician                      A+ Technician

#### **Program Goals**

Program graduates will be able to:

- utilize diagnostic techniques to identify and correct hardware and configuration problems.
- recognize, understand, and utilize the relationships of various hardware and software components designed for the construction of computer systems.
- demonstrate the professional/ethical behaviors of timeliness and of self-directed task completion.

In addition, graduates will be prepared to take the CompTIA A+ Certification exam.

#### **Program Requirements**

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

#### **Technical Courses**

BUSN	1201	..... Career Prep .....	1
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ISTC	1013	..... IT Principles and Practices.....	3
ISTC	1023	..... IT Essentials I.....	3
ISTC	1033	..... IT Essentials II .....	3
ISTC	1043	..... A+ Certification Prep Course.....	3
ISTC	1513	..... Network Fundamentals .....	3

## Certificate of Proficiency in Networking

### 16 Credit hours

This Network Associate Certificate of Proficiency trains students in the installation and configuration of routers and switches and introduces them to the Sun Solaris and UNIX operating systems. ISTC 1013 IT Principles and Practices must be taken as a prerequisite to the program or as a corequisite with ISTC 1513 Network Fundamentals.

### Job Opportunities

Network Engineer                      Network Administrator

### Program Goals

Program graduates will be able to:

- apply the skillful use of common tools and technology relevant to their field of study.
- demonstrate the professional/ethical behaviors of timeliness and of self-directed task-completion.
- troubleshoot an environment that uses routers and switches for multi-protocol client hosts and services.
- perform entry-level tasks in the planning, design, installation, operation, and troubleshooting of Ethernet and TCP/IP networks.

Other computer networking positions in companies using Ethernet-compliant hardware in their LAN/WANs.

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

### Technical Courses

BUSN	1201	..... Career Prep .....	1
ISTC	1513	..... Network Fundamentals .....	3
ISTC	1523	..... Routing Protocols and Concepts .....	3
ISTC	2563	..... LAN Switching and Wireless.....	3
ISTC	2573	..... Accessing the WAN.....	3
ISTC	2613	..... Fundamentals of UNIX.....	3

## Technical Certificate in Computer Programming

### 33 Credit Hours

The Technical Certificate in Computer Programming provides students with instruction and hands-on experience needed to become a software developer. Successful completion of the program will empower students with the tools, knowledge, and skills needed to design, develop, debug, and deploy a software application.

## Program Goals

Program completers will be able to:

- Demonstrate an understanding of fundamentals of computer programming and data structures.
- Develop and implement object-oriented design using a contemporary object-oriented language.
- Analyze a complex computing problem and troubleshoot to identify solutions.
- Identify and understand the phases of the software development life cycle and related best practices.

## General Education Courses (6 credit hours)

ENGL	1113	English Composition I*	3
MATH	1113	College Algebra*	3

## Technical Core Courses (4 credit hours)

BUSN	1201	Career Preparation*	1
ISTC	1013	IT Principles and Practices*	3

## Computer Programming Core (23 credit hours)\*\*

PROG	1014	Concepts of Programming	4
PROG	1124	Programming I	4
PROG	2014	Programming II	4
PROG	2214	Structured Programming	4
PROG	2324	OOP and Fundamental Data Structures	4
PROG	2463	Special Topics: Applications of Programming	3

or

## Database Programming Core (23 credit hours)\*\*

PROG	1014	Concepts of Programming	4
PROG	1214	Database Concepts for Programming	4
PROG	2124	Database Programming and Development	4
PROG	2214	Structured Programming	4
PROG	2324	OOP and Fundamental Data Structures	4
PROG	2463	Special Topics: Applications of Programming	3

\*Courses offered by distance technology

\*\*All courses in the Computer Programming core will be developed for traditional delivery first, then will be redesigned for online delivery so that both delivery methods will be available to students.

## Associate of Applied Science in Computer Programming

### 60 Credit Hours

The AAS Degree in Computer Programming is designed to prepare students for a career in computer programming and applications development, helping students to attain the technical knowledge and problem-solving skills needed to create software solutions that harness the ever-expanding capabilities of computer systems. This program offers a balanced set of courses that focus on client, server, and database programming skills. Emphasis is placed on object-oriented programming applications, configuration of servers, creation and navigation of databases, and reusable software components. Students will demonstrate the ability to design

and implement business environment applications utilizing the software development life cycle.

### **Program Goals**

In addition to satisfying the General Education Learning Outcomes, program completers will be able to:

- Demonstrate proper use of information technology terminology.
- Apply computer programming techniques and software development fundamentals to produce solutions that meet project or business needs.
- Analyze, design, and develop database systems for computer programming applications.
- Apply practical and in-depth knowledge related to emerging information technologies.
- Design, code, implement, and test computer programming applications using multiple programming languages.

### **Program Admission Requirements**

- High school diploma or equivalent at the time of application.
- Required placement test scores or successful completion of DRDG 1034 Foundations of Reading, DENG 1064 Foundations of Writing, and DMTH 1424 Foundations of Algebra.

### **Program Requirements**

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

##### **Communication (9 hours required)**

ENGL	1113	English Composition I*	3
ENGL	1123	English Composition II*	3
ENGL	2303	Oral Communication*	3

##### **Mathematics (3 hours required)**

MATH	1113	College Algebra*	3
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##### **Social Science Electives (3 hours required)**

HIST	2123	U.S History Before 1877*	3
HIST	2133	U.S. History After 1877*	3
POLS	1143	American Government*	3
PSYC	1403	Introduction to Psychology*	3
SOCI	1303	Introduction to Sociology*	3

##### **ASU Mid-South Requirement (1 hour)**

CSUR	1101	College Success*	1
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##### **Technical Core (13 hours)**

BUSN	1201	Career Preparation*	1
ISTC	1013	IT Principles and Practices*	3
ISTC	1053	Introduction to Web Page Design*	3
ISTC	2613	Fundamentals of UNIX*	3
ISTC	2983	Internship (60 contact hours)	3
or			
ISTC	2993	Capstone Learning Experience	3

## Computer Programming Core (31 credit hours)\*\*

PROG	1014	Concepts of Programming.....	4
PROG	1124	Programming I.....	4
PROG	2014	Programming II .....	4
PROG	1214	Database Concepts for Programming .....	4
PROG	2124	Database Programming and Development .....	4
PROG	2214	Structured Programming.....	4
PROG	2324	OOP and Fundamental Data Structures.....	4
PROG	2463	Special Topics: Applications of Programming.....	3

\*Courses offered by distance technology

\*\*All courses in the Computer Programming core will be developed for traditional delivery first, then will be redesigned for online delivery so that both delivery methods will be available to students.

**Note:** Students seeking an Associate of Applied Science Degree who are conditionally admitted must successfully complete ENGL 1113 English Composition I, MATH 1113 College Algebra, ISTC 1013 IT Principles and Practices, and PROG 1014 Concepts of Programming within the first 30 hours of college level enrollment. Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

## Associate of Applied Science in Information Systems Technology

### 62 Credit Hours

The AAS in Information Systems Technology provides students with a core of general education courses, as well as courses which prepare them for professional certifications in networking design and administration. Students enrolling in the program must document or demonstrate, through credit by examination, a fundamental understanding of computers and common applications software. Otherwise, they must successfully complete COMP 1113 Computer Fundamentals before or concurrently with any of the ISTC courses. Students who already hold professional certifications in one or both of these areas may satisfy some degree requirements by presenting those certifications to the Registrar's Office.

The AAS in Information Systems Technology provides students with the networking skills and knowledge needed for today's multi-platform networking environment. Areas of emphasis include network analysis and design, configuration and implementation, testing, monitoring and management, and system administration and maintenance.

### Job Opportunities

Network Administration      PC Support Technician      Network Support      IT Management

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed at the beginning of the chapter, program graduates will:

- plan a technical project in a way that is comprehensive, logical and reachable.
- apply the skillful use of common tools and technology relevant to their field of study.
- install, configure, and operate LAN and WAN access services for small networks, including but not limited to use of these protocols: IP, RIP, OSPF, EIGRP, Frame Relay, VLANs, Fast Ethernet, Ethernet,

and Access Lists, network security, media (fiber, wireless, copper), configuring routers and switches, IP Addressing and subnets.

- demonstrate the professional/ethical behaviors of punctuality, regular attendance, respect for supervisors and co-workers, and self-directed task-completion.

## **Program Requirements**

### **General Education Courses (15 hours)**

#### **Communication (9 hours required)**

ENGL	1113	.....	English Composition I .....	3
ENGL	1123	.....	English Composition II .....	3
ENGL	2303	.....	Oral Communication .....	3

#### **Mathematics (3 hours required)**

MATH	1103	.....	Applied Technical Math.....	3
<i>or</i>				
MATH	1113	.....	College Algebra.....	3
<i>or</i>				
MATH	1213	.....	Quantitative Reasoning .....	3

#### **Social Science Electives (3 hours required)**

HIST	2123	.....	U.S. History Before 1877 .....	3
HIST	2133	.....	U.S. History After 1877 .....	3
POLS	1143	.....	American Government .....	3
PSYC	1403	.....	Introduction to Psychology .....	3
SOCI	1303	.....	Introduction to Sociology .....	3

#### **ASU Mid-South Requirement (4 hours)**

COMP	1113	.....	Computer Fundamentals.....	3
CSUR	1101	.....	College Success.....	1

#### **Technical Core (16 hours)**

BUSN	1201	.....	Career Preparation .....	1
COMP	1213	.....	Database Applications.....	3
ISTC	1013	.....	IT Principles and Practices .....	3
ISTC	1053	.....	Introduction to Web Page Design.....	3
ISTC	2613	.....	Fundamentals of UNIX .....	3
ISTC	2993	.....	Capstone Learning Experience.....	3

#### **Network Concentration (27 hours)\***

ISTC	1023	.....	IT Essentials I .....	3
ISTC	1033	.....	IT Essentials II .....	3
ISTC	1043	.....	A+ Certification Prep .....	3
ISTC	1513	.....	Network Fundamentals.....	3
ISTC	1523	.....	Routing Protocols and Concepts.....	3

ISTC	2563	LAN Switching and Wireless	3
ISTC	2573	Accessing the WAN	3
ISTC	2623	UNIX System Administration I	3
ISTC	2633	UNIX System Administration II	3

\*Successful completion of these courses qualifies students to take examinations as follows:

ISTC 1023 and ISTC 1043                      CompTIA A+ certification exam.

### Recommended Course Sequence for Full-Time Students

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the college's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment in Chapter 3.

#### Networking

##### 1st Year, 1st Semester

COMP	1113	Computer Fundamentals	3
CSUR	1101	College Success	1
MATH	1103	Applied Technical Math	3
or			
MATH	1113	College Algebra	3
or			
MATH	1213	Quantitative Reasoning	3
ENGL	1113	English Composition I	3
ISTC	1013	IT Principles and Practices	3
ISTC	1513	Network Fundamentals	3

**Total 16**

##### 1st Year, 2nd Semester

ENGL	1123	English Composition II	3
ISTC	1023	IT Essentials I	3
ISTC	1053	Introduction to Website Design	3
ISTC	1523	Routing Protocols and Concepts	3
ISTC	2613	Fundamentals of UNIX	3

**Total 15**

##### 2nd Year, 1st Semester

BUSN	1201	Career Preparation	1
COMP	1213	Database Applications	3
ENGL	2303	Oral Communication	3
ISTC	1033	IT Essentials II	3
ISTC	2563	LAN Switching and Wireless	3
ISTC	2623	UNIX System Administration I	3

**Total 16**



## 2nd Year, 2nd Semester

ISTC	1043	..... A+ Certification Prep .....	3
ISTC	2573	..... Accessing the WAN.....	3
ISTC	2633	..... UNIX System Administration II.....	3
ISTC	2993	..... Capstone Learning Experience.....	3
Social Science Elective .....			3

**Total 15**

# Machining Technology

ASU Mid-South is committed to frequent review and revision of its technical programs to ensure they meet the evolving needs of business and industry.

## Certificate of Proficiency in CNC Operations and Programming

### 19 Credit Hours

The Certificate of Proficiency in CNC Operations and Programming provides students with the technical skills needed to perform basic machining set-up, programming, and operation. Students will develop the knowledge and skills for job entry into Computer Numerical Control milling and lathe work.

### Job Opportunities

Metal Finisher      CNC Machinist      CNC Operator      Quality Inspector

### Program Goals

- The program provides students with the foundation education, training and direction to work in entry-level positions in the machining field.
- The program will provide the student with the ability to understand and appropriately apply the design, application, and operation skills of computer integrated manufacturing which require experience in computer numerical controlled (CNC) machining, quality control, and computer utilization.

### Program Requirements

MACH	1004	..... Measurement, Material & Safety (NIMS) .....	4
MACH	1014	..... Job Planning, Benchwork & Layout (NIMS) .....	4
MACH	1055	..... CNC Turning (NIMS).....	5
MACH	1066	..... CNC Milling (NIMS) .....	6

## Certificate of Proficiency in Machinist

### 17 Credit Hours

The Certificate of Proficiency in Machinist prepares students to set up and operate manual and CNC lathes and mills from specified setup information, interpret part drawings, and determine the proper tooling to complete a specified project.

### Job Opportunities

Conventional Machinist      CNC Machinist      CNC Programmer      Quality Inspector  
Prototype Technician      Machining Specialist      CNC Set-Up Operator

## Program Goals

- The program provides students with the foundation education, training, and direction to work in entry-level positions in the machining and CNC machining fields.
- The program provides students the opportunity to become proficient in both manual and CNC operations with the aid of Computer-Aided Manufacturing (CAM).
- The program provides students the ability to complete the National Institute of Metalworking Skills (NIMS) certification for Level I machining operations.
- The program will provide the student with the ability to determine process methods of machining, communicate process improvements, and identify necessary programming information with the aid of Computer-Aided Manufacturing (CAM).
- The program provides students with instruction in Geometric Dimensioning & Tolerancing in accordance with the ASME Y14.5-2009 standard.

MACH	1113	.....	Conventional Manual Lathe.....	3
MACH	1133	.....	Conventional Manual Mill.....	3
MACH	1153	.....	Surface Grinding .....	3
MACH	2044	.....	Introduction to Computer Aided Manufacturing .....	4
MACH	2024	.....	Geometric Dimensioning & Tolerancing.....	4

## Certificate of Proficiency in Machining Technology, Engineering Technician

### 18 Credit Hours

The Certificate of Proficiency in Machining Technology, Engineering Technician provides students with the technical skills needed to perform basic machining set-up, programming, and operation. Students will develop the knowledge and skills for job entry into Computer Numerical Control milling and lathe work.

### Job Opportunities

CMM Operator Programmer	CNC Machinist	CNC Programmer	Quality Technician
Prototype Technician	Machining Specialist	Engineering Technician	Mill-turn (Swiss) Programmer
Drafter/Designer	3-D Parametric Solid Modeler		

## Program Goals

- The program provides students with the foundation education, training, and direction in quality concepts: Transformational Fundamentals, Statistical Process Control (SPC) Continuous Improvement, and Failure Mode Effects Analysis (FMEA) to work in entry-level positions in the manufacturing and quality field.
- The program prepares students to create Computer-Aided Designs (CAD), Engineered Drawing and Assemblies using parametric modeling software. Students will create and reverse engineer projects using Additive Manufacturing techniques using 3D printers.
- The program provides students the opportunity to become proficient in Integrating 3 Dimensional designs into the Computer-Aided Manufacturing (CAM) environment. Students will create tool paths, post G&M codes and create projects using the Subtractive manufacturing process (machining).
- The program provides introduction and training in creating multi-axis programs using NX-Unigraphics and/or PartMaker Software.

- The program provides students with instruction in Coordinate Measuring Machine operation and programming, using PC-DMIS software.

**Program Requirements**

MANF	2024	.....	Mechanical Drives & Bearings	.....	4
MACH	2073	.....	Introduction to Quality (ASQ CQI prep course)	.....	3
MACH	2093	.....	Introduction to Computer-Aided Design & Additive MFG	.....	3
MACH	2204	.....	Introduction to Multi-Axis Programming (NX/Esprit/PartMaker)	.....	4
MACH	2234	.....	CMM Operation/Programming (PC-DMIS)	.....	4

## Certificate of Proficiency in Machining Technology, Quality Technician/Metrologist

**18 Credit Hours**

The Certificate of Proficiency in Machining Technology, Quality Technician/Metrologist provides students with the technical skills to analyze and solve quality problems, prepare inspection plans and instructions, select sampling plan applications and prepare procedures.

**Job Opportunities**

CMM Operator Programmer	Metrologist	Quality Inspector
Quality Technician	Quality Engineer	Engineering Technician

**Program Goals**

- The program provides students with the foundation education, training, and direction in quality concepts: Transformational Fundamentals, Statistical Process Control (SPC) Continuous Improvement, and Failure Mode Effects Analysis (FMEA) to work in entry-level positions in the quality field.
- The program provides students with instruction in Geometric Dimensioning & Tolerancing in accordance with the ASME Y14.5-2009 standard.
- The program provides students with introduction and training in linear mechanical inspection, as well as the proper use of inspection tools and equipment.
- The program provides students with instruction in Coordinate Measuring Machine operation and programming, using PC-DMIS software.
- The program provides students with instruction in Microsoft Word, Excel, PowerPoint, and Access.

**Program Requirements**

COMP	1113	.....	Computer Fundamentals	.....	3
MACH	1004	.....	Measurement, Material & Safety	.....	4
MACH	2024	.....	Geometric Dimensioning & Tolerancing	.....	4
MACH	2073	.....	Introduction to Quality (ASQ CQI prep course)	.....	3
MACH	2234	.....	CMM Operation/Programming (PC-DMIS)	.....	4

# Mechatronics

## Certificate of Proficiency in Mechatronics Level I

**16 Credit Hours**

The Certificate of Proficiency in Mechatronics Level I prepares an individual to enter the industrial maintenance field with a clear understanding of the principles of electricity/electronics, mechanical systems and fluid power, and the ability to apply them to the maintenance and troubleshooting of industrial machinery. Upon successful completion of the certificate, students will also qualify for a certification from a nationally recognized accrediting body, who serves as a third-party endorser of the ASU Mid-South Mechatronics curriculum.

**Job Opportunities**

Entry level industrial maintenance technician                      Skilled machine operator

**Program Goals**

Program graduates will:

- demonstrate a clear understanding of the principles and applications of basic hydraulic/pneumatic systems, mechanical drives and bearings, and support systems in a manufacturing environment.
- demonstrate a clear understanding of the principles and applications of basic electricity/electronics theory and techniques and demonstrate the skills necessary to support maintenance and repair operations in a manufacturing environment.
- obtain the foundation education, training and direction to work in entry-level positions in the industrial maintenance field.
- demonstrate the work ethics and safety awareness expected in industrial environments.

**Program Requirements**

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

MANF	2024	..... Mechanical Drives and Bearings .....	4
TECH	1003	..... Introduction to Blueprint Reading .....	3
TECH	1013	..... Shop Essentials.....	3
TECH	2013	..... Fluid Power.....	3
TECH	2033	..... Applied Electricity/Electronics.....	3

## Certificate of Proficiency in Mechatronics Level II

**16 Credit Hours**

The Certificate of Proficiency in Mechatronics Level II prepares maintenance technicians with a clear understanding of the principles and applications of brakes, clutches, heavy chain drives, motor control, conduit installation, the National Electric Code, and programmable logic controllers as they apply to installation, maintenance, and troubleshooting of industrial machinery. Upon successful completion of the certificate, students will also qualify for a certification from a nationally recognized accrediting body, who serves as a third-party endorser of the ASU Mid-South Mechatronics curriculum.

**Job Opportunities**

Maintenance Technician

**Program Goals**

Program graduates will:

- develop knowledge of the principles and applications motor control and demonstrate the skills necessary to support maintenance and repair operations of industrial machinery.

- demonstrate an understanding of programmable logic controllers.
- demonstrate the ability to install, align ,maintain and troubleshoot brakes, clutches, chain drives and pulley drive systems in an industrial environment.
- demonstrate the ability to apply the principles, application, troubleshooting, and maintenance of various types of single and three phase AC motors, various types of DC motors, and reduced voltage starting as used in industry.
- demonstrate the work ethics and safety awareness expected in industrial environments.

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

MANF	1153	..... Electric Motor Control Systems.....	3
MANF	1513	..... Rotating Electrical Equipment.....	3
MANF	2044	..... Programmable Logic Controllers .....	4
MANF	2223	..... Advanced Mechanical Drives .....	3
MANF	2253	..... National Electric Code and Conduit Installation.....	3

## Certificate of Proficiency in Mechatronics Level III

### 9 Credit Hours

The Certificate of Proficiency in Mechatronics Level III prepares maintenance technicians with an advanced understanding of the principles and applications of electronic motor control and hydraulic/pneumatic systems as they apply to installation, maintenance, and troubleshooting of industrial machinery. Upon successful completion of the certificate, students will also qualify for a certification from a nationally-recognized accrediting body, who serves as a third-party endorser of the ASU Mid-South Mechatronics curriculum.

### Job Opportunities

Maintenance Technician

### Program Goals

Program graduates will:

- understand and appropriately apply the principles and techniques of troubleshooting and maintaining advanced hydraulic/pneumatic systems.
- demonstrate the ability to install, program, and troubleshoot AC/DC electronic motor drives.
- demonstrate the work ethics and safety awareness expected in industrial environments.

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

MANF	1433	..... Advanced Fluid Power Systems.....	3
MANF	2473	..... Fluid Power Systems Maintenance & Troubleshooting .....	3
MANF	2493	..... AC/DC Motor Control Systems .....	3

## Certificate of Proficiency in Mechatronics Level IV

### 9 Credit Hours

The Certificate of Proficiency in Mechatronics Level IV prepares maintenance technicians with an advanced understanding of the principles and applications of programmable logic controllers, precision laser alignment and vibration detection systems as they apply to installation, maintenance, and troubleshooting of industrial machinery. Students will also complete a capstone project, applying what they have learned on a real world task. Upon successful completion of the certificate, students will also qualify for a certification from a nationally recognized accrediting body, who serves as a third-party endorser of the ASU Mid-South Mechatronics curriculum.

### Job Opportunities

Maintenance Technician      Maintenance Lead      Maintenance Supervisor      Maintenance Trainer

### Program Goals

Program graduates will:

- understand and appropriately apply the principles and techniques of installing and troubleshooting equipment using laser alignment and vibration analysis systems.
- demonstrate the ability to install, program, and troubleshoot Programmable Logic Controllers and Panel View HMIs.
- demonstrate the work ethics and safety awareness expected in industrial environments.

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

MANF	2113	..... Advanced Programmable Logic Controllers.....	3
MANF	2463	..... Precision Alignment and Support Systems .....	3
TECH	2993	..... Capstone Learning Experience.....	3

## Welding

## Certificate of Proficiency in Flux-Core Arc Welding Technology

### 16 Credit Hours

The Certificate of Proficiency in Flux-Core Arc Welding Technology introduces students to the knowledge and skills to achieve AWS Sense Level I certification in basic and flux-core arc welding processes including plasma and gas cutting, grinding practices with bench, angle, rust treatment, and welding inspection processes; blueprint reading and the use of hand tools, shop tools, reading tapes and micrometers.

### Job Opportunities

Welder                      Fitting Specialist                      Inspector                      Ironworker  
Boilermaker              Shipbuilder                      Fabricator

### Program Goals

Program graduates will:

- develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment.

- obtain the foundation education, training and direction to work in entry-level positions in the welding field.
- complete AWS Sense Level I Certification in flux-core arc welding.
- Obtain Welding certification in AWS D1.1 Structural in 2F, or 3F & 4F or 1G, 2G, or 3G & 4G Positions

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

BUSN	1201	..... Career Preparation.....	1
TECH	1003	..... Introduction to Blueprint Reading.....	3
TECH	1013	..... Shop Essentials .....	3
TECH	1303	..... Industrial Safety .....	3
WELD	1053	..... Fundamentals of Welding.....	3
WELD	1113	..... Flux-Core Arc Welding (FCAW) .....	3

## Certificate of Proficiency in Gas Metal Arc Welding Technology

### 16 Credit Hours

The Certificate of Proficiency in Gas Metal Arc Welding Technology introduces students to the knowledge and skills to achieve AWS Sense Level I certification in basic and gas metal arc welding processes including plasma and gas cutting, grinding practices with bench, angle, rust treatment, and welding inspection processes; blueprint reading, and the use of hand tools, shop tools, reading tapes and micrometers.

### Job Opportunities

Welder	Fitting Specialist	Inspector	Sheet Metal Fabricator
Ironworker	Boilermaker	Shipbuilder	Fabricator

### Program Goals

Program graduates will:

- develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment.
- obtain the foundation education, training and direction to work in entry-level positions in the welding field.
- complete AWS Sense Level I Certification in gas metal arc welding.
- Obtain Welding certification in AWS D1.1 Structural in 2F, or 3F & 4F or 1G, 2G, or 3G & 4G Positions

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

BUSN	1201	..... Career Preparation.....	1
TECH	1003	..... Introduction to Blueprint Reading.....	3
TECH	1013	..... Shop Essentials .....	3
TECH	1303	..... Industrial Safety .....	3
WELD	1053	..... Fundamentals in Welding.....	3
WELD	1133	..... Gas Metal Arc Welding (GMAW) .....	3

# Certificate of Proficiency in Gas Tungsten Arc Welding Technology

## 16 Credit Hours

The Certificate of Proficiency in Gas Tungsten Arc Welding Technology introduces students to the knowledge and skills to achieve AWS Sense Level I certification in basic and gas tungsten arc welding processes including plasma and gas cutting, grinding practices with bench, angle, rust treatment, and welding inspection processes; blueprint reading and the use of hand tools, shop tools, reading tapes and micrometers.

## Job Opportunities

Welder	Fitting Specialist	Inspector	Sheet Metal Fabricator
Ironworker	Boilermaker	Shipbuilder	Fabricator

## Program Goals

Program graduates will:

- develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment.
- obtain the foundation education, training and direction to work in entry-level positions in the welding field.
- complete AWS Sense Level I Certification in gas tungsten arc welding.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

BUSN	1201	..... Career Preparation.....	1
TECH	1003	..... Introduction to Blueprint Reading.....	3
TECH	1013	..... Shop Essentials .....	3
TECH	1303	..... Industrial Safety .....	3
WELD	1053	..... Fundamentals of Welding.....	3
WELD	1143	..... Gas Tungsten Arc Welding (GTAW).....	3

# Certificate of Proficiency in Shielded Metal Arc Welding Technology

## 16 Credit Hours

The Certificate of Proficiency in Shielded Metal Arc Welding Technology introduces students to the knowledge and skills to achieve AWS Sense Level I certification in basic and shielded metal arc welding processes including plasma and gas cutting, grinding practices with bench, angle, rust treatment, and welding inspection processes; blueprint reading and the use of hand tools, shop tools, reading tapes and micrometers.

## Job Opportunities

Welder	Fitting Specialist	Inspector	Sheet Metal Fabricator
Ironworker	Boilermaker	Shipbuilder	Fabricator

## Program Goals

Program graduates will:

- develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment.



- obtain the foundation education, training and direction to work in entry-level positions in the welding field.
- complete AWS Sense Level I Certification in shielded metal arc welding.
- Obtain Welding certification in AWS D1.1 Structural in 2F, or 3F & 4F or 1G, 2G, or 3G & 4G Positions

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

BUSN	1201	..... Career Preparation.....	1
TECH	1003	..... Introduction to Blueprint Reading.....	3
TECH	1013	..... Shop Essentials .....	3
TECH	1303	..... Industrial Safety .....	3
WELD	1053	..... Fundamentals of Welding.....	3
WELD	1123	..... Shielded Metal Arc Welding (SMAW) .....	3

## Certificate of Proficiency in Welding Fabrication/Fitter

### 16 Credit Hours

The Certificate of Proficiency in Welding Fabrication/Fitter familiarizes students with the knowledge and skills to achieve the FMA Fundamentals of Metal Fabrication Certificate. Focusing on Safety, Blueprint Reading, Metallurgy, and Precision Sheet Metal Equipment and how it directly correlates to Metal Fabrication.

### Job Opportunities

Welder/Fabricator      Quality Control/Inspector      Welder/Fitter      Precision Machine Operator

### Program Goals

Program Graduates will:

- Develop knowledge in theory, techniques, and fabrication and layout skills to support fabrication skills in a modern manufacturing environment
- Obtain the foundation education, training, and direction to work in an entry-level position in the welding fabrication field
- Complete Fabrication and Manufacturers Association Fundamentals of Metal Fabrication Certificate.

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

BUSN	1201	..... Career Preparation.....	1
TECH	1003	..... Introduction to Blueprint Reading.....	3
TECH	1013	..... Shop Essentials .....	3
WELD	1053	..... Fundamentals of Welding.....	3
WELD	2203	..... Introduction to Welding Fabrication.....	3
WELD	2213	..... Advanced Welding Fabrication .....	3

# Other Academic Programs and Services

## College Preparatory Programs

### Adult Education

The Adult Education program of Arkansas State University Mid-South is committed to providing educational opportunities to all citizens of Crittenden County and, in particular, to those who lack basic skills, who do not have a high school diploma, and/or who speak English as a second language. The college offers testing and classes for adults from the literacy level to basic skills to the Official GED® Test. The three main program areas at ASU Mid-South include Adult Education (GED®) classes, testing, and Literacy tutoring.

#### Adult Education Instruction

Adult Education classes are available for students who lack a high school diploma. The College also offer English as a Second Language classes for students in need of English instruction. Morning and evening classes are available at the Arkansas State University Mid-South site. Day classes are offered at East Arkansas Youth Services in Marion (for students age 16-17 only), Crittenden County Detention Center, and at the Shopping Way site in West Memphis. Evening classes are also conducted at sites in Gilmore and at Earle. Off-site class times vary, so students should call (870) 733-6871 for current schedules and for enrollment information.

ASU Mid-South is an Official GED® Testing Center for Arkansas residents. Students who pass the Official GED® Test will be recognized at the annual graduation ceremonies held each year. Additional information about the Adult Education program can be obtained by calling the Adult Education department at (870) 733- 6871.

#### Literacy Council

The Literacy Council of Crittenden County, administered by ASU Mid-South, is a non-profit educational program designed to help fight illiteracy in Crittenden County in order to break the cycle of underachievement associated with poor reading skills. Its purpose is to enable non-reading adults to acquire reading and writing skills through free, student-centered instruction in basic literacy. Students are taught by trained volunteer tutors in one-on-one or small-group settings. Classes are held on the ASU Mid-South campus as well as in various off-campus locations, including community centers and businesses. Additional information about adult literacy services may be obtained by visiting the Literacy Council office on the ASU Mid-South campus or by calling (870) 733-6763.

#### Job-Related Skill Development

The Arkansas Career Readiness Certificate (CRC) Program allows citizens to measure their skills against those skills required for jobs with area businesses. Anyone who has taken the WorkKeys® assessment and needs to increase his or her score can come to Adult Education to use the KeyTrain® software to improve basic skills before retaking the test. Computers and staff are available to assist in this process during scheduled times each week. For more information please call the Adult Education department at (870) 733-6871.

### Developmental Education

The college offers students who are under-prepared for college-level work the opportunity to develop basic knowledge and skills in English, reading, and mathematics by taking developmental education courses. Concurrently enrolled high school students may not enroll in developmental education courses except on an audit basis.

Students who do not place into Composition I and College Algebra according to placement scores listed in Chapter 2: Admissions and Placement will benefit from review and other preparatory work before enrolling in college courses. Developmental Education courses include the following:

### **Reading and English**

DRDG 1034 Foundations of Reading

DENG 1064 Foundations of English

### **Mathematics**

DMTH 1304 Foundations of Math

DMTH 1424 Foundations of Algebra

Students enrolled in DMTH 1304 Foundations of Math or DMTH 1424 Foundations of Algebra are placed according to placement scores; however, they have the option of pre-testing out of some modules by demonstrating knowledge and immediately moving on to the next course in the sequence.

Students must earn grades of “C” or better to successfully complete Developmental Education courses. Academic advisors and Advising Success Center staff will work with students to develop appropriate class schedules and to identify resources to support their academic success.

Developmental course grades affect students’ grade point averages for their award programs, as well as their financial aid eligibility and academic standing.

## **ASU Mid-South Secondary Technical Center**

The ASU Mid-South Secondary Technical Center is a workforce education center that offers college credit in technical programs to high school sophomores, juniors, and seniors in the Crittenden County area, including the Academies of West Memphis. The Center’s curriculum serves as an extension of high school curricular offerings by providing students with hands-on training in technical fields. Services are offered at no cost to the students. Books, tuition, and fees are provided through the Center and are funded by local school districts and the Arkansas Department of Career Education.

### **Purposes**

- To provide quality technical education programs to area high school sophomores, juniors, and seniors
- To help students make informed career choices and to provide relevant and supportive learning experiences
- To prepare students to enter the workforce upon high school graduation
- To encourage students to continue their education after high school

### **Admission Policy**

Prospective students apply for admission to Secondary Technical Center programs through their local high school counselor. Admission is based on grade point average, college entrance exam scores, school attendance, citizenship, motivation, ability, and aptitude.

All students are required to submit the following:

- Completed application for admission form.
- Current high school transcript for each semester of enrollment.
- Signed student/parent agreement.
- Proof of immunization against mumps, measles, and rubella.

Additional information about the Secondary Technical Center, including courses of study, may be obtained by calling (870) 733-6852 or (870) 733-6853.

## Course Numbers and Sequences for Certificates of Proficiency

Semester	A/V Tech and Film
1	ARTS 1013 Introduction to Film DIGM 1033 Film and Video Production
2	DIGM 1043 Audio Production DIGM 1053 Screenwriting
	Certificate of Proficiency: Film & Video Production
3	DIGM 2043 Digital Radio DIGM 2003 Cinematography
4	ISTC 1053 Introduction to Web Design ISTC 2123 Digital Graphics for the Web
5	DIGM 2073 Advanced Digital Graphics ISTC 2263 Web Design & Methodology
6	DIGM 2033 Producing & Directing ISTC 2383 Advanced Web Design

Semester	Computer Engineering
1	ISTC 1013 IT Principles and Practices ISTC 1023 IT Essentials I
2	ISTC 1043 A+ Certification Prep Course ISTC 1033 IT Essentials II
3	ISTC 1513 Cisco Network Fundamentals ISTC 2613 Fundamentals of UNIX
	Certificate of Proficiency: Micro-Computer Upgrade and Repair
4	ISTC 1523 Routing Protocols & Concepts ISTC 2623 Unix System Administration I
5	ISTC 2563 LAN Switching and Wireless ISTC 2633 UNIX System Administration II
6	ISTC 1053 Introduction to Web Page Design ISTC 2573 Accessing the WAN
	Certificate of Proficiency: Networking

Semester	Diesel Technology
1	HTDM 1014 Preventive Maintenance
2	HTDM 1034 Brake Systems
3	HTDM 1054 Diesel Engines I

4	HTDM 1094 Diesel Engines II
	Certificate of Proficiency: Heavy Truck Diesel Maintenance
5	HTDM 1073 Steering and Suspension
6	HTDM 1084 Powertrain

Semester	Food Service Management (Hospitality)
1	HMGT 1013 Applications of Food Service Management in the Hospitality Industry HMGT 1143 Food Service Management
2	HMGT 1513 Nutrition and Menu Planning HMGT 2023 Food and Beverage Cost Controls
	Certificate of Proficiency: Food Service Management
3	HMGT 2064 Principles of Food Preparation
4	HMGT 1003 Introduction to Hospitality & Tourism Management HMGT 1033 Hotel, Lodging, and Housekeeping Management
5	HMGT 1043 Professionalism in Hospitality HMGT 1123 Hospitality Information Systems
6	HMGT 2173 Entertainment & Venue Management HMGT 2993 Hospitality Capstone

Semester	Health Science Technology (Medical Professions)
1	MEDP 1013 Introduction to Medical Professions I MEDP 1033 Medical Terminology
2	MEDP 1113 Introduction to Medical Professions II MEDP 1083 Medical Procedures
3	MEDP 1044 Anatomy and Physiology
4	MEDP 1053 Math for Medical Professions
5-6	Students choose two of these three specialties for their senior <u>year – one each semester</u> . CNAS 1014 Nursing I/CNA <sup>1</sup> <i>Certificate of Proficiency in Nursing Assistant</i> EMER 1007 Emergency Medical Technician Basic <sup>1,2</sup> <i>Certificate of Proficiency in Emergency Medical Technician</i> PHLB 1016 Principles and Practice of Phlebotomy <sup>1,2</sup> <i>Certificate of Proficiency in Phlebotomy</i>

<sup>1</sup>Senior specialty courses have unconditional admission requirements of 2.75 GPA and college-level placement test scores. Students with GPAs or test scores that fall below the unconditional admission threshold may be required to take CNAS 1005 Pre-CNA in the fall semester to improve eligibility for senior specialty admission in the spring semester.

<sup>2</sup>EMT and Phlebotomy end-of-course licensure exams require testers to be at least 18 years old and have a high school diploma or GED®.

**\*\***Because employers in the healthcare field require all applicants to pass a criminal background check and drug test as a condition of employment, ASU Mid-South requires students in the Health Science Technology pathway to undergo a criminal background check and drug screening prior to enrollment in any of the senior specialty courses. Students under the age of 18 will be required to obtain written parental consent for these screenings.

Students in the Health Science Technology pathway should also be aware that some employers will not hire applicants under the age of 18, applicants who do not have a high school diploma or GED®, and/or applicants who have not passed state certification/licensure exams. Students must successfully complete two years of required Medical Professions prerequisite coursework on the ASU Mid-South campus.

Students should contact lead faculty for information about the requirements for specific areas of specialization.

Semester	Mechatronics
1	TECH 1013 Shop Essentials TECH 1003 Introduction to Blueprint Reading
2	TECH 2033 Applied Electricity/Electronics TECH 2013 Fluid Power
3	MANF 2024 Mechanical Drives & Bearings
	Certificate of Proficiency: Mechatronics Level I
4	MANF 1153 Electric Motor Control Systems MANF 1513 Rotating Electrical Equipment
5	MANF 2044 Programmable Logic Controls
6	MANF 2223 Advanced Mechanical Drives MANF 2253 Overview of National Electric Code & Conduit Installation
	Certificate of Proficiency: Mechatronics Level II

Semester	Welding Technology
1	TECH 1013 Shop Essentials TECH 1003 Introduction to Blueprint Reading
2	TECH 1303 Industrial Safety WELD 1053 Fundamentals of Welding

3	WELD 1123 <sup>1</sup> Shielded Metal Arc Welding – SMAW BUSN 1201 Career Preparation
	Certificate of Proficiency: Shielded Metal Arc Welding
4	WELD 1133 <sup>1</sup> Gas Metal Arc Welding – GMAW
	Certificate of Proficiency: Gas Metal Arc Welding
5	WELD 1113 <sup>1</sup> Flux-Core Arc Welding - FCAW BUSN 1201 Career Preparation (Fall 2016 only)
	Certificate of Proficiency: Flux-Core Arc Welding
6	WELD 1143 <sup>1</sup> Gas Tungsten Arc Welding – GTAW
	Certificate of Proficiency: Gas Tungsten Arc Welding

<sup>1</sup>American Welding Society (AWS) Certification Eligible

## University Center

The ASU Mid-South University Center is a partner in the Arkansas Delta Education and Training Consortium (ADTEC) University Center. Through this collaboration and partnerships with other four-year universities, students have access to a variety of baccalaureate and advanced degrees on the ASU Mid-South campus.

Programs currently available include the following:

### Arkansas State University

Associate in Applied Science degree in Nursing - LPN to AASN Option

Bachelor's degree in Accounting

Bachelor's degree in Criminology

Bachelor's degree in Management

Bachelor's degree in Middle Level Education

Bachelor's degree in P-6 Education

Bachelor's degree in Business Administration

Bachelor's degree in Nursing (online)

Master's degree in Business Administration (online)

Master's degree in K-12 Curriculum and Instruction (online)

Master's degree in Public School Administration (online)

Master's degree in Nursing (online)

### Franklin University

Online Bachelor's degree in Accounting

Online Bachelor's degree in Applied Management

Online Bachelor's degree in Business Forensics

Online Bachelor's degree in Computer Science

Online Bachelor's degree in Financial Management

Online Bachelor's degree in Forensic Accounting

Online Bachelor's degree in Healthcare Management  
Online Bachelor's degree in Human Resources Management  
Online Bachelor's degree in Information Technology  
Online Bachelor's degree in Management & Leadership  
Online Bachelor's degree in Management Information Sciences  
Online Bachelor's degree in Marketing  
Online Bachelor's degree in Public Safety Management  
Online Bachelor's degree in Web Development

### **University of Arkansas at Fort Smith**

Bachelor's degree of Applied Science  
Bachelor's degree in Organizational Leadership

### **University of Central Arkansas**

Bachelor's degree in Addiction Studies

# **Workforce and Economic Development**

## **Business and Industry Services**

ASU Mid-South is committed to the economic development of the Arkansas Delta Region by helping ensure a world-class workforce and by helping attract new industry to the region. In support of those goals, the college participates in a number of regional partnerships which support economic growth and provides comprehensive array of training services for business and industry.

One initiative, the Arkansas Delta Training & Education Consortium (ADTEC), established in 2005, provides for a coordinated, regional response to workforce development in the Arkansas Delta. ADTEC is a partnership of five community colleges (Arkansas State University Mid-South, Arkansas Northeastern College, East Arkansas Community College, Arkansas State University-Newport, and Phillips Community College of the University of Arkansas) that are committed to raising the skill level of the workforce and transforming the economy of the Arkansas Delta. In 2006, ADTEC was incorporated into the Arkansas Delta Workforce Innovations in Economic Development (ADWIRED) initiative as the primary workforce training and education provider in the ADWIRED region. In 2007, ADTEC was awarded the prestigious Southern Growth Policy Board Innovator of the Year Award; in 2008, it received the Department of Labor's Recognition of Excellence Award for Developing a Regionally Focused Workforce Strategy, and in 2010, the Institute of Higher Education at the University of Florida Community College Bellwether Award for Workforce Development. ADTEC is a workforce development consortium that uses proven, successful strategies to implement training and education projects.

ADTEC is a unique partnership in that all participating community colleges collaborate to share curriculum, support strategies, and a wide range of industry input regarding training needs while pursuing the ultimate goal of growing jobs and economic opportunity in the region. ADTEC is able to provide a broad range of training services at a lower overall cost. Continuous industry feedback is an essential element of this workforce development strategy. This strategy is used to develop career pathways which have employable exit points at (1) high school graduation and award of a certificate of proficiency; (2) award of a technical certificate; (3) award of an Associate of Applied Science Degree; and (4) award of a Bachelor of Applied Science Degree. Students may stop out at any exit point with a college credential in hand, go to work in the selected field of study, and return at any time (whether employed or not) to re-enter the pathway and achieve the next educational level.



ASU Mid-South also has partnered with Southwest Tennessee Community College to create the Greater Memphis Training and Education Consortium (GMTEC) to collaboratively address the educational and training needs of the larger Memphis metropolitan area.

These partnerships support a variety of continuing education opportunities for personal, professional, and workforce development through open-enrollment credit courses, specialized programs, non-credit online courses, and contract offerings customized to meet specific business or industry needs. Seminars, workshops, customized training, short-term credit and non-credit training, and workforce readiness programs are part of the options available.

Customized training for employers can be developed to meet an endless variety of training needs and can be offered during regular class hours or through creative scheduling arrangements. Programs can be conducted on the ASU Mid-South campus, another third party site, or at an employer's worksite. Additional information may be obtained by contacting John Auker in the Marion Berry Renewable Energy Building, Room Number 134. Auker may also be reached at 870-733-6012 or [jeauker@asumidsouth.edu](mailto:jeauker@asumidsouth.edu).





**ARKANSAS STATE UNIVERSITY**  
**MID-SOUTH**

**Chapter 7**  
**Academic Policies**  
**and Procedures**



# Academic Policies and Procedures

## Academic Appeals

See also Student Complaints in the college Policies section of this catalog for procedures governing complaints regarding an assignment, test grades, or other classroom issues.

Students who disagree with instructors regarding a **final course grade or a charge of academic dishonesty** may file a formal academic appeal by following the instructions noted below:

1. **Grade Appeals:** A student should contact the instructor of the course within 45 days after the end of the term for which the grade was recorded to ensure that the final grade was not recorded in error and/or to review the basis for the instructor's evaluation.

**Academic Dishonesty Appeals:** Students are encouraged to contact the instructor as soon as possible if they believe a charge of academic dishonesty has been made in error.

If the discussion results in a change of grade, the instructor will complete a Change of Grade form, seek the approval of the Vice Chancellor for Learning and Instruction, and also provide one copy to the student and one copy to the Registrar's Office as authorization to change the student's academic record.

2. If the disagreement is not resolved informally through discussion with the instructor and/or lead instructor, the student should file a written grade appeal with the Vice Chancellor for Learning and Instruction no later than ten (10) working days after the meeting with the instructor. Written or emailed appeals should be addressed to the Vice Chancellor for Learning and Instruction, Arkansas State University Mid-South, 2000 West Broadway, West Memphis, AR, 72301. Appeal letters must include the date, student's name and contact information, identification of the course and section for which the grade is questioned, as well as a clear explanation of why the student believes the grade is in error. Students are encouraged to provide copies of any relevant documentation supporting their argument.
3. Within ten (10) working days of receipt of the written appeal, the vice chancellor will review relevant documentation and do one of the following:
  - a. Contact both the student and instructor to arrange an arbitration meeting to resolve the dispute and also inform the student as well as the instructor in writing of the final decision within five (5) working days of the meeting.
  - b. Convene an ad hoc Academic Appeals committee to consider the appeal. The Academic Appeals Committee shall be composed of two faculty members, an administrator, and two student representatives appointed by the Vice Chancellor for Student Affairs. Both the student and the instructor may request or be asked to appear before the committee to present information. The appeals committee will make a recommendation to the vice chancellor, who will inform the student in writing of the final decision and any applicable sanction(s) within five (5) working days from the date of the hearing. The vice chancellor's decision is final. However, if the student considers a penalty of suspension or expulsion to be too punitive, he/she may appeal to the Associate Vice Chancellor for Student Success for reconsideration of the penalty.
4. The right to appeal a final course grade or the penalty imposed for a charge of academic dishonesty expires at the end of the semester following the one for which the questioned grade or charge was recorded. This limitation includes summer semesters.

Students who are not satisfied with the outcome of institutional processes for grievance resolution (academic appeals) may also pursue the Arkansas Department of Higher Education (ADHE) student grievance procedure found in Chapter 5: College Policies.

## Academic Clemency

Students returning to college who have not been enrolled in any institution of higher education for a period of five years or more may petition the Vice Chancellor for Learning and Instruction for academic clemency upon enrollment at ASU Mid-South.

Clemency provides a second chance for academic success to those students who performed poorly early in their academic careers. A probationary period may be required before clemency is granted.

If granted, academic clemency allows students to have all previously earned grades and credits removed from the calculation of their overall grade-point averages.

The historical grades remain a part of the students' academic records but do not count toward the cumulative GPA at graduation.

**Please note:** Although students may be granted Academic Clemency by ASU Mid-South which allows them to restart their academic careers anew, the federal financial aid program regulations make no provision for disregarding previously earned failing grades. Therefore, the ASU Mid-South Financial Aid Office must consider all courses attempted toward a student's major (whenever taken), in evaluating a student's satisfactory academic progress.

## Academic Freedom

Academic freedom and responsibility are fundamental to an environment of higher learning and are essential to discovery, creativity and scholarship in teaching, research, and extension/outreach. College policies and procedures exist to insure academic freedom for the institution, its faculty and its students in an atmosphere of open inquiry and discussion and the free expression of ideas. Whereas creative tension exists between the institution's rights and those of individuals, all members of the professional community must endeavor to balance personal freedom with community responsibility and integrity. All members of the ASU Mid-South community share responsibility for maintaining an environment in which academic freedom flourishes.

ASU Mid-South ascribes to the four tenets of institutional academic freedom in that the administration determines who will teach, what subjects will be taught, what delivery methods and media will be used, and who will be admitted to the college and to specific programs. Academic freedom also affords instructors the following opportunities:

- To teach the established and proven facts in their academic subject area
- To openly and equitably discuss ideas and topics relevant to their discipline
- To participate in academic program development and determination of appropriate curriculum and course content
- To determine pedagogical methods and evaluation procedures which are in support of improved student learning and performance as governed by the ASU Mid-South Assessment of Student Academic Achievement program
- To engage in research and creative pursuits and to publish the results of those endeavors in conjunction with the performance of their other academic duties
- To engage in public service
- To participate in the governance of the college

The exercise of academic freedom also implies the following specific responsibilities of instructors:

- To pursue excellence, intellectual honesty, and professionalism in conducting research, teaching, extension/outreach, as well as public and institutional service
- To discuss ideas consistent with the discipline and professional expertise
- To maintain professional competence and relevance
- To encourage students and colleagues to engage in intellectual discourse and inquiry
- To evaluate student and colleague performance and achievement on a scholarly basis
- To differentiate official duties as college employees & public servants from personal activities as citizens

Instructors have freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Because of concurrent enrollment of high school students, ASU Mid-South instructors must also be sensitive to the presence of minors, whose parents may question or object to sexually explicit language or material not part of the approved curriculum.

College instructors are citizens, members of a learned profession, and official representatives of the institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educators, they should remember that the public may judge their profession or their institution by their utterances. Therefore they should, at all times, be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

## Academic Misconduct

Under all circumstances, students are expected to be honest in their dealings with faculty, administrative staff, and fellow students. For purposes of this policy, the term “faculty” or “faculty member” includes any person engaged by the college to act in a teaching capacity, regardless of the person’s actual title. In speaking with members of the college community, students must give accurate representation of the facts at hand.

In class, students must submit work that fairly and accurately reflects their level of accomplishment. Any work that is not a product of the student’s own efforts is considered dishonest. Students must not engage in academic dishonesty. Doing so, can have serious consequences.

When an infraction occurs, the course instructor will contact the appropriate academic Associate Vice Chancellor prior to confronting the student. When the Associate Vice Chancellor agrees that an infraction has occurred, the course instructor has the authority to assign a grade of “0” for the assignment, test, and/or examination, or to instead assign a grade of “F” for the course as stated in the course syllabus. In addition, the Vice Chancellor for Learning and Instruction shall keep a record of the incident.

Students receiving a grade of “0” as a result of academic dishonesty may not drop the course or withdraw from the college to avoid the penalty. In the case of repeated infractions, other disciplinary sanctions may be imposed through the regular institutional procedures of the college, including suspension or expulsion with documentation of such action placed in the student’s academic record.

Academic dishonesty includes, but is not limited to, the following:

### 1. **Cheating**, such as:

- a. The use of any unauthorized assistance in taking quizzes, tests, or examinations
- b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments

- c. The acquisition, without permission, of tests or other academic material belonging to a member of the ASU Mid-South faculty or staff

**2. Plagiarism**, such as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement or attribution. Practices to avoid include the following:

- a. Using exactly the same sequence of ideas as the source material
- b. Failing to put quotation marks around an author's exact words
- c. Failing to cite the source of a summary or paraphrase when the words are changed or synonyms are used, but the idea remains the same as the author's
- d. Incorporating material written by someone else as though it were written by the paper's author
- e. Submitting materials prepared by another person or agency engaged in the selling of term papers or other academic materials
- f. Submission of any work not actually produced by the student submitting the work without full and clear acknowledgement to the actual author or creator of the work

## Procedures

If a faculty member suspects a student of academic dishonesty, the faculty member first notifies the appropriate Associate Vice Chancellor and provides all the relevant evidence the faculty member has gathered, as well as the course syllabus which stipulates the penalty for academic dishonesty. If the Associate Vice Chancellor concurs, based upon facts and evidence, that academic dishonesty has occurred, the Associate Vice Chancellor and the faculty member will meet with the student to discuss the concern. Following the meeting, the Associate Vice Chancellor will notify the student in writing of the charge and the resulting penalty, which may include one or more of the following depending upon the penalty stipulated in the course syllabus and/or the history of prior offenses:

- A zero for the assignment
- An F for the course
- Referral to the associate Vice Chancellor for Student Success for participation in an Academic Dishonesty workshop
- Suspension
- Expulsion

Students who disagree with a charge of academic dishonesty should refer to the Academic Appeals policy cited in this chapter.

## Academic Probation

Students whose overall grade point averages (which include developmental and college-level courses) fall below 2.00 will be placed on academic probation. In addition, students who attempt the same developmental or required core academic course two times and either fail or withdraw from the course, will be placed on academic probation upon re-enrollment—regardless of GPA. A third unsuccessful attempt of the same course, will place a student on academic suspension.

Students on academic probation will meet with their advisor to develop a plan of action to improve their grade



point averages. Students on academic probation from other colleges or universities who transfer to ASU Mid-South are also governed by this policy.

**Overall GPA below 2.00:** Academic probation will continue as long as the student maintains a semester GPA of 2.00 or better on all courses taken. The probationary status is not removed until the student's overall cumulative grade point average equals 2.00 or better.

Students receiving federal financial aid should also refer to the section on Satisfactory Academic Progress in the Tuition, Fees, and Financial Aid chapter of this catalog.

## Academic Suspension

Students will be suspended for a minimum of one semester if the following occur:

- a. they fail to earn a 2.00 semester GPA during a probationary semester or
- b. they fail to successfully complete (fail or withdraw from) a required developmental course or core academic course within three attempts.

Students will be referred to tutorial resources in the Dr. Barbara C. Baxter Learning Success Center or the Adult Education program to receive assistance in addressing their academic challenges. When readmitted, they are placed on academic probation and their enrollment may be restricted to required developmental or core courses, which they did not previously completed successfully.

All students who are on academic suspension must submit an Academic Suspension Appeal form, along with any supporting documentation, to the Director of the Barbara C. Baxter Learning Success Center before late registration of their intended semester of enrollment. The Director will convene the Academic Suspension Appeal Committee to review all appeals submitted by the deadline. The Academic Suspension Appeal Committee will not review incomplete appeals, appeals submitted after the submission deadline, or appeals submitted by students with other registration holds. The appeals committee has 30 days to review all submitted materials.

Students with approved appeals may re-enter after the suspension period has lapsed, under condition of academic probation for one semester, with approval of the Director of the Barbara C. Baxter Learning Success Center. Should a student fail to attain a 2.00 semester average during the semester of re-entry or should a student fail to successfully complete the designated developmental or core course that caused the suspension, a one-year suspension will ensue, followed by similar readmission requirements.

Credit taken at another college or university during the suspension period may not be transferred to ASU Mid-South for degree credit or included in the student's overall grade point average. Students on academic suspension from other colleges/universities who transfer to ASU Mid-South are also governed by this policy.

## Interim Grade Checkpoints

Course grades and attendance are available 24 hours a day, 7 days a week via Canvas. ASU Mid-South also identifies both a five (5) week and ten (10) week interim grade checkpoint each full fall and spring semester. Students who have earned a grade of "D" or "F" for a course at an interim grade checkpoint should schedule a conference with the instructor to discuss how their performance can be improved and work with a Dr.

Barbara C. Baxter Learning Success Center counselor to identify available learning support resources. Interim grades are not recorded on students' transcripts.

## Assessment of Student Academic Achievement

Arkansas State University Mid-South is committed to quality instruction that supports documented student

learning outcomes. General education and technical/occupational learning outcomes are listed in the Academic Program sections of this catalog.

To inform the continuous improvement of its academic programs and services, college personnel support a variety of evaluation activities such as the following:

- Placement testing of students upon initial enrollment
- Course-level assessment of learning outcomes
- Performance tracking in subsequent related courses
- General Education and major field tests prior to graduation
- Student performance on certification exams
- Portfolios consisting of student work
- Student retention and graduation rates
- Student evaluations of instruction
- Student satisfaction surveys
- Job placement rates of graduates
- Employer satisfaction surveys
- Advisory board feedback
- Alumni surveys
- Student performance at transfer institutions

Information gathered from these instruments and activities is analyzed and used to make improvements in instructional strategies, facilities, curricula, services, and scheduling for the purpose of improving student learning.

Responsible participation by students is necessary for many of these activities. Students are encouraged to perform their best on tests and to answer evaluation questions with care and honesty so that the college's strengths and challenges are clearly identified. In addition, student input to the college assessment program is vital for its success. Such self-analysis by college constituencies will ensure that ASU Mid-South continues to improve and to respond to student and community needs in Crittenden County and the surrounding area.

## Attendance

**Arkansas State University Mid-South students are expected to attend classes regularly, arrive on time, and remain for the duration of the scheduled class time.** Regular and prompt class attendance is a critical component of the educational experience because it prepares students to be effective and responsible citizens and employees. Regardless of the reason for absence, students are expected to contact their instructors regarding any absence before class or within 24 hours in case of an emergency, just as they would contact an employer regarding any absence from their jobs. With proper notification, the student may be given the opportunity to make up missed work in accordance with the make-up policy in the course syllabus. Students are responsible for any material covered in class during their absence.

Regardless of the reason or excuse, excessive absences, tardiness, or early departures from class will negatively affect course grades. Tardies and early departures may be counted toward the hours of absences a student has in a class.

During the first week of classes, each instructor will provide students with a written attendance policy as a part of the course syllabus. This policy will specify what provision is made for make-up work and what effect missed work will have on students' course grades. Students should be sure they understand the attendance policy of the course because continued enrollment in the courses indicates their acceptance of the policy as a requirement for successful course completion.

Students who register for, but who do not attend **any** on campus class meetings of a course or actively participate at any time in an electronic course during the first 11 days of a semester (5 days for a summer and short-term semester), are considered “no-shows,” regardless of reason or notification to the instructor. These students are administratively dropped from the courses that they have not attended. The resulting change in hours may affect students' financial aid eligibility. Tuition refunds will be issued to those students who have paid for the dropped hours.

Students receiving financial aid, veteran's benefits, or support from agencies such as Rehabilitation Services, may have particular attendance requirements to continue receiving financial support. Such students should check with the Financial Aid Office to obtain current information.

Instructors will attempt to contact any student who misses two consecutive class meetings without providing notification. When possible, instructors will also share the absences with the student's assigned academic advisor, as an additional intervention. Both the student's instructor and academic advisor will work together to determine why the student has been absent and to determine a solution.

## Capstone Projects and Internships

Capstone Learning Experience Projects and Internships are required in certain Associate of Applied Science programs to provide opportunities to blend theory and practice combining formal college study with projects or workplace experience in degree areas.

### Capstone and Internship Courses

Students should adhere to the recommended course sequence in their program of study, unless otherwise approved by the program leadership.

Assignment to an internship or capstone course is at the discretion of the appropriate academic program leader and some programs support only one of these options. Students may take only one capstone or one internship in a program area. During the course of the semester, transfers from one project or work location to another will be made only in the rarest cases and under the most unusual circumstances. Such transfers must be approved by the program leadership and the appropriate associate vice chancellor.

### Capstone Projects

Suitable capstone projects vary by degree program option, but all require the development of a real-world project. Assessment of student performance is based upon timeliness in meeting project milestones, the application of technical skills to the project, and the demonstration of general education outcomes defined for program graduates.

Individual projects will be approved within the first two weeks of the semester by the department.

### Internships

Students must meet the following requirements to be considered for an internship:

- Meet with the Director of Career Services to determine eligibility
- Provide a current resumé which is error free and professional in appearance

- Provide a current recommendation letter from the Lead Instructor in the major/program area
- Adhere to the Internship Handbook guidelines for internship participation

## Classroom Behavior

Instructors have the primary responsibility for control over classroom behavior and maintenance of academic integrity. They can order the temporary removal or exclusion of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the college. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through the due process procedures of the college.

## Credit by Examination or Prior Learning Assessment

Enrolled students may earn up to a maximum of 50% of required award credits toward a certificate of proficiency or technical certificate or up to a total of 30 credits toward an associate's degree.

## Credit by Examination/Prior Learning Assessment Prior to Enrollment in a Course

Award-seeking students who have successfully completed a minimum of six credit hours of traditional coursework at Arkansas State University Mid-South have the option of submitting a Credit by Examination or Portfolio Request form and challenging a course prior to enrolling in the course in one of the following ways:

- Completing and submitting official scores which meet or exceed the required minimum scores from a related CLEP or professional certification examination taken at an approved testing center;
- Taking another course-specific competency examination and meeting or exceeding the minimum score approved by the appropriate Lead Instructor and Associate Vice Chancellor. Students without earned hours at ASU Mid-South may challenge a course prerequisite by examination to bypass the prerequisite requirement, but any applicable credit will not be awarded until the student has successfully completed 6 credit hours of traditional coursework at ASU Mid-South;
- Providing, for approval by selected advisory committee members, program faculty, and vice chancellor, a portfolio documenting work-based learning directly related to course learning objectives, as well as certification by one or more employers that the work was performed by the student. Portfolio materials more than three years old may not be accepted, depending upon technological advances or changes in a particular field.

Credit by examination or portfolio is limited to a maximum of 50% of required award credits for a certificate of proficiency or technical certification or up to 30 credits for an associate's degree. Such credits may not be accepted by other colleges and universities, so students planning to transfer "CR" credits are advised to obtain written verification of acceptance by the receiving institution in advance. Credit by examination is not available for all courses offered by the college. A list of available tests, costs, required scores, and testing sites may be obtained from the Registrar's Office.

Students challenging a course by an examination must pay the required testing fees prior to taking the test. Costs include an administration fee, as well as any fee charged by commercial test publishers or vendors for the test instruments and grading, and materials fees if applicable for areas such as, but not limited to, welding and machining.

Students scoring at or above the minimum required score shall receive a grade of "CR" for the course, which indicates satisfaction of the course credit; however, no letter grade will be awarded, nor will the course carry a grade which affects the students' grade point average. No additional tuition or fees will be assessed for the course credited. Credits earned through testing may or may not transfer according to the policy of the receiving institution.

A failing grade on a challenge test will not affect a student's grade point average; however, students may not challenge a course more than one time in an academic year or its equivalent.

Fees for tests are refundable only before the test is given. Failure to complete or pass a test does not justify a refund.

Students seeking credit through submission of a portfolio should first meet with the appropriate associate vice chancellor to obtain a list of program goals and course learning objectives for the course to be challenged. These goals and objectives should guide the development of the portfolio, which must contain materials and written evidence the student has mastered both course content and skills.

Portfolio submissions must be accompanied by the Portfolio Assessment Form, employer certification that the work submitted was developed by the student, and payment of the administration fee to the ASU Mid-South Finance Office. This fee is not refundable if credit is not awarded for the portfolio.

Approval of portfolio credit by both the program faculty and the appropriate vice chancellor is required. Students will be provided a written evaluation indicating the reasons for approval or denial of credit. A copy of the evaluation will also be placed in the student's official academic record. Portfolio credit is awarded as CR or NC and does not carry a letter grade or quality points.

Students may challenge a course through portfolio assessment only once in an academic year or its equivalent.

## Credit Policy for Advanced Placement Exams

Following admission to ASU Mid-South and successful completion of six or more credit hours at ASU Mid-South, high school students may receive college credit by advanced placement for successful completion of the College Board's Advanced Placement Examinations or College Level Examination Program (CLEP) as listed below. ASU Mid-South also accepts AP or CLEP credit granted by another accredited college or university when such credit is consistent with the college's policy.

### Advanced Placement Exams

Credit obtained through advanced placement is recorded without grade or grade points, and the maximum credit allowed is up to a maximum of 50% of required award credits for certificates or up to 30 credits for associate degrees.

Exam	Required Score	Course Equivalent	Course Title	Credit Hours
AP Art History	3	ARTS 1103	Art Appreciation	3
AP Biology	3	BIOL 1114/BIOL 1110	General Biology with Lab	4
AP Calculus AB	3	MATH 2115	Calculus I	5
AP Chemistry	3	CHEM 1314/CHEM 1310	Chemistry I with Lab	4
AP English Language	3*	ENGL 1113	English Composition I	3
AP English Language	4	ENGL 1113 & ENGL 1123	English Composition I & II	6
AP English Literature	3*	ENGL 1113	English Composition I	3
AP English Literature	4	ENGL 1113 & ENGL 1123	English Composition I & II	6
AP Macroeconomics	3	ECON 2213	Macroeconomics	3
AP Microeconomics	3	ECON 2223	Microeconomics	3
AP Psychology	3	PSYC 1403	Introduction to Psychology	3
AP Spanish Language/ Literature I	3	SPAN 1113 & SPAN 1123	Spanish I & II	6

AP Statistics	3	MATH 2133	Introduction to Statistics	3
AP US Government & Politics	3	POLS 1143	American Government	3
AP US History	3	HIST 2123 or HIST 2133	US History Before 1877 OR US History After 1877	3
AP US History	4	HIST 2123 & HIST 2133	US History Before 1877 & US History After 1877	6
AP World History	3	HIST 1153 or HIST 1163	World Civilization I OR World Civilization II	3

\*Scoring 3 on both English Language and English Literature will award both ENGL 1113 and ENGL 1123

## College Level Examination Program (CLEP) Exams

Students who have developed college level skills and knowledge outside of college have an opportunity through the College Level Examination Program (CLEP) to demonstrate their achievement and receive college credit for up to a maximum of 50% of required award credits for certificates or up to 30 credits for associate degrees. Credits earned through CLEP examinations are recorded without grades or grade points following admission to ASU Mid-South and successful completion of one spring or fall semester. CLEP credit will not be awarded if a student has already attempted and earned a grade in a course or if the student has already completed a more advanced course in the subject area. CLEP credit earned at other accredited institutions of higher education is transferable to ASU Mid-South if the subject area is included in ASU Mid-South's CLEP credit policy. Students should visit or call the ASU Mid-South Dr. Barbara C. Baxter Learning Success Center at (870) 733-6766 for information about nearby testing centers, available subject areas, current test fees, and how to register for and schedule CLEP examinations.

Subject Examination	Qual. Score	Credit Awarded
English Composition	50	ENGL 1113, English Composition I
(with essay)	50	ENGL 1113 & ENGL 1123, English Composition I and English Composition II
Humanities	50	ENGL 2153, World Literature I
	55	ENGL 2153 World Literature I & MUSC 1103, Music Appreciation or ARTS 1103, Art Appreciation
Natural Sciences	55	BIOL 1114, General Biology & PSCI 1214, Physical Science
Social Sciences & History	50	HIST 1153, World Civilization I
	55	HIST 1153, World Civilization I & HIST 1163, World Civilization II
<i>Computer Technology</i>		
Info Systems and Computer Applications	50	COMP 1113, Computer Fundamentals
<i>History &amp; Social Sciences</i>		
Human Growth & Development	50	PSYC 2413 Human Development
American Government	50	POLS 1143 American Government
History of the U.S. I	50	HIST 2123 U.S. History Before 1877
History of the U.S. II	50	HIST 2133 U.S. History After 1877
Psychology (Introductory)	50	PSYC 1403 Introduction to Psychology
Sociology (Introductory)	50	SOCI 1303 Introduction to Sociology



<i>Science and Mathematics</i>			
General Chemistry	50	CHEM 1314	Chemistry I
Algebra, college	50	MATH 1113	College Algebra
General Biology	50	BIOL 1114	General Biology
Precalculus	50	MATH 1144	Precalculus
<i>Business</i>			
Principles of Management	50	BUSN 2113	Principles of Management
Principles of Accounting	50	BUSN 1423	Principles of Accounting I
Introductory Business Law	50	BUSN 2033	Legal Environment of Business
Principles of Marketing	50	BUSN 1203	Basic Marketing
Prin. of Macroeconomics	50	ECON 2213	Macroeconomics
Prin. of Microeconomics	50	ECON 2223	Microeconomics

## Credit by Examination after Enrollment in a Course

Once enrolled in a course, students may neither challenge the course by presenting official CLEP scores nor by requesting portfolio assessment. Students may challenge some ASU Mid-South courses by taking professionally recognized commercial certification tests (such as those provided by Microsoft® or Sylvan Testing Centers®) or internally developed and validated examinations approved by the ASU Mid-South Curriculum and Assessment Committees as final examinations. Students must obtain approval from the appropriate Associate Vice Chancellor and schedule a testing appointment in the Dr. Barbara C. Baxter Learning Success Center to take ASU Mid-South examinations.

Students must pay a testing administration fee prior to taking ASU Mid-South examination or prior to receiving transcript credit for commercial certification tests taken at another testing center. Students who successfully complete an approved examination will receive a grade of “CR” indicating successful completion of the course. Official transcripts will list the course as completed, but no final grade or quality points will be assigned.

Students successfully challenging a course through examination may receive an 80% refund of tuition if they test out of the course during the refund period as identified in the Academic Calendar.

Students who pay ASU Mid-South at the time of enrollment for a commercial test to be used as the approved final examination for a course, but who officially drop the course without taking the examination, may receive a refund of the cost of the test. Refund requests, however, must be made in writing at the time students submit their official drop forms. Students who quit attending class, but who do not officially drop as required by ASU Mid-South policy, waive their rights to refunds.

## Proficiency Credit (CR or NC)

Credit may be awarded to students for educational experience in the armed services, for professional certifications earned prior to enrollment, for portfolio documentation of program-related knowledge and skills, or for proficiency tests such as those provided through the College Level Examination Program (CLEP) or Advanced Placement (AP) Examination.

Credit hours may be awarded, but no quality points will be assigned. Additional information is available from the Registrar's Office.

**Federal Credit Hour Definition:** A credit hour is an amount of work represented in the intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

(1) one **hour** of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve

weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. 34CFR 600.2 (11/1/2010)

## Grading Scale and Grade Point Averages

The grading scale at Arkansas State University Mid-South is as follows:

<b>Letter Grade</b>	<b>Quality Points</b>
A	4
B	3
C	2
D	1
F	0

The grade-point average (GPA) is determined by dividing the total number of quality points earned by the total number of college credit hours the student has attempted. Grades earned in developmental courses affect financial aid eligibility and academic probation but are not calculated in determining the GPA for graduation or honors. To determine a semester GPA,

1. List the courses, grades, credit hours and quality points (QP's) for the semester and multiply the quality points by the number of course hours for each course.

<b>Course</b>	<b>Grade</b>	<b>QPs</b>		<b>Hours</b>	<b>Total</b>
ENGL 1113	B	3	x	3	9
ARTS 1103	A	4	x	3	12
SOCS 1113	C	2	x	3	6
BIOL 1114	C	2	x	4	8

2. Add the totals (9+12+6+8) and divide the sum (35) by the total number of hours (3+3+3+4 =13). The grade point average (35/13) = 2.69.

Special grades which do not affect a student's GPA are as follows:

**AU**–Not for credit; **W**–Withdrawn; **CR**–Credit without quality points; **NC**–No credit

## Auditing a Course

A student who wishes to enroll in a course for no grade and no credit must complete a Request to Audit form at the time of registration. Enrollment as an audit student is accepted on a space-available basis after the close of regular registration. Regular tuition rates are charged, and financial aid or scholarships do not apply to audited courses. See Credit/Non-Credit Enrollment for an alternative to auditing for students who do not want to earn a grade for a course.

To audit a course, a student must demonstrate that prerequisites have been met or must obtain permission from the instructor and lead instructor by demonstrating that he or she has sufficient prior knowledge of the subject to warrant auditing the course. Audit students are not required to adhere to any attendance or grading requirements and may not be allowed to participate in laboratory work if space or safety requirements are an issue. The student will receive a grade of "AU" (Not for Credit) for the audited course. **Audited courses may not be converted to credit at a later date, nor may courses taken for credit be converted to audit**



**status after the course has begun. After an audited course has been completed, a student may take it a second time for credit.**

## Course Load Limits

Students have a limit of 18 credit hours for each fall and spring semesters and 8 credit hours for the summer semester. Please note that credit hours taken during the spring and fall regular and short-term semesters will be counted towards the 18 hour course load limit. 18 credit hours cannot be exceeded without permission of the Vice Chancellor for Learning and Instruction.

## Credit/Non-Credit Enrollment

Some courses, which are skills- or application-based or which accompany lecture courses for which a letter grade is earned, may carry only a CR (credit) or NC (non-credit) grade, for example, lab courses scheduled separately from related lecture courses but for which one combined grade is reported. When grades are assigned to the lecture section, the lab carries only a CR or NC designation.

Non-Award seeking students may request permission to enroll in a credit course on a credit/non-credit basis. Students are required to complete all of the course requirements, but will not receive a letter grade or quality points.

Regular tuition and fees are charged, and enrollment may occur during early or regular registration. However, students should note that courses completed on a credit/non-credit basis may not transfer to other colleges and may not be eligible for financial aid. CR grades may apply toward ASU Mid-South degree and certificate requirements, but will not be counted in a student's grade point average for graduation.

## Incomplete Courses

"I" grades are usually awarded only after the last day to drop or withdraw when extenuating circumstances prevent a student in good standing from completing a course. "I" grades are not awarded to students who fail to do the following: attend class, complete coursework, drop or withdraw, and/or request an "I" to avoid receiving a failing grade.

An instructor may assign a grade of "I" for a student who is unable to complete all the requirements of a course as long as the student satisfies the following conditions (***Exceptions are made for students who are protected under Title IX.***):

- The student has attended regularly and completed over fifty percent of the course material with a passing grade average prior to assignment of the "I."
- An illness (or other circumstances beyond the control of the student) interferes with the student's ability to complete the course by the last day of the semester (medical or other official documentation is required).
- There is reasonable expectation that the student can complete the remaining work by the sixth week of the following term (Time limits may vary for computer-based, televised, or online courses. Therefore, students should verify the expiration date with their instructors.).
- The instructor submits a "Request for Incomplete Grade" form for approval by the appropriate associate vice chancellor prior to last day to submit grades for the semester. This form should be signed by the student and instructor and also be accompanied by a written justification for the "I" grade with a list of assignments that must be completed.

Following approval by the associate vice chancellor, the instructor should provide one copy to the Registrar and one copy to the student along with a list of the assignments and tests to be completed.

Instructors who do not plan to be on campus the next semester must:

1. Provide the appropriate associate vice chancellor a detailed list of assignments and grading scales to evaluate the student's work.
2. Provide the student with the associate vice chancellor's name and telephone number so the student knows who should be contacted to complete the course.

Once an "I" grade is approved, the student is responsible for contacting the instructor or associate vice chancellor (if the instructor is no longer employed the following semester) to arrange for course completion within the six week time period.

Following receipt of the completed work, the instructor or associate vice chancellor shall submit a grade change to the Registrar's Office that will become part of the student's academic record. If the work is not completed by the sixth week of the following term, the "I" is automatically converted to an "F."

Until such time as the "I" is removed from the student's academic record, the student's GPA shall be calculated as if the "I" were an "F." A grade recalculation will be done upon receipt of the final grade by the Registrar's Office.

Financial aid recipients who receive "I" grades will be classified as making unsatisfactory progress until a final grade is posted for the course.

## Independent Study Courses

An independent study course is designed to meet a student's special scheduling challenges. Objectives, content, and requirements are the same as those listed in the syllabus for a regularly scheduled course. Enrollment on an independent study basis is subject to the following conditions:

- The student must document a valid need for the course and the inability to take the course at its scheduled time due to a conflict.
- The instructor must approve the request.
- The appropriate Associate Vice Chancellor must approve the request.
- The Independent Study contract, which outlines the requirements and timeline, must be completed and filed in the office of Academic Affairs.

## Withdrawal from a Course

Students who officially withdraw from a course according to the policies of the college will receive a grade of "W" for the course on their transcripts. This grade does not affect a student's grade point average, but withdrawals may affect a student's financial aid status.

## Graduation Requirements

Students planning to graduate should make an appointment with their advisor **no later than the semester prior to graduation** to complete a degree audit which must be submitted to the Registrar for review and approval by the date listed in the Academic Calendar (fall semester). Students may graduate under their catalog of entry or any subsequent catalog. Associate degree graduates are required to complete a minimum of 18 credit hours at ASU Mid-South. Certificate completers must complete at least 50 percent of required program hours at ASU Mid-South. Completing this audit ensures that students are aware of and can complete all requirements by the time of their intended graduation.

All fees owed to ASU Mid-South must be paid prior to graduation.

Arkansas State University Mid-South holds only one commencement exercise each year at the end of the spring semester. **Students must have a cumulative grade point average of 2.0 or better for courses taken at ASU Mid-South to be eligible to participate in the commencement ceremony. Those who have eight credits or less remaining to complete their award will be allowed to participate in Commencement, if they have completed a Summer Contract with the Registrar. Students who complete a Summer Contract must be registered and have tuition payment secured.** Diplomas/Credentials will not be granted until award credits are successfully completed. Any program substitution(s) must be approved by the Vice Chancellor for Learning and Instruction.

Students must file an Intent to Graduate form with the Registrar's Office by the deadline listed in the Fall Semester section of the Academic Calendar. All students must complete the ASU Mid-South

Graduate Survey, and associate degree students must complete the WorkKeys® assessments before the commencement ceremony to be eligible for graduation.

## Maximum Time Allowed to Complete Certificates/Degrees

Students pursuing a certificate or degree follow the requirements outlined in the ASU Mid-South catalog in effect the year of their initial enrollment at the college. They may, however, elect to follow the requirements of a subsequent catalog if they were enrolled in the year that the catalog was in effect. Students who wish to change catalogs must inform the Registrar's Office.

Because Arkansas State University Mid-South frequently revises its programs to reflect changing transfer and employment needs, students who exceed the following time limits may be required to fulfill the award requirements of a catalog other than their catalog of entry:

- Certificate programs of 24 hours or less – 2 years
- Certificate programs of 25-45 hours – 4 years
- Associate degree programs – 6 years

If these time limits are exceeded, students may be required to fulfill the degree requirements of the catalog in force at the time of expiration. **In addition, the college reserves the right to make course substitutions for program requirements when students take more than 150% of the program length to complete requirements as stated in their catalog of entry.**

Students who graduate from ASU Mid-South and return to complete another program will be governed by the catalog in force at the time they return.

## Reverse Transfer

Arkansas State University Mid-South encourages reverse transfer for students who leave the college before completing their degree or certificate. ASU Mid-South is a partner institution in the Credit When It's Due initiative, which is a partnership between the 22 two-year colleges and 11 four-year public universities in the State of Arkansas. Students are responsible for requesting their transcripts be sent to the Registrar's Office and completing the Transfer Credit Evaluation form. For more information about reverse transfer, please contact the Registrar's Office at 870.733.6728 or email [admissions@asumidsouth.edu](mailto:admissions@asumidsouth.edu).

## Honors Recognition

### Semester Honors Recognition

Semester honors recognition does not include developmental education courses and does not include credits earned at an institution other than ASU Mid-South. Honors lists are published for the fall and spring semester but not for the summer term(s).

The following students shall have their names published on the **Honors List**:

- Full-time students who complete 12 or more hours during a semester with a semester GPA of 3.50-3.80.
- Part-time students who have completed at least 12 hours of course work at ASU Mid-South with a cumulative GPA of 3.50–3.80 and who, having this base of 12 hours, complete six to 11 hours during a semester with a semester GPA of 3.50–3.80.

The following students will receive **Chancellor's List** recognition:

- Full-time students who complete 12 or more hours during a semester with a semester GPA of 3.81-4.00.
- Part-time students who have completed at least 12 hours of course work at ASU Mid-South with a cumulative GPA of 3.81-4.00 and who, having this base of 12 hours, complete six to 11 hours during a semester with a semester GPA of 3.81-4.00.

## Graduation with Honors

Associate degree students graduating with honors shall be recognized at commencement with cords and with their names listed in the program as follows:

- Graduates with cumulative GPAs of 3.25-3.49 – Cum Laude – White Cord
- Graduates with cumulative GPAs of 3.50-3.79 – Magna Cum Laude – Red Cord
- Graduates with cumulative GPAs of 3.80-4.00 – Summa Cum Laude – Gold Cord

When students have taken a course more than once, the most recent grade shall apply toward the cumulative GPA. Developmental education courses are included in GPA calculations for graduation honors.

## Student Level

A student who has completed less than the equivalent of one full year of undergraduate credits (less than 30 semester hours of college-level courses) is classified as a freshman.

A student who has completed the equivalent of one full year of undergraduate credits (at least 30 semester hours) but less than 60 hours is classified as a sophomore.

## Student Records

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the college must be open to inspection by the student and may not be made available to any other person without the written authorization of the student. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. A "student" is defined as a person who has registered and paid for one or more Undergraduate (UG) or Continuing Education (CE) courses and who remains enrolled through the official date of record for that term.

Education records are the property of ASU Mid-South. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to ASU Mid-South.

### Notification of Rights under FERPA

Educational records are defined as records that are directly related to a student and maintained by an educational institution or by a party acting for the agency or institution.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- **The right to inspect and review the student's education records within 45 days of the day ASU Mid-South receives a request for access.** Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. A college official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- **The right to request amendment to the student's education records that the student believes are inaccurate.** The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- **The right to limit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests including the following:
  - A college official is a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff) The college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.;
  - A person or company with whom the college has contracted (such as attorney, auditor, or collection agent);
  - Verification agencies such as the National Student Clearing House;
  - A person serving on the Board of Trustees; or
  - A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by ASU Mid-South to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

### **Family Educational Rights and Privacy Act (FERPA) Exception**

Arkansas State University Mid-South (ASU Mid-South) is dedicated to creating an exceptional learning environment for all members of our campus community, including both quality learning support systems and world class academic programing. To that end, ASU Mid-South participates in a number of grant programs administered by the United States Department of Education, the United States Department of Labor, and other state and federal agencies. In some cases, these grantors request student data to determine program success. If requested by the grantor, your student information, including personally identifiable information, could be shared with the agency under the audit or evaluation exception of FERPA (20 U.S.C. 1232g(b)(1)(C), (b)(3), and (b)(5) and §§99.31(a)(3) and 99.35).

In accordance with FERPA requirements to provide students annual notification of their FERPA rights, the college issues notifications at the regular registrations, in the catalog, and on the college web site at: [www.asumidsouth.edu](http://www.asumidsouth.edu). Additional information on FERPA may be obtained by accessing <http://www.ed.gov>.

In accordance with the Family Education Rights and Privacy Act of 1974, ASU Mid-South identifies the following numbered items as directory information.

- |                             |   |
|-----------------------------|---|
| 1. Student's name           | 6. Academic classification                      |
| 2. Local address            | 7. Educational institutions previously attended |
| 3. Telephone number         | 8. Dates of attendance at ASU Mid-South         |
| 4. E-mail address           | 9. Degrees and awards granted, date granted     |
| 5. Major and field of study | 10. Part- or full-time enrollment status        |

ASU Mid-South may disclose any of these items without prior written consent of the student. Students who do not wish directory information to be released must provide written notification to the Admissions and Records Office prior to each semester.

## Selective Service

The college requires all male students to acknowledge, as part of the admissions process that they have registered with the Selective Service.

All men between the ages of 18-26 are required to register under the law. The exceptions to this rule are very few and include non-immigrant aliens on student, visitor, or diplomatic visas; men on active-duty in the U.S. Armed Forces; and cadets and midshipmen in the Service Academies as well as certain other U.S. military colleges. All other men must register upon reaching age 18 (or before age 26, if entering and taking up residence in the U.S. when already older than 18). The college requires all male students to acknowledge, as part of the admissions, process that they have registered with the Selective Service.

## Solomon Amendment

In compliance with the Solomon Amendment, ASU Mid-South will release the following information on students age 17 and older to military recruiters for military recruitment purposes only:

1. Student's name
2. Local address
3. Telephone Number
4. Date and place of birth
5. Class level (freshman/sophomore)
6. Academic major
7. Degrees and awards granted

However, if a student has submitted a request to the Registrar to restrict the release of his/her directory information, then no information from the students' educational record will be released under the Solomon Amendment.

Military recruiters may request student recruitment information once each term or semester. The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information and whether the information needed is for the current or previous semester.

## Student Transcript Requests

Students requesting an official academic transcript from the college should submit a transcript request form,

which is available in the Registrar's Office or online. A written request which includes name, student ID number or Social Security number, approximate dates of attendance, the name and address to which the transcript is to be sent, and your signature could also be accepted. A fee is payable to the Finance Office for each request.

Requests should be directed to:

Office of the Registrar  
Arkansas State University Mid-South  
2000 West Broadway  
West Memphis, AR 72301

Fees owed to ASU Mid-South must be received prior to transcript being released.







ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

Chapter 8  
**Support Services for  
Student Learning**



# Support Services for Student Learning

## Academic Advising

All currently enrolled award-seeking students are assigned an advisor based on the student's program of study. Students will receive email communication from their academic advisor and should check their Mid-South email for the advisor's name and contact information and other important advising communication. Students wishing to identify their assigned advisor may do so by visiting the Dr. Barbara C. Baxter Learning Success Center. Students who are non-degree seeking can seek assistance from staff in the Dr. Barbara C. Baxter Learning Success Center who will direct them to an appropriate advisor.

## Athletics—See Student Life: Organizations and Activities

## Bookstore

Textbooks and other instructional supplies are available through a contractual arrangement with BBA Solutions Inc. All books may be purchased, and BBA Solutions also offers Rent-A-Text options on many of the most commonly used publications. Dates and hours of operation are posted outside the bookstore in the Donald W. Reynolds Center for Educational Excellence

## Career Pathways

Arkansas State University Mid-South Career Pathways, which is funded by the Arkansas Transitional Employment Board, provides free career training and college classes to current and potential students who qualify. The program also provides assistance with childcare and transportation costs and job referrals.

### Basic Eligibility Requirements:

Qualified students must:

- be an Arkansas resident.
- be a parent or legal guardian of a child under the age of 21 who lives in his/her home.
- have an annual family income below 250% of federal poverty level (for a family of 4, the 2019 maximum income is \$64,375 – amount changes yearly).
- complete a Free Application for Federal Student Aid (FAFSA).

Career Pathways provides financial support for college courses, academic support, and the National Career Readiness Certificate to develop on-the-job skills to help prepare students with the skills that local employers want. Students may begin by enrolling in a short-term Certificate of Proficiency program of study to prepare for immediate employment, but most career pathways also include more advanced education from technical certificates through associate degrees to support job advancements. Not all degree programs may qualify, and the number of individuals served is contingent upon sufficient state funding.

Program advisors provide counseling to assist students in choosing eligible programs, completing financial aid forms and registering for classes. The program also includes career preparation workshops to provide information on job search preparation, professionalism skills, resume preparation, interviewing skills, and workplace communication skills.

All services provided are designed to eliminate barriers to success and support personal and professional development.

For more information, contact the Career Pathways office at (870) 733-6747 or (870) 733-6706.

## Career Services

The ASU Mid-South Career Services Center, located in the Marion Berry Renewable Energy Center, provides a variety of career development services to help ASU Mid-South students to identify and be competitive and accomplished in acquiring, and retaining meaningful employment and careers. The ASU Mid-South Virtual Career Center, which is the centerpiece of job preparation and job searching, can be accessed 24/7 via <http://collegecentral.com/asumidsouth>.

Students and alumni may log in using their ASU Mid-South IDs and passwords.

The mission of the Career Services Center is to assist students at ASU Mid-South in maximizing their educational experience by providing access to career planning, programs, presentations, and internship/employment opportunities.

### Student Objectives

- Identify career options and follow through with career decisions.
- Demonstrate an ability to interact appropriately using soft skills in a professional setting.
- Develop an effective resumé.
- Learn and use proven strategies for successful interviewing.
- Utilize job search resources.
- Acquire technical and professional skills through real-world experience. Employer Services and Benefits:
- Emailing job openings to ASU Mid-South students and posting announcements through the ASU Mid-South Virtual Career Center
- Access to ASU Mid-South student resumes through the Virtual Career Center
- On-campus recruiting

## Child Care

Contact information for local agencies may be obtained at the Dr. Barbara C. Baxter Learning Success Center in the Donald W. Reynolds Center.

## Counseling Services

Arkansas State University Mid-South offers free professional counseling services for students through a partnership with CONCERN: SAP, a subsidiary of Baptist Memorial Health Care Corporation in Memphis, Tennessee. CONCERN offers assistance with the following services:

- Marital and family relationships
- Alcohol or drugs
- Emotional concerns
- Grief
- Gambling
- Elder care
- Financial problems

CONCERN counselors are licensed or certified seasoned professionals. CONCERN: SAP is located at 2670 Union Extended, Suite 610, Memphis, TN 38112, (901) 458-4000 or (800) 445-5011. Multiple office locations are available, including Marion and West Memphis.

## Disability Services

Equal opportunity is the foundation for success. Disability Services at ASU Mid-South works collaboratively with students, faculty, and staff to help create an inclusive educational environment for students. Reasonable accommodations are provided by faculty to access course content and/or demonstrate learning when the design of the educational environment prevents equal participation.

We strive to ensure access for students with disabilities and to comply with ADA, ADAAA amendments act of 2008, Section 504 and Section 508 of Rehabilitation Act. Any ASU Mid-South student with a disability may utilize services through our office.

To ensure timely accommodations, students should complete a Disability Services Request form at least two weeks before the start of classes for any semester for which accommodations are needed so that instructors and maintenance personnel are able to make the appropriate adjustments. Recent supporting documentation from a qualified professional which identifies the accommodations is required. For assistance, students should contact the Barbara C. Baxter Learning Success Center, 870-733-6790.

Students receiving accommodations should reconfirm the need for their continuance for each subsequent semester of enrollment by completing and submitting an updated disability services application two weeks before the start of classes.

Student complaints related to the denial or neglect of disability accommodations should be addressed to the Director of Learning Success Center and Disability Services, who is the college's compliance officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The director's office is located in the Reynolds Center on the south campus, telephone 870-733-6790.

Prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act and Section 504 may be addressed through the college's internal grievance procedures outlined in the college policies section.

Stephanie Krehl  
Director, Barbara C. Baxter Learning Success Center  
ADA Coordinator  
Barbara C. Baxter Learning Success Center  
Phone: 870-733-6790  
Email: [accessibility@asumidsouth.edu](mailto:accessibility@asumidsouth.edu)

## Dr. Barbara C. Baxter Learning Success Center

Located in the Reynolds Center, the Dr. Barbara C. Baxter Learning Success Center (LSC) is a learning space designed to help students thrive academically. Our center offers an open computer lab, free tutorial services, laptop checkout, advising services through TRiO SSS, and much more. Our many programs have been specifically intended to guide students toward academic success during their time at ASU Mid-South. All tutorial services are FREE to ASU Mid-South students.

Students and community patrons must present a valid ASU Mid-South ID for entry into the LSC. LSC hours are posted each semester. Academic coaching schedules are available in the LSC, and special holiday hours are posted to notify students in advance of changes in the operational hours. Additional information is available from the help desk in the LSC or by calling 870-733-6766.

## Email Accounts for Students

Each student enrolled in credit classes is automatically issued an ASU Mid-South and a My Canvas email account upon enrollment to facilitate communication with instructors and other students regarding academic issues and student activities. The college uses email to issue announcements regarding special events, emergency notifications, and safety issues, so it is important for students to check their email frequently. Students who use college email accounts for personal business or for the dissemination of offensive or harassing materials are in violation of the ASU Mid-South Computer and Email Use Policy, and are subject to the college's disciplinary policy and/or legal procedures as appropriate.

## Intramurals—See Student Life: Organizations and Activities

## New Student Orientation

ASU Mid-South provides an orientation program for new students to acquaint them with college services, activities, regulations, and procedures. Orientation times are published in the schedule of classes for each semester. Attending New Student Orientation is strongly recommended and is the first positive step towards successfully reaching academic goals. Students attending New Student Orientation have the opportunity to meet with academic advisors and finalize items for classes.

## Recreation—See Student Life: Organizations and Activities

## Sandra C. Goldsby Library

The Sandra C. Goldsby Library is located in the Donald W. Reynolds Center on the South Campus. The library functions as a study and research center for the college. Currently, the library houses a collection of more than 23,100 books, 2,491 videos & DVDs, and 805 audio CDs and cassettes (including books on tape and multimedia kits). The library's collection includes a core collection of contemporary and classic novels for recreational reading, as well as picture books and juvenile novels used by the education courses.

The Sandra C. Goldsby Library subscribes to 35 print periodicals, two daily newspapers, and seven Internet-based online databases, such as ProQuest Central and SIRS Issues Researcher, which enable our students to search more than 29,230 indexed periodicals, newspapers, and government documents electronically, most of which provide full-text access. The CREDO Reference online database, World Book Academic Online, and Salem Press Platform of databases, as well as the Films on Demand database give our students access, via the Internet, to multiple sets of reference materials, 34,134 full-length films and 304,164 video clips and 900 e-books. Links to more than 40,000 quality websites considered to be academically appropriate to support students' research needs are also included in these databases.

In addition to print and web-based resources, currently enrolled ASU Mid-South students have access to needed materials not currently owned by our library by placing a request through our Interlibrary Loan services. Internet and CD-ROM computer workstations are available, as well as 5 private study rooms and a viewing room for watching videotapes/DVDs, listening to cassettes and CDs, or studying independently or with a small group of classmates. The library has a user ID enabled self-serve copy machine for replicating class notes, making copies of presentation handouts, etc.

Assistance in locating and use of library materials is provided by the library staff. Telephone assistance in identifying authors or titles, and limited computer-related questions may be accessed by phoning (870) 733-6768. Normal operating hours, as well as special summer and holiday hours are posted on the windows beside the library's entrance doors, on the ASU Mid-South Library's homepage, and aired on the college's cable channel on a regular basis.

The ASU Mid-South Student I.D. Card serves as a Library Borrower's Card for students enrolled in credit courses and is required to check out materials from the college's library, sign up for remote user access to the online databases, and gain entrance to the library. With the purchase of a Community Patron card, ASU Mid-South non-credit and GED® students, and citizens of Crittenden County may also use ASU Mid-South library resources. Students attending courses offered by other colleges on the ASU Mid-South campus do not have to pay for a patron card if they pay an ASU Mid-South technology fee as part of their enrollment with their home institution. Student identification cards are made and validated with the current semester's sticker as one of the final steps during the Registration process at the beginning of each semester. Community Patron cards and re-makes of "Lost" student ID cards are available from the Business office in the Reynolds Center during their regular office hours.

## Student Insurance

International students are required to have student health insurance. Optional accident insurance, provided by a state-approved agency, is available to students for a nominal fee during registration periods. The college does not carry liability insurance to cover accidents that may occur on campus or during college-sponsored events or activities which occur off-campus. For more information, contact the Registrar's Office.

All students are strongly encouraged to take advantage of the insurance program. Allied Health students are required to purchase accident and liability insurance for protection in clinical environments.

## Student Life: Organizations and Activities

The Office of Student Life supports the mission of Arkansas State University Mid-South and the retention, progression, and graduation of students by providing opportunities through registered student organizations and Student Life sponsored activities that are designed to cultivate learning, improve student development, provide leadership opportunities, compliment academic programs, and enhance character development. Student Life staff members collaborate with students, faculty, staff, and community leaders to provide activities which promote analytical and critical thinking, build interpersonal skills, which offer opportunities for creative expression, and which recognize and address current trends.

### Student Organizations

ASU Mid-South enhances the academic experience by providing extracurricular activities that promote personal growth, citizenship, scholarship, and leadership. Activities consist of workshops, field trips, movies, community service projects and competitions designed to empower students with self-sufficiency and personal, academic and career skills in addition to peer networking opportunities. Student organizations exist to provide opportunities for students to engage in teambuilding, promotion of campus spirit and community empowerment activities.

Students interested in joining a student organization or forming a new one may obtain information and guidelines from the Student Activities Coordinator, who is located in the Learning Success Center.

#### Brother 2 Brother

Brother 2 Brother (B2B) is a male mentoring organization established through a Title III PBI Grant at ASU Mid-South. B2B is designed to develop the engagement and self-confidence of (primarily but not limited to) African American male students to increase their success, retention, and completion of college. B2B also strives to improve the educational outcomes of those students through participation, in-service, learning, and civic engagement. Participants experience a mentoring relationship to follow, uplift, and track their personal and academic development. B2B meets bi-weekly in various locations as announced.

For more information, please contact:

Gerar Pope | [gdpope@asumidsouth.edu](mailto:gdpope@asumidsouth.edu) | 870-733-6849

## **Cast and Crew Club**

The purpose of the Cast and Crew Club is to connect students who have a background in video and audio production with students who have a demonstrated interest in acting and/or television and radio hosting for the purpose of creating film, television and radio projects for ASU Mid-South. Club members will collaborate with various departments and programs on campus to create content that is both informative and entertaining.

For more information, please contact:

Anwar Jamison | [abjamison@asumidsouth.edu](mailto:abjamison@asumidsouth.edu) | 870-733-6058

Mary Field | [mfield@asumidsouth.edu](mailto:mfield@asumidsouth.edu) | 870-733-6821

## **Chess Club**

The ASU Mid-South Chess Club allows for students, faculty, and staff to meet together and enjoy the game. The club is open for all players whether one is a novice who wants to learn the game, intermediate, or expert player. Boards are provided by the PBI Title III Department and are available for use in the University Center Student Lounge daily. By special request, extra chess equipment (such as clocks, notation pads, learning boards, etc.) can be checked out. Additional opportunities to meet and play in the University Center Student Lounge are announced through student email.

For more information, please contact:

Gerar Pope | [gdpope@asumidsouth.edu](mailto:gdpope@asumidsouth.edu) | 870-733-6849

Dr. Raymond Hawkins | [rahawkins@asumidsouth.edu](mailto:rahawkins@asumidsouth.edu) | 870-733-6037

## **Future Educators' Club**

The purpose of the Future Educators' Club is to promote interest in and knowledge about the teaching profession, as well as to provide fellowship among students, faculty, and community professionals.

For more information, please contact:

Lori Forrester | [lforrester@asumidsouth.edu](mailto:lforrester@asumidsouth.edu) | 870-733-6784

## **Hospitality and Tourism Management Club**

The purpose of the club is to provide an avenue for Hospitality Management and other interested students to network and interact socially with the college community, hospitality and tourism experts, and other students, faculty, and staff across the nation and beyond.

The club seeks to accomplish these goals through community and college special projects, industry partnerships, educational tours, and collaboration with the Kemmons Wilson School of Hospitality and Resort Management, The University of Memphis.

For more information, please contact:

Marjorie Gardner | [mzgardner@asumidsouth.edu](mailto:mzgardner@asumidsouth.edu) | 870-733-6826

## **L.I.F.T. - Lead. Inspire. Focus. Teach.**

The purpose of the club is to educate and empower women students socially and economically by providing personal growth and development services through reflection and self-examination, while also teaching practical leadership skills, and facilitating mentoring relationships both one-on-one and in group settings. The club seeks to provide the opportunity to develop a mentoring relationships that will inspire personal and professional success, as well as provide mentees the opportunity to gain broader perspectives on field of choice, values, norms, expectations, and behaviors and how gaining these perspectives can enhance their ability to make productive decisions. The club also provides an opportunity for mentees to learn and practice professional networking skills.

For more information, please contact:

April Holland | [adholland@asumidsouth.edu](mailto:adholland@asumidsouth.edu) | 870-733-6783



## **Phi Theta Kappa**

Phi Theta Kappa Honor Society, headquartered in Jackson, Mississippi, is the largest honor society in higher education with 1,285 chapters on college campuses in all 50 of the United States and abroad. More than 3 million students have been inducted since its founding in 1918, with approximately 134,000 students inducted annually. To fulfill our mission, we focus on recognizing and encouraging the academic achievement of two-year college students while providing opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. At ASU Mid-South, Phi Theta Kappa recognizes our students' academic excellence, opening the door to scholarship opportunities around the region and the nationwide network of funding through the society's general scholarship application. Like ASU Mid-South as a whole, Beta Epsilon Psi chapter is dedicated to service in our community, including our annual Clothe-a-Kid drive to raise funds for clothing and toys for special needs students in West Memphis elementary schools.

For more information, please contact:

Erin Gordon | [ekgordon@asumidsouth.edu](mailto:ekgordon@asumidsouth.edu) | 870-733-6856

April Holland | [adholland@asumidsouth.edu](mailto:adholland@asumidsouth.edu) | 870-733-6783

Dr. Michael Lejman | [mjlejman@asumidsouth.edu](mailto:mjlejman@asumidsouth.edu) | 870-733-6016

## **Sigma Kappa Delta**

Sigma Kappa Delta (SKD) is a student honor society that recognizes the achievements of students who have excelled in their English coursework. This society works to promote literacy, improve the community through philanthropic projects, and recognize outstanding student achievements.

For more information, please contact:

Christopher Tindall | [cytindall@asumidsouth.edu](mailto:cytindall@asumidsouth.edu) | 870-733-6824

Jacob Hutchinson | [djhutchinson@asumidsouth.edu](mailto:djhutchinson@asumidsouth.edu) | 870-733-6024

## **SkillsUSA**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel by providing educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms. With a mission to empower every student member to achieve success, SkillsUSA focuses on promoting career-readiness through the development of academic, technical, and soft skills. This organization is open to both secondary and post-secondary technical students who apply each fall semester through their program's instructor. Members can compete in the ASU Mid-South Internal Competition for a place in the Arkansas SkillsUSA State Championship held in Hot Springs. State level gold-medalists are eligible to go on to the SkillsUSA National Championship in Louisville, Kentucky. Membership in SkillsUSA gives students access to a variety of scholarship opportunities.

For more information, please contact:

Jeff Gray | [wjgray@asumidsouth.edu](mailto:wjgray@asumidsouth.edu) | 870-733-6805

Thomas Halford | [thhalford@asumidsouth.edu](mailto:thhalford@asumidsouth.edu) | 870-733-6852

## **Student Government Association**

The purpose of Student Government Association (SGA) is to offer opportunities for members of the SGA to share concerns, express opinions, and jointly participate in the solution of problems with other members of the ASU Mid-South community; to serve in an advisory capacity to the administration on behalf of the student body; and to provide and execute approved programs, projects, and events designed to enhance the entire campus community. Membership in the organization is composed of the student body.

For more information, please contact:

Donna Shaull | [dkshaull@asumidsouth.edu](mailto:dkshaull@asumidsouth.edu) | 870-733-6091

Melanie Pauls | [mpauls@asumidsouth.edu](mailto:mpauls@asumidsouth.edu)

## **Tennis Club**

The ASU Mid-South Tennis Club is for students on any skill level from novice to advanced. The club will provide free tennis lessons for all members and allow students to meet other students at their level of play to train for the ASU Mid-South tennis tournament.

For more information, please contact:

Dr. Raymond Hawkins | rahawkins@asumidsouth.edu | 870-733-6037

## **Travel Club**

The mission of the Travel Club is to encourage cultural exchanges, education and entertainment and to provide opportunities for students to engage in learning about other people, heritages, lifestyles, and hobbies, both similar to and different from their own. This club also provides an opportunity for students to gain insight and understanding about our environments, through visiting parks and gardens.

For more information, please contact:

Erin Gordon | ekgordon@asumidsouth.edu | 870-733-6856

April Holland | adholland@asumidsouth.edu | 870-733-6783

Grace Troutman | gatrouman@asumidsouth.edu | 870-733-6752

## **Other Activities**

### **Intercollegiate Athletics**

ASU Mid-South currently provides the opportunity to compete in two intercollegiate sports: men's basketball and women's basketball. The Greyhounds and Lady Greyhounds compete as members of the National Junior College Athletic Association and are subject to its rules and regulations. Students must complete at least 12 hours of course credit and maintain a 2.0 grade point average to be eligible to compete. Members of our intercollegiate teams are selected by respective head coaches in each sport.

### **Recreation**

ASU Mid-South offers a variety of recreational sports designed to promote student participation in campus life, as well as fostering teamwork and leadership development opportunities for ASU Mid-South students. Recreational sports currently offered include softball, volleyball, three-on-three basketball, five-on-five basketball, soccer, and flag football. Teams participate in the West Memphis Parks and Recreation League, the Arkansas Delta Intramural League (ADIL), as well as many other local, regional and state associational events. Most activities are open to both men and women.

The student lounge area in the University Center is open daily and avails students to a host of entertainment options including video games, table tennis and various board games.

### **Workshops, Cultural Events, and Transfer Trips**

Student activities include a variety of self-development workshops, field trips to area museums, theater presentations, professional sports events, motivational speakers, and musical presentations. Students may access the event calendar through the ASU Mid-South website or check the plasma screens for announcements each month.

## **Telephone Messages for Students**

Emergency calls will be referred to the Dr. Barbara C. Baxter Learning Success Center where administrative staff members will evaluate the nature of the call and respond accordingly. Non-emergency calls will not be referred to students.

## Testing Services

ASU Mid-South offers a number of national and institutional tests used to assess varying levels of academic preparation. These include the following:

- The NextGen ACCUPLACER exam, a computer adaptive college placement test for general entry. For study guides and testing appointments, call (870) 733-6754.
- General Education Degree examinations associated with the Adult Education Program (Locator test and Test of Adult Basic Education [TABE] and General Education Development [GED®–Practice test and full GED®]). Call the Adult Education Department at (870) 733-6823 for more information.
- Capstone assessment examinations such as WorkKeys by ACT and major field examinations used to determine competencies for technical/occupational programs.
- Make up testing by instructor appointment.
- Proctored exams for other colleges and universities.

## Title III Grant Programs

### Title III Predominantly Black Institutions Grant

The goal of the federally funded Predominantly Black Institutions (PBI) program is to strengthen Arkansas State University Mid-South by supporting students to finish their degrees. The program provides Success Coaches who help students with academic questions, grow in leadership, and find a place to belong. The program also provides a Health & Wellness coordinator who plans intramural sports and recreational activities such as open gym, chess, and ping pong for all students. Additionally, PBI coordinates with Allied Health, Teacher Education, and STEM-related areas to provide training and additional support for passing certification exams. Finally, PBI offers opportunities for mentoring, leadership training, and travel to external trainings and conferences to the men on campus who meet eligibility criteria through Brother2Brother.

## TRiO Student Support Programs

### Educational Opportunity Center

The goal of the federally funded TRiO Educational Opportunity Center (EOC) program is to provide free information and services to individuals seeking post-secondary education. The program provides two counselors who work in coordination with the faculty and staff at Arkansas State University Mid-South, as well as other area colleges and technical institutions, to connect potential students to the programs and services that best suit their educational needs.

EOC staff provide information on postsecondary educational opportunities and GED®; information on student financial assistance (grants, scholarships, etc.); assistance in completing applications for college admission and financial aid; assistance with placement test scheduling and preparation (needed spaces); academic counseling; career exploration; disability services referrals; study skills workshops; tutoring; mentoring; and any other type of support or assistance that will help a person overcome his or her personal obstacles to higher education.

To be eligible for EOC assistance, an individual must be a high school senior or at least 19 years of age and a resident of either Crittenden County, Arkansas, or Shelby County, Tennessee. In addition, the individual must have never attended a post-secondary institution OR must have been out long enough to require re-admission. Priority is given to low-income and first-generation college students.

Those interested in more information or application materials should visit the EOC offices located in the Enrollment Services Office in the Donald W. Reynolds Center on the south side of campus.

## Student Support Services

The goal of the federally funded TRiO Student Support Services (SSS) program is to increase the college retention and graduation rates of eligible participants and to facilitate participants' transition from one level of higher education to the next. The program provides three academic coaches, an administrative assistant, and a director who help connect students with the services they need for academic success, cultural development, and goal retention.

Special emphasis is given to the development of basic study skills, financial literacy, tutoring referral, mentoring, academic coaching, and career development. Participants are eligible for special trips, additional financial aid, and other benefits if they fulfill expectations of the program. Many students qualify for the program, which can accept up to 180 participants per year. To be accepted into the program, students must come from families where neither parent has earned a baccalaureate degree, meet specified income guidelines and may have a disability.

Those interested should visit with TRIO SSS staff in the Dr. Barbara C. Baxter Learning Success Center in the Donald W. Reynolds Center to obtain more information and application materials.

# Workforce Services

## Arkansas Workforce Center (American Job Center)

### North Campus Building, Arkansas State University Mid-South

Area programs that are focused on workforce development and employment are located together with similar ASU Mid-South programs in the North Campus building to provide the resources and synergy to better serve both job seekers and employers. The immediate access to the education and training opportunities on the ASU Mid-South campus by clients also facilitates development of the skills and abilities individuals need to enter or move up in the workforce.

Programs/Organizations that are part of the Arkansas Workforce Center at ASU Mid-South include the following:

- Adult Education\*–GED®/ABE/ESL
- Literacy\*
- Employment & Training\*–SNAP Employment and Training
- Career Pathways\*– Parents of Children under the Age of 21
- Workforce Innovation and Opportunity Act–Adult Programs, Youth Programs, Dislocated Worker Program
- Job Corps
- Career Development Training Institute (CDTI)
- Arkansas Vocational Rehabilitation Services
- Arkansas Department of Workforce Services
- Division of Service for the Blind
- Department of Workforce Services–Employment Services, Unemployment Insurance, Veterans Assistance, Transitional Employment Assistance (TEA) Unit, Re-employment Services, Arkansas Works Medicaid Program, Arkansas Works Services, Temporary Assistance for Needy Families (TANF)
- Additional visiting Center partner(s)

*\*Grant funded programs currently at ASU Mid-South.*

Services provided through the Workforce Center include the following:

Job Search	
<ul style="list-style-type: none"><li>• Employment Listings</li><li>• Job Fairs</li><li>• Job Research Tools</li><li>• Assisted Job Search</li></ul>	<ul style="list-style-type: none"><li>• Internet Access for Job Search</li><li>• Resume Preparation Assistance</li><li>• Career Assessment</li></ul>
Information Services	
<ul style="list-style-type: none"><li>• Eligibility Determination</li><li>• Filing for Unemployment Insurance</li><li>• Labor Market Information</li></ul>	<ul style="list-style-type: none"><li>• Local Training Provider Listings</li><li>• Resource Library</li></ul>
Business Services	
<ul style="list-style-type: none"><li>• Job Fairs</li><li>• Job Matching</li><li>• Job Posting</li><li>• Job Listing</li></ul>	<ul style="list-style-type: none"><li>• Labor Market Information</li><li>• Employer Tax Credit Information</li><li>• Information on Job Training Programs</li></ul>
Support Services	
<ul style="list-style-type: none"><li>• Childcare Assistance</li><li>• SNAP E&amp;T Application</li><li>• Housing Assistance Application</li><li>• Information on Financial Aid</li><li>• Medicare/Medicaid Application</li><li>• Referral Services</li></ul>	<ul style="list-style-type: none"><li>• TEA Application</li><li>• Transportation Assistance</li><li>• Tuition Assistance Information</li><li>• Veteran Services</li><li>• Rehabilitation Services</li></ul>
Youth Services	
<ul style="list-style-type: none"><li>• Adult Mentoring</li><li>• Secondary School/ GED® Support</li><li>• Occupational Skills Training</li></ul>	<ul style="list-style-type: none"><li>• Work Experience</li><li>• Tutoring, Study Skills Training, Dropout Prevention</li><li>• Job Corps</li></ul>
Training Services	
<ul style="list-style-type: none"><li>• Employability Skills Training</li><li>• Occupational Skills Training</li><li>• On-the-Job Training</li></ul>	<ul style="list-style-type: none"><li>• Personal Development Seminars</li><li>• Work Experience</li><li>• Mature Worker's Program</li></ul>

The Arkansas Workforce Center is located in the North Campus building at ASU Mid-South – 2003 W. Broadway, West Memphis, Arkansas, 72301. Call (870) 400-2269 for additional information.





ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

Chapter 9  
**Course Descriptions**





# Course Descriptions

## How to Read this Section

Courses are identified by four letters and a four-digit number. The letters are an abbreviation of the discipline (ENGL=English); the numbers are a unique identifier for courses within the discipline. Under course number and title are a number and the word “credit(s).” This indicates the number of semester hours of credit for the course. The letter(s) “F,” “S,” and “Su” indicates the semester(s) in which the course is traditionally offered. Summer courses vary each year but generally include core English, math, and social science.

The numbers and words “lecture hours” or “laboratory hours” on the second line indicate the number of hours spent in instructional activities per week. Additional information is available by viewing semester class schedules. All credit schedules are posted on the college’s website prior to Priority Registration for the next semester.

For ACTS Equivalent Course Numbers, please visit <http://acts.adhe.edu/studenttransfer.aspx>.

An example and explanation of a typical course description follows:

### **ENGL 1123      English Composition II**

**3 cr.**

**Sem: F/S**

**3 lecture hours per week**

*Prerequisite:* ENGL 1113 *English Composition I* with a grade of C or better. English Composition II continues to develop the student’s writing skills through practice in different kinds of rhetorical development while emphasizing quality and forms of writing. Students learn both APA and MLA documentation and produce a research paper using either MLA or APA documentation.

“**ENGL 1123**” is the unique course prefix. “**English Composition II**” is the course title/name.

The number of “**credits**” awarded for successful completion of a course is generally determined as follows:

3 lecture/direct instructional hours per week during the semester with associated out-of-class assignments = 3 credits

2 direct instructional lab hours per week during the semester with associated out-of-class assignments = 1 credit. A higher lab hour to credit ratio occurs in some programs where equipment is shared by several students.

30 directed/supervised laboratory hours with associated out-of-class assignments = 1 credit

48 off-site clinical/externship learning hours with little to no out-of-class assignments = 1 credit

**Sem** is the semester/semesters the course is offered.

A “**prerequisite**” is a course which must be completed prior to registering for the described course. In this example, ENGL 1113 *English Composition I* must be successfully completed before the student may enroll in ENGL 1123 *English Composition II*.

A “**corequisite**” is a course which must be taken during the same semester as the described course.

**Courses are listed in alphabetical order by the area designation.**

## Allied Health Sciences

(See Nursing Assistant, Emergency Medical Technician, Medical Assistant, Medical Professions, Phlebotomy, Respiratory Care)

## Anthropology

Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.

**ANTH 2013 Cultural Anthropology** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week

This course covers the study of culture and cultural diversity, social institutions, ethnocentrism, cultural relativity, and methods of ethnographic fieldwork. Specific topics include communication, gender, marriage and family, economic and political systems, religion, inequalities of class and race/ethnicity, and globalization. Students will gain critical thinking skills that will allow them to analytically and holistically relate cultural anthropological concepts to their everyday lives.

## Art

Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.

**ARTS 1013 Introduction to Film** 3 cr.  
**Sem: F** 3 Lec. Hrs./week

An introduction to the study of film, this course is designed to enhance the understanding and appreciation of cinema as one of the major art forms of the twentieth and twenty-first centuries. Students will study various film techniques and terminology, as well as a variety of film, learn to observe films more closely and critically, and become active participants in the film experience.

**ARTS 1103 Art Appreciation** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week

This course refines students' visual enjoyment. Students study major artists and art forms and develop awareness of the visual arts while examining and analyzing sculpture, painting, and architecture forms. ARTS 1103 appeals to all students who are interested in acquiring an understanding of visual arts.

**ARTS 1123 Introduction to Theatre** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week

This course introduces students to the history and literature of the theatre as an art form from the early Greeks to the modern day. Assignments include reading, viewing videos and live performances, research, discussions, oral presentations, and writing.

## Aviation Maintenance Technology

Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.

## Aviation General

**AMTG 1002 Mathematics** 2 cr.  
**Sem: F/S** 21 Lec. /21 Lab Hrs.

A review of basic math including algebraic operations, fractions, exponents, roots, and area and volume of geometric figures.

**AMTG 1011 Ground Operation and Servicing** 1 cr.  
**Sem: F/S** 8 Lec. /16 Lab Hrs.

Students learn safe ground procedures including moving, fueling, and securing aircraft, and shop safety.

**AMTG 1012 Weight and Balance** 2 cr.  
**Sem: F/S** 14 Lec. /28 Lab Hrs.

Students perform weight and balance checks that require computation of center-of-gravity and ballast. Aircraft are weighed and students research information and record data.

**AMTG 1021 Aircraft Drawings** 1 cr.  
**Sem: F/S** 14 Lec. /14 Lab Hrs.

Students learn to use drawings and blueprints, including orthographic projections, schematics, graphs, charts, and pictorial representations, and to sketch repairs and alterations.

**AMTG 1024 Basic Electricity** 4 cr.  
**Sem: F/S** 28 Lec. /56 Lab Hrs.

A thorough introduction to AC and DC electricity. Students learn to calculate and measure volts, amperes, and ohms; to build and analyze circuits; and to use electrical schematics.

**AMTG 1032 Aviation Physics** 2 cr.  
**Sem: F/S** 21 Lec. /21 Lab Hrs.

Basic principles of physics for mechanics such as simple machines, heat dynamics, fluid and gas laws, work and power, and air pressure.

**AMTG 1042 Materials and Processes** 2 cr.  
**Sem: F/S** 10 Lec. /40 Lab Hrs.

The following topics are covered: hand tools, hardware, heat-treating, magnetic particle inspection, dye penetrant inspection, chemical etching, visual inspection, and precision measurement. Students will use micrometers, calipers, and hand tools, and perform basic heat-treating and non-destructive inspections.

**AMTG 1061 Mechanic Privileges and Limitations** 1 cr.  
**Sem: F/S** 8 Lec. /0 Lab Hrs.

This course will prepare students to exercise mechanic privileges within the limitations prescribed by the FAA in Part 65 of Section 14 CFR

**AMTG 1081 Maintenance Forms and Records** 1 cr.  
**Sem: F/S** 8 Lec. /18 Lab Hrs.

The student is introduced to the use of technical literature, FAA publications, forms and records, microfiche, and Federal Regulations regarding maintenance personnel.

**AMTG 1121 Maintenance Publications** 1 cr.  
**Sem: F/S** 8 Lec. /18 Lab Hrs.

The student is introduced to the use of technical literature, FAA publications, forms and records, microfiche, and Federal Regulations regarding maintenance personnel.

**AMTG 1151 Cleaning and Corrosion Control** 1 cr.  
**Sem: F/S** 6 Lec. /12 Lab Hrs.  
 Chemicals, materials, and procedures used to clean aircraft and to prevent and control corrosion.

**AMTG 1221 Fluid Lines and Fittings** 1 cr.  
**Sem: F/S** 4 Lec. /16 Lab Hrs.  
 Students fabricate and install rigid and flexible aircraft fluid lines and install fitting.

**AMTG 1241 General Review / FAA Test Prep** 1 cr.  
**Sem: F/S** 14 Lec. Hrs.  
 Subject matter in the General curricula are reviewed with an emphasis on enhancing knowledge and physical skills in preparing for the FAA-required computer, oral and practical examinations for the rating sought. Lectures are reinforced with laboratory projects, where applicable.

This is not an FAA-required subject area and does not count toward the minimum required hours of instruction for an FAA certification.

## Aviation Airframe Maintenance

**AMTA 1302 Hydraulic/Pneumatic Power Systems** 2 cr.  
**Sem: F/S/Su** 8 Lec. /32 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulic and pneumatic power systems and components. Application of basic concepts through detailed maintenance procedures. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 1312 Landing Gear Systems** 2 cr.  
**Sem: F/S/Su** 24 Lec. /36 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 This course covers the Inspection, Servicing, Overhaul, and Repair of Fixed and Retractable Landing Gear Systems, In-Depth Coverage of Systems, Components, and Operation. Topics include aircraft anti-skid and braking systems. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 1318 Aircraft Sheet Metal/Non Metallic Structures** 8 cr.  
**Sem: F/S** 28 Lec. /168 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to select, install, and remove special fasteners for metallic bonded and composite structures. Proper inspection of metallic structures will be emphasized. Students will inspect, test, and repair fiberglass, honeycomb, plastics, composite, and laminated primary and secondary structures, and focus on the detection and inspection of defects and the repair of damage, using manufacturer's structural repair manual guidelines. Students will inspect, check, service, and repair windows, doors, and interior furnishings. Students will perform inspections and repairs of sheet metal structures and install conventional rivets. Proper techniques for forming, laying out, and bending sheet metal will be taught. A lab fee is required.

**AMTA 1321 Wood Structures** 1 cr.  
**Sem: F/S** 4 Lec. /0 Lab Hrs.

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to service, repair, and inspect wood structures and identify wood defects.

**AMTA 1341 Aircraft Covering** 1 cr.  
**Sem: F/S** 4 Lec. /12 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn about a variety of aircraft coverings, including dope & fabric, fiberglass and composites. Students will learn to inspect and repair of these structures.

**AMTA 1361 Aircraft Finishes** 1 cr.  
**Sem: F/S** 6 Lec. /16 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to apply trim, letters, and touchup paint. Students will also learn how to identify and select aircraft finishing materials, apply finishing materials, inspect finishes, and identify defects.

**AMTA 1382 Aircraft Welding** 2 cr.  
**Sem: F/S** 14 Lec. /42 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to weld magnesium and titanium, solder stainless steel, fabricate tubular structures, solder, braze, gas-weld, and arc-weld steel, and weld aluminum and stainless steel.

**AMTA 1401 Aircraft Fuel Systems** 1 cr.  
**Sem: F/S/Su** 6 Lec. /24 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to check and service fuel dump systems, perform fuel management transfer and defueling, inspect check, and repair pressure fueling systems, repair aircraft fuel system components, inspect and repair fluid quantity indicating systems, troubleshoot, service, and repair fluid pressure and temperature warning systems, and inspect, check, service troubleshoot, and repair aircraft fuel systems. A lab fee is required.

**AMTA 1411 Position & Warning Systems** 1 cr.  
**Sem: F/S/Su** 4 Lec. /6 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to inspect, check, and service speed and configuration warning systems, electrical brake controls, and antiskid systems. Students will also learn to inspect, check, troubleshoot, and service landing gear position indicating and warning systems. A lab fee is required.

**AMTA 1431 Fire Protection Systems** 1 cr.  
**Sem: F/S/Su** 4 Lec. /16 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to inspect, check, and service smoke and carbon monoxide detection systems. Students will also learn to inspect, check, service, troubleshoot, and repair aircraft fire detection and extinguishing systems. A lab fee is required.

**AMTA 1451 Ice/Rain Control Systems** 1 cr.  
**Sem: F/S/Su** 5 Lec. /20 Lab Hrs.

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

Students will learn to inspect, check, service, troubleshoot, and repair airframe ice and rain control systems. A lab fee is required.

**AMTA 1471 Cabin Atmosphere Control Systems 1 cr.**  
**Sem: F/S/Su 5 Lec. /20 Lab Hrs.**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

Students will learn to inspect, check, service, troubleshoot, and repair heating, cooling, air conditioning, pressurization systems, oxygen systems, and air cycle machines. A lab fee is required.

**AMTA 1491 Aircraft Instrument Systems 1 cr.**  
**Sem: F/S/Su 7 Lec. /14 Lab Hrs.**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

Students will learn to inspect, check, service, troubleshoot, and repair electronic flight instrument systems, and both mechanical and electrical heading, speed, altitude, temperature, pressure and position indicating systems to include the use of "built-in" test equipment. Students will also be taught how to install instruments and to perform a static pressure system leak test. A lab fee is required.

**AMTA 1501 Communication and Navigation Systems 1 cr.**  
**Sem: F/S/Su 7 Lec. /14 Lab Hrs.**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

Students will learn to inspect, check, and troubleshoot autopilot, servos, and approach coupling systems. Students will also learn to inspect, check, and service aircraft electronic communication and navigation systems, including very high frequency (VHF) passenger address interphones and static discharge devices, aircraft very high frequency omnidirectional range (VOR), instrument landing system (ILS), Long Range Aid to Navigation (LORAN), radar beacon transponders, flight management computers, and ground proximity warning system (GPWS). Student will also learn to inspect and repair antenna and electronic equipment installations. A lab fee is required.

**AMTA 1512 Airframe Review / FAA Test Prep 2 cr.**  
**Sem: F/S 30 Lec. Hrs.**

Federal Aviation Administration subject matter in the Airframe curricula are reviewed with an emphasis on enhancing knowledge and physical skills in preparing for the FAA-required computer, oral and practical examinations for the rating sought. Lectures are reinforced with laboratory projects. A lab fee is required.

This is not an FAA-required subject area and does not count toward the minimum required hours of instruction for the Mechanics Airframe certification.

**AMTA 2004 Airframe Electrical Systems 4 cr.**  
**Sem: F/S/Su 14 Lec. /84 Lab Hrs.**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course engages students in electrical equipment installations with attention given to circuitry, motors and lighting with component inspection, maintenance, proper soldering procedures, and testing. Safety procedures are also addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 2022 Aircraft Assembly & Rigging 2 cr.**  
**Sem: F/S 14 Lec. /42 Lab Hrs.**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

A comprehensive study of the basic aerodynamics, assembly and rigging of fixed and rotary-wing aircraft including structural alignment, balancing and rigging of control systems and assembly of aircraft components. Safety procedures are also addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 2072 Airframe Inspection 2 cr.**  
**Sem: F/S 14 Lec. /42 Lab Hrs.**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

In depth coverage of methods and procedures to perform airframe conformity and air worthiness inspections (including One Hundred Hour Inspections) in accordance with Federal Aviation Regulations and manufacturers service information. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

## Aviation Powerplant Maintenance

**AMTP 2001 Engine Fuel Systems 1 cr.**  
**Sem: F/S/Su 8 Lec. /20 Lab Hrs**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course prepares students to repair engine fuel system components and to inspect, check, service, troubleshoot, and repair engine fuel systems. A lab fee is required.

**AMTP 2006 Reciprocating Engines 6 cr.**  
**Sem: F/S 26 Lec. /112 Lab Hrs.**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course covers the design, theory and operation of a reciprocating engine. Hands – on training emphasizes the knowledge and skills needed to disassemble, inspect, overhaul, and reassemble a reciprocating engine and return the aircraft to airworthiness status. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2012 Powerplant Electrical Systems 2 cr.**  
**Sem: F/S 16 Lec. /40 Lab Hrs**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course prepares students to repair engine electrical system components and to install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices. A lab fee is required.

**AMTP 2016 Turbine Engines 6 cr.**  
**Sem: F/S 23 Lec. /112 Lab Hrs.**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course provides a study of the construction, design, and theory, and operation of modern gas turbine engines and auxiliary power units (APU) used in the current generation of airplanes and helicopters. Hands-on training emphasizes the knowledge and skills needed to disassemble, inspect, overhaul, and reassemble a turbine engine and return the aircraft to airworthiness status. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2021 Auxiliary Power Units** 1 cr.  
**Sem: F/S/Su** 3 Lec. /0 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to inspect, check, service, and troubleshoot turbine-driven auxiliary power units.

**AMTP 2051 Powerplant Instrument Systems** 1 cr.  
**Sem: F/S** 2 Lec. /2 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn the removal and replacement procedures for engine instrumentation. Students will also review FARs for servicing instrumentation.

**AMTP 2111 Powerplant Fire Protection Systems** 1 cr.  
**Sem: F/S** 7 Lec. /7 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to inspect, check, service, troubleshoot, and repair fire detection and extinguishing systems. A lab fee is required.

**AMTP 2124 Powerplant Ignition Systems** 4 cr.  
**Sem: F/S/Su** 24 Lec. /60 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to overhaul magneto and ignition harnesses, inspect, service, troubleshoot, and repair turbine engine electrical starting systems. Students will also learn to inspect, service, and troubleshoot turbine engine pneumatic starting systems. A lab fee is required.

**AMTP 2132 Fuel Metering Systems** 2 cr.  
**Sem: F/S/Su** 16 Lec. /40 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls. Students will learn to overhaul carburetors, repair engine fuel metering system components, and inspect, check, service, troubleshoot, and repair reciprocating and turbine engine fuel metering systems. A lab fee is required.

**AMTP 2142 Lubrication Systems** 2 cr.  
**Sem: F/S/Su** 21 Lec. /21 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to identify and select lubricants, repair engine lubrication system components, and inspect, check, service, troubleshoot, and repair engine lubrication systems. A lab fee is required.

**AMTP 2144 Propeller Systems** 4 cr.  
**Sem: F/S/Su** 28 Lec. /56 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 This course covers the maintenance, repair, as well as troubleshooting theory and practices for propellers and their systems components, which are found in today's reciprocating and turboprop aircraft. Safety procedures are addressed, and lectures are reinforced with laboratory projects. This course also includes a discussion on the theory and operation of unducted fan engines. A lab fee is required.

**AMTP 2161 Induction Systems** 1 cr.  
**Sem: F/S/Su** 7 Lec. /14 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to inspect, check, troubleshoot, service, and repair engine ice and rain control systems. Students will also learn to inspect, check, service, troubleshoot, and repair heat exchangers, superchargers, and turbine engine airflow and temperature control systems. Students will inspect, check, service, and repair carburetor air intake and induction manifolds. A lab fee is required.

**AMTP 2162 Powerplant Inspection** 2 cr.  
**Sem: F/S** 14 Lec. /42 Lab Hrs.  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students learn to perform the various types of inspections of powerplants according to federal aviation regulations and manufacturers' recommendations. They will demonstrate their knowledge of federal aviation regulations and the application of Federal Aviation Agency Airworthiness Directives, Manufacturers Service Bulletins, and proper use of inspection equipment. They will use knowledge learned in the powerplant curriculum to perform malfunction analysis of powerplant and related systems. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2211 Powerplant Cooling Systems** 1 cr.  
**Sem: F/S/Su** 7 Lec. /7 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to repair engine cooling system components, and inspect, check, service, troubleshoot, and repair engine cooling systems. A lab fee is required.

**AMTP 2221 Powerplant Exhaust Systems** 1 cr.  
**Sem: F/S/Su** 7 Lec. /14 Lab Hrs  
*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
 Students will learn to repair engine exhaust components, inspect, check, troubleshoot, service, and repair engine exhaust systems, and troubleshoot and repair engine thrust reverser systems and related components. A lab fee is required.

**AMTP 2242 Powerplant Review/FAA Test Prep** 2 cr.  
**Sem: F/S** 30 Lec. Hrs.  
 Federal Aviation Administration subject matter in the Powerplant curricula are reviewed with an emphasis on enhancing knowledge and physical skills in preparing for the FAA-required computer, oral and practical examinations for the rating sought. Lectures are reinforced with laboratory projects. A lab fee is required.

This is not an FAA-required subject area and does not count toward the minimum required hours of instruction for the Mechanics Powerplant certification.

## Biology

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**



**BIOL 1114 General Biology 4 cr.****Sem: F/S/Su 3 Lec./2 Lab Hrs./week***Prerequisite: DMTH 1424 Foundations of Algebra or MATH 1103**Applied Technical Math with a grade of "C" or better or equivalent**placement test scores. Corequisite: BIOL 1110 General Biology Lab.*

A study of the principles of biology, this course provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of fundamental biological concepts including the scientific process, classification, structure and functions, cellular metabolism, evolution, and genetics. The course is appropriate for biology and health science, as well as general education majors. A lab fee is required.

**BIOL 1124 Plant Biology 4 cr.****Sem: S 3 Lec./2 Lab Hrs./week***Corequisite: BIOL 1120 Plant Biology Lab.*

This course is a survey of botany to include the fundamental structure and function of plants and their economic importance. This course introduces the student to the basics of plant biology including plant diversity, structure, physiology, metabolism, reproduction, genetics, evolution and ecology. A lab fee is required.

**BIOL 1214 Anatomy & Physiology I 4 cr.****Sem: F/S/Su 3 Lec./2 Lab Hrs./week***Prerequisite: Required placement test scores or successful completion of**DRDG 1024 Developmental Reading II and DENG 1054 Developmental**English II. Corequisite: BIOL 1210 Anatomy & Physiology I Lab.*

This course designed for nursing students provides a study of the structure, function, and integrated activity of the cells, tissues, and organ systems of the human body with special attention to the integumentary, skeletal, muscular, and nervous systems. A two-hour laboratory component is included to provide students with hands-on activities and projects to further their understanding of scientific methodology and instruments. A lab fee is required.

**BIOL 1224 Anatomy & Physiology II 4 cr.****Sem: F/S/Su 3 Lec./2 Lab Hrs./week***Prerequisite: BIOL 1214 Anatomy & Physiology I. Corequisite: BIOL**1220 Anatomy & Physiology II Lab.*

A continued study of the structure, function, and integrated activity of the cells, tissues, and organ systems of the human body. A two-hour laboratory component is included to provide students with hands-on activities and projects to further their understanding of scientific methodology and instruments. A lab fee is required.

**BIOL 2413 Nutrition 3 cr.****Sem: F/S 3 Lec. Hrs./week**

This is an introduction to the basic science of nutrition and deals with normal nutrition in the healthy individual. Life styles, goals, culture, growth and development, and the meaning of food and eating are explored.

**BIOL 2504 Microbiology 4 cr.****Sem: F/S/Su 3 Lec./2 Lab Hrs./week***Prerequisite: BIOL 1114 General Biology or BIOL 1214 Anatomy &**Physiology. Corequisite: BIOL 2500 Microbiology Lab.*

This course provides students who have no prior background in microbiology with an introduction to the morphology and biological activity of microorganisms. Since the course is intended primarily for students who will enter the nursing and allied health professions, emphasis will be given to the medical implications of microbial activity. After completing this course, students will have sufficient depth of knowledge to understand the

nature, etiology, and control of infectious diseases.

## Business

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**BUSN 1103 Introduction to Business 3 cr.****Sem: F/S 3 Lec. Hrs./week**

Designed to give students a survey in the field of business, including terminology and career opportunities, this course introduces the operation of the business segments of society and includes the free enterprise system, management, marketing, finance, and government regulation.

**BUSN 1143 Business Communication 3 cr.****Sem: F/S 3 Lec. Hrs./week***Prerequisite: ENGL 1113 English Composition I with a grade of "C" or better or equivalent placement test scores.*

This course focuses on written and oral communication within an organization. Topics covered include the foundations of business communication, the composition and revision of letters, memos, reports, proposals, and resumes, as well as the preparation and delivery of oral presentations. Attention is given to appropriate style and diction for business environments and to techniques for composing direct, routine, rejection, and persuasive correspondence.

**BUSN 1201 Career Preparation 1 cr.****Sem: F/S 1 Lec. Hr./week**

This course provides information on career planning and decision-making, job search preparation, and professionalism skills for employees. Students will learn to explore and evaluate career options, write a professional resume, prepare for an interview, and communicate effectively with potential employers and co-workers. Students may challenge this course via credit by portfolio (See Chapter 7).

**BUSN 1203 Basic Marketing 3 cr.****Sem: F 3 Lec. Hrs./week**

This course is an introduction to marketing in the global economy with special emphasis on marketing as it is practiced in the U.S. Topics include marketing strategies, functions, philosophies, planning and research; legal considerations; customer behavior; international marketing; and marketing management.

**BUSN 1303 Business Mathematics 3 cr.****Sem: F 3 Lec. Hrs./week***Prerequisite: DMTH 1304 Foundations of Math with a grade of "C" or better or equivalent placement test scores.*

This course covers mathematics applied to problems in a business environment in areas such as marketing, accounting, finance, retailing, statistics, financial reporting, inventory, banking, and graphics. Problem solving exercises encourage students to make effective business and financial decisions based on mathematical computations. Other activities include reading, interpreting, and drawing conclusions from data tables in order to solve business problems and monitor issues related to business productivity. Students use authentic business documents, such as spreadsheets, databases, and financial reports to solve business problems.

**BUSN 1423 Principles of Accounting I** 3 cr.  
**Sem: F/Su** 3 Lec. Hrs./week  
*Prerequisite: DMTH 1424 Foundations of Algebra with a grade of "C" or better or equivalent placement test scores.*  
 This course covers basic accounting and financial reporting for merchandising and service-oriented business organizations. Primary emphasis is placed on accounting principles applicable to measuring assets, liabilities, equity, and income.

**BUSN 1433 Principles of Accounting II** 3 cr.  
**Sem: S/Su** 3 Lec. Hrs./week  
*Prerequisite: BUSN 1423 Principles of Accounting I with a grade of "C" or better.*  
 A continuation of BUSN 1423, this course covers basic accounting and reporting for manufacturing companies with attention to managerial uses of accounting data for decision-making functions and for special accounting reports.

**BUSN 1453 Human Resource Management** 3 cr.  
**Sem: F** 3 Lec. Hrs./week  
 This course addresses contemporary problems in human resource management using a systems approach that examines the many interdependencies affecting personnel decision-making, both from the organization's internal and external environments. Topics include the following human resource decision areas: planning, staffing, employee development, compensation and benefits, employee and labor relations. Emphasis is placed on measuring the effectiveness of human resource management programs.

**BUSN 2033 Legal Environment of Business** 3 cr.  
**Sem: S** 3 Lec. Hrs./week  
 An introduction to the legal system and its common law origin, this course emphasizes basic concepts of the judicial system, law of torts, contracts, and the Uniform Commercial Code that applies to business transactions.

**BUSN 2113 Principles of Management** 3 cr.  
**Sem: F** 3 Lec. Hrs./week  
 This course analyzes various elements necessary for managerial action, the importance of management, and various functions performed by managers, including planning, staffing, organizing, directing, and controlling.

**BUSN 2994 Capstone Learning Experience** 4 cr.  
**Sem: F/S**  
 Registered students must be in their final semester of enrollment. Students, with the assistance of a faculty facilitator, choose a project, identify project stakeholders, and develop and execute a formal project plan. Students maintain a journal which documents goals, progress, and barriers encountered. Most projects include a written presentation at the conclusion of the semester.

## Certified Nursing Assistant

(See Nursing Assistant)

## Chemistry

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**CHEM 1314 Chemistry I** 4 cr.  
**Sem: F/S/Su** 3 Lec./2 Lab Hrs./week  
*Prerequisite: DMTH 1424 Foundations of Algebra with a grade of "C" or better or equivalent placement scores. Corequisite: CHEM 1310 Chemistry I Lab.*

This is an introductory course in algebra-based chemistry for science majors. The topics that will be covered in this course include scientific measurement, the periodic table modern atomic theory nomenclature of inorganic chemical compounds, atomic and molecular structure, stoichiometry, chemical bonding, nuclear chemistry, and chemical reactions. The laboratory component provides students with applications of theory and enables them to use general principles on practice. A lab fee is required.

**CHEM 1324 Chemistry II** 4 cr.  
**Sem: S** 3 Lec./2 Lab Hrs./week  
*Prerequisite: A grade of "C" or better in CHEM 1314, Chemistry I. Corequisite: CHEM 1320 Chemistry II Lab.*

This course and lab, which are offered online only, are a continuation of CHEM 1314. This algebra-based course includes a more in-depth study of chemical reactions. Course topics include thermodynamics, acids and bases, reduction-oxidation reactions, and mechanisms of chemical reactions.

## College Success

**CSUR 1101 College Success** 1 cr.  
**Sem: F/S/Su** 1 Lec. Hr./week  
*Prerequisite: None.*

Designed to assist students in successfully completing their chosen academic programs, this course orients students to the resources available at the college, to goal setting, and to time management skill. Students will also be taught skills to facilitate a smooth transition into college-level work incorporating their individual learning styles. This course also provides a foundation for General Education Outcomes in areas such as communication, critical thinking, and interpersonal skills.

## Communications

(See English)

## Composition

(See English)

## Computers

(See also Developmental Education as well as Information Systems Technology)

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**COMP 1113 Computer Fundamentals** 3 cr.  
**Sem: F/S/Su** 3 Lec. Hrs./week

This course is designed to provide students with a fundamental knowledge of computers and application software by providing a hands-on learning experience. Emphasis will be placed on file management and the use of word processing, electronic spreadsheet, presentation application, and database management software in a business environment. Students

may challenge this course via credit by portfolio (See Chapter 7).

**COMP 1213 Database Applications** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week

*Prerequisite:* COMP 1113 Computer Fundamentals.

This course emphasizes features, functions and terminology of a relational database management system in support of project development and business management. Students will learn database design and data maintenance by creating and using tables, queries, forms, and reports.

**COMP 1313 Spreadsheet Applications** 3 cr.  
**Sem: S** 3 Lec. Hrs./week

*Prerequisite:* COMP 1113 Computer Fundamentals.

This course emphasizes features, functions, and terminology of electronic spreadsheets in support of project development and business management. Students learn to create, edit and format worksheets, develop and format charts and tables, and work with formulas, functions and "what if?" conditions.

**COMP 1413 Document Processing** 3 cr.  
**Sem: S** 3 Lec. Hrs./week

*Prerequisite:* COMP 1113 Computer Fundamentals.

This course emphasizes features and terminology of a word processing application in support of project development and business management. Hands-on skills are used to enter, edit, and format tables and documents. Students will create business letters, memoranda, reports, forms and merged documents.

## Criminal Justice

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**CJUS 1003 Introduction to Criminal Justice** 3 cr.  
**Sem: F** 3 Lec. Hrs./week

This course presents the history, development, and philosophy of criminal justice in a democratic society. The constitution, the sources and rationale of the law and the jurisdictions of local, state, and federal law enforcement agencies and courts are discussed. Students are provided with information about possible career orientations.

## Developmental Education

**Developmental education courses are designed to strengthen basic skills for students whose placement test scores indicate they need additional skills and knowledge to be successful in college-level work. Credits earned do not satisfy degree requirements unless noted otherwise in the descriptions below. Grades earned are considered in computing students' academic standing and their financial aid eligibility. A grade of "C" or better is required for successful completion of all developmental education courses.**

### Developmental English

**See the Admissions and Placement chapter for placement score requirements for placement in developmental or college-level courses.**

**DENG 1064 Foundations of Writing** 4 cr.  
**Sem: F/S/Su** 4 Lec. Hrs./week

This course is designed to help students develop basic English skills necessary for college level writing through continued emphasis on Standard American English grammar, sentence structure, and the development of clear, concise, well organized paragraphs and essays that are the building blocks of college essays and reports. Furthermore, this course will emphasize the relationship between reading and writing through reflective writing assignments that clearly show an understanding of the text. DENG 1064 does not satisfy the English requirement for degree and certificate programs. A grade of 'C' or better is required for successful completion of this course. This course utilizes computers and carries a laboratory fee.

## Developmental Mathematics

**See the Admissions and Placement chapter for placement score requirements for placement in developmental or college-level courses.**

**DMTH 1304 Foundations of Math** 4 cr.  
**Sem: F/S/Su** 4 Lec. Hrs./week

*Prerequisite:* None.

This is the first course in a two-course sequence to prepare students for College Algebra. The course is self-paced, with one-on-one help available from an instructor. Foundations of Math covers 6 modules. The focus of this course is basic numeracy and critical thinking. Computation with integers, fractions, and decimals will be covered as well as percent, proportion, working with exponents, translating numbers in scientific notation, and beginning algebra. Focus will be on understanding in the context of word problems. NOTE: Foundations of Math also has an Allied Health option. (Course sequence for AAS degrees: Foundations of Math, Applied Technical Math. Course sequence for transfer degrees: Foundations of Math, Intermediate Algebra, College Algebra.)

**DMTH 1424 Foundations of Algebra** 4 cr.  
**Sem: F/S/Su** 4 Lec. Hrs./week

*Prerequisite:* Required placement test scores or a grade of "C" or better in DMTH 1304 Foundations of Math.

The course is self-paced, with one-on-one help available from an instructor. Intermediate Algebra covers 6 modules. The focus of this course is preparing students with the algebra understanding needed in order to be successful in College Algebra and science courses needing algebra skills. Topics will include solving linear equations and inequalities, solving systems of equations, factoring, and solving quadratic equations. (Course sequence for transfer degrees: Foundations of Math, Intermediate Algebra, College Algebra.)

## Developmental Reading

**See the Admissions and Placement chapter for placement score requirements for placement in developmental or college-level courses.**

**DRDG 1034 Foundations of Reading** 4 cr.  
**Sem: F/S/Su** 4 Lec. Hrs./week

This course is designed for students who need additional instruction in comprehension and vocabulary skills and provides individualized instruction for students whose placement test scores indicate a need to strengthen reading skills for college success. Course content focuses on improving comprehension and concentration, developing a college-level



vocabulary, and increasing reading speed. Furthermore, this course will emphasize the relationship between reading and writing through reflective writing assignments that clearly show an understanding of the text. This course does not apply toward requirements for degree and certificate programs, but it (or the appropriate placement test score in reading) is required before students may enroll in most college-level courses.

## Diesel Maintenance Technology

**Lecture & lab hours meet the requirements for National Automotive Technicians Education Foundation (NATEF) Certification.**

**HTDM 1014 Preventive Maintenance 4 cr.**  
**Sem: F 1 Lec./6 Lab Hrs./week**

This course provides a fundamental understanding of heavy truck classifications and major components. Students will develop an understanding of the benefits of well-planned preventive maintenance service and of Federal Motor Carrier inspector qualifications, and learn how to prepare the heavy duty truck for cold weather. This course requires the purchase of a tool kit. A lab fee is required.

**HTDM 1024 Electrical Systems I 4 cr.**  
**Sem: F 1 Lec./6 Lab Hrs./week**

This course covers the fundamentals of general electrical systems. Emphasis will be placed on diagnosis, testing, and repair of the batteries, starting system, charging system, and chassis electrical circuits using proper service manual procedures. Students will gain hands-on experience using digital volt/ohm meters (DVOM) and specialized test equipment used for diagnosing electrical/electronic systems problems. A lab fee is required.

**HTDM 1034 Brake Systems 4 cr.**  
**Sem: F 2 Lec./5.5 Lab Hrs./week**

This course focuses on antilock and electronic brake systems. Students will learn the importance of well-functioning brake systems, the operation of the dual-brake circuit, and the requirements of the Federal Motor Vehicle Safety Standard No. 121. A lab fee is required.

**HTDM 1044 Electrical Systems II 4 cr.**  
**Sem: F 1 Lec./6 Lab Hrs./week**

*Prerequisite: HTDM 1024 Electrical Systems I with a grade of "C" or better.*  
Presenting the fundamentals of electronics and computer systems, this course emphasizes the understanding of an integrated circuit and its application in on-board vehicle electronics. The laboratory portion provides students with trouble shooting skills to learn proficiency in performing tests on key electronic components including diodes and transistors. The student will learn to use PC and OEM software to read, diagnose, and reprogram vehicle electronic systems. A lab fee is required.

**HTDM 1054 Diesel Engines I 4 cr.**  
**Sem: S 1 Lec./6 Lab Hrs./week**

*Prerequisite: HTDM 1014 Preventive Maintenance with a grade of "C" or better.*

This course covers principles and fundamentals of the diesel engine including coolant systems, intake systems, exhaust systems, fuel systems, and engine and brake electronics. The laboratory portion provides hands-on practice with diagnostic and repair skills. A lab fee is required.

**HTDM 1063 HVAC Systems 3 cr.**  
**Sem: Su 1 Lec./4 Lab Hrs./week**

This course covers the theory and operation of vehicle heating, ventilation,

and air conditioning systems. Manual and electronic control systems including blower controls and motors, air distribution and a/c operation are covered as well. Students will perform diagnosis, testing, and repair of the HVAC systems using the proper procedures and equipment and learn about Federal and State laws that pertain to refrigerants used in vehicle a/c systems. A lab fee is required.

**HTDM 1073 Steering and Suspension 3 cr.**  
**Sem: S 1 Lec./4 Lab Hrs./week**

This course covers the theory and operations of the various types of steering and suspensions used on highway transportation vehicles. The laboratory portion will provide the student with diagnosis, testing, and repair procedures of the various types of steering and suspension system. A lab fee is required.

**HTDM 1084 Powertrain 4 cr.**  
**Sem: S 2 Lec./4 Lab Hrs./week**

*Prerequisite: HTDM 1014 Preventive Maintenance, HTDM 1024 Electrical Systems I with a grade of "C" or better.*

This course presents the theory and operation of manual transmissions, automatic transmissions, differentials, power dividers, clutches, and drive shafts. Attention is given to the theory and operation of mechanical, pneumatic, hydraulic, and electronic control devices for powertrain components. Students will perform maintenance, adjustments, disassembly, assembly, and installation of heavy duty clutch assemblies, manual transmissions, automatic transmission, differentials, and power dividers. A lab fee is required.

**HTDM 1094 Diesel Engines II 4 cr.**  
**Sem: S 1 Lec./6 Lab Hrs./week**

*Prerequisite: HTDM 1054 Diesel Engines with a grade of "C" or better.*  
A continuation of HTDM 1054 Diesel Engines I, this course covers the disassembly procedures, analysis, and rebuild procedures of the diesel engine. Attention will be given to electronic fuel injection as well as the mechanical fuel injection diagnosis and repair procedures. A lab fee is required.

## Digital Media

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**DIGM 1033 Film and Video Production 3 cr.**  
**Sem: F 2 Lec. Hrs./2Lab Hrs./week**

This course provides an introduction to cinematic techniques, lighting, and editing for narrative filmmaking that combines the presentation of theory, aesthetics, and methods with a hands-on practical filmmaking experience. A lab fee is required.

**DIGM 1043 Audio Production 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

This course is an introduction to the theory and practice of audio production, providing both hands-on experiences with equipment and techniques as well as discussions of the principles and ethics underlying the writing, recording and editing of creative audio presentations. A lab fee is required.

**DIGM 1053 Screenwriting 3 cr.**  
**Sem: S 3 Lec. Hrs./ week**

The course will examine the theory and techniques of writing for the

screen with a fixed focus on the unique storytelling demands of the short narrative film. Students will be introduced to fundamentals of dramatic structure, visualization, and characterization, as well as pragmatic matters of format and marketplace. Each student will write a screenplay and become a more critical viewer of movies. A lab fee is required.

**DIGM 2003 Cinematography 3 cr.**  
**Sem: F 3 Lec. Hrs./week**

*Prerequisites: DIGM 1033 Film and Video Production and DIGM 1043 Audio Production.*

This class focuses on visual storytelling, and explores advanced digital cinematography techniques. Students will operate HD video cameras, use light meters, determine set and lighting needs, block scenes and become familiar with topics including film space, continuity, lenses, color, filters, and camera control. Over the course of the semester, students will work together to produce a number of short films to demonstrate mastery of these concepts. A lab fee is required.

**DIGM 2033 Producing and Directing 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisites: DIGM 1033 Film and Video Production and DIGM 1043 Audio Production.*

This course focuses on the production process and performances from the perspectives of a producer and director. The roles of all other members of a film crew are also explored. Students will learn the economics of film production through the creation of detailed, line-item budgets for proposed projects. The stages of pre-production, production, post-production and distribution are examined as well as the relationship between the producer and director. A lab fee is required.

**DIGM 2043 Digital Radio 3 cr.**  
**Sem: F 3 Lec. Hrs./week**

*Prerequisite: DIGM 1043 Audio Production.*

This course provides exposure to digital audio editing techniques through the application of advanced radio productions. Students will produce various types of radio productions by using advanced digital audio editing tools to craft messages geared towards specific target audiences. Participants will gain invaluable experience by creating content for ASU Mid-South's KWEM radio station. A lab fee is required.

**DIGM 2073 Advanced Digital Graphics 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisites: ISTC 2123 Digital Graphics for the Web.*

In this course, students will explore and create graphic designs from a multitude of design software and concepts. Students will build on the elements of basic design learned in Digital Graphics for Web, and learn the advanced techniques necessary to become proficient in the field of graphic design. A lab fee is required.

**DIGM 2982 Internship 2 cr.**  
**Sem: F/S**

*Prerequisites: 2.0 GPA or higher and submission of an approved Internship Project Application by the date listed in the Academic Calendar prior to the semester of intended enrollment. Registered students must be in their final semester of enrollment.*

A faculty member will serve as a facilitator while students work in an instructor-approved, real-world work environment. Students must adhere to the policies and procedures of the industry or business in which they are placed, as well as to those of the College. Students are expected to provide a written and oral presentation at the conclusion of the course.

The ASU Mid-South faculty facilitator assigns the final course grade based upon the student's timeliness in meeting internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the business/industry site supervisor. Internship assignments will be made within the first two weeks of the semester, with actual work time requiring a minimum of 60 hours spanning 9 to 10 weeks.

**DIGM 2993 Capstone 3 cr.**  
**Sem: F/S/Su**

*Prerequisites: 2.0 GPA or higher and submission of an approved Capstone Learning Project Application by the date listed in the Academic Calendar prior to the semester of intended enrollment.*

Registered students must be in their final semester of enrollment. Students, with the assistance of a faculty facilitator, and other group members, when applicable, will produce a short film from pre-production through post-production. Students must submit all requisite documentation including shot lists and storyboards, and will also maintain a journal which documents goals, progress, and barriers encountered. Most projects include an oral/written presentation at the conclusion of the semester.

## Economics

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**ECON 2213 Macroeconomics 3 cr.**  
**Sem: F/Su 3 Lec. Hrs./week**

A general introduction to basic concepts in economics, this course includes national income, money and banking, fiscal policy, and economic growth. Emphasis is placed on macroeconomics as applied to the world of today.

**ECON 2223 Microeconomics 3 cr.**  
**Sem: S/Su 3 Lec. Hrs./week**

A general introduction to basic Microeconomic concepts, this course emphasizes theories of cost, price, and consumer behavior. Attention is given to production, distribution, and consumption of goods within markets of pure and imperfect competition.

## Education

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**EDUC 2023 Introduction to Education 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: Successful completion of 30 credit hours.*

This course provides students with an overview of teaching as a profession and introduces them to the philosophical and historical foundations of the American education system as well as to fundamental student issues related to social, economic, and cultural diversity and to the ethical responsibilities of students and teachers. Students engage in 30 hours of observations of the educational process in elementary, middle school and secondary school settings and begin development of a professional portfolio.

**EDUC 2113 Exceptional Child in the Regular Classroom 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: ENGL 1113 English Composition I.*

Introduction to exceptional students, with the major focus on serving these individuals in regular education classroom environments.

**EDUC 2133 Child Growth** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week

*Prerequisite: ENGL 1113 English Composition I.*

This course encompasses the development of the elementary grade child, including major theories of development and learning, with a focus on how these are influenced by the child's sociocultural environment. Four clock hours of observation required.

**EDUC 2213 Intro to Educational Technology** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week

*Prerequisite: COMP 1113 Computer Fundamentals.*

This course provides students with an overview of the technology which can enhance teaching and learning. Students learn basic computer skills and the uses of various software applications (word processing, database, spreadsheets, graphics, and multimedia) in the educational setting.

## Emergency Medical Technician

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for this course (see additional requirements below). Enrollment in EMER 1007 Emergency Medical Technician requires special approval from the VC or Associate VC for Learning and Instruction, substance abuse screen, and criminal background check.**

**EMER 1006 Emergency Medical Responder** 6 cr.  
**Sem: S** 4 Lec./4 Lab Hrs./week 36 Clinical Hrs./semester

*Prerequisite Students must be 18 or older and hold high school diploma or GED® to enroll. Students without a science background are strongly encouraged to enroll in MEDP 1043 Anatomy & Physiology or BIOL 1214 prior to taking EMER 1006.*

This course presents knowledge and skills required by the National Emergency Medical Scope of Practice. Course content follows the EMR National Standard Curriculum Guidelines of 2010. The student will develop EMR competencies that will enable successful program completion. Students must meet all requirements as set forth by the College and Allied Health program. The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment.

**EMER 1007 Emergency Medical Technician (EMT)** 7 cr.  
**Sem: S** 4 Lec./4 Lab Hrs./week 36 Clinical Hrs./semester

*Prerequisite Students must be 18 or older and hold high school diploma or GED® to enroll. Students without a science background are strongly encouraged to enroll in MEDP 1043 Anatomy & Physiology or BIOL 1214 prior to taking EMER 1007.*

This course sequentially presents knowledge and skills required by the U.S. Department of Transportation (U.S. D.O.T.) and the Arkansas Department of Health to become a certified EMT. Course content follows the EMT- National Standard Curriculum as set forth by U.S. D.O.T and

the Arkansas Department of Health. The student will develop EMT skills and competencies that will enable successful program completers to take the National Registry examination for EMT certification. Students must meet all requirements as set forth by the Arkansas Department of Health Guidelines including, but not limited to, a practicum in a hospital emergency room, a practicum as an ambulance third rider, and special auto extrication training. Students must make a minimum course grade of 70% to be eligible to take the National Registry examination. This course is limited to students admitted to the Emergency Medical Technician program and requires fees for supplies, uniform, CPR certification, liability insurance, federal and state background checks, state exam, and national registry exam. Licensure may be denied to applicants who have been convicted of certain designated crimes. Students must complete this course with a "C" or better to sit for the National Registry of Emergency Medical Technician (NREMT) Exam.

**EMER 2007 Advanced Emergency Medical Technician** 7 cr.  
**Sem: S** 5 Lec./2 Lab Hrs./week 72 Clinical Hrs./semester

*Prerequisites: EMER 1007 with a current NREMT license.*

This course builds upon the skills that licensed Emergency Medical Technicians already possess and includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. Students must already possess an NREMT (National Registry of Emergency Medical Technicians) licensure to be eligible for the advanced course. Key topics include the following: Emergency Medical Responder and Emergency Medical Technician-National Educational Standards competencies, roles and responsibilities of the AEMT, workforce safety, wellness, public health, communications, documentation, medical/legal/ethical considerations, anatomy and physiology, life span development, pathophysiology, patient assessment, critical thinking, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. In addition to lecture and lab, students will spend 24 hours in emergency room and 48 hours in a paramedic ambulance. Fees for drug screening, lab supplies, and testing are required. Students must complete this course with a "C" or better to sit for the National Registry of Emergency Medical Technician (NREMT) Exam.

## English

(See also Developmental Education)

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

## Composition

**ENGL 1113 English Composition I** 3 cr.  
**Sem: F/S/Su** 3 Lec. Hrs./week

English Comp I gives attention to critical reading and thinking skills applicable to all college courses. The course stresses writing as a process and uses the essay as the vehicle while stressing invention, drafting, revising, and rewriting. This course utilizes computers and requires keyboarding skills of 20 wpm or better. A lab fee is required.

**ENGL 1123 English Composition II** 3 cr.  
**Sem: F/S/Su** 3 Lec. Hrs./week

*Prerequisite: ENGL 1113 English Composition I with a grade of "C" or better.*

English Comp II continues to develop the student's writing skills through practice in different kinds of rhetorical development while emphasizing appropriate diction and audience awareness. Students learn both APA and MLA documentation and produce a research paper using MLA documentation. This course utilizes computers and requires keyboarding skills of 20 wpm or better. A lab fee is required.

**ENGL 2213 Creative Writing 3 cr.**

**Sem: F 3 Lec. Hrs./week**

*Prerequisite: ENGL 1113 English Composition I with a grade of "C" or better.*

This course introduces students to the basics of creative writing. Students explore the creative process and apply it to writing poetry, fiction, drama, and nonfiction. The course offers a workshop environment where students have the benefit of peer review and critique.

## Oral Communication

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**ENGL 2303 Oral Communication 3 cr.**

**Sem: F/S/Su 3 Lec. Hrs./week**

This course investigates the components of oral communication through study and practice in dyadic, small group, and speaker-audience situations.

## Fine Arts

(See Art, Music)

## Foreign Language

(See Humanities)

## Geography

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**GEOG 1133 World Geography 3 cr.**

**Sem: F/S 3 Lec. Hrs./week**

This survey course's content emphasizes the relationship of human beings to their geographic environment. Students study various climatic and geographic regions of the world in relation to their influence on human activity.

## Health and Physical Education

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**HPED-1011 Beginning Zumba 1 cr.**

**Sem: F/S 2 Lab Hrs./week**

*Prerequisite: None.*

This Latin inspired fitness class is designed for all levels of fitness. The routines feature interval training sessions where fast and slow rhythms and core training are combined to tone and sculpt your body while burning fat.

**HPED 1113 Health and Safety 3 cr.**

**Sem: F/S 3 Lec. Hrs./week**

This course is designed to examine contemporary health-related issues for all dimensions of the individual—psychological, physical, social, spiritual, intellectual, and environmental—through focus on health promotion and disease prevention. Emphasis is placed on maintaining or improving quality of life by developing personal and social skills (decision-making, communication, stress management, goal setting) across health education content areas, as well as identifying and accessing appropriate health-related resources.

**HPED 1201 Beginning Basketball for Men 1 cr.**

**Sem: F 2 Lab Hrs./week**

*Prerequisite: Permission of the Coordinator for Athletics and Physical Education.*

This course utilizes both theoretical and practical techniques to educate students in the sport. The various skills of basketball including ball-handling, passing, shooting, rebounding and defense, as well as sportsmanship and knowledge of the rules of the game, will be taught. Skill and knowledge will be stressed so that through participation of basketball activities there will be enjoyment and competition.

**HPED 1221 Physical Conditioning for Men 1 cr.**

**Sem: F .5 Lec./1.5 Lab Hrs./week**

*Prerequisite: Permission of the Coordinator for Athletics and Physical Education.*

This course utilizes both lecture and experiential learning opportunities to instill a fundamental knowledge of physical conditioning skills which attempt to maximize athletic potential. The majority of the content will attempt to provide students with the knowledge and practice necessary to cultivate athletic fitness. It should be noted that this class is very strenuous in its physical requirements.

**HPED 1301 Beginning Basketball For Women 1 cr.**

**Sem: F 2 Lab Hrs./week**

*Prerequisite: Permission of the Coordinator for Athletics and Physical Education.*

This course utilizes both theoretical and practical techniques to educate students in the sport of basketball. The various skills of basketball including ball-handling, passing, shooting, rebounding and defense, as well as sportsmanship and knowledge of the rules of the game will be taught in this course. Skill and knowledge will be stressed so that through participation of basketball activities there will be enjoyment and competition.

**HPED 1331 Physical Conditioning for Women 1 cr.**

**Sem: F .5 Lec./1.5 Lab Hrs./week**

*Prerequisite: Permission of the Coordinator for Athletics and Physical Education.*

This course utilizes both lecture and experiential learning opportunities to instill a fundamental knowledge of physical conditioning skills which attempt to maximize athletic potential. The majority of the content will attempt to provide students with the knowledge and practice necessary to cultivate athletic fitness. It should be noted that this class is very strenuous in its physical requirements.



**HPED 1401 Beginning Weight Training** **1 cr.**  
**Sem: F/S** **2 Lab Hrs./week**  
*Prerequisite: None.*  
 This course focuses on providing each student with an array of exercise options as well as providing the student with basic health benefits of those specific forms of exercise.

**HPED 1702 Concepts of Physical Activity** **2 cr.**  
**Sem: F/S** **2 Lec. Hrs./week**  
*Prerequisite: None.*  
 Course components include relationships between lifestyles and selected health problems, the knowledge and skill to participate in at least one lifetime physical activity, and the benefits of various physical activities. Students develop a personal health program that targets cardiorespiratory fitness, muscular strength and endurance, and flexibility. This course requires a laboratory fee.

**HPED 1801 Fitness** **1 cr.**  
**Sem: F/S** **1 Lec. Hr./week**  
*Prerequisite: None.*  
 This course focuses on providing each student with an array of exercise options as well as providing the student with basic health benefits of those specific forms of exercise. A lab fee is required.

## History

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**HIST 1153 World Civilization I** **3 cr.**  
**Sem: F/S/Su** **3 Lec. Hrs./week**  
 With emphasis on development of world civilizations, this course stresses cultural developments, the growth of institutions, and the expansion of world civilization to the early modern period.

**HIST 1163 World Civilization II** **3 cr.**  
**Sem: F/S/Su** **3 Lec. Hrs./week**  
 With emphasis on development of world civilizations, this course stresses cultural developments, the growth of institutions, and the expansion of world civilization since the early modern period.

**HIST 2123 U.S. History Before 1877** **3 cr.**  
**Sem: F/S/Su** **3 Lec. Hrs./week**  
 Major topics in this course include discovery and development of America, the Colonial settlement, the Revolutionary War, the new government, the Civil War and Reconstruction. The course emphasizes ideals, attitudes, and values of Americans in development of politics, culture, society, and economics.

**HIST 2133 U.S. History After 1877** **3 cr.**  
**Sem: F/S/Su** **Lec. Hrs./week**  
 A continuation of HIST 2123, this course begins after Reconstruction and ends with the present era. Major topics include industrial growth, the emergence of the U.S. as a world power, the Depression, World War II, and international developments.

**HIST 2153 Arkansas History** **3 cr.**  
**Sem: F/S/Su** **3 Lec. Hrs./week**

This course provides an overview of the political, economic, social, and cultural development of Arkansas beginning with the Indians and ending at present day with a special emphasis on national and regional perspectives of Arkansas.

## Hospitality

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**HMGT 1003 Introduction to Hospitality and Tourism Management** **3 cr.**  
**Semester: F/S** **3 Lec. Hrs./week**  
 This introductory course acquaints the student with the field of hospitality and tourism industry with focus on basic management theories and principles as they apply to hospitality and tourism: basic structure, organization, and management of industry components and the services/products they deliver.

**HMGT 1013 Applications of Food Service Management** **3 cr.**  
**Semester: F** **3 Lec. Hrs./week**  
*This course is restricted to high school students enrolled in the ASU Mid-South Technical Center. Prerequisite: None.*

This course provides an overview of the field but concentrates on the different facets of the foodservice including a brief history of the development of hospitality and professional foodservice; various types and styles of foodservice operations; the new brigade system; employment opportunities in foodservice; professional development and certifications; and the benefits of professional networking and introduction to management issues including human resources, customer service, operations, marketing, and planning.

**HMGT 1033 Hotel, Lodging and Housekeeping Management** **3 cr.**  
**Semester: S** **3 Lec. Hrs./week**  
 This course examines both the operation of a rooms department of a typical full-service or selective-service facility and the theoretical applications of all revenue center operations including yield management and other vital hotel functions, with emphasis on the control function of management.

**HMGT 1043 Professionalism in Hospitality** **3 cr.**  
**Semester: S** **3 Lec. Hrs./week**  
*Prerequisites: ENGL 1113, English Composition I and ENGL 2303, Oral Communication or permission of the Lead Faculty.*  
 This course teaches the "soft skills" necessary for success in the culturally diverse hospitality management environment with an emphasis on dress, proper etiquette, body language, the art of nonverbal communication, and business conversation. Networking and job search techniques are examined, and students explore the dynamics, meaning, and value of becoming a well-rounded person.

**HMGT 1123 Hospitality Information Systems** **3 cr.**  
**Semester: F** **3 Lec. Hrs./week**  
*Prerequisite: COMP1113 Computer Fundamentals or permission of the Lead Faculty.*  
 This course will introduce students to hospitality information systems, including property and restaurant management systems, meeting management, club management, and communication networks.

**HMG 1143 Food Service Management 3 cr.****Semester: F/S 3 Lec. Hrs./week**

Foodservice systems will be explored through examining the component parts of a typical foodservice operation which include management and organization, procurement, production, distribution, service, maintenance, and sanitation. The course will also explore modern trends in foodservice/restaurant management. All students will be required to take and pass the National Restaurant Association ServSafe Food Protection Manager Certification exam which is a prerequisite for HMG 2064 Principles of Food Prep. A testing fee is required.

**HMG 1213 Accounting Systems in Hospitality Industry 3 cr.****Semester: F 3 Lec. Hrs./week**

*Prerequisite: BUSN 1423 Principles of Accounting I.*

This course covers financial record keeping and reporting systems in the hospitality industry, with emphasis on payroll, purchasing, financial analysis and expense management.

**HMG 1413 Gaming and Casino Management 3 cr.****Semester: TBA 3 Lec. Hrs./week**

This course provides a survey of the gaming industry, wagering and casino operation, security, social consequences, local regulatory issues, management and marketing.

**HMG 1513 Nutrition and Menu Planning 3 cr.****Semester: F 3 Lec. Hrs./week**

This course is an introduction to basic nutrition principles and guidelines for the food service industry. Students will research current issues in nutrition from both a global and cultural perspective, and apply principles through menu development and meal planning. All students will be required to take the National Restaurant Association ManageFirst: Nutrition exam. A testing fee is required.

**HMG 2003 Service Industry Structure and Leadership 3 cr.****Semester: S 3 Lec. Hrs./week**

Successful leadership as channeled through an organizational structure is a very critical concept in the service industries where the customer is usually present at the point of production of the product. This course will review both the content of organizational structure and leadership as well as the process of utilizing them to successfully direct an organization to its objectives.

**HMG 2023 Food and Beverage Cost Controls 3 cr.****Semester: S 3 Lec. Hrs./week**

*Prerequisite: MATH 1103 Applied Technical Math, MATH 1113 College Algebra, or permission of the Lead Faculty.*

This course emphasizes the theories and techniques that are commonly used in the restaurant industry for controlling food and beverage costs. It emphasizes how controllers, and managers can use these approaches to successfully measure and control food and beverage output. All students will be required to take the National Restaurant Association Controlling Foodservice Costs certification exam. A testing fee is required.

**HMG 2041 Hospitality Internship 1 cr.****Semester: S**

*Prerequisite: HMG 1043 Professionalism in Hospitality and permission of the Lead Faculty.*

Students will engage in employment in hospitality setting for a minimum of 320 clock hours in an instructor-approved learning situation and participate in a number of career preparation activities.

**HMG 2043 Hospitality Human Resource Management 3 cr.****Semester: TBA 3 Lec. Hrs./week**

Students study human resource management specific to the hospitality industry: selection, placement, training, compensation, motivation, appraisal, labor relations and regulatory issues. All students will be required to take the NRAEF Hospitality Human Resources certification exam. A testing fee is required.

**HMG 2064 Principles of Food Prep 4 cr.****Semester: S 4 Lec/Lab. Hrs./week**

*Prerequisite: HMG 1143 Food Service Management and NRAEF ServSafe Certification or permission of the Lead Faculty.*

This course presents the study of the various foods, production principles, cooking methods, food storage and equipment utilized in food preparation and includes both lab and classroom learning opportunities. The classroom component provides the theoretical basis of food types and production processes that will then be demonstrated and experimented with in the lab environment. Requires the purchase of professional uniform and some supplies. A lab fee is required.

**HMG 2123 Kitchen Operations Management 3 cr.****Semester: TBA 3 Lec/Lab. Hrs./week**

*Prerequisite: HMG 2064 Principles of Food Prep or permission of the Lead Faculty.*

Students study food preparation techniques based on menu and recipe requirements, including ingredient quality and yield factors. Emphasis is given to aesthetic plate and buffet presentations in a laboratory setting. A lab fee is required.

**HMG 2133 Hospitality Sales and Marketing 3 cr.****Semester: TBA 3 Lec. Hrs./week**

This course focuses on the application of marketing principles and techniques to the hospitality and travel industries. Students will examine how the marketing concepts of product, place, price and promotion can be effectively utilized in the hospitality industry.

**HMG 2153 Restaurant Layout & Design 3 cr.****Semester: TBA 3 Lec. Hrs./week**

*Prerequisite: HMG 2064 Principles of Food Prep or permission of the Lead Faculty.*

Location and arrangement of equipment for efficient utilization of space and development of workflow patterns to meet operational requirements. Work optimization, human interactions and styles of service and room configurations for front of the house. All students will be required to take the NRAEF Hospitality and Restaurant Management certification exam. A testing fee is required.

**HMG 2173 Entertainment & Venue Management 3 cr.****Semester: TBA 3 Lec. Hrs./week**

Students study major management functions: planning, organizing, implementing and controlling activities associated with sports and entertainment events including college and professional sports, concerts, local entertainment events and world events, such as the Olympics.

**HMG 2203 Beverage Management 3 cr.****Semester: F/S 3 Lec. Hrs./week**

This course presents the manager's role and responsibility in developing and operating a facility serving alcoholic beverages. All students will be required to take the NRAEF ServSafe Alcohol certification exam. A testing fee is required.

**HMG 2233 Principles of Tourism 3 cr.****Semester: TBA 3 Lec. Hrs./week**

This course provides an overview of the history and implications of travel and tourism as an economic, political and cultural force, and the effect of tourism development on the quality of life of the host society.

**HMG 2253 Issues and Trends in Hospitality and Tourism 3 cr.****Semester: TBA 3 Lec. Hrs./week**

*Prerequisite: ENGL 1123 English Composition II and ENGL 2303 Oral Communications or permission of the Lead Faculty.*

Students explore current trends and issues in the hospitality and tourism environment. Topics covered include hospitality and tourism in a global recession; travel trends including adventure travel, e-commerce and virtual tourism; and eco-friendly trends including "green hotels" and the "slow food movement." Strategic management and preparedness for issues like terrorism and natural disasters will also be discussed with an emphasis on practical business applications.

**HMG 2273 Legal Issues in Hospitality and Tourism 3 cr.****Semester: TBA 3 Lec. Hrs./week**

*Prerequisite: ENGL 1123 English Composition II and ENGL 2303 Oral Communications or permission of the Lead Faculty.*

This course examines the common and statutory law of the hospitality and tourism industry in the United States. Included are discussions of the duties and responsibilities of hospitality and tourism businesses to guests, including duties to maintain property, receive travelers and assume various liabilities for guests' property. The legal environment and issues of the hotel, restaurant and travel industry will be discussed and analyzed.

**HMG 2993 Hospitality Capstone 3 cr.****Semester: F/S**

*Prerequisite: HMG 1003 Introduction to Hospitality and Tourism Management.*

This course is designed to allow students to apply knowledge and skills obtained in previous hospitality management course through project-based learning activities. Research and presentation skills will be a focus as students will be required to combine research, hands-on skills, work ethics, critical thinking and problem-solving skills into a variety of hospitality-related projects. Career exploration research, food preparation, event planning, and management skills/techniques will also be integrated and applied as interdisciplinary concepts, theories, and practices.

## Humanities

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

## Literature, Philosophy, & Spanish

**ENGL 2123 African American Literature 3 cr.****Sem. F 3 Lec. Hrs./week**

*Prerequisite: English Composition II with a grade of "C" or better.*

This course offers students an entry point into the advanced study of African-American Literature. While studying texts authored by African-American authors, students will be introduced to advanced literary terms, concepts, and techniques for reading, writing, and critically evaluating literature. Students will read, discuss, and write about a variety of

traditional and non-traditional texts that represent the diversity of the African-American literary endeavor, including the Oral Tradition, non-fiction prose, and dramatic literature, ranging from the early days of the Diaspora to the present. Students planning to transfer this course should check with the receiving institution since the course is not included in the Arkansas Department of Higher Education's list of courses automatically accepted for transfer to Arkansas public universities.

**ENGL 2153 World Literature I 3 cr.****Sem: F/S/Su 3 Lec. Hrs./week**

*Prerequisite: ENGL 1123 English Composition II with a grade of "C" or better.*

In this course, the student reads and analyzes masterpieces of the Ancient World (including works from Mesopotamia and Egypt, India, China, and Greece and Rome) and of the Early Middle Period (including works from the Middle East, India, Asia, and Europe). Students respond to reading selections in writing, through class discussions, and through individual projects.

**ENGL 2163 World Literature II 3 cr.****Sem: S/Su 3 Lec. Hrs./week**

*Prerequisite: ENGL 1123 English Composition II with a grade of "C" or better.*

In this course, students read and analyze masterpieces of the Late Middle Period (including works from the Middle East, India, Asia, and Europe) and of the Modern Era (including works from Africa, Southeast Asia, Europe, and the Americas). Students analyze and respond to reading selections in writing, through class discussions, and through individual projects.

**ENGL 2183 American Literature Before 1865 3 cr.****Sem: F 3 Lec. Hrs./week**

*Prerequisite: ENGL 1123 English Composition II with a grade of "C" or better.*

This course provides an introduction to significant works in American literature spanning the genres of fiction, drama, poetry, and prose before 1865. Students analyze and respond to reading selections in writing, through class discussions, and through individual projects.

**ENGL 2193 American Literature Since 1865 3 cr.****Sem: S 3 Lec. Hrs./week**

*Prerequisite: ENGL 1123 English Composition II with a grade of "C" or better.*

This course provides an introduction to significant works in American literature spanning the genres of fiction, drama, poetry, and prose since 1865. Students analyze and respond to reading selections in writing, through class discussions, and through individual projects.

**PHIL 2013 Introduction to Philosophy 3 cr.****Sem: F/S/Su 3 Lec. Hrs./week**

This course serves as a general introduction to the concepts, terms, and principles of philosophy. The course will emphasize the concepts that humans have wondered about since ancient times and how they have sought to explain them. The philosophical method will be introduced.

**SPAN 1113 Spanish I 3 cr.****Sem: F/S 3 Lec. Hrs./week**

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

**SPAN 1123 Spanish II** **3 cr.****Sem: F/S****3 Lec. Hrs./week***Prerequisite: SPAN 1113 Spanish I*

This course is a continuation of SPAN 1113. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN 1113 with a "C" or better.

## Information Systems Technology

**(See also Computers and Developmental Education)**

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**ISTC 1013 IT Principles and Practices** **3 cr.****Sem: F/S****3 Lec. Hrs./week***Corequisite: ISTC 1023 IT Essentials I: PC Hardware/Software.*

The topics covered in this course include computer hardware and software, file management and backup, Internet and LAN technology, digital media, the computer industry, databases, and information systems analysis and design.

**ISTC 1023 IT Essentials I: PC Hardware/Software** **3 cr.****Sem: S****2 Lec./2 Lab Hrs./week***Corequisite: ISTC 1013 IT Principles and Practices.*

This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps students prepare for CompTIA's A+ certification. A lab fee is required.

**ISTC 1033 IT Essentials II: Network Operating Systems Software** **3 cr.****Sem: F****2 Lec./2 Lab Hrs./week***Prerequisite: ISTC 1023 IT Essentials I.*

This course is an intensive introduction to multi-user, multi-tasking network operating systems. Characteristics of the Linux, Windows 2000, NT, and XP network operating systems will be discussed. Students will explore a variety of topics including installation procedures, security issues, back up procedures and remote access. A lab fee is required.

**ISTC 1043 A+ Certification Prep Course** **3 cr.****Sem: S****2 Lec./2 Lab Hrs./week***Prerequisite: ISTC 1023 IT Essentials I.*

This course provides a review of the core elements found on the A+ Certification Exam through discussion, computer-based testing, hands-on review, and textbook references.

**ISTC 1053 Introduction to Web Page Design** **3 cr.****Sem: F/S****3 Lec. Hrs./week***Prerequisite: COMP 1113 Computer Fundamentals.*

This course is designed to teach the fundamentals of Extensible Hypertext (XHTML) and Hypertext Markup Language (HTML) and other aspects of Web authoring to prepare students for Internet Web Professional

certification. Students will learn HTML/XHTML and will create Web pages using XHTML/HTML tags to format text, hyperlinks, tables, graphics, and forms. Students will also work with cascading Style sheets and study the basics of Dynamic HTML (DHTML) and how XHTML relates to the Extensible Markup Language (XML). A lab fee is required.

**ISTC 1513 Network Fundamentals** **3 cr.****Sem: F****2 Lec./2 Lab Hrs./week***Pre- or Corequisite: ISTC 1013 IT Principles and Practices.*

The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment. A lab fee is required.

**ISTC 1523 Routing Protocols and Concepts** **3 cr.****Sem: F/S****2 Lec./2 Lab Hrs./week***Prerequisite: ISTC 1513 Network Fundamentals.*

This focuses on initial router configuration, IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills for configuring a router, for managing IOS Software, for configuring routing protocols, and setting access lists to control access to routers. A lab fee is required.

**ISTC 2123 Digital Graphics for the Web** **3 cr.****Sem: F****3 Lec. Hrs./week***Prerequisite: COMP 1113 Computer Fundamentals.*

This course presents the concepts of color correcting, retouching and colorizing graphics, photos and images used for web design, digital photography, and animation using Adobe Photoshop. A lab fee is required.

**ISTC 2263 Web Design and Methodology** **3 cr.****Sem: S****3 Lec. Hrs./week***Prerequisite: None*

Using theory, design principles, and application, this course teaches students to construct and manage web sites. Topics include design concepts, site development and management, basic technology concepts, HTML, HTML editing programs, graphics software, JavaScript fundamentals, databases, and standards organizations.

**ISTC 2383 Advanced Site Design** **3 cr.****Sem: S****3 Lec. Hrs./week***Prerequisite: ISTC 2263 Web Design and Methodology.*

This course presents basic to advanced features of Adobe Fireworks, a vector graphics program for creating dynamic and interactive content for the Web. Students will create vector graphics, transform vector images and effects, import and modify bitmap images, merge text with graphics, optimize photographic images and graphics, and create hotspots and rollovers. The course also takes a deeper look at the Adobe Dreamweaver program along with other multimedia applications. Ultimately, the student will create a complete, fully functional website using these technologies. Good typography and layout skills will be stressed. A lab fee is required. Available only to high school students enrolled in the ASU Mid-South Secondary Technical Center.

**ISTC 2563 LAN Switching and Wireless** **3 cr.****Sem: F/S****2 Lec./2 Lab Hrs./week***Prerequisite: ISTC 1523 Routing Protocols and Concepts.*



LAN Switching and Wireless focuses on command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). Particular emphasis is given to students being able to demonstrate the ability to apply learning from prerequisite courses to a network and to be able to explain how and why a particular strategy is employed. A lab fee is required.

**ISTC 2573      Accessing the WAN      3 cr.**  
**Sem: F/S      2 Lec./2 Lab Hrs./week**

*Prerequisite: ISTC 2563 LAN Switching and Wireless.*

Accessing the WAN focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], Access Control Lists [ACLs], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. Emphasis is given to students being able to demonstrate the ability to apply knowledge from CCNA 1-CCNA 3 to a network and to be able to explain how and why a particular strategy is employed. A lab fee is required.

**ISTC 2613      Fundamentals of UNIX      3 cr.**  
**Sem: S      3 Lec. Hrs./week**

*Prerequisite: ISTC 1013 IT Principles and Practices.*

This course introduces the basic concepts of UNIX fundamentals administration and certification and provides an in-depth discussion of powerful UNIX command-line utilities and the graphical Common Desktop Environment. A testing fee is required.

**ISTC 2623      UNIX System Administration I      3 cr.**  
**Sem: F      3 Lec. Hrs./week**

*Prerequisite: ISTC 2613 Fundamentals of UNIX.*

UNIX System Administration I training provide students with the knowledge and skills to perform essential system administration task in the Solaris Operating System, including standalone installation, file system management, backup procedures, process control, user administration, and device management. There are six main topics covered: System Access & Security, Process & Print Management, Device & Disk Management, File System Management, Boot Management, and Software Installation & Management. A testing fee is required.

**ISTC 2633      UNIX System Administration II      3 cr.**  
**Sem: S      3 Lec. Hrs./week**

*Prerequisite: ISTC 2623 UNIX System Administration I.*

This course provides students with the skills necessary to administer Sun systems running Solaris in a network environment. Students will learn how to maintain Sun systems, configure and troubleshoot the Network Files System (NFS) and configure the Network Information Service (NIS) environment. Students will also learn how to install software for a server, how to add devices, how to configure the client server environment, and how to add terminals. A testing fee is required.

**ISTC 2983      Internship      3 cr.**  
**Sem: F/S**

*Prerequisite: 2.0 GPA or higher and submission of an approved Internship Project Application by the date listed in the Academic Calendar prior to the semester of intended enrollment. Registered students must be in their final semester of enrollment.*

A faculty member serves as facilitator to help students develop a formal internship plan which documents learning objectives and course expectations. Internship objectives vary by degree program option, but all require students to apply general education and technical knowledge and

skills in an actual work environment. Students must adhere to the policies and procedures of the industry or business in which they are placed, as well as to those of the college. Students are expected to provide a written and oral presentation at the conclusion of the course. The ASU Mid-South faculty facilitator assigns the final course grade based upon the student's timeliness in meeting internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the business/industry site supervisor. Internship assignments will be made within the first two weeks of the semester, with actual work time requiring a minimum of 60 hours spanning 9 to 10 weeks. Students should not begin an internship experience prior to receiving the necessary prior approvals from the project facilitator and appropriate dean. Successful completion of this course requires a grade of C or better.

**ISTC 2993      Capstone Learning Experience      3 cr.**  
**Sem: F/S**

*Prerequisite: 2.0 GPA or higher and submission of an approved Capstone Learning Project Application by the date listed in the Academic Calendar prior to the semester of intended enrollment. Registered students must be in their final semester of enrollment.*

Students, with the assistance of a faculty facilitator, choose a project, identify project stakeholders, and develop and execute a formal project plan. Students maintain a journal which documents goals, progress, and barriers encountered. Capstone project assignments will be made within the first two weeks of the semester, with actual work time requiring a minimum of 60 hours spanning 9 to 10 weeks. Most projects include an oral and/or written presentation at the conclusion of the semester. The ASU Mid-South faculty facilitator assigns the final course grade based upon the student's timeliness in meeting internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the project stakeholders.

**PROG 1014      Concepts of Programming      4 cr.**  
**Sem: F      4 Lec. Hrs./week**

This course is an introduction to computer programming for students with little or no programming experience. Students will learn fundamental programming skills and their application, such as variables, conditional structures, arrays, functions and classes. Emphasis will be on developing the systematic and logical thinking needed to write a computer program. This course will serve as a preparation for more advanced computer programming courses.

**PROG 1124      Programming I      4 cr.**  
**Sem: S      4 Lec. Hrs./week**

*Prerequisite: PROG 1014 Concepts of Programming*

This is a hands-on course in the Java programming language, helping students to learn the fundamental principles of programming and object-oriented software design using Java to solve real-world problems. Students will learn Java data types, control structure, loops, arrays and object-oriented principles. Emphasis is placed on correct object-oriented programming techniques, and students will become familiar with object-oriented design, including the creation of classes in Java and use of existing classes as provided in the current version of the Java API. Upon successful completion of this course, students will have gained sufficient knowledge needed to pass the Java Foundations Associate certification.

**PROG 2014      Programming II      4 cr.**  
**Sem: F      4 Lec. Hrs./week**

*Prerequisite: PROG 1124 Programming I*

This course includes advanced Java topics such as inheritance, polymorphism, collections, Graphical User Interface (GUI), exception handling, file I/O, collections, networking, multi-threaded applications, nested classes and database connectivity.

**PROG 1214 Database Concepts for Programming 4 cr.**  
**Sem: S 4 Lec. Hrs./week**

*Prerequisite: 1014 Concepts of Programming*

This course is an introduction to the relational model and concepts in relational databases, including SQL, and the underlying principles and design considerations related to databases. Students will gain thorough understanding of Data Manipulation Language and the options available when retrieving data from the database, aggregation queries, subqueries, and functions used to format and perform calculations on data. Upon successful completion of this course, students will have gained sufficient knowledge needed to pass the Oracle Database Foundations certification.

**PROG 2124 Database Programming and Development 4 cr.**  
**Sem: F 4 Lec. Hrs./week**

*Prerequisite: 1214 Database Concepts for Programming*

This course includes advanced SQL topics such as data definition language; development of objects in the database like tables, indexes and transactions; constraints; triggers; views; authorization; and stored procedures and functions. Additional advanced topics such as unstructured data, OLAP and recursion may be included, as time allows.

**PROG 2214 Structured Programming 4 cr.**  
**Sem: F 4 Lec. Hrs./week**

*Prerequisite: MATH 1113 College Algebra*

This course introduces students to the logical and algorithmic processes and problem solving by computers. The core elements of programming discussed include string processing, file input and output, arrays and pointers, control structures, and recursion. The students will also be introduced to the basic concepts in procedural abstraction and structured programming and the essential elements of the C++ programming language and other high-level languages. This course prepares students to read and write programs using structured programming techniques.

**PROG 2324 OOP and Fundamental Data Structures 4 cr.**  
**Sem: S 4 Lec. Hrs./week**

*Prerequisite: PROG 1014 Concepts of Programming*

This course covers the fundamentals of object-oriented programming and data structures. One quality of a proficient programmer is the ability to efficiently store data which leads to more modular and extensible programs. Emphasis is placed on a theoretical understanding of data structures, their implementation and the object-oriented viewpoint. Topics include abstract data types, basic data structures, linked lists, stacks, queues, binary trees, and searching and sorting techniques.

**PROG 2463 Special Topics: Applications of Programming 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisite: PROG 1014 Concepts of Programming*

This course allows students to explore current, emerging, and forecasted events; trends; skills; knowledge; and behaviors pertinent to the Information Technology sector and computer programming/development. Students will acquire a broad range of skills and knowledge in one or more developing or trending areas in Information Technology.

## Literature

(See Humanities)

## Machining Technology

(See also Technical Core for basic courses shared by more than one technical program)

**Most machining classes are offered in a hybrid format, with the lecture component provided online so that students use class time to engage in intensive hands-on learning activities applying theory to practical hands-on applications involving skills development and critical thinking.**

**MACH 1004 Measurement, Material & Safety 4 cr.**  
**Sem: F/S 3 Lec./2 Lab Hrs./week**

*Prerequisite: None.*

This course provides comprehensive instruction and exercises on safety for CNC machinery, shop math, precision measurement, simple metallurgy, applications of the Machinery's Handbook, maintenance procedures, machine processes, and quality control. Students will be prepared to take the NIMS Level I Performance Assessment for Measurement, Materials & Safety. Lab and testing fees are required.

**MACH 1014 Job Planning, Benchwork & Layout 4 cr.**  
**Sem: F/S 3 Lec./2 Lab Hrs./week**

*Prerequisite: MACH 1004 Measurement, Material & Safety*

This course provides comprehensive instruction and exercises on shop math (level II), precision measurement tools, applications of the Machinery's Handbook, basic machining theory, blueprint reading, speeds and feeds, and use of the Machinist Calculator Pro. Students will be prepared to take the NIMS Level I Performance Assessment for Job Planning, Benchwork & Layout. Lab and testing fees are required.

**MACH 1055 CNC Turning 5 cr.**  
**Sem: F/S 3 Lec./4 Lab Hrs./week**

*Prerequisite: MACH 1014 Job Planning, Benchwork & Layout*

This course provides comprehensive instruction and exercises on Haas lathe setup, Haas CNC lathe programming, the Haas lathe intuitive programming system, modern cutting tools, applications of the Machinery's Handbook, and basic machining theory. Students will be prepared to take the NIMS Level I Performance Assessment for CNC Turning. Lab and testing fees are required.

**MACH 1066 CNC Milling 6 cr.**  
**Sem: F/S 4 Lec./4 Lab Hrs./week**

*Prerequisite: MACH 1055 CNC Turning.*

This course provides comprehensive instruction and exercises on Haas vertical 3-axis milling setup, Haas vertical 3-axis CNC milling machine programming, the Haas mill intuitive programming system, modern cutting tools, applications of the Machinery's Handbook, and basic machining theory. Students will be prepared to take the NIMS Level I Performance Assessment for CNC Milling. Lab and testing fees are required.

**MACH 1113 Conventional Manual Lathe 3cr.**  
**Sem: F/S 1 Lec./4 Lab Hrs./week**

Combining lecture and on-line learning for the class component with hands-on applications in the machining lab, this course introduces students to the care and operation of Conventional Manual Lathe, measuring instruments, and shop safety procedures. Students learn the use of hand tools, drills and lathe cutting tools; use tapers; and study

the methods of machining them. Shop projects are designed to provide practice in turning, knurling, threading, and other operations on the lathe. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee and a subscription fee for on-line course materials. Students must have regular access to the internet.

**MACH 1133 Conventional Manual Mill 3 cr.**  
**Sem: F/S 1 Lec./4 Lab Hrs./week**

This course introduces students to the care and operation of basic machine tools measuring instruments, and shop safety procedures. Combining lecture and on-line learning for the class component with hands-on applications in the machining lab, students will learn the vertical milling machine's function and components. Students will identify and use various cutting tools, drills, workholding, and toolholding devices. In addition, students will square a vise, tram the head, square a block, edge find, and machine part to print specifications. Students must demonstrate competency in core course objectives through practical applications. A lab fee is required.

**MACH 1153 Surface Grinding 3 cr.**  
**Sem: F/S 1 Lec./4 Lab Hrs./week**

This course introduces students to the care and operation of basic machine tools measuring instruments, and shop safety procedures. Combining lecture and on-line learning for the class component with hands-on applications in the machining lab, students will learn the surface grinding machine's function and components. Students will identify and use various grinding wheels, and workholding techniques common to precision grinding. In addition students will grind parallel, perpendicular, and angular surfaces to print specifications. Students must demonstrate competency in core course objectives through practical applications. A lab fee is required.

**MACH 2024 Geometric Dimensioning & Tolerancing 4 cr.**  
**Sem: F/S 3 Lec./2 Lab Hrs./week**

This class presents important rules of GD&T and describes how common features are specified in GD&T prints. Students will identify the application of GD&T as it relates to parts drawings for form, fit and function of designed parts and identify datum's features and relationships with inspection and work holding concepts. Students must demonstrate competency in core course objectives through practical applications. A lab fee is required.

**MACH 2043 Computer Aided Manufacturing Basic Programming 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: MACH 2023: Engineering Drawings/GD&T or 75% or better on equivalent assessment.*

Students will learn the basic concepts of manual programming of CNC machining applications to include lathes, mills, EDM, CNC drills, and precision lathes (Swiss turn). Topics include the fundamentals of programming; the main types of keyboarding logic and creation of programs; and an introduction to work coordinates, part processing, basics of CAD/CAM and cutting calculations and applications. Students must demonstrate competency in core course objectives through practical applications. A lab fee is required.

**MACH 2044 Introduction to Computer-Aided Manufacturing 4 cr.**  
**Sem: F/S 3 Lec./2 Lab Hrs./week**

This course covers the study and application of Computer Aided

Manufacturing (CAM) 2D Geometry using MasterCam software. Topics include CAM concepts, drawing standards, drawing with precision, editing, view control, measurement, text and annotations, dimensioning, drawing layout and plotting. Emphasis is placed on the application of standards to graphical communications and the development of hands-on skills using 2D Geometry. Safety procedures and practices are emphasized.

**MACH 2073 Introduction to Quality (ASQ CQI Prep Course) 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: MACH 2024: Geometric Dimensioning & Tolerancing and MATH 1103: Applied Technical Math.*

This course helps prepare students to become a Certified Quality Inspector/Technician. Students will learn to analyze and solve quality problems, Technical Math, Metrology, Calibration, Blueprint Reading, Sampling, Inspection & Testing, Statistical Applications, and Quality Improvement. A lab fee is required.

**MACH 2093 Introduction to Computer-Aided Design (CAD) 3 cr.**  
**& Additive Manufacturing (3-D Printing)**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: None.*

This course is the study and application of Computer-Aided Design (CAD) application software for mechanical drawing. Topics include CAD concepts, drawing standards, drawing with precision, editing/converting, view control, measurement, proper annotations, dimensioning, drawing layout, and plotting. Emphasis is placed on the application of standards to graphical communications and the development of hands-on skill. Students will learn to 3D print their designs, reverse engineer, and new product development concepts. Students will learn to export CAD file to .stl format and will use 3D printing software to optimize efficiency. A lab fee is required.

**MACH 2204 Introduction to Multi-Axis Programming Using 4 cr.**  
**CAM/CAE Software (NX/Esprit/PartMaker)**

**Sem: F/S 3 Lec./2 Lab Hrs./week**

*Prerequisite: MACH 1055: CNC Turning or MACH 1066: CNC Milling or MACH 2044: Introduction to Computer-Aided Manufacturing.*

This course covers Manufacturing Basics, Planer and Cavity Milling, Surface Contouring, Hole Making, and Turning. Feature-based Machining, Prismatic machining students learn how to rough and finish parts using 2.5 and 3 axis milling and turning machines. Students will learn how to create fixed and multi-axis tool paths. Students will learn roughing and finishing techniques for machining molds and dies. Students will learn to machine parts with complex shapes using 3-axis to 5-axis machinery. Students will learn surface contour machining techniques and tool axis tilt capabilities. A lab fee is required.

**MACH 2234 Coordinate Measuring Machine (CMM) 4 cr.**  
**Operations/Programming (PC-DMIS)**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: MACH 2024: Geometric Dimensioning & Tolerancing and MACH 2093: Introduction to Computer-Aided Design (CAD) & Additive Manufacturing (3-D Printing).*

This course combines lecture and hands-on application of CMM Operations and Programming. This course prepares the student for operation of a CMM using PD-DIMS. The course prepares the student to not only operate already created inspection plans, but to do basic one-off inspections and simple repetitive measurements in an automated fashion. The course will give first time users of PC-DIMS a basic understanding

of the software and measurements necessary to write and execute inspection plans. DCC and Basic CAD topics. A lab fee is required.

## Mathematics

(See also Developmental Education)

**Required placement score or successful completion of designated math prerequisites and DRDG 1034 Foundations of Reading are prerequisites for the following classes. (DRDG 1034 Foundations of Reading may be taken as a co-requisite MATH 1103.)**

**MATH 1103 Applied Technical Mathematics 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**

*Prerequisite: Required placement test scores or a grade of "C" or better in DMTH 1304 Foundations of Math.*

This course is a college-level mathematics course covering mathematical topics as they relate to technical skills and knowledge designed for AAS degrees. However, the course does not apply to transfer associate degrees or baccalaureate degrees unless specifically approved by the transfer institution. Specific emphasis is given to ratio and proportion, percentages, plan geometry, exponents, scientific notation, reading and constructing graphs, and solving quadratic equations in application problems. NOTE: Applied Technical Math also has an Allied Health option. (Course sequence for AAS degrees: Foundations of Math, Applied Technical Mathematics. College Algebra may be taken following Applied Technical Mathematics. College Algebra with SLA is recommended.)

**MATH 1113 College Algebra 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**

*Prerequisite: Required placement test scores or a grade of "C" or better in DMTH 1424 Foundations of Algebra or MATH 1103 Applied Technical Mathematics.*

Course content includes operations on functions and graphing functions; linear, rational, quadratic, higher-degree polynomial, absolute value, exponential, and logarithmic equations; linear, rational, and quadratic inequalities; applications of systems of equations and matrices. Real-life problems are integrated within various topics. This course incorporates the use of technology to supplement and enhance conceptual understanding, visualization, and inquiry.

**MATH 1213 Quantitative Reasoning 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**

*Prerequisite: Required placement test scores or a grade of "C" or better in DMTH 1304 Foundations of Math.*

This course includes topics in finance, probability, and statistics, and mathematical modeling with emphasis on critical thinking and problem solving. Quantitative reasoning is designed for students that do not plan to take mathematics courses beyond College Algebra. The goal of this course is to provide students with mathematical knowledge and skills to be productive workers, discerning consumers, and informed citizens. Students will solve problems using mathematical reasoning involving logic, proportions, algebra, and relations.

**MATH 2103 Survey of Calculus 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better.*

This is a basic calculus course focusing on applications and is generally needed for students majoring in business, education, health sciences, or social sciences. Course content includes a review of major functions,

their graphs and applications; continuity and limits, differentiation of polynomial, exponential and logarithmic functions; using derivatives for curve sketching, determining rates of change, and optimization problems; anti-derivatives, indefinite and definite integrals, applications of definite integration. This course incorporates the use of technology to supplement and enhance conceptual understanding, visualization, and inquiry.

**MATH 2113 Math for Teachers I 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better.*

Course content includes logic and mathematical reasoning, problem-solving, sets, functions, and number theory. Emphasis is placed on instructional methodology to support student learning.

**MATH 2115 Calculus I 5 cr.**  
**Sem: F/S 5 Lec. Hrs./week**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better or ACT math score of 24 or better.*

This course is intended for students who wish to major in mathematics, natural science, engineering and related technology, or secondary mathematics education. Course content includes functions, limits, continuity, asymptotes, differentiation, implicit differentiation, critical points, anti-derivatives, definite and indefinite integrals, and inflection points. This course includes applications of the derivative and integral, such as slopes and rates of change; finding maximum, minimum, and relative extrema; curve sketching using Calculus techniques; exponential growth and decay; optimization; and calculating the area between curves. This course uses a graphing calculator to supplement and enhance conceptual understanding, visualization, and inquiry.

**MATH 2123 Math for Teachers II 3 cr.**  
**Sem: S/Su 3 Lec. Hrs./week**

*Prerequisite: MATH 2113 Math for Teachers I with a grade of "C" or better.*

A continuation of MATH 2113, course content includes exponents, decimals, probability, statistics, geometry, measurement, and applications of mathematics. Emphasis is placed on instructional methodology to support student learning. This course uses a geometry software package.

**MATH 2124 Calculus II 4 cr.**  
**Sem: S 4 Lec. Hrs./week**

*Prerequisite: MATH 2115 Calculus I with a grade of "C" or better.*

This course is intended for students who wish to major in mathematics, a natural science, engineering and related technology, or secondary mathematics education. Course content includes integration with several techniques; applications of integration; sequences and infinite series; convergence tests; Taylor series; radius on convergence; and applying calculus concepts to polar coordinates, parametric equations, and vectors. This course uses a graphing calculator to supplement and enhance conceptual understanding, visualization, and inquiry.

**MATH 2133 Introduction to Statistics 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better.*

An algebra-based course involving the presentation and interpretation of data, probability, sampling, basic inference, correlation and regression, and analysis of variance, this course is generally needed for students majoring in business, education, health sciences, or social sciences. Course content includes probability, binomial and normal distributions, sampling, confidence intervals, hypothesis testing, and linear regression.



Emphasis is placed on methods of collecting, organizing, and analyzing data in order to make data-driven decisions. Applications are integrated in all topics. This course incorporates the use of technology to supplement and enhance conceptual understanding, visualization, and inquiry.

## Mechatronics

**MANF 1153 Electric Motor Control Systems 3 cr.**  
**Sem: S 2 Lec./2 Lab Hrs./week**

*Prerequisite: TECH 2033 Applied Electricity & Electronics*

This course presents the electric relay control theory and operation of AC electrical motors found in industrial commercial and residential applications. Course content includes the operation, installation, design, maintenance and troubleshooting of AC motors and control circuits for various applications. AC induction motors, control components, voltage distribution and motor connections are covered as well. Safety procedures and devices including Lockout/Tagout, and grounding connections and safety systems are emphasized throughout the course. A lab fee is required.

**MANF 1433 Advanced Fluid Power Systems 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisites: TECH 2013 Fluid Power with a grade of "C" or better.*

This course analyzes the principles of intermediate and advanced hydraulic and pneumatic systems. Topics include various types of hydraulic and pneumatic valves, pumps, cylinder types, control systems, filtering, hose fittings and other components relevant to industry-level skills related to the operation, installation, performance analysis, maintenance, and design of hydraulic and pneumatic systems. Safety procedures and practices are emphasized. A lab fee is required.

**MANF 1513 Rotating Equipment 3 cr.**  
**Sem: S 2 Lec./2 Lab Hrs./week**

*Prerequisite: TECH 2033 Applied Electricity & Electronics with a grade of "C" or better or equivalent placement.*

This course covers the principles, application, troubleshooting, and maintenance of rotating electrical motors as used in industry. Topics include various types of single and three phase AC motors, various types of DC motors, reduced voltage starting. The course builds upon principles covered in Applied Electricity and Electronics. All course material is supplemented with practical hands-on exposure to the items described. Safety procedures and devices including Lockout/Tagout, and grounding connections and safety systems are emphasized throughout the course. A lab fee is required.

**MANF 2024 Mechanical Drives and Bearings 4 cr.**  
**Sem: F/S 2 Lec./4 Lab Hrs./week**

*Prerequisite: None.*

This course focuses on the practical use of machines and mechanical components by manufacturing maintenance mechanics and technicians. Topics include power belting, pulleys and drive arrangements, chain drives, shafting; dynamic shaft seals, ball, and roller bearings, lubricants, couplings, and gear drives. The safe operation of industrial machines, tools and equipment is emphasized. A lab fee is required.

**MANF 2044 Programmable Logic Controllers 4 cr.**  
**Sem: S 2 Lec./4 Lab Hrs./week**

*Prerequisite: TECH 2033 Applied Electricity and Electronics.*

This course introduces students to entry-level to intermediate-level PLC programming and applications. Students will learn to identify components

of a PLC system, do a simple setup and configuration of a PLC, understand and make minor modifications to a PLC program, design and build a process control system using a PLC to control the process, and design a simple automated process using timers, counters, sequencers and other logic functions. A lab fee is required.

**MANF 2113 Advanced Programmable Logic Controllers 3 cr.**  
**Sem: (S) 2 Lec./2 Lab Hrs./week**

*Prerequisite: MANF 2044 Programmable Logic Controllers with a grade of "C" or better.*

This course emphasizes programmable logic controllers and the local area network as they apply to the field of industrial controls. Students practice the principles and applications of control systems in achieving automation within a production system. Systems included in the course are stepper motors, programmable logic controllers, human to machine interfaces, microprocessor, computers and feedback systems. The safe operation of industrial PLCs, testing equipment, and hand tools is emphasized. A lab fee is required.

**MANF 2223 Advanced Mechanical Drives 3 cr.**  
**Sem: S 2 Lec./2 Lab Hrs./week**

*Prerequisites: MANF 2024 Mechanical Drives & Bearings with a grade of "C" or better.*

This course emphasizes the skills necessary to maintain and troubleshoot industrial mechanical drive systems including various types of bearings, seals, gearboxes and lubrication systems. Topics include central lubrication systems, brakes and clutches, ball screws, linear bearings, conveyor systems, heavy-duty belt drives, chain drives and multiple-shaft and pulley driven systems. The safe operation of industrial machines, tools and equipment is emphasized. A lab fee is required.

**MANF 2253 The National Electrical Code & Conduit Installation 3 cr.**

**Prior Name: Overview of the National Electric Code (NEC)**

**Sem: S 2 Lec./2 Lab Hrs./week**

*Prerequisites: TECH 2033 Applied Electricity & Electronics with a grade of "C" or better.*

This course introduces the National Electric Code (NEC) and best practices for the safe installation, upgrade and maintenance of electrical systems and equipment. The course covers the current code changes and revisions which are updated by the National Fire Protection Association (NFPA) every three years and provides students with practical skills such as identifying key electrical terms, locating information specific to electrical installations, applying tables, locating code changes regarding special occupancies, wiring and protection techniques and methods. The course also covers the proper bending and installation techniques of common conduit types. A lab fee is required.

**MANF 2463 Precision Alignment and Support Systems 3 cr.**  
**Sem: (S) 2 Lec./2 Lab Hrs./week**

*Prerequisites: MANF 1123 Mechanical Drives with a grade of "C" or better.*

This course is designed to teach precision alignment, vibration analysis and the operation of industrial quality components. Laser precision alignment simultaneously measures and indicates the corrective action for vertical and horizontal parallel misalignment and vertical and horizontal angular alignment. The vibration analysis system teaches the use of vibration analysis to determine when to perform maintenance of power transmission components. The students apply skills developed using mechanical drives and bearings while using industry-relevant skills in the proper installation, operation, maintenance and troubleshooting

of conveyors and conveyor support systems. Safety procedures and practices are emphasized. A lab fee is required.

**MANF 2473 Fluid Power Systems Maintenance & Troubleshooting 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Co- or Prerequisites: MANF 1433 Advance Hydraulics & Pneumatic Systems, TECH 2013 Fluid Power with a grade of "C" or better.*

This course teaches hydraulic and pneumatic troubleshooting by providing a hands-on approach that models "real world" hydraulic and pneumatically powered machines. The course includes a computer-based fault insertion program that gives a wide array of faults which can be inserted into the training system automatically. The course provides realistic troubleshooting of hydraulic, pneumatic, mechanical and electrical components by introducing students to hydraulic and pneumatic loads, pressures used for systems tuning, power controls, installation and maintenance. Safety procedures and practices are emphasized. A lab fee is required.

**MANF 2493 AC/DC Motor Control Systems 3 cr.**

**Sem: F 2 Lec./2 Lab Hrs./week**

*Prerequisites: MANF 1153 Electric Motor Controls and TECH 2033 Basic Electricity & Electronics with a grade of "C" or better.*

This course is designed to teach industrial electronic motor drives which are used to provide accurate control of speed, position, and acceleration in applications such as CNC machine tools, conveyors, Robots, mixers and presses. Students acquire knowledge and hands-on skills of operating, installing, tuning, and troubleshoot three major types of AC & DC drives: AC & DC vector-type spindle drives, AC & DC servo axis drives, and AC variable frequency drives & DC pulse width modulated (PWM) drives. A lab fee is required.

## Medical Assistant

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**Enrollment in the Medical Assistant program requires special approval from the director of Medical Assisting, a substance abuse screen, and criminal background check.**

**MDAS 1003 Medical Assisting - Administrative Procedures I 3 cr.**

**Sem: F 3 Lec. Hrs./week**

This course is designed to acquaint the student with the administrative requirements of the medical facility. The course will provide instruction in the following: medical office software program, medical receptionist skills, HIPAA Regulations, human relations, bookkeeping methods, and management techniques. This course is limited to students admitted to the Medical Assistant program. Fees for supplies, uniform and drug screening/background check are required.

**MDAS 1033 Medical Law and Ethics 3 cr.**

**Sem: F 3 Lec. Hrs./week**

This course is designed to give Medical Assisting students knowledge of law and ethics as they pertain to medicine. The course will provide a thorough understanding of medical assistants' medico-legal responsibilities and relationships with physicians/employers and patients. Emphasis will be placed on the practical application of the principles of

medical law and ethics. This course is limited to students admitted to the Medical Assistant program.

**MDAS 1053 Medical Assisting - Clinical Procedures I 3 cr.**

**Sem: S 3 Lec. Hrs./week**

*Prerequisite: MDAS 1003 Medical Assisting Administrative Procedures.*

This course presents the duties and responsibilities expected in the clinical area of a medical facility. Students will be instructed in the following: assisting the doctor, assessing vital signs, sterilization procedures, minor surgery, medical specialties, physiotherapy, and diet therapy. This course is limited to students admitted to the Medical Assistant program. A lab fee is required.

**MDAS 1073 Medical Assisting - Clinical Procedures II 3 cr.**

**Sem: F 3 Lec. Hrs./week**

*Prerequisite: MDAS 1053 Medical Assisting Clinical Procedures I.*

This course presents the further duties and responsibilities expected in the clinical area of a medical facility and the responsibilities of a medical assistant. Students will be instructed in the principles and practice of ECG/EKG, Spirometry, X-ray, and safety regulations. This course is limited to students admitted to the Medical Assistant program. A lab fee is required.

**MDAS 2004 Medical Billing & Encoding 4 cr.**

**Sem: F 4 Lec. Hrs./week**

*Prerequisite: MEDP 1033 Medical Terminology.*

This course presents the fundamentals of medical office insurance diagnosis and procedure coding as well as skills required to produce insurance forms in a timely manner to third party payers. Students will learn to reconcile payments and rejections, process inquiry forms and understand the Diagnostic Related Groupings and how they relate to inpatient regulations. Using computer-based assignments, students apply their knowledge in medical terminology, insurance coding and billing and word processing skills by executing accurate claim submissions for reimbursement, utilizing a billing software program. This course is limited to students admitted to the Medical Assistant program. A lab fee is required.

**MDAS 2012 Medical Assisting - Administrative Procedures II 2 cr.**

**Sem: S 2 Lec. Hrs./week**

*Prerequisite: MDAS 1003 Medical Assisting - Administrative Procedures I and MATH 1103 Applied Technical Math.*

This course builds upon skills acquired in MDAS 1003 with further discussion of administrative requirements of the medical facility, including medication dosage and delivery (oral and parenteral), technical skills, aseptic technique, medical safety, and dietary supplementation related to therapy as prescribed by a physician. This course is limited to students admitted to the Medical Assistant program.

**MDAS 2043 Medical Assisting-Laboratory Procedures 3 cr.**

**Sem: F 2 Lec./2 Lab Hrs./week**

*Prerequisite: MDAS 1003 Medical Assisting Administrative Procedures.*

This course provides medical assisting students practical experience in the collection and handling of various specimens and in the performance and interpretation of tests done in the physician's office. Tests include Gram staining, initial culture taking, basic microbe identification, routine urinalysis, hematology, and other basic lab tests. Emphasis will be placed on patient contact orientation, contamination of specimens, patient education prior to testing, and explanation of results. This course is limited to students admitted to the Medical Assistant program. A lab fee is required.

**MDAS 2081 Medical Assisting Certification Review 1 cr.****Sem: S 1 Lec. Hr./week***Corequisite: MDAS 2981 Medical Assisting Seminar.*

This course focuses on the certification process of medical assistants and reviews certification requirements, knowledge, and skills. Students will review and discuss certification materials for preparation for the certified medical assistant exam, including test questions and testing procedures. This course is limited to students admitted to the Medical Assistant program.

**MDAS 2981 Medical Assisting Seminar 1 cr.****Sem: S 1 Lec. Hr./week***Corequisite: MDAS 2996 Medical Assisting Externship I.*

This course reviews the entire Medical Assisting Technology program. Emphasis is placed on general topics, administrative and clinical duties, human relations and professionalism. Recognition of the importance of employability skills after graduation is included. This course is limited to students admitted to the Medical Assistant program.

**MDAS 2996 Medical Assisting Externship 6 cr.****Sem: S 180 Clinical Hrs. During Semester**

*Prerequisite: Completion of all coursework except MDAS 2081 Medical Assisting Certification Review and MDAS 2981 Medical Assisting Seminar with a grade of C or better and permission of the Program Coordinator.*

This course covers a review and rotation sequence of practical experience in offices of qualified physicians and/or accredited hospitals and clinics. Skills acquired during prior coursework will be applied during the externship under the supervision of college faculty and clinical staff. In addition to medical office practice, human relation skills will be stressed in the course work. Students will have to complete 180 clinical hours, as well as take the National Certification Exam. **This course is limited to students admitted to the Medical Assistant program. Fees for testing, insurance, and background check are required.**

## Medical Professions

**Required placement test scores (See Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless courses are designated for high school students.**

**MEDP 1013 Introduction to Medical Professions I 3 cr.****Sem: F 4.5 Lec. Hrs./week in accordance with Arkansas Dept. of Career Education Requirements**

This survey course introduces students to a variety of health care careers and helps them learn the basic information about outstanding medical history and events, health care systems, human growth and development, nutrition and health, processes of disease, and medical ethics. Emphasis is given to the development of basic competencies in medical math, medical terminology, communication, and the skills and competencies associated with basic information and personal qualities needed for employment.

**MEDP 1033 Medical Terminology 3 cr.****Sem: F 3 Lec. Hrs./week**

This course is designed to develop the ability to recognize, understand and use medical terminology--the study and practical application of a medical vocabulary system, including: structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

**MEDP 1043 Anatomy and Physiology 3 cr.****Sem: F 3 Lec. Hrs./week**

This course, a foundation for understanding the principles of maintaining positive health and understanding deviations from the normal, includes anatomy and physiology of the human body in all its systems. MEDP 1043 does not transfer.

**MEDP 1044 Anatomy and Physiology 4 cr.****Sem: F 7.5 Lec. Hrs./week in accordance with Arkansas Dept. of Career Education Requirements**

Available only to high school students enrolled in the ASU Mid-South Secondary Technical Center, this course is a foundation for understanding the principles of maintaining positive health and understanding deviations from the normal, and it includes anatomy and physiology of the human body in all its systems.

**MEDP 1053 Math for Medical Professions 3 cr.****Sem: S 7.5 Lec./Lab hrs. per week in accordance with Arkansas Dept. of Career Education Requirements**

Available only to high school students enrolled in the ASU Mid-South Secondary Technical Center who are pursuing a career in the healthcare field, this course is designed to prepare students to mathematically determine dosages associated with the administration of medications. Course content includes basic math functions, systems of measure, dimensional analysis, calculation and administration of oral and non-oral medications, and calculation and administration of adult and pediatric medications.

**MEDP 1083 Medical Procedures 3 cr.****Sem: S 3 Lec. Hrs./week in accordance with Arkansas Dept. of Career Education Requirements**

Available only to high school students enrolled in the Secondary Technical Center, this course allows students to develop specific skills needed in the health professions. Emphasis is given to the development of competencies related to the following areas: safety, infection control, vital signs, CPR and first aid, medical math, abbreviations, and charting.

**MEDP 1113 Introduction to Medical Professions II 3 cr.****Sem: S 4.5 Lec. Hrs./week in accordance with Arkansas Dept. of Career Education Requirements***Prerequisite: MEDP 1013 Introduction to Medical Professions I.*

Available only to high school students enrolled in the ASU Mid-South Secondary Technical Center, this course is designed as an extension to the Introduction to Medical Professions core course. The course provides students with a general overview of the more crucial content areas of the Medical Professions Education program core courses. Areas covered are: medical terminology, medical math, human growth and development, processes of disease, and employability skills needed within the health care field.

## Music

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**MUSC 1103 Music Appreciation 3 cr.****Sem: F/S 3 Lec. Hrs./week**

Designed for the student who has little or no formal music training or

experience, this course appeals to all students who are interested in acquiring an understanding and appreciation of the relationships between music and culture as well as of the development of society. Students learn to appreciate music through an introduction to the major composers and to analyze the relationships between music and culture.

## Nursing Assistant

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**Enrollment in CNAS 1014 Nursing Assistant requires special approval from the Program Coordinator, substance abuse screen, and criminal background check.**

**CNAS 1005 Pre-Certified Nursing Assistant 5 cr.**  
**Sem: F/S/Su 3 Lec./2 Lab Hrs./week**

Available only to high school students enrolled in the ASU Mid-South Secondary Technical Center, this course will focus on an introduction to CNA classroom and lab training including communication skills, infection prevention and control, safety, emergency procedures, residents' rights, personal care, basic nursing skills, and basic restorative services. The course will also review concepts from Anatomy and Physiology as well as the overall role of the nursing assistant. Students must make a minimum course grade of 80% to be eligible to take the Certified Nursing Assistant Course CNAS 1014. This course is limited to students admitted to the Medical Professions Program 3 year track.

**CNAS 1014 Nursing Assistant 4 cr.**  
**Sem: F/S/Su 3 Lec./4 Lab Hrs./week 16 Clinical Hrs.**

This course presents the classroom and clinical instruction approved by the State of Arkansas for individuals to become Long Term Care Certified Nursing Assistants. The first several weeks will focus on classroom and lab training including communication skills, infection prevention and control, safety/emergency procedures/residents' rights, personal care, basic nursing skills, and basic restorative services. The final weeks will allow the students to practice their classroom and lab skills under instructor supervision in long-term care facilities. Students must make a minimum course grade of 70% and have a minimum of 90 hours of training to be eligible to take the state certification exam. This course is limited to students admitted to the Nursing Assistant program. Fees for supplies, uniforms, insurance, background check and testing are required.

## Phlebotomy

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**Enrollment in PHLB 1016 Principles and Practice of Phlebotomy requires special approval from the Program Coordinator, substance abuse screen, and criminal background check.**

**PHLB 1016 Principles and Practice of Phlebotomy 6 cr.**  
**Sem: F/S 5 Lec./2 Lab Hrs./week**

*Corequisites: MEDP 1033 Medical Terminology and MEDP 1043 Anatomy & Physiology.*

This course addresses the history of phlebotomy and procedural methods

dealing with patients and hands on practice in the lab performing skin puncture and venipuncture, complications in blood collection procedures and specimen collections and transportation. Fees for supplies, insurance, uniforms, drug screening/background check and testing are required. Students must complete this course with a C or better to sit for the certification exam.

## Philosophy

**(See Humanities)**

## Physical Science

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**PSCI 1214 Physical Science 4 cr.**  
**Sem: F/S/Su 3 Lec./2 Lab Hrs./week**

*Prerequisite: DMTH 1424 Foundations of Algebra with a grade of "C" or better or equivalent placement test scores. Corequisite: PSCI 1210 Physical Science Lab.*

This course is designed for non-science majors and serves as an overview of the main topics in physics, chemistry, astronomy, and meteorology. Emphasis is placed on the fundamental principles and concepts of physics and chemistry. The laboratory component provides students with applications of theory and enables them to use general principles on practice. A lab fee is required.

**PSCI 1224 Earth Science 4 cr.**  
**Sem: F/S 3 Lec./2 Lab Hrs./week**

*Prerequisite: DMTH 1424 Foundations of Algebra with a grade of "C" or better or equivalent placement test scores. Corequisite: PSCI 1220 Earth Science Lab.*

This course is designed for non-science majors to foster understanding of basic geologic principles. Course content includes the scientific method; earth structure and processes; tectonics, earthquakes, volcanism, glacial formation; weathering, and erosion; atmosphere, climate, and weather; rocks, minerals, and fossils; and the oceans. A lab fee is required.

**PSCI 1254 Physics I 4 cr.**  
**Sem: S 3 Lec./2 Lab Hrs./week**

*Prerequisite: DMTH 1424 Foundations of Algebra with a grade of C or better in or equivalent placement test score. Corequisite: PSCI 1250 Physics Lab.*

This algebra-based college-level physics course introduces the basic concepts of mechanics in one- and two- dimensions; linear and rotational motion; work, energy and power; thermodynamics; mechanical waves and sound; and fluid mechanics. The laboratory component provides students with applications of theory and enables them to use general principles on practice. A lab fee is required.

## Political Science

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**



**POLS 1143 American Government** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week  
 Through the study of the framework of the U.S. Constitution, this course presents a study of basic principles of American government with emphasis placed on the organization, processes, and functions of the national government.

## Psychology

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**PSYC 1403 Introduction to Psychology** 3 cr.  
**Sem: F/S/Su** 3 Lec. Hrs./week  
 Designed to introduce the basic concepts of modern psychology and applications of scientific principles and theories as they relate to the complexity of human behavior, this course explores the interaction of the biological and environmental influences on behavior, and examines the effect of the human brain on normal and abnormal behavior. Major psychological disorders are also introduced as to their causes and challenges.

**PSYC 2413 Human Development** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week  
*Prerequisite: PSYC 1403 Intro to Psychology.*  
 This course in developmental psychology focuses on human development from infancy through late adulthood. It presents the lifespan developmental perspective and emphasizes the cognitive, social, physical, and emotional processes that occur throughout the human lifespan.

## Respiratory Care

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**RSPT 1004 Respiratory Care Science** 4 cr.  
**Sem: F** 3 Lec./2 Lab Hrs./week  
 This course is designed to introduce the student practitioner to fundamental elements important to the delivery of healthcare in a safe, efficient, and professional manner, including fundamental concepts of the profession, professional standards, practice and physics of respiratory care. Fees are required for supplies, drug screen/background check, and testing.

**RSPT 1023 Respiratory Care Assessment** 3 cr.  
**Sem: F** 2 Lec./2 Lab Hrs./week  
 This course is designed to a fundamental approach to the subjective and objective evaluation, assessment, and care plan development for the individual needs of a patient.

**RSPT 1033 Cardiopulmonary Anatomy & Physiology** 3 cr.  
**Sem: F** 3 Lec. Hrs./week  
 This course is a study of cardiopulmonary physiology in relation to the practice of Respiratory Care.

**RSPT 1222 Pharmacology for Respiratory Care** 2 cr.  
**Sem: S** 2 Lec. Hrs./week  
*Prerequisite: RSPT 1004 Respiratory Care Science with a grade of "C" or better.*  
 This course is designed to introduce the student to pharmacology related to cardiopulmonary disorders.

**RSPT 1244 Respiratory Care Equipment & Procedures** 4 cr.  
**Sem: S** 2 Lec./4 Lab Hrs./week  
*Prerequisite: RSPT 1004 Respiratory Care Science with a grade of "C" or better.*  
 This course is a study of respiratory treatment, equipment design, and operations related to non-critical care procedures. A lab fee is required.

**RSPT 1263 Pulmonary Disease** 3 cr.  
**Sem: S** 3 Lec. Hrs./week  
*Prerequisite: RSPT 1004 Respiratory Care Science with a grade of "C" or better.*  
 This course is a study of cardiopulmonary pathophysiology, including etiology, clinical manifestations, diagnostics, and treatment of disease states while incorporating clinical practice guidelines and therapist driven protocols.

**RSPT 2123 Cardiopulmonary Diagnostics** 3 cr.  
**Sem: Su** 2 Lec./2 Lab Hrs./week  
*Prerequisite: RSPT 1222 Pharmacology for Respiratory Care with a grade of "C" or better.*  
 This course is a study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments, including arterial blood gas analysis, pulmonary function testing, sleep diagnostics, and equipment used in diagnostic and therapeutic practice of respiratory care.

**RSPT 2133 Neonatal & Pediatric Care** 3 cr.  
**Sem: F** 3 Lec. Hrs./week  
*Prerequisite: RSPT 2963 Respiratory Care Clinical Practice I with a grade of "C" or better.*  
 This course is a study of fetal development and the transition to the extrauterine environment. It includes the most common neonatal and pediatric cardiopulmonary disorders, disease processes, and modes of treatment in traditional and acute care. Other topics include: NRP (Neonatal Resuscitation Program) and PALS (Pediatric Advanced Life Support) certification. A lab fee and testing fees are required.

**RSPT 2143 Mechanical Ventilation** 3 cr.  
**Sem: F** 2 Lec./ 2 Lab Hrs./week  
*Prerequisite: RSPT 2963 Respiratory Care Clinical Practice I with a grade of "C" or better.*  
 This course is the study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics, including indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilator support. Other topics include: hemodynamics, special procedures, and advanced cardiac life support (ACLS). A testing fee is required.

**RSPT 2963 Respiratory Care Clinical Practice I** 3 cr.  
**Sem: Su** 180 clinical/6 seminar Hrs./semester  
*Prerequisite: RSPT 1222 Pharmacology for Respiratory Care with a grade of "C" or better.*  
 This course focuses on patient assessment, performance of respiratory care

procedures, and care plan formation as practiced in a hospital environment. A procedural guide is used to evaluate competencies and performance of care procedures. Fees for supplies and insurance are required.

**RSPT 2976 Respiratory Care Clinical Practice II 6 cr.**  
**Sem: F 303 Clinical/15 Seminar Hrs./Sem**

*Prerequisite:* RSPT 2963 Respiratory Care Clinical Practice I with a grade of "C" or better.

Students will rotate through various subspecialty areas for evaluation of competency and performance of care procedures. Lab fees for supplies and background check are required.

**RSPT 2982 Respiratory Care Professional Seminar 2 cr.**  
**Sem: S 1 Lec./ 2 Lab Hrs./week**

*Prerequisite:* RSPT 2133 Neonatal & Pediatric Care with a grade of "C" or better.

This course is designed to review respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care.

**RSPT 2986 Respiratory Care Clinical Practice III 6 cr.**  
**Sem: S 298 Clinical, 15 Seminar Hrs./Sem**

*Prerequisite:* RSPT 2133 Neonatal & Pediatric Care with a grade of "C" or better.

Students will rotate through various Respiratory Care subspecialty areas: ICU, Homecare, Neonatal/Pediatric Care, Sleep Lab, and Pulmonary Rehabilitation. A procedural guide is used to evaluate competency. A testing fee is required.

## Science

(See Biology, Chemistry, and Physical Science)

## Social Science

(See Anthropology, Geography, History, Political Science, Psychology, Sociology)

## Sociology

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1034 Foundations of Reading and DENG 1064 Foundations of Writing is a prerequisite for all courses unless otherwise noted.**

**SOCI 1303 Introduction to Sociology 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**

This introductory course provides an overview of the field of sociology and covers major sociological approaches, methods of sociological research, the organization of social life, social inequality, and social institutions such as the family, economics, politics, poverty, and the environment. Specific topics include socialization, demography, deviance, urbanization, culture, ethnicity, and racism.

## Spanish

(See Humanities)

## Speech

(See ENGL 2303 under English)

## Technical Core

**TECH 1003 Intro to Blueprint Reading 3 cr.**  
**Sem: F/S/Su 2 Lec./2 Lab Hrs./week**

*Prerequisite:* None.

This course is designed to provide students with knowledge and skills needed to read and interpret drawings, symbols and systems schematics and to develop drawings and sketches of components, parts and pieces into usable, working prints. The student will develop drawings and sketches of repairs and alterations and learn to utilize blueprints, graphs and charts to obtain or provide needed information. A lab fee is required.

**TECH 1013 Shop Essentials 3 cr.**  
**Sem: F/S/Su 2 Lec./2 Lab Hrs./week**

*Prerequisite:* None.

This course introduces the student to basic safety practices, fire safety, measurements through the use of Micrometer and tapes, conversion of metric and English measures, shop practices, common shop paper work and basic hand tools common to various industrial trades. Students must complete lab exercises where they demonstrate competency in identifying basic safety practices, fire classes, material and proper fire control methods. Students will perform and read measurements through the use of Micrometer and tapes and demonstrate a working knowledge of conversion tables of metric and English. In addition, they will be introduced to common shop practices, common shop paper work practices and identify and appropriately use basic hand tools through practical applications. A lab fee is required.

**TECH 1303 Industrial Safety 3 cr.**  
**Sem: F/S/Su 2 Lec./2 Lab Hrs./week**

*Prerequisite:* None.

This course covers the rationale for industry safety, safety regulations, and key safety movements. Hazardous materials handling, lock out-tag out, as well as OSHA regulations are introduced. Students must successfully complete lab exercises to demonstrate practical applications in the topics in the course. A lab fee is required.

**TECH 2013 Fluid Power 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite:* None.

This course introduces fluid power principles, components, fluid line manufacturing, presenting basic circuit design using symbols, schematic diagrams, and routing to build a foundation of knowledge in fluid power. Students learn and practice safe operation and handling of fluids, components, motors, pumps, tools and equipment. Students will complete lab exercises by demonstrating competency through practical application. A lab fee is required.

**TECH 2033 Applied Electricity/Electronics 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite:* None.

This course introduces the student to electrical laws and theories pertaining to DC and AC circuits building a foundation for knowledge and understanding of electrical applications in a broad range of disciplines. Emphasis is given to the use of standard electrical testing equipment, electrical components, design of electrical circuits, troubleshooting procedures, and proper wiring techniques. Students must complete lab exercises demonstrating competency through practical applications. A lab fee is required.

**TECH 2133 Introduction to Computer Aided Design Software 3 cr.**

**Sem: TBA 2 Lec./2 Lab Hrs./week**

*Prerequisite: TECH 1003 Intro to Blueprint Reading with a grade of "C" or better.*

This course introduces students to the detailing skills commonly used by drafting technicians and to the features and basic usage of computer-aided design software systems. Areas of study include lettering, sketching, proper use of equipment, and geometric constructions with emphasis on orthographic drawings that are dimensioned and noted to ANSI standards. A lab fee is required.

**TECH 2993 Capstone Learning Experience 3 cr.**

**Sem: F/S**

*Prerequisite: 2.0 GPA or higher and approval of a Capstone Learning Project Application submitted by the date listed in the Academic Calendar prior to the semester of intended enrollment. Registered students must be in their final semester of enrollment.*

Students, with the assistance of a faculty facilitator, choose a project, identify project stakeholders, and develop and execute a formal project plan. Students maintain a journal which documents goals, progress, and barriers encountered. Capstone project assignments will be made within the first two weeks of the semester, with actual work time spanning 9 to 10 weeks. Most projects include an oral and/or written presentation at the conclusion of the semester. The ASU Mid-South faculty facilitator assigns the final course grade based upon the student's timeliness in meeting internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the project stakeholders.

## Welding Technology

(See also Technical Core)

**WELD 1053 Fundamentals of Welding 3 cr.**

**Sem: F/S/Su 2 Lec./2 Lab Hrs./week**

*Prerequisites: None.*

This course introduces students to safety, application, technique, process essential variables, quality control, and inspection of common welding processes used in industry. The student will experience each welding process through instructor-led demonstrations and hands-on welding applications. Students who successfully complete this course will be able to make decisions regarding process selection and control common to non-essential welding personnel in an entry-level technical capacity. A lab fee is required.

**WELD 1113 Flux-Core Arc Welding: FCAW 3 cr.**

**SEM: S 1 Lec./4 Lab Hrs./week**

*Corequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test; TECH 1303 Industrial Safety and TECH 1013 Shop Essentials.*

This course provides entry-level technical training to SENSE Level I/ NCCER Level II in the Flux-Core Arc Welding (FCAW) process. Students will receive instruction in process safety, equipment, filler metal selection, terminology, power sources, equipment and operational mechanics pertaining to gas and self-shielded processes. A lab fee and a testing fee are required.

**WELD 1123 Shielded Metal Arc Welding: SMAW 3 cr.**

**Sem: F/Su 1 Lec./4 Lab Hrs./week**

*Corequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test; TECH 1303 Industrial Safety and TECH 1013 Shop Essentials.*

This course provides entry-level technical training to SENSE Level I/ NCCER Level II in the shielded metal arc welding (SMAW) process. Students will receive instruction in process safety, equipment, filler metal selection, terminology, power sources, equipment and operational mechanics pertaining to self-shielded processes. Lab and testing fees are required.

**WELD 1133 Gas Metal Arc Welding: GMAW 3 cr.**

**Sem: S 2 Lec./2 Lab Hrs./week**

*Corequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test; TECH 1303 Industrial Safety and TECH 1013 Shop Essentials.*

This course provides entry-level technical training to SENSE Level I/ NCCER Level II in the gas metal arc welding (GMAW) process, commonly referred to as MIG welding. Students will receive instruction in process safety, equipment, filler metal selection, terminology, power sources, equipment and operational mechanics pertaining to gas shielded processes. A lab fee and a testing fee are required.

**WELD 1143 Gas Tungsten Arc Welding I: GTAW 3 cr.**

**Sem: F/S 1 Lec./4 Lab Hrs./week**

*Corequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test; TECH 1303 Industrial Safety and TECH 1013 Shop Essentials.*

This course provides entry-level technical training to SENSE Level I/ NCCER Level in Gas Tungsten Arc Welding (GTAW) process, commonly referred to as TIG welding. Students will receive instruction in process safety, equipment, filler metal selection, terminology, power sources, equipment and operational mechanics pertaining to wire feed processes. A lab fee and a testing fee are required.

**WELD 2203 Introduction to Welding Fabrication 3 cr.**

**Sem: F 1 Lec./4 Lab Hrs./week**

*Prerequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test; TECH 1303 Industrial Safety, TECH 1013 Shop Essentials, WELD 1113 Flux-Core Arc Welding, WELD 1123 Shielded Metal Arc Welding, WELD 1133 Gas Metal Arc Welding, and WELD 1143 Gas Tungsten Arc Welding.*

This course allows advanced welding students a hands-on training lab. Students will be given projects requiring them to read and interpret blueprints, lay out and cut material, and use at least three of the following processes, SMAW, GMAW, GTAW, and FCAW, to complete their projects. Students will demonstrate proper set-up, industry quality welds, inspection processes, and troubleshooting of their welding processes. A lab fee is required.

**WELD 2213 Advanced Welding Fabrication 3 cr.**

**Sem: S 1 Lec./6 Lab Hrs./week**

*Prerequisites: Completion of WELD 2203 and SENSE Level 1 Certifications in three processes.*

This course allows advanced welding students a hands-on training lab. Students will develop their projects, budgets, computer-aided drawings, welding specifications, processes, work orders and procedures. Students will design projects that utilize three of the following processes: SMAW, GMAW, GTAW, and FCAW. Students will demonstrate proper set-up,

industry quality welds, inspection processes, and troubleshooting, and complete welding processes which simulate master welding knowledge and project management. A lab fee is required.



ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

Chapter 10  
**College Personnel**



# Full-Time Faculty and Staff

(Note: Academic credentials are listed for administrators and for employees who teach.)

## **Charles Welch, Arkansas State University System President**

Ed.D., Higher Education Administration, University of Arkansas at Little Rock  
M.A., Political Management, George Washington University  
B.A., Political Science, University of Arkansas

## **Debra West, Arkansas State University Mid-South Chancellor**

Ph.D., Community College Leadership, Mississippi State University  
M.S., Geography, University of Memphis  
B.S., Physical Science, University of Memphis  
A.A., General Education, East Arkansas Community College

## **JaNan Abernathy, Vice Chancellor for Finance and Administration**

B.S., Accounting, University of Arkansas at Little Rock

## **William Jeffrey Gray, Vice Chancellor for Learning and Instruction**

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

## **Diane M. Hampton, Vice Chancellor for Institutional Advancement**

B.S., Marketing and Communications, University of Tennessee at Martin

## **Jeremy Reece, Vice Chancellor for Student Affairs**

M.S. Leadership and Policy Studies, Student Personnel Concentration, University of Memphis  
B.A. Political Science, University of Memphis

## **Callie Dunavin, Associate Vice Chancellor for Institutional Research, Strategic Initiatives and Workforce Education**

Ed.D., Higher Education Administration, University of Arkansas at Little Rock  
ED.S., Community College Education, Arkansas State University  
M.Ed., Business, Arkansas State University  
B.S., Business Education, Arkansas State University

## **John Easley, Associate Vice Chancellor for Enrollment Management**

M.E., Workforce Development Education, University of Arkansas  
B.B.A., Finance, University of Texas at Tyler

## **Michael Lejman, Associate Vice Chancellor for Institutional Research and Effectiveness**

Ph.D., History, University of Memphis  
M.A., History, University of Memphis  
B.A., History and English, Lyon College

## **Ernesto Muniz, Associate Vice Chancellor for Information Technology**

B.S., Computer Information Systems, University of Arkansas-Monticello

## **Emilee Sides, Associate Vice Chancellor for Finance**

M.B.A., Business, Arkansas State University  
B.S., Management, University of Phoenix

## **Leslie Anderson, Registrar**

## **Melissa Andrew, Accounting Manager**

**Beth Arnold, Administrative Specialist/Facilities Scheduling Coordinator**

**John Auker, Interim Director, Employer Engagement and Business Services**

**Robert Barrentine, Landscape Specialist**

**Sheena Bass, Allied Health Instructor**

B.S.E., Special Education Interdisciplinary Studies, Liberty University

A.A., Education, Liberty University

Certificate: Licensed Practical Nurse (LPN)

**Kyvita Brooks, ACH PAT Home Visitor**

**Shermel Brown, Lead Faculty, Developmental Mathematics**

M.S., Mathematics, Arkansas State University

B.S., Technology, Arkansas State University

**Stacie Brown, ACH PAT Home Visitor**

**Shericka Buggs, Counselor, Career Pathways**

**Crystal Burger, Director of Financial Aid**

**Sanjay Chowdhury, Information Systems Technology Instructor**

M.S., Workforce Education and Development, Southern Illinois University

B.S., Information Systems Technologies, Southern Illinois University

B.S., Mathematics, University of Chittagong, Bangladesh

A.A.S., Computer Information Systems (CIS) and Web Page Design (Certificate), Lake Land College

**Suvra Das Chowdhury, Food Preparation Coordinator**

**Letory Collins, Coach, TRiO Educational Opportunity Center**

**James Ed Cook, Director, Facilities and Maintenance**

**Tom Cook, Systems and Network Technician**

**Mercedes, Corona, HPED Instructor, Head Women's Basketball Coach**

M.S.E., Education, Schreiner University

B.A., Exercise Science, Schreiner University

**Wendy Crawford, Business Manager**

**Michael Dailey, Welding Instructor**

A.A.S., Industrial Maintenance Technology, State Technical Institute, Memphis

Certifications: GTAW, SMAW, FCAW, GMAW

**Chris Davis, Financial Aid Analyst**

**Ray Duch, Information Systems Technology Instructor**

B.S., Agriculture, University of Tennessee at Martin

Certifications: A+ and CCAI; CompTIA Server+ Certified; CompTIA Certification

**Sharon Ellis, Administrative Specialist, Registrar's Office**



**Glenn Faught, EMT Instructor**

M.S., Health, Physical Education and Recreation/Community Health, University of Memphis  
B.S., Emergency Health Services Administration, University of Memphis  
License: Arkansas Emergency Medical Service Provider, Paramedic

**Mary Field, Communications Instructor**

M.A., Speech and Drama, University of Arkansas  
B.A., English, Arkansas State University

**Darrell Fisher Jr., Lead Faculty, Welding Technology**

B.L.S., Liberal Studies, Southern Illinois University  
Certificate, Welding, Southwestern Illinois College  
Certificate, Welding-Advanced, Southwestern Illinois College  
Certified Welding Inspector (CWI), American Welding Society

**Brandi Fletcher, Counselor, TRiO Educational Opportunity Center****Lori Payne Forrester, Education Instructor**

M.S.E., Early Childhood Education, Arkansas State University  
B.S.E., Early Childhood-Elementary Education, Arkansas State University

**Robert Fountain, Grounds Manager****Sherry Fountain, Maintenance Assistant****Kelli Gaines, Program Director, Respiratory Care**

M.S., Health Services Administration, Mississippi College  
B.S., Health Science, Alcorn State University  
A.A.S., Respiratory Care Practitioner, Meridian Community College

**Greg Gardner, Web and Media Developer****Marjorie Gardner, Lead Faculty, Hospitality Management**

M.A., Food Studies and Food Management, New York University  
B.E., Home Economics, University of Technology in Jamaica

**Virginia Gardner, Human Resources Analyst****Lonzo Gatlin, Lead Instructor, Adult Education**

M.S., Education, Arkansas State University  
B.S., Elementary Education, University of Arkansas Pine Bluff

**Erin Gordon, Lead Faculty, Science**

M.S., Natural Science, Delta State University  
B.S., Chemistry, Criminal Justice, Delta State University

**Lisa Haggard, Director, Human Resources****Thomas Halford, Director, Secondary Technical Center****Cody Hastings, Fitness Wellness Coordinator, PBI Grant****Alvin Hawkins, Career Coach****Deidre Hawkins, Administrative Specialist, Facilities and Central Supply**

**Raymond Hawkins, Natural Science Instructor**

Ph.D., Microbiology and Immunology, University of Arkansas for Medical Sciences

B.A., Anthropology, University of Central Florida

L.P.N., Southeast Arkansas College

**Peg Hess, Administrative Analyst****Natasha Hill, Lead Faculty, Adult Education**

Ph.D., Health, Sport and Exercise Science, University of Arkansas

M.S.E., Administration and Supervision, University of Arkansas at Little Rock

B.S.E., Middle Level Education, University of Central Arkansas

**April Holland, Instructor, Communications**

M.A., English, Arkansas State University

B.A., English, Arkansas State University

**Ronica Horton, Career Services Specialist****Donald Jacob Hutchinson, Lead Faculty, Communications**

M.A., English/Philosophy, Arkansas State University

B.A., English, Arkansas State University

**Brandy Ivy, Coordinator, ACH Home Visiting Services****Anwar Jamison, Lead Faculty, Digital Media Technology**

M.A., Film and Video Production, University of Memphis

M.A., Creative Writing, University of Memphis

B.S., English Writing, University of Wisconsin-Whitewater

**Debra Jennings, Coordinator, Admissions and Records****Angshylea Jones, Academic Coach, TRiO Student Support Services****John Judd, Lead Faculty, Mechatronics**

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

Certificate of Proficiency, Manufacturing Engineering Technology, Arkansas State University-Newport

**Brandi Katterjohn, Director, Sandra C. Goldsby Library Media Center****Paris Kelsey, Academic Coach, TRiO Student Support Services****Stephanie Krehl, Director, Dr. Barbara C. Baxter Learning Success Center****Craig Lafferty, Allied Health Instructor**

D.P.M., Podiatric Medicine, Rosalind Franklin University of Medicine and Science

M.S., Biomedical Sciences, University of Tennessee Health Sciences

B.S., Biology, Arizona State University

**Sandra Mabry, Director of TRiO Educational Opportunity Center****Mario Martinez Cabrera, Mathematics Instructor**

M.S., Mathematics, University of Memphis

B.S., Mathematics, Martin Methodist College

**Mark McClellan, Lead Faculty, History/Social Science**

M.A., History, University of Memphis

B.A., Journalism, Auburn University

**Leigh McDaniel, Fiscal Support Specialist**

**Patricia McGarrity, Library Support Assistant**

**Billie Miner, Fiscal Support Specialist**

**Karen Mitchusson, Lead Faculty, Business**

Master of Accountancy, University of Mississippi

Bachelor of Professional Accountancy, Mississippi State University

Certified Public Accountant

**Lisa Montgomery, Purchasing Specialist**

**Karmen Moore, Secondary Center Specialist**

**Kourtney Moore, Career Coach**

**Rochelle Morris, Success Coach, PBI Grant**

**James Moses, Welding Technology Instructor**

A.A.S., Electronic Technology, State Technical Institute

AWS Certification: GMAW, FCAW, SMAW, GTAW

Stork Herron Testing-Welding Operator Certificate

**Bonnie Nichols, Institutional Research and Database Administrator**

**Jere Norville, Literary Specialist, Adult Education**

**Claudia Ohneck, Executive Assistant to the Chancellor**

**Brenda Pannell, Equipment Mechanic**

**Phillip Para, Coordinator for Community Relations**

**Chris Parker, Lead Faculty, Health/PE, Athletic Director/Men's Basketball Coach**

M.Ed., Physical Education/Sports Administration, Texas Tech University

B.S., Business, Abilene Christian University

**Jaimie Patterson, Recruiter**

**LaKevia Patterson, Administrative Specialist, TRiO Student Support Services**

**Matthew Patton, Lead Career Coach, Adult Education**

**Gerar Pope, Director, PBI Grant**

**Johnny Powell, Lead Faculty, Heavy Truck Diesel Maintenance**

Certificate: Diesel Technology, Universal Technical Institute

**Ross Proctor, Director of Campus Safety**

**Colby Puckett, Lead Faculty, Machining Technology**

C.P., Certified Internet Webmaster, ASU Mid-South

C.P., Computer Numerical Control, ASU Mid-South

C.P., Machining, ASU Mid-South

**Sherri Reid, Director of Program Compliance**

**Kayla Reno, History/Social Science Instructor**

M.A., History, Murray State University

B.A., History, Murray State University

**Brad Roe, Instructor, Heavy Diesel Truck Maintenance**

MACS-AC License

**Fesobi Saliu, Developmental Math Instructor**

M.S., Mathematical Science, University of Memphis

B.S., Industrial Mathematics, Federal University of Technology, Akure, Nigeria

**Nicolle Seals, Administrative Specialist and College Switchboard Operator**

**Danny Shaull, Career-Work Ready Specialist, ADWORC**

**Donna Shaull, Academic Coach, TRiO Student Support Services**

**Donald Shelley, Aviation Maintenance Technology**

Certification: Mechanic A&P

**Phillip Shumate, Success Coach, PBI Grant**

**Debra Simmons, Social Science Instructor**

M.E., Interdisciplinary Studies/Curriculum and Instruction, National Louis University

B.A., Psychology, Columbia College

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M.Ed., Instructional Technology, American Intercontinental University

B.S., Criminology, Arkansas State University

Licensed: Respiratory Therapy

**Millard Smith, Lead Faculty, Aviation Maintenance Technology**

B.S., Business Administration, University of South Alabama

**Montel Smith, Career Coach**

**Lynda Steele, Project Director, Title III SIP**

**Lindsey Stevens, Administrative Specialist, Student Affairs**

**Bridget Stewart, Success Coach, PBI Grant**

**Aimee Stiegemeier, Director of LMS and Database Services**

**Thomas Matthew Suda, MOVE-HIRE Program Coordinator**

**Peter Sullivan, Graphic Designer**

**Christopher Tindall, Communications Instructor**

M.A., English, Mississippi State University

B.A., English, Mississippi University for Women

**Drema Trammel, Fiscal Support Specialist**

**Grace Troutman, Biology Instructor**

M.Ed., Biology, Arkansas State University

B.S., General Science Education, Arkansas State University

**Daniel Turner, Communications Instructor**

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B.A., Philosophy, Arkansas State University

**Opal Turner, Enrollment Coordinator, Adult Education**

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**Lisa Vaughn, Lead Faculty, Nursing Assistant/Health Technology**

A.A.S., Nursing, Southwest Tennessee Community College

R.N., Southwest Tennessee Community College

L.P.N., ASU Mid-South

**Edwin Terrell Washington, Director of Adult Education**

**Quinarius White, Software Support Specialist**

**Nann G. Whitworth, SNAP E&T, Adult Education**

**Haley Widby, Career Coach**

**Anthony Wilkinson, Lead Faculty, Mathematics**

ED.S., Mathematics, Nova Southeastern University

M.Ed., Mathematics, Florida State University

B.S., Mathematics, University of Arkansas at Pine Bluff

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M.B.A., University of Maryland University College

B.S., Accounting, Salisbury State University

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**Amanda Winsett, Administrative Specialist, Adult Education**

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**Jamie Woodson, Director, Career Pathways**

**Debbie Yen, Director of Marketing**

## University Center Representatives

**Karen Nelson**, Arkansas State University

**Kennedi Ridgell**, University of Arkansas–Fort Smith

**Lee Ann Turner**, University of Central Arkansas





ARKANSAS STATE UNIVERSITY  
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