



**2022 - 2023**

**OZARK CAMPUS ACADEMIC CATALOG**

# 2022 - 2023 OZARK CAMPUS CATALOG

## INTRODUCTION

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Ozark, Arkansas  
[www.atu.edu/ozark](http://www.atu.edu/ozark)

Arkansas Tech University is dedicated to student success, access, and excellence as a responsive campus community providing opportunities for progressive intellectual development and civic engagement. Embracing and expanding upon its technological traditions, Tech inspires and empowers members of the community to achieve their goals while striving for the betterment of Arkansas, the nation, and the world.

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## Accreditation

Arkansas Tech University is accredited by The Higher Learning Commission.

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## Program Accreditations

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)

6116 Executive Boulevard, Suite 200  
North Bethesda, MD 20852-4929  
(301) 652-AOTA  
<http://www.acoteonline.org>

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
<http://www.acenursing.org>

Arkansas Department of Health  
Cosmetology Division

101 East Capitol Avenue, Suite 108  
Little Rock, Arkansas 72201  
(501) 682-2168

Arkansas Department of Health  
Division of EMS

4815 W. Markham Street, Slot 38  
Little Rock, AR 72205  
(501) 661-2262

Arkansas State Board of Nursing

University Tower Bldg., Suite 800  
1123 South University  
Little Rock, Arkansas 72204  
(501) 686-2700

Commission on Accreditation of Allied Health Education Programs  
upon Recommendation by the Medical Assisting Education Review Board of the  
American Association of Medical Assistants

20 East Wacker Drive, Suite 1575  
Chicago, IL 60606  
(800) 228-2262 Ext. 129  
<https://www.caahep.org>

Commission on Accreditation of Allied Health Education Programs  
upon Recommendation of the Joint Review Committee on  
Education in Cardiovascular Technology (JRC-CVT)

1111 North Fairfax Street  
Alexandria, VA 22314

(703) 706-3245

<https://www.caahep.org>**Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**

233 N Michigan Avenue  
21st Floor  
Chicago, IL 60601-5800  
(312) 233-1100  
<http://www.cahiim.org>

**Commission on Accreditation in Physical Therapy Education**

3030 Potomac Avenue, Suite 100  
Alexandria, VA 22035-3085  
(703) 706-3245  
<http://www.capteonline.org>

**Commission on Accreditation of Allied Health Educational Programs upon Recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (COAEMSP)**

8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
(214) 703-8445  
Fax: (214) 703-8992  
<http://www.coaemsp.org>

**Council for Standards in Human Service Education (CSHSE)**

3337 Duke Street  
Alexandria, VA 22314-5219  
(571) 257-3959  
<http://www.cshse.org>

**HVAC Excellence**

P.O. Box 491  
Mount Prospect, IL 60056  
(800) 394-5268  
<http://www.hvacexcellence.org>

**National Automotive Technicians Education Foundation**

101 Blue Seal Drive, Suite 101  
Leesburg, Virginia 20175  
(703) 669-6650

**Enrolling in Arkansas Tech University-Ozark Campus**

Students are urged to thoroughly acquaint themselves with this catalog. It sets forth policies and procedures for enrolling and successfully completing the various programs of study.

The basic responsibilities of selecting a program of study, enrolling in the prescribed courses of study in the major field and complying with Arkansas Tech University-Ozark Campus' requirements for graduation rest with the student; however, Arkansas Tech University-Ozark Campus personnel will assist the student with problems encountered. Further assistance is offered in the form of capable departmental advisors and an appropriate graduation check list to serve as a reminder of the various graduation requirements.

**For More Information**

General Information	(479) 667-2117
Toll Free	(866) 225-2884
Office of Academic Affairs	(479) 667-1707
Office of Student Services	(479) 667-3433

Office of Fiscal Affairs	(479) 667-2950
Office of Financial Aid	(479) 667-3111
Chancellor's Office	(479) 667-4046
Public Safety	(479) 667-2117
Registrar's Office	(479) 667-2117
Student Accounts	(479) 667-2117

*The provisions of this catalog are subject to change without notice and do not constitute an irrevocable contract between any student and Arkansas Tech University.*

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## Equal Opportunity Employment

Arkansas Tech University-Ozark Campus will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University-Ozark Campus prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Arkansas Tech University-Ozark Campus will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University-Ozark Campus will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

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## Affirmative Action

Arkansas Tech University-Ozark Campus will have an Affirmative Action Plan that contains a set of specific and result-orientated procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University-Ozark Campus will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, Dr. Linda Birkner, who can be reached by emailing [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu) or calling (479) 964-0583 ext. 3603.

Arkansas Tech University-Ozark Campus does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status, in any of its practices, policies, or procedures. This includes, but is not limited to employment, admissions, educational services, programs or activities which it operates, or financial aid.

Arkansas Tech University complies with all applicable state and federal laws including, but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to Dr. Linda Birkner, Affirmative Action officer.

It is the policy of Arkansas Tech University-Ozark Campus to maintain the University Community as a place of work and study for staff, faculty, and students free of harassment, to include sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff and faculty should be aware that the University is concerned and prepared to take action to prevent and correct such behavior. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comment or suggestions which adversely affect the working or learning environment of others. Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures. Generally the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

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## Annual Budget / Financial Report

A copy of the annual budget is available in the Ross Pendergraft Library and Technology Center on the Russellville Campus of Arkansas Tech University.

A copy of the annual financial report is available from the Office of the Vice President for Administration and Finance in Room 202 of the Administration building on the Russellville Campus of Arkansas Tech University.

## ACADEMIC CALENDAR

*NOTE: The fall and spring dates below pertain to full-term courses, eight-week courses, and certain mini-term courses. The summer dates pertain to the stated summer sessions. The calendar for other condensed courses may differ from what is printed below. Please reference the Condensed Courses - Registration, Drop, and Refund Dates Form ([https://ssb-prod.ec.atu.edu/ssomanager/saml/login?relayState=/c/auth/SSB?pkg=hws9date.p\\_displayForm](https://ssb-prod.ec.atu.edu/ssomanager/saml/login?relayState=/c/auth/SSB?pkg=hws9date.p_displayForm)) for course and term definitions and pertinent Academic Calendar dates for courses not conforming to the beginning and ending dates outlined below.*

*\*Holidays noted are for face-to-face classes. For web-based courses, assignment due dates may fall on a holiday.*

<b>Summer Term - May 9, 2022 to August 3, 2022 (dates are subject to change)</b>	
<b>May Summer Session – May 9, 2022 to May 27, 2022</b>	
Late registration for May session	May 9
Classes begin	May 9
Last day to officially withdraw/drop courses with full reduction of tuition and fees	May 9
Last day to register and add courses/change sections	May 9
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	May 11
Last day to drop courses with a "W" or change from credit to audit	May 23
May session ends	May 27
<b>June/July Summer Session</b>	
<b>May 31, 2022 to June 30, 2022</b>	
Memorial Day holiday*	May 30
Late registration for June/July session	May 31 – June 1
Classes begin	May 31
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 1
Last day to register and add courses/change sections	June 1
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 6
Last day to drop courses with a "W" or change from credit to audit	June 24
June/July session ends	(Thursday) June 30
<b>10-Week Summer Session</b>	
<b>May 31, 2022 to August 3, 2022</b>	
Memorial Day holiday*	May 30
Late registration for 10-Week session	May 31 – June 3
Classes begin	May 31
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 3

Last day to register and add courses/change sections	June 3
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 9
Last day to drop courses with a "W" or change from credit to audit	July 21
10-Week session ends	(Wednesday) August 3
<b>July/August Summer Session</b>	
<b>July 5, 2022 to August 3, 2022</b>	
Fourth of July holiday*	(Monday) July 4
Late registration for July/August session	July 5 - 6
Classes begin	July 5
Last day to officially withdraw/drop courses with full reduction of tuition and fees	July 6
Last day to register and add courses/change sections	July 6
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 11
Last day to drop courses with a "W" or change from credit to audit	July 29
July/August session ends	(Wednesday) August 3
Graduation	August 6
<b>Fall Term Opens - August 8, 2022</b>	
<b>(dates are subject to change)</b>	
<b>Fall Term - August 17, 2022 to December 6, 2022</b>	
Selected fall activities	August 8 - 16
Registration	August 8 - 16
Classes begin	August 17
Last day to officially withdraw/drop courses with full reduction of tuition and fees	August 23
Last day to register and add courses/change sections	August 23
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	August 31
Labor Day holiday*	September 5
Deadline for applying for graduation, December 2023 graduates	September 30
Mid-term	October 5
Fall break	October 6 - 7
Early registration for spring semester	October 17 – November 29
Last day to drop courses with a "W" or change from credit to audit	November 16
Thanksgiving holidays*	7:00 a.m., November 23 - 7:00 a.m., November 28
Students follow regular Monday class schedule	Monday, November 28
Students follow regular Wednesday class schedule	Tuesday, November 29

Reading Day	8:00 a.m. – 5:00 p.m., Wednesday, November 30
End of course examinations (see exam week schedule)	7:00 p.m., November 30 – 9:00 p.m., December 6
Graduation	December 9 - 10
<b>Fall Term - First Eight-Week Session</b>	
Late registration for first eight-week session	August 10
Classes begin	August 10
Last day to officially withdraw/drop courses with full reduction of tuition and fees	August 12
Last day to register and add courses/change sections	August 12
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	August 17
Labor Day holiday*	September 5
Last day to drop courses with a "W" or change from credit to audit	September 26
First eight-week session ends	October 4
<b>Fall Term - Second Eight-Week Session</b>	
Late registration for first eight-week session	October 12
Classes begin	October 12
Last day to officially withdraw/drop courses with full reduction of tuition and fees	October 14
Last day to register and add courses/change sections	October 14
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	October 19
Thanksgiving holidays*	7:00 a.m., November 23 - 7:00 a.m., November 28
Last day to drop courses with a "W" or change from credit to audit	November 28
Second eight-week session ends	December 6
<b>Winter Intersession</b>	<b>December 12, 2022 to December 30, 2022 (dates are subject to change)</b>
Late registration for winter intersession	December 12
Classes begin	December 12
Last day to officially withdraw/drop courses with full reduction of tuition and fees	December 12
Last day to register and add courses/change sections	December 12
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	December 14
Christmas Day holiday*	December 25
Last day to drop courses with a "W" or change from credit to audit	December 26
Winter intersession ends	December 30
<b>Spring Term Opens - January 3, 2023 (dates are subject to change)</b>	
<b>Spring Term - January 9, 2023 to May 2, 2023</b>	

Registration	January 3 - 6
Classes begin	January 9
Last day to officially withdraw/drop courses with full reduction of tuition and fees	January 13
Last day to register and add courses/change sections	January 13
Martin Luther King Day holiday*	January 16
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	January 24
Deadline for degree audit (transcript evaluation), May 2024 graduates	February 24
Mid-term	February 27
Early registration for summer, fall and winter intersession semesters	March 1 - April 25
Deadline for degree audit (transcript evaluation), summer 2024 graduates	March 17
Spring holidays*	7:00 a.m., March 20 - 7:00 a.m., March 27
Last day to drop courses with a "W" or change from credit to audit	April 14
Reading Day	8:00 a.m. – 5:00 p.m., Wednesday, April 26
End of course examinations (see exam week schedule)	7:00 p.m., April 26 – 9:00 p.m., May 2
Graduation	
Ozark Campus	May 4
Graduate College	May 5
Russellville Campus Undergraduate	May 6
<b>Spring Term - First Eight-Week Session</b>	
Late registration for first eight-week session	January 4
Classes begin	January 4
Last day to officially withdraw/drop courses with full reduction of tuition and fees	January 6
Last day to register and add courses/change sections	January 6
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	January 11
Martin Luther King Day holiday*	January 16
Last day to drop courses with a "W" or change from credit to audit	February 20
First eight-week session ends	February 28
<b>Spring Term - Second Eight-Week Session</b>	
Late registration for second eight-week session	March 8
Classes begin	March 8
Last day to officially withdraw/drop courses with full reduction of tuition and fees	March 10
Last day to register and add courses/change sections	March 10



Last day to officially withdraw/drop courses with 80 percent reduction of tuition	March 15
Spring holidays*	7:00 a.m., March 20 - 7:00 a.m., March 27
Last day to drop courses with a "W" or change from credit to audit	April 24
Second eight-week session ends	May 2
<b>Summer Term - May 8, 2023 to August 2, 2023 (dates are subject to change)</b>	
<b>May Summer Session – May 8, 2023 to May 26, 2023</b>	
Late registration for May session	May 8
Classes begin	May 8
Last day to officially withdraw/drop courses with full reduction of tuition and fees	May 8
Last day to register and add courses/change sections	May 8
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	May 10
Last day to drop courses with a "W" or change from credit to audit	May 22
May session ends	May 26
<b>June/July Summer Session</b>	
<b>May 30, 2023 to June 29, 2023</b>	
Memorial Day holiday*	May 29
Late registration for June/July session	May 30 - 31
Classes begin	May 30
Last day to officially withdraw/drop courses with full reduction of tuition and fees	May 31
Last day to register and add courses/change sections	May 31
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 5
Last day to drop courses with a "W" or change from credit to audit	June 23
June/July session ends	(Thursday) June 29
<b>10-Week Summer Session</b>	
<b>May 30, 2023 to August 2, 2023</b>	
Memorial Day holiday*	May 29
Late registration for 10-Week session	May 30 – June 2
Classes begin	May 30
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 2
Last day to register and add courses/change sections	June 2
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 8

Last day to drop courses with a "W" or change from credit to audit	July 20
10-Week session ends	(Wednesday) August 2
<b>July/August Summer Session</b>	
<b>July 3, 2023 to August 2, 2023</b>	
Late registration for July/August session	July 3 - 5
Classes begin	July 3
Fourth of July holiday*	(Tuesday) July 4
Last day to officially withdraw/drop courses with full reduction of tuition and fees	July 5
Last day to register and add courses/change sections	July 5
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	July 10
Last day to drop courses with a "W" or change from credit to audit	July 28
July/August session ends	(Wednesday) August 2
Graduation	August 5

## ADMINISTRATION

### Board of Trustees

**Mrs. Stephanie Duffield**, Russellville

**Mr. Jim Smith**, Fayetteville

**Mr. Thomas Leonard "Len" Cotton**, Dardanelle

**Mr. Bill Clary**, Conway

**Michael Lamoureux**, Russellville

### Board of Advisors

**Tom Banhart**, Van Buren

**Bruce Coleman**, Mountainburg

**C. A. Kuykendall**, Ozark

**Jimmy Rofkahr**, Hartman

**Donald Smith**, Cecil

### Administrative Officers

**Robin E. Bowen**, 2014, President

B.S., University of Kansas, 1982

M.Ed., University of Arkansas, 1983

Ed.D., Texas Tech University, 1988

**Bruce Sikes**, 2007, Chancellor

B.S.E., University of Central Arkansas, 1986

M.S.E., University of Central Arkansas, 2000

**Dr. Sheila R. Jacobs**, 2018, Chief Academic Officer  
 B.A., Arkansas Tech University, 1988  
 M.Ed., Arkansas Tech University, 1993  
 M.Ed., Arkansas Tech University, 2006  
 EDS, Arkansas Tech University, 2011  
 Ed.D., Arkansas Tech University, 2020

**Richard Harris**, 2007, Chief Student Officer  
 B.A., Arkansas State University, 1997  
 M.P.A., Arkansas State University, 1999

**Daniel Smith**, 2023, Chief Fiscal Officer  
 B.S., Northeastern State University, 2016  
 M.B.A., Oklahoma Baptist University, 2018

**Patricia S. Edmunds**, 2011, Director of Arkansas Tech Career Center  
 B.S., University of the Ozarks, 1988  
 M.Ed., Harding University, 2008

## Administrative Staff

**Debbie Blalock**, Fiscal Support Analyst, Career Center

**Shirley Bonner**, Assessment Coordinator

**Erin Brickley**, Associate Registrar

**Steven Campbell**, Associate Director of Computer Services

**Linda Clifton**, Student Support Specialist, Perkins Grant

**Hayden Darr**, Academic Counselor, Career Center

**Brianna Ingram**, Assistant Director of Academic Services

**Faith Johnson**, Academic Advisor

**Bethany Lucius**, Academic Advisor, TRIO

**Kayla McIntosh**, Director of TRIO

**Kristie Moore**, Librarian

**Beverly Nehus**, Special Projects Coordinator, Chancellor's Office

**Regina Olson**, Director of Adult Education

**Whitney Parsons**, Academic Counselor of Career Pathways

**Mitzi Reano**, Office of Human Resources

**Taylor Risinger**, Coordinator of Student Recruitment

**Laura Rudolph**, Public Information Specialist

**Julie Schmalz**, Associate Director of Financial Aid

**Sierra N. Smith**, Student Success Coordinator/ADA Coordinator

**Jessica Spicer**, Coordinator of Advising, Testing, and Records/Director of Career Pathways Initiative

**Winter Starr**, TRIO

**Tyler Tober**, Project Program Specialist, Career Center

**Mario Varela-Pecina**, Student Support Services Advisor

**Ryan Watson**, Career Support Services Facilitator

**Robert Jeremiah Wilson**, Industry Training Specialist

## Support Services Staff

**Tracy Chapman**, Campus Maintenance

**Peter Clifton**, Campus Maintenance

**Mike Crouch**, Campus Maintenance

**Susan Furr**, Administrative Specialist III

**Megan Henson**, Office of Student Services

**Sherry Hesson**, Adult Education

**Alina House**, Fiscal Support/Travel

**Mya Jones**, Adult Education

**Rebecca Krebs**, Student Accounts

**Jimmy Martin**, Campus Maintenance

**Maria Montelongo**, Adult Education

**Stacy Morton**, Campus Maintenance, Career Center

**Carla Murphy-White**, Adult Education

**Lexi Norris**, Adult Education

**Brady Oberman**, Campus Maintenance

**David Spicer**, Public Safety Officer/Campus Maintenance Supervisor

**Phil Spiegel**, Campus Maintenance

**Michael Smith**, Computer Lab Technician

**Lisa Sturdivant**, Purchasing/Accounts Payable

**Katrina Young**, Career Center

## FACULTY

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### **Julie Auterson, January 2016**

Cosmetology

Workforce Education Instructor

Cosmetology, Arkansas Tech University-Ozark Campus, 1987;

Cosmetology Instructor Training, Arkansas Tech University-Ozark Campus, 1992;

AGS, Arkansas Tech University-Ozark Campus, 2020AAS, Arkansas Tech University-Ozark Campus, 2021

### **Jason Basinger, August, 2020**

Practical Nursing

Workforce Education Instructor

B.S.N., Arkansas Tech University, 2016

B.S., Arkansas Tech University, 2008

### **Kenneth Beeler, August 2005**

Air Conditioning and Refrigeration

Workforce Education Master Instructor

Air Conditioning and Refrigeration, Arkansas Tech University-Ozark Campus, 2004

A.A.S., Arkansas Tech University-Ozark Camps, 2008

### **Todd Birkhead, January, 2018**

Paramedic/Emergency Medical Services

Workforce Education Instructor

A.G.S., University of Arkansas at Fort Smith, 2016

B.S., University of Arkansas at Fort Smith, 2018

### **Amandalyn Boen, August, 2018**

Practical Nursing

Workforce Education Instructor

B.S.N., Arkansas Tech University, 2006

### **Jessica Brown, November 2021**

GED/ADE

Workforce Education Instructor

A.A.S., Arkansas Tech Univeristy, 2010

B.P.S., Arkansas Tech University, 2013

M.B.A., John Brown University, 2017

### **Jonathan Brown, October, 2020**

Physical Therapist Assistant

Workforce Education Instructor  
 A.A.S., Arkansas Tech University, 2014  
 B.S., Arkansas Tech University, 2017

**Caliese Cain, August 2022**

Arkansas Tech Career Center  
 Workforce Education Instructor  
 M.S., Liberty University, 2021  
 B.A., Arkansas Tech University, 2019

**Candace Case, August 2013**

Cardiovascular Technology  
 Workforce Education Instructor  
 A.A.S., University of Arkansas - Fort Smith, 2003  
 B.P.S., Arkansas Tech University, 2016

**Rebecca Cheek, August 2021**

Business Technology

Workforce Education Instructor

B.S., University of Arkansas - Fort Smith, 2011

M.S., University of Arkansas, 2016

**Jody Chrisman, August 1987**

Industrial Control Systems  
 Workforce Education Master Instructor  
 Electronics Technology, Arkansas Tech University-Ozark Campus, 1982;  
 A.A.S., Arkansas Tech University-Ozark Campus, 2010

**Charlotte Coats, August 2018**

Banking Services  
 Workforce Education Instructor  
 B.P.S., Arkansas Tech University, 2017

**Dr. Randall Colvin, August 2020**

Sciences  
 Workforce Education Instructor  
 B.S., Colorado State University, 2000  
 M.A., Oregon State University, 2005  
 PhD, Auburn University, 2019

**Corey Danekas, August 2008**

Welding Technology  
 Workforce Education Advanced Instructor  
 A.A.S., Arkansas Tech University-Ozark Campus, 2008

**Lance Davis, August 2021**

Arkansas Tech Career Center  
 Workforce Education Instructor  
 BS, Liberty University, 2015

**Katy Dodd, July 2017**

English  
 Workforce Education Instructor  
 M.A., Arkansas Tech University, 2012  
 B.A., University of Arkansas at Fort Smith, 2009

**Gary Donberger, August 2015**

Automotive Service Technology  
 Workforce Education Instructor  
 A.O.S., Universal Technical Institute Houston, 1987

**Gwen Faulkenberry, August 2010**

English  
 Workforce Education Instructor  
 B.S.E., University of Central Arkansas, 1995  
 M.L.A., Arkansas Tech University, 2006

**Laura Fawcett, August 2015**

Arkansas Tech Career Center  
Workforce Education Instructor  
Practical Nursing, Bethania School of Vocational Nursing-Vernon Regional Junior College, 1983  
A.S., Arkansas State University-Beebe, 2007  
B.P.S., Arkansas Tech University, 2014

**Tangela Felkins, August 2016**

Practical Nursing  
Workforce Education Instructor  
A.D.N., University of Arkansas at Fort Smith, 1997;  
B.S.N., Arkansas Tech University, 2018

**Kenneth Floyd, August 2017**

Collision Repair Technology  
Workforce Education Instructor  
Collision Repair Technology, Arkansas Tech University-Ozark Campus, 2006

**Landon Growns, August 2021**

Mathematics

Workforce Education Instructor

A.A.S., Univeristy of Arkansas Communitny College at Morrilton, 2015

B.S., Arkansas Tech University, 2018

M.S., Univeristy of Arkansas, 2020

**Clinton Hall, January 1996**

Business Technology  
Workforce Education Master Instructor  
A.A., University of Arkansas - Fort Smith, 1989;  
B.S., Arkansas Tech University, 1992;  
M. Ed., Arkansas Tech University, 2007

**Charles Hilton, August 2000**

Arkansas Tech Career Center

Workforce Education Instructor

B.S., Arkansas Tech University, 1997

**Mitchell Hook, August 2020**

GED/ABE  
Workforce Education Instructor  
B.S., Arkansas Tech University, 2016

**Brenda Huntsinger, August 2013**

Health Information Technology  
Workforce Education Instructor  
Industry Certifications, 1970-2013  
A.G.S., Arkansas Tech University-Ozark Campus, 2014

**Ron Hutain, October 1984**

Industrial Control Systems  
Workforce Education Master Instructor  
A.A., Chaffey Community College, 1978;  
A.A.S., Arkansas Tech University-Ozark Campus, 2011

**Cory Kendall, February 2013**

Arkansas Tech Career Center  
Workforce Education Instructor  
Industry Certifications, 2013-2014

**Shelley Koone, August 2019**

Mathematics  
Workforce Educaton Instructor  
B.S., Northwestern State University, 2004

M.S., University of Louisiana at LaFayette, 2007

**Ereck Ladd, August 2021**

Arkansas Tech Career Center

Workforce Education Instructor  
Industry Certifications, 2005-2008, 2021

**Nathaniel Lutz, August 2022**

Arkansas Tech Career Center

Workforce Education Instructor

**Mark Maxwell, January 2022**

Paramedic/Emergency Medical Services

Workforce Education Instructor

A.A.S., Arkansas Tech University-Ozark Campus, 2019

B.S., Arkansas Tech University, 2022

**Christy McCollough, January 2006**

GED/ABE

Workforce Education Advanced Instructor

B.A., Arkansas Tech University, 2000

M.A., Arkansas Tech University, 2013

**Emily Morrow, January 2018**

GED/ABE

Workforce Education Instructor

B.S., University of the Ozarks, 2001

**Heather Nelson, January 2016**

Logistics Management

Workforce Education Instructor

B.S., University of Arkansas, 2005;

M.Ed., University of Arkansas, 2008

**Dr. Amanda Overbey, May 2021**

Physical Therapist Assistant

Workforce Education Instructor

B.S., University of Central Arkansas, 2004

D.P.T., University of Central Arkansas, 2007

**Charles Petty, August 2021**

Arkansas Tech Career Center

Workforce Education Instructor

A.A.S., Arkansas Tech University-Ozark Campus, 2022

**Jessica Pipkins, July 2012**

GED/ABE

Workforce Education Instructor

B.S., Arkansas Tech University, 2004

M.S., Arkansas Tech University, 2014

M.Ed., Arkansas Tech University, 2019

**Lisa Pittman, August 2021**

Registered Nursing

Workforce Education Instructor

A.D.N., University of Arkansas-Fort Smith, 2004

B.S.N., Oklahoma Wesleyan University, 2012

M.S.N., Western Governor's University, 2018

**Wendi Pool, August 2013**

Occupational Therapy Assistant

Workforce Education Instructor

B.S., University of Central Arkansas, 2003;

M.S., University of Central Arkansas, 2005

**Hervie Prince, August 2022**

Arkansas Tech Career Center

Workforce Education Instructor

**Chris Rambo, August 2014**

Law Enforcement

Workforce Education Instructor

B.S., Arkansas Tech University, 2012;

M.S., Arkansas Tech University, 2015

**Rebekah Redman, January 2023**

Occupational Therapy Assistant

Workforce Education Instructor

A.A.S., Arkansas Tech University-Ozark Campus, 2015

**Melinda Rhynes, January 2014**

Medical Assisting

Workforce Education Instructor

A.S., Arkansas Tech University, 1989;

B.S., Arkansas Tech University, 1990;

M.Ed., Arkansas Tech University, 2015

**Kale Rudolph, August 2007**

Computer Information Technology

Workforce Education Advanced Instructor

B.S., University of Arkansas, 1987;

M.S., Arkansas Tech University, 2007

**Bobby Sewell, August 2006**

Automotive Service

Workforce Education Advanced Instructor

Automotive Service Technology, Arkansas Tech University-Ozark Campus, 1981;

Advanced Automotive Service Technology, Arkansas Tech University-Ozark Campus, 1982;

A.A.S., Arkansas Tech University-Ozark Campus, 2008

**Bonnie Sher, June 2012**

Health Information Technology

Workforce Education Advanced Instructor

B.S., Arkansas Tech University, 2001;

M.S., Arkansas Tech University, 2013

**Marcus Smith, August 2015**

Arkansas Tech Career Center

Workforce Education Instructor

A.A.S., Arkansas Tech University, 2011

**Blaine Snyder, August 2015**

Practical Nursing

Workforce Education Instructor

A.A.S., University of Arkansas - Fort Smith, 2008

B.S.N., Arkansas Tech University, 2017

M.S.N., Arkansas Tech University, 2022



**Deidra Steele, August 2015**

Practical Nursing  
 Workforce Education Instructor  
 A.A.S., University of Arkansas - Fort Smith, 2008  
 B.S.N., Arkansas Tech University, 2019

**Jessica Thompson, August 2015**

Arkansas Tech Career Center  
 Workforce Education Instructor  
 B.S.N., Missouri Southern State College, 1999  
 Emergency Medical Technician, Northwest Arkansas Community College, 2001

**Dr. Kelley Todd, August 2020**

Business Technology  
 Workforce Education Instructor  
 Ed.D., University of Arkansas, 2015  
 M.B.A., Webster University, 2004  
 B.S.E., University of Central Arkansas, 1997

**Lynn Washington, August 2012**

Human Services  
 Workforce Education Instructor  
 B.A., Northeastern State University, 1982;  
 M.S., Northeastern State University, 1983

**Brianna Watkins, August 2021**

Practical Nursing  
  
 Workforce Education Instructor  
  
 B.S.N., University of Arkansas-Fort Smith, 2014

**Jonathan Weatherall, August 2022**

Arkansas Tech Career Center  
  
 Workforce Education Instructor  
  
 A.A.S., Arkansas Tech University-Ozark Campus, 2013

**Kristen Wendling, May 2013**

Cardiac Sonography  
 Workforce Education Instructor  
 B.S., University of Arkansas, 2006

**Jordan Wright, August 2022**

Registered Nursing  
 Workforce Education Instructor  
 B.S.N., Arkansas Tech University, 2013

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## OZARK CAMPUS ADMISSION

Individuals who meet the admission requirements listed below may apply to Arkansas Tech University-Ozark Campus. The University reserves the right to reject the application of any individual. Every student must submit an application for admission. Applications and additional information about Arkansas Tech University-Ozark Campus are available from the Office of Student Services, Arkansas Tech University-Ozark Campus, 1700 Helberg Lane, Ozark, Arkansas, 72949.

Students may apply on-line from the Arkansas Tech University-Ozark Campus website at <http://atu.edu/ozark/admission>.

Tech will provide equal opportunity in admission to all persons. This applies to all phases of the admission process. Any demographic information collected through the admission application is on a voluntary basis and is to be used in a nondiscriminatory manner consistent with applicable civil rights laws for reporting and statistical purposes only and cannot affect eligibility for admission.

Arkansas Tech University-Ozark Campus is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator can be contacted by calling (479) 667-2117.

All students at Arkansas Tech University-Ozark Campus are assigned a permanent, randomly generated, student identification number, known as a "T" number.

All students born after January 1, 1957, must provide immunizations by way of an official record from another educational institution, certificate from a licensed medical doctor, or an authorized public health department representative. Proof of the appropriate immunizations must be presented to the Office of Admissions upon enrollment to the university. Students may be exempted from the immunization requirements if there is a medical contraindication or if religious or philosophical belief prohibits immunizations. Exemptions must be obtained from the Arkansas Department of Health by emailing [immunization.section@arkansas.gov](mailto:immunization.section@arkansas.gov).

Students who are enrolled in online classes ONLY, and have declared an online major, may request an immunization waiver by contacting the Office of Student Services.

All students who hold resident alien status must provide a copy of their resident alien card documenting an unexpired status.

Entering freshmen must comply with the following admission requirements and freshman placement standards. This includes students who enter with college credit earned prior to high school graduation, during summer following high school graduation, or by advanced placement.

Residual college entrance exams, taken on other college campuses, will not be accepted for admission.

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## Entering Freshmen/New Student

New students to Arkansas Tech University must submit an application for admission, college entrance exam scores, an official record documenting completion of secondary requirements, and proof of immunization documenting 2 MMR vaccinations. If you have concurrent college credit, an official transcript from that institution is required. For Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB) credit, original score reports or copies embossed by your high school will need to be submitted prior to credit being awarded. A minimum criterion for exam scores and grade point average for unconditional admission is listed below:

1. Composite ACT score of 19 or above, composite SAT score of 1010 or above on the RSAT scale of 1600 or a composite SAT score of 1330 on the former SAT exam with a scale of 2400, or a composite Next Generation ACCUPLACER score of 246. Note: The ACT Writing exam is not required for admission purposes.
2. Completion of graduation requirements from an accredited public or private secondary school, a non-accredited private secondary school, or a home school program documenting a minimum 2.0/4.0 cumulative grade point average, and completion of the university's secondary school core curriculum, OR minimum GED score of 580.

Freshmen who do not meet unconditional admission requirements will be conditionally admitted with a minimum composite ACT score of 15, composite SAT score of 850 or above on the RSAT scale of 1600 or a composite SAT score of 1060 on the former SAT exam with a scale of 2400, or a composite Next Generation ACCUPLACER score of 229, and by completing college core with a 2.0/4.0 grade point average or minimum GED score of 580.

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## Secondary School Core Course Recommendation

A minimum of twenty-two earned core course credits is required from grades nine through twelve for admission purposes. Two additional units of foreign language are recommended for college preparation. Asterisks indicate core courses required by Act 1290 for unconditional admission:

\*English - 4 units, with emphasis on writing skills, but not to include oral communications, journalism, drama, or debate.

\*Mathematics - 4 units, including Algebra I and Algebra II, Geometry, and an advanced math course (or 3 units of math and 1 unit of computer science). The fourth unit may be College Algebra or a higher level college math course, as long as three college credit hours are earned. It is strongly recommended that students take a math course during their senior year.

\*Science - 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science).

Biology - 1 unit (all students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)  
Physical Science, Chemistry, or Physics - 2 units.

\*Social Studies - 3 units, [one (1) unit of World History, one (1) unit of U.S. History, one half (1/2) unit of Civics.]

\*See note beside economics.

Computer Science - (optional) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Oral Communications - ½ unit of oral communications.

Physical Education - ½ unit of physical education.

Health and Safety - ½ unit of health and safety.

Economics - ½ unit of economics. \*may be counted toward Social Studies or Career Focus

Fine Arts - ½ unit of fine arts.

Electives - 6 units of career focus electives.

## Freshmen Placement Standards

In accordance with A.C.A. § 6-61-110, first-time entering undergraduate students who enroll in baccalaureate degree programs or associate-degree transfer programs must meet the following placement standards prior to enrollment in college-level mathematics, reading, or English composition courses. Remedial courses do not provide credit toward a degree.

**English Composition** – Students scoring 19 or above on the English section of the ACT or 510 or above on the writing section of RSAT or 248 or above on the writing section of the Next Generation ACCUPLACER exam may enroll in college-level English courses. Students not meeting the standard must successfully complete a developmental program.

**Reading** – Students scoring 19 or above on the reading section of the ACT, 510 or above on the reading section of RSAT, or 246 or above on the reading section of the Next Generation ACCUPLACER exam will be considered to have met minimal reading skill requirements. English composition may be taken concurrent with or subsequent to any required developmental reading program.

**Mathematics** – Below are the placement guidelines:

**MATH 1003: College Mathematics and MATH 0803: Foundations of College Mathematics**

ACT – Below 19 on mathematics section

RSAT – Below 500 on the mathematics section

Next Generation ACCUPLACER – Below 250 on the Arithmetic section

**MATH 1003: College Mathematics**

ACT – 19 or above on mathematics section

RSAT – 500 or above on the mathematics section

Next Generation ACCUPLACER – 250 or above on the Quantitative Reasoning/Algebra or Arithmetic section

**MATH 0903: Beginning and Intermediate Algebra and MATH 0900: Intermediate Algebra Lab**

ACT – Below 17 on mathematics section

RSAT – Below 460 on the mathematics section

Next Generation ACCUPLACER – Below 243 on Quantitative Reasoning/Algebra section

**MATH 1113: College Algebra and MATH 0903: Beginning and Intermediate Algebra**

ACT – 17-18 on mathematics section

RSAT – 460-490 or above on the mathematics section

Next Generation ACCUPLACER – 243-249 on Quantitative Reasoning/Algebra section

**MATH 1113: College Algebra and MATH 1110: College Algebra Lab**

ACT – 19-20 on mathematics section

RSAT – 500-520 or above on the mathematics section

Next Generation ACCUPLACER – 250-252 on Quantitative Reasoning/Algebra section

**MATH 1113: College Algebra**

ACT – 21 or above on mathematics section

RSAT – 530 or above on the mathematics section

Next Generation ACCUPLACER – 253 or above on the Quantitative Reasoning/Algebra section

Students who are required to complete developmental program(s) in mathematics, English, and/or reading, must enroll in the appropriate course(s) during their first semester at ATU-Ozark and in each subsequent semester until the developmental program is completed successfully. A grade of “C” or better is required in all developmental courses before the student may advance to higher level courses.

## Former Students

Students who have interrupted their attendance at Arkansas Tech University-Ozark Campus for more than one year or who have attended another university in the interim must reapply for admission. Additional documents may be required for readmission. Academic clemency may be granted in accordance with the clemency policy detailed in the [Regulations and Procedures](#) section.

## Transfer Students

Transfer students making application for admission to Arkansas Tech University-Ozark Campus must submit official transcripts from all colleges/universities where they were officially registered. Students seeking transfer of credit from other institutions may be asked to provide a catalog or course description from the transfer institution.

Students with fewer than 24 semester hours of earned college-level credit must also submit an official final high school transcript and must request current transferable ACT, SAT, or Next Generation ACCUPLACER scores be sent to the University. Exam scores will not be required if the English and mathematics general education requirements have been satisfied with grades of "C" or better.

In the event that receipt of a student's transcript is unavoidably delayed, as may frequently occur at midyear, a transfer student may be admitted provisionally pending receipt of the official transcript. However, the university reserves the right to require immediate withdrawal if the transfer transcript does not meet admission requirements. Students should be aware that receipt of official transcripts is required for transfer work to be articulated and to comply with scholarship application deadlines.

Applicants for transfer must have earned a GPA of 2.00 (on a 4.00 scale) on all college-level courses attempted and be eligible to re-enroll at the last college or university attended.

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## Transfer Credit

ATU will recognize transfer credit from a U.S. institution provided that the institution is accredited by one of the six U.S. regional accreditation associations, and for courses that are approved for transfer by the Arkansas Department of Higher Education (ADHE) through the Arkansas Course Transfer System (ACTS), and for courses from any institution with which ATU has a formal Memorandum of Understanding regarding transfer credit. Acceptance of course credit may depend on the date that the institution was accredited or the date that a course was approved for transfer by ADHE.

Transfer credit for coursework from institutions outside the U.S. will be considered on an individual basis. Students seeking transfer of credit from a foreign college/university must complete a credential evaluation through a Credential Evaluation Service authorized by Arkansas Tech University (a list of approved service providers can be obtained in the International and Multicultural Student Services Office (IMMSO) or in the Registrar's Office). **Transfer credit, although accepted by the university, is not guaranteed to be applicable toward meeting degree requirements for the particular program of study selected by the transfer student.** For more detailed information on how transfer credit is determined and applied, please follow this link: <https://www.atu.edu/registrar/transfer.php>.

The most current available course transfer information on file with the university will be used at the time of advising and/or registration. The student is responsible for having all up-to-date official transcripts on file with the university for use at that time. The student, not the university, is responsible for advising and/or registration issues that may arise due to official transcripts being submitted and placed on file after advising or registration has taken place.

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## Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students from the high school level through the adult workforce. This system contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Students may complete specified General Education courses anywhere in the public system as well as many courses in the degree/major that have been pre-identified for transfer. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Transferability of courses taken prior to January 1, 2007, is at the discretion of the receiving institution. The Arkansas Transfer System can be accessed at [ACTS website](#).

Act 747 of 2011 establishes a statewide common course numbering system for postsecondary courses. The Arkansas Course Transfer System (ACTS) meets this requirement.

The following table lists those courses found within ACTS and the equivalent Arkansas Tech University course as of March 1, 2019. Please refer to the [ACTS website](#) for the most up-to-date course listings.

ACTS Course Index Number	ACTS Course Index Name	Arkansas Tech University Course Number & Name
ANTH1013	Introduction to Anthropology	<a href="#">ANTH 1213</a>
ANTH2013	Cultural Anthropology	<a href="#">ANTH 2003</a>
ARTA1003	Art Appreciation	<a href="#">ART 2123</a>
ARTA2003	Art History Survey I	<a href="#">ART 2103</a>
ARTA2103	Art History Survey II	<a href="#">ART 2113</a>
BIOL1004	Biology for Non-Majors	<a href="#">BIOL 1014</a>
BIOL1014	Biology for Majors	<a href="#">BIOL 1114</a>
BIOL1034	Botany for Majors	<a href="#">BIOL 2134</a>

BIOL1054	Zoology	BIOL 2124
BIOL2004	Introductory Microbiology	BIOL 2054
BIOL2404	Human Anatomy and Physiology I *	BIOL 2404
BIOL2414	Human Anatomy and Physiology II *	BIOL 2414
CHEM1004	Chemistry I for General Education	CHEM 1114
CHEM1214	Chemistry I for Health Related Professions	CHEM 1113/ and CHEM 1111
CHEM1224	Chemistry II for Health Related Professions	CHEM 2204
CHEM1414	Chemistry I for Science Majors	CHEM 2124
CHEM1424	Chemistry II for Science Majors	CHEM 2134
CPSI1003	Introduction to Computers	COMS 1003
CRJU1023	Introduction to Criminal Justice	CJ 2003
DRAM1003	Theatre Appreciation	TH 2273
ECON2103	Principles of Macroeconomics	ECON 2003
ECON2203	Principles of Microeconomics	ECON 2013
ENGL1013	Composition I	ENGL 1013
ENGL1023	Composition II	ENGL 1023
ENGL2013	Introduction to Creative Writing	ENGL 2043
ENGL2023	Introduction to Technical Writing	ENGL 2053
ENGL2113	World Literature I	ENGL 2003
ENGL2653	American Literature I	ENGL 2013
FREN1013	French I	FR 1013
FREN1023	French II	FR 1023
FREN2013	French III	FR 2013
FREN2023	French IV	FR 2023
GEOG1113	Human Geography	GEOG 2023
GEOG2103	World Regional Geography	GEOG 2013
GEOG2223	Physical Geography	No Comparable Course
GEOL1114	Physical Geology	GEOL 1014
GEOL1124	Environmental Geology	No Comparable Course
GEOL1134	Historical Geology	GEOL 2024
GERM1013	German I	GER 1013
GERM1023	German II	GER 1023
GERM2013	German III	GER 2013
GERM2023	German IV	GER 2023

HEAL1003	Personal Health	HLED 1513
HIST1113	World Civilizations I	HIST 1503
HIST1123	World Civilizations II	HIST 1513
HIST2113	United States History I	HIST 2003
HIST2123	United States History II	HIST 2013
MATH1103	College Algebra	MATH 1113
MATH1113	Quantitative Literacy/ Mathematical Reasoning	MATH 1003
MATH1203	Plane Trigonometry	MATH 1203
MATH1305	Pre-Calculus	MATH 1914
MATH2103	Introduction to Statistics	STAT 2163
MATH2203	Survey of Calculus	MATH 2243
MATH2405	Calculus I	MATH 2914
MATH2505	Calculus II	MATH 2924
MATH2603	Calculus III	MATH 2934
MUSC1003	Music Appreciation	MUS 2003
PHIL1103	Philosophy	PHIL 2003
PHSC1004	Physical Science	PHSC 1013/ and PHSC 1021
PHSC1104	Earth Science	GEOL 1004
PHSC1204	Introduction to Astronomy	PHSC 1053/ and PHSC 1051
PHYS2014	Algebra/Trigonometry-Based Physics I	PHYS 2014
PHYS2024	Algebra/Trigonometry-Based Physics II	PHYS 2024
PHYS2034	Calculus-Based Physics I	PHYS 2114
PHYS2044	Calculus-Based Physics II	PHYS 2124
PLSC2003	American National Government	POLS 2003
PLSC2103	State and Local Government	No Comparable Course
PSYC1103	General Psychology	PSY 2003
PSYC2103	Developmental Psychology	No Comparable Course
SOCI1013	Introduction to Sociology	SOC 1003
SOCI2013	Social Problems	CJ/SOC 2033
SPAN1013	Spanish I	SPAN 1013
SPAN1023	Spanish II	SPAN 1023
SPAN2013	Spanish III	SPAN 2013
SPAN2023	Spanish IV	SPAN 2023
SPAN2023	Spanish IV	SPAN 2033
ACCT2003	Principles of Accounting I	ACCT 2003 **

ACCT2013	Principles of Accounting II	ACCT 2013 **
BLAW2003	Legal Environment of Business	BLAW 2033**
BUSI2103	Business Statistics	BUAD 2053 **

\* Note - Human Anatomy and Physiology I and Human Anatomy and Physiology II must be taken at the same institution to be transferable.

\*\* Note - Accounting and business courses are not general education core courses.

\*\*\*Note - Applied Technical Math courses not guaranteed for transfer.

## Conditional Admission

Students who have been denied admission may file a written appeal addressed to the Chief Student Officer seeking conditional admission. The appeal should be made within ten (10) calendar days from the date admission was denied and should state applicant's grounds for appeal. Students granted conditional admission will be admitted on academic probation.

## Conditional (Prep) Admission / Ability-to-Benefit

Students admitted to Arkansas Tech University-Ozark Campus, who do not meet the university minimum standard, seeking an Associate of Applied Science (AAS) degree, are evaluated and reconsidered as having an ability to benefit.

### Required for Conditional (Prep) Admission:

1. Conditional (Prep) freshman will sign a contract defining satisfactory progress and outlining requirements for enrollment.
2. Conditional (Prep) freshmen will be advised into a minimum number of courses designed to enhance current skill set to include mandated remediation courses and the Arkansas Tech mandated freshman orientation course. All other courses will be selected based on their individual major or degree pathway.
3. All Conditional (Prep) freshmen will be monitored through the Early Warning System.
4. All Conditional (Prep) freshmen will be assigned a mentor, and tutoring will be recommended.

### Student Notification

A student's Conditional (Prep) status will be communicated in admission letters and tracked in our student information system.

### Academic Progress

Upon completing 30 hours, conditionally admitted freshmen who make satisfactory progress will be removed from academic probation. A conditionally admitted freshman who falls below a 2.00 grade-point average (GPA) upon finishing 30 hours may be suspended.

### Existing Student Success Strategies

Many existing institutional strategies are employed when outlining requirements for Conditional (Prep) freshmen. Arkansas Tech University-Ozark Campus requires a freshmen orientation class, known as OZRK 1001 for AAS-seeking students admitted under conditional prep guidelines; mandates extensive freshmen advising; assigns mentors, who encourage the use of tutoring centers; employs a mid-term check policy for freshmen; and utilizes an early warning program to find students who are exhibiting signs of academic distress.

## Non-Degree Admission

Arkansas Tech University-Ozark Campus serves the general public by allowing individuals to enroll in classes for professional development and self-fulfillment without meeting regular admission requirements. The student admitted under this policy, who later chooses to pursue a degree, must reapply for admission as a degree seeking student and meet standard admission policies. A maximum of 27 credit hours earned as a non-degree seeking student may be applied to a degree program. Financial Aid benefits may not be granted to students admitted as non-degree seeking. For more information, call the Office of Student Services at (479) 667-3433.

## High School - University Admission

Arkansas Tech University-Ozark Campus welcomes the opportunity to serve area schools by complementing their programs with special opportunities for students to enroll in college courses and earn college credit by attending Arkansas Tech University-Ozark Campus. In accordance with the Arkansas Code of 1987 Annotated, paragraph 6-18-223 makes provisions whereby a student who is enrolled in a public school in Arkansas and who has completed the eighth grade is eligible to enroll at Arkansas Tech University-Ozark Campus upon approval of the appropriate public school official, provided the student does not need developmental courses in mathematics, English or reading and has a cumulative high school grade point average of 2.00 or greater on a 4.0 scale, or principal's recommendation. (Students who do not meet admission criteria may be conditionally admitted.)

Once admitted and enrolled, concurrent students do not need to reapply for the concurrent program unless there is a break in fall/spring enrollment. Concurrent students must reapply when changing admission status, for example, from concurrent to entering freshmen. The course(s) agreed upon by the student and their high school must also be approved each term by a university official. The application for concurrent enrollment can be found at <http://atu.edu/ozark/admission>.

## Non-Academic Rejection

Please note that academic performance is not the sole criterion for admission to the university. The university may evaluate a person's behavior and background to determine their ability to maintain the standards of academic and professional conduct expected at the university. An evaluation may take into consideration current behavior and performance as well as past experiences and actions. Academically qualifying for admission does not guarantee admission.

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## Testing for Admissions and Placement

Entering students are required to provide Arkansas Tech University-Ozark Campus with American College Testing (ACT) Assessment or Next Generation ACCUPLACER scores for purposes of admission, academic placement, and the awarding of academic scholarships. Entering students, who have been out of an educational setting for three or more years and who have not taken the ACT or Next Generation ACCUPLACER prior to arrival at Arkansas Tech University-Ozark Campus, are encouraged to take the Next Generation ACCUPLACER. The ACCUPLACER is administered on the computer and consists of three tests: writing, math, and reading. Information about the Next Generation ACCUPLACER can be obtained by calling the Office of Student Services at (479) 667-2117.

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## Student Retention and Graduation Rates

For information about retention and graduation rates at Tech, go to Student Right To Know Information at <https://www.atu.edu/righttoknow/>.

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## Academic Advising and Selecting a Program of Study

Arkansas Tech University-Ozark Campus encourages students to give serious thought to the selection of a major field of study. They should determine the academic pursuits that lead to the vocations most attractive, not only in financial gain, but in interest as well. They should then examine the program of study most closely related to their interest areas.

Students should meet with an academic advisor for help in selecting a major field of study. The Ozark Campus Academic Advisor works closely with faculty in order to provide assistance to our students. The Academic Advisor is available to discuss major areas of interest, assist in planning for registration, and maintain a degree checklist of requirements to complete for graduation. While an academic advisor can guide the student, it is the student's responsibility to take an active role in their educational process by knowing what courses are required; complying with requirements for graduation application and degree audit; and gaining a general knowledge of requirements to complete their program successfully.

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

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## Undecided Study

Some students entering the University have not chosen a major. Students enrolling as "undecided" majors will be assigned a major of Associate of General Studies and will be advised by the Office of Student Services. The Office of Student Services is located in the Student Services and Conference Center and can be contacted by calling (479) 667-3433.

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## Procedure for Scheduling Courses

Procedures for registration are available on the university Web site at <https://www.atu.edu/ozark/registrar>. Prior to enrollment, students are encouraged to meet with an academic advisor to prepare a class schedule and officially register for classes and pay tuition/fees.

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## Course Information

All courses taught at Arkansas Tech University-Ozark Campus are listed alphabetically by subject area in the [Course Descriptions](#) area. Course symbols, the four-digit numbers used to identify courses within a department, have the following significance: the first digit of the number denotes the year level at which the course is given; the second and third digits differentiate the course from others in the department; the fourth digit shows the number of credit hours given. Typically an "hour of credit" requires one hour of classroom work per week for the duration of a semester.



## FEES & EXPENSES

### General

Students enrolling at Arkansas Tech University-Ozark Campus are assessed tuition and fees to cover the costs of instruction and other student services common to a university setting. Additionally, certain courses requiring individual instruction or special facilities carry fees which are listed with the course description.

Students enrolling for twelve or more semester credit hours of courses for the fall or spring semester are considered full time. Tuition is assessed for each course at the appropriate credit-hour rate according to residency for full-time and part-time students. **Ozark Campus students taking Russellville Campus classes will be assessed a different tuition rate and accompanying fees for those classes. Tuition is assessed for each course at the appropriate credit-hour rate.**

All fees and charges to students are set by the University's Board of Trustees. Every attempt is made to establish charges in time to appear in the catalog; however, when this is not possible, estimated charges are shown. **The University reserves the right to change fees and charges at any time if conditions necessitate or permit the change.**

### Fees and Charges

Prices quoted are rates currently in place for the 2021-2022 academic year. Ozark Campus students will be charged according to the following fee schedules. Additional course fees may apply, depending on the student schedule. Russellville Campus students may have charges in addition to those listed in the table titled "Russellville Campus Fees and Expenses".

<b>Ozark Campus Fees &amp; Expenses</b>	
Ozark Tuition for Ozark Campus Courses	\$134.00 per credit hour
Ozark Out-of_State Tuition for Ozark Campus Courses	\$268.00 per credit hour
Ozark Infrastructure Fee	\$12.00 per credit hour
Ozark Instructional Support Fee	\$11.00 per credit hour
Ozark Library Fee	\$1.00 per credit hour
Ozark Public Safety Fee	\$2.00 per credit hour
Ozark Student Support Fee	\$12.00 per credit hour
Ozark Technology Fee	\$18.00 per credit hour
Ozark Allied Health Fee*	\$31.00 per credit hour
Ozark CTE General Technology Fee*	\$17.00 per credit hour
Ozark Welding Fee	\$50.00 per credit hour
Ozark Machining Fee	\$25.00 per credit hour
Ozark Distance Learning/Mixed/Virtual Technology Fee (all Online/ Mixed Technology Courses)	\$10.00 per credit hour

\*Certain Ozark Campus coursework only

<b>Russellville Campus Fees &amp; Expenses</b>	
<b>(Undergraduate General Education as it applies to Ozark Campus Students)</b>	
Tuition for Russellville Campus Courses	\$242.50 per credit hour
Out-of-State Tuition for Russellville Campus Courses	\$485.00 per credit hour
Instructional Support Fee	\$12.78 per credit hour
Facilities Fee	\$18.77 per credit hour

<b>Russellville Campus Fees &amp; Expenses</b> (Undergraduate General Education as it applies to Ozark Campus Students)	
Ozark Infrastructure Fee	\$12.00 per credit hour
Ozark Library Fee	\$1.00 per credit hour
Ozark Public Safety	\$2.00 per credit hour
Ozark Student Support Fee	\$10.00 per credit hour
Ozark Technology Fee	\$18.00 per credit hour
Distance Learning/Mixed/Virtual Technology Fee (all Online/ Mixed Technology Courses)	\$10.00 per credit hour

- Replacement of ID Card \$ 25.00
- Parking Permit \$ 15.00

All students are required to have parking permits. For information on Parking Fees and Fines, see "[Traffic Regulations](#)".

## Payment of Accounts

Tuition and all other fees and charges are due and payable prior to the beginning of each term. Financial settlement may be made **AUTHORIZED** financial aid (loans, scholarships, grants, third parties, etc.). Credit card and eCheck payments are only accepted through OneTech under "Payment Options". (A 2.75% convenience fee will apply toward student's account made via a merchant card.) Cash and check payments may be made in person in the Office of Student Services located in the Student Services and Conference Center.

Registration is not complete until all financial obligations have been met satisfactorily. Failure to make financial settlement may result in cancellation of the class schedule.

Monthly billing statements are electronic. Near the first of each month, notification and information for access will be provided to students via the individual student e-mail address and online via [OneTech](#). Students are responsible for accessing billing statements and printing a paper copy if desired. Students registering between billing cycles are responsible for accessing their charges online or contacting Student Accounts to ensure making correct payment by the required due date. Payment is due upon notification. Payment is due even if billing statement is not received. For questions concerning billing please contact the Office of Student Accounts by calling 479-508-3358 or emailing [ozark.stuaccounts@atu.edu](mailto:ozark.stuaccounts@atu.edu).

Students with delinquent accounts are not eligible for transcripts, recommendations, advance registration, or readmission to any term. Collection fees for outstanding debts owed to the University may be assessed to the student.

Arkansas Tech University requires students to acknowledge the Financial Responsibility Statement upon their initial OneTech login. The purpose of the Financial Responsibility Statement is to increase awareness of student financial obligations. Holds will be placed on accounts that have not acknowledged the Financial Responsibility Statement. This hold will prevent registration and transcripts. Any questions regarding the Financial Responsibility Statement should be directed to the Student Accounts Office.

The University reserves the right to amend or add to the regulations of the institution, including those concerning charges and methods of payment, and to make such changes applicable to students enrolled in the University, as well as to new students.

## Important Information for Reduction of Tuition and Fees for Official Withdrawal

The following reduction information **specifically** addresses courses that begin and end with the main term dates for Spring, Summer and Fall, as listed in the [Academic Calendar](#). Courses with beginning and/or ending dates that are different from the main terms listed above may have different reduction periods. It is the students' responsibility to consult the Office of Student Services for these reduction dates prior to withdrawing. Withdrawal dates for courses with beginning and/or ending dates outside the traditional term can be found at: <https://www.atu.edu/ozark/registrar>.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship may be returned to the appropriate account and not to the student. Students receiving Federal financial aid funds will have those funds adjusted according to the Federal regulations governing those programs. Aid will be refunded in the following order up to the amount of the original disbursement: Federal Direct Loan Programs, Federal Perkins Loan Program, Federal Direct PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Tech scholarships and private aid. Additionally, students who have received a refund of Federal aid money will be sent a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Office of Student Accounts. The student will be ineligible to register for additional courses or to receive further Federal financial aid until the required payment is made.

## Reduction of Tuition and Fees for Official Withdrawal - Summer Semester

Students registering for a summer session, but officially withdrawing from the courses by the end of the second day of the summer session, as listed in the [Academic Calendar](#) will receive a 100 percent reduction of tuition and fees. Students registering for a summer session, but officially withdrawing from the University by the end of the fifth day of the session, as listed in the "[Academic Calendar](#)" will receive an 80 percent reduction of tuition for courses in which they are enrolled at time of withdrawal. No reduction in tuition will be made after the fifth day of the summer session. No reduction of fees will be made after the second day of the session.

Courses with unusual beginning and ending dates may have different reduction dates. It is the students' responsibility to verify dates with Student Accounts or the Registrars' Office prior to withdrawing. Find your specific course reduction dates at <https://www.atu.edu/registrar/> and click on "Dates for Adding and Dropping Condensed Courses."

### **Reduction of Tuition and Fees for Official Withdrawal - Spring and Fall Semesters**

Students registering for the fall or spring semester but officially withdrawing from the University by the end of the fifth day of the semester, as listed in the [Academic Calendar](#) will receive a 100 percent reduction of tuition and fees. Thereafter, students officially withdrawing by the end of the eleventh day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at time of withdrawal. No reduction in tuition will be made after the eleventh day of the semester. No reduction in fees will be made after the fifth day of the semester.

Courses with unusual beginning and ending dates may have different reduction dates. It is the students' responsibility to verify dates with Student Accounts or the Registrars' Office prior to withdrawing. Find your specific course reduction dates at <https://www.atu.edu/registrar/> and click on "Dates for Adding and Dropping Condensed Courses."

### **Reduction of Tuition/Fees for Dropping to Fewer Hours**

Students enrolled for a summer session who drop courses before the end of the second day of the session, as listed in the [Academic Calendar](#) will receive a 100 percent reduction for the courses which are dropped. Students dropping to fewer hours before the end of the fifth day of the semester in a summer session as listed in the [Academic Calendar](#), will receive an 80 percent reduction for the courses which are dropped. No reduction in tuition will be made after the fifth day of the semester. No reduction in fees will be made after the second day.

Students enrolled for the fall or spring semester who drop courses by the end of the fifth day of the semester, as listed in the [Academic Calendar](#) will receive a 100 percent reduction for the courses which are dropped. Thereafter, students enrolled who drop courses before the end of the eleventh day of the semester will receive an 80 percent reduction of the courses dropped. No reduction will be made after the eleventh day of the semester. No reduction in fees will be made after the fifth day of the semester.

Courses with unusual beginning and ending dates may have a different reduction dates. It is the student's responsibility to verify dates with the Office of Student Accounts or the Office of Student Services prior to withdrawing. Find your specific course reduction dates at <https://www.atu.edu/registrar/> and click on "Dates for Adding and Dropping Condensed Courses."

### **Out-of-State Residence Status for Tuition and Fee Purposes**

Students classified as "out-of-State" must pay out-of-state tuition as shown in the section entitled "Fees and Charges."

No student under the age of 21 shall be admitted to Arkansas Tech University and classified as in-state for fee purposes unless the parent or legal guardian is a bona fide domiciliary of Arkansas and has resided in this state in that status for at least six consecutive months prior to the beginning of the term or semester for which fees are to be paid.

Any student age 21 or older must be a legal resident of Arkansas and must have lived in the state for at least six consecutive months prior to the beginning of the term or semester for which fees are to be paid to be classified as an in-state student.

All undergraduate students who are legal residents of states which are contiguous to Arkansas (specifically, Louisiana, Mississippi, Missouri, Oklahoma, Tennessee, or Texas) shall receive a waiver of out-of-state tuition charges.

A student from outside of Arkansas entitled to be treated as an in-state student for fee purposes should complete an "Application for Residency Classification as In-state Domiciliary" and supply evidence to that effect.

### **In-State Tuition for Military Personnel, Veterans and Dependents**

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.**

Regardless of residence, Arkansas Tech University shall classify a student as in-state or resident for the purpose of tuition and fees applicable for all programs of study, including distance learning programs, if the student is a:

1. Veteran who was discharged or released from a period of not less than ninety (90) days of active duty in the military, naval, or air service within three (3) years before the date of enrollment in a program of study;
2. Dependent of a veteran under subdivision (1) above;
3. Member of the armed forces;
4. Spouse of a member of the armed forces;
5. Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill®) - Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill®), of Title 38 of the United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more;
6. Spouse or child using transferred Post-9/11 G.I. Bill® benefits (33 U.S.C. §3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more;
7. Spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S. §§3311(b)(9)) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more;
8. Person who initially met the requirements set out in sections 5, 6, or 7 will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly schedules breaks between courses, semesters, or terms) at the same school even if he or she is outside the 3-year window or enrolls in multiple programs. For purposes of a student who is eligible for in-state tuition solely under sections 5, 6, or 7 above, that person must have enrolled in the school prior to the expiration of the three year period following discharge or death described above in sections 5, 6 or 7 and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38 of the United States Code; or
9. Member of the armed forces or "covered individual" as identified in Section 702 of the Veterans Access, Choice and Accountability Act of 2014.

## **STUDENT SERVICES OPERATIONS**

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While academic achievement leading to graduation is the reason for attending Arkansas Tech University, the experiences that students have outside the classroom prove to have a lifelong impact. Experiences gained enhance maturity, leadership, time management, friendships, career development, and civic engagement along with many other essential life skills.

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### **Student Activities and Organizations**

Arkansas Tech University-Ozark Campus offers several activities and organizations for its students. There are few members of the student body who do not take part in one or more of these activities.

Many of these organizations have scholarship opportunities available to their members.

#### **Arkansas LPN Association (ALPNA)**

Practical Nursing Students belong to the Arkansas Licensed Practical Nursing Association and the National Association of Licensed Practical Nurse. The activities of the Arkansas LPN Association are an integral part of the instructional program that provides occupational skills as well as leadership skills.

The Arkansas LPN Association provides workshops and speakers on current nursing needs and skills.

The students are assisted in developing the skills and abilities that will lead to successful employment in the nursing profession.

#### **Baptist Collegiate Ministry**

Baptist Collegiate Ministry (BCM) is a faith-based organization led by a leadership team of students, a minister, and a faculty advisor. With the support of our faculty advisor and area Baptist churches, the BCM provides opportunities for Christian growth, encouragement and fellowship for the students and staff of Arkansas Tech University-Ozark Campus. The BCM facilitates their ministry through free lunches and breakfasts on Tuesdays, Bible Study/ Prayer groups and special activities throughout the year. Students of all faiths are welcome.

#### **National Technical Honors Society**

The National Technical Honor society requires members to maintain a high standard of personal and professional conduct at all times, strive for excellence in all aspects of education and employment, and refuse to engage in or condone activities for personal gain at the expense of their fellow students, school or employer.

Students interested in joining the society must maintain an overall grade point average of 3.0 or higher, a 3.25 grade point average in courses in their majors; have one or more faculty members' recommendation; and active involvement in student government, CTSO, civic or service organization.

#### **Phi Beta Lambda**

Phi Beta Lambda (PBL) is the national organization of students enrolled in programs of business education or computer information systems on the post-secondary level. The organization, composed of more than 450 chapters, operates as a liaison between instructors, state supervisors, school administrators, and members of the business community.

The activities of PBL provide opportunities for business students to establish occupational goals and facilitate the transition from school to work. Members of PBL learn how to engage in individual and group business enterprises, how to hold office and direct the affairs of the group, how to work with other organizations and how to compete honorably with their colleagues on the local, state, and national levels.

PBL helps build competent, aggressive business leadership; strengthen the confidence of students in themselves and in their work; develop character; prepare for useful citizenship; foster patriotism; and practice efficient money management.

### **Phi Theta Kappa**

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continued academic excellence.

### **Rotaract**

Rotaract is a Rotary-sponsored service club for young men and women ages 18 to 30. Rotaract clubs are university sponsored, and they're sponsored by a local Rotary club. This makes them true "partners in service" and key members of the family of Rotary. All Rotaract efforts begin at the local, grass roots level, with members addressing their communities' physical and social needs while promoting international understanding and peace through a framework of friendship and service.

### **SkillsUSA**

Skills USA is active at all state post-secondary schools. Membership in these clubs is open to students, former students, and other persons interested in the various career fields represented.

The purpose of Skills USA clubs is to help the student develop social and leadership skills. Activities which enhance the development of these skills will be conducted by the clubs' members and advisors. The activities may include events between post-secondary schools and between students, such as parliamentary procedure contests between schools, troubleshooting contests for Automotive Service Technology students, etc.

Each club elects officers from its membership to serve as follows: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

### **Student Activities Board**

The Student Activities Board is at the center of fun and entertainment at the Arkansas Tech University-Ozark Campus. The Board is comprised of seven members and hosts a variety of interactive events throughout the year to maintain school spirit and provide students with the ultimate campus life experience.

### **Student Government Association**

A Student Government Association is elected each school year at Arkansas Tech University-Ozark Campus. This group consists of seven elected officials. They will be representing the student body during school activities. They will also be responsible for planning student activities throughout the year. The Student Government Association selects the outstanding student of the year at Arkansas Tech University-Ozark Campus. This student will be given the Bob Adams Outstanding Student Award at graduation each year.

### **Student Occupational Therapy Association**

The Student Occupational Therapy Association (SOTA) is a non-profit student organization that serves to promote professional development through education, leadership opportunities, networking, volunteer activities and fund raising. SOTA creates a professional culture that is member driven and facilitates communication between first and second year students, allowing all members to have the opportunity to contribute to the organization's yearly objectives.

## **Department of Public Safety**

The Arkansas Tech University-Ozark Campus Department of Public Safety is committed to providing quality service and protection to students, faculty, staff, and visitors to the Ozark Campus. The Department of Public Safety maintains direct contact with the 911 Communications Center for all emergency services. The Office of Public Safety is located in Room 100 of the Collegiate Center.

**To report an emergency, call 911.** To report a non-emergency crime, call 508-3359 or 667-2117, come to the Office of Public Safety, or come to the Office Student Services (located in the Student Services and Conference Center). To report any emergency or crime, you may use the Emergency Call Stations strategically located at the north and east ends of campus. These call stations are red with a blue light at the top. Each is equipped with a video camera and two buttons. One button is for non-emergencies and contacts the Office of Student Services. The other button is for emergencies and contacts 911.

It is the responsibility of the Department of Public Safety to investigate all reports of criminal activity and accidents that occur on campus. In the event the Public Safety Officer is not on duty, the Ozark Police Department may be contacted through the Franklin County Dispatch at (479) 667-4127.

## Disability Services for Students

Arkansas Tech University-Ozark Campus is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. The Disabilities Coordinator facilitates services and accommodations that enable students with disabilities to access the same opportunities as their peers with the greatest degree of independence possible. Students who require accommodations are encouraged to contact the Disabilities Coordinator in order to assess the student's needs and prepare a tailored plan of accommodation specifically addressing barriers to academics, activities, or access to facilities.

Students with disabilities attending Arkansas Tech University-Ozark Campus will be integrated as completely as possible into the university community. Arkansas Tech University-Ozark Campus does not offer a specialized curriculum for students with disabilities nor does it assume the role of a rehabilitation center. Tech does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where reasonable and without posing an undue hardship on the institution.

Arkansas Tech University-Ozark Campus is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in the Technology and Academic Support Building, Arkansas Tech University-Ozark Campus, Ozark, AR 72949, and may be contacted through the Student Success Center at (479) 508-3368.

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## Diversity and Inclusion

The Department of Diversity and Inclusion (DDI) focuses on enhancing and supporting the experiences of students within underrepresented populations. While promoting a campus environment and culture that celebrates inclusiveness and multiculturalism, DDI aims to support students from their first-year until graduation by executing equity over equality.

For more information, please visit our website at [www.atu.edu/diversity](http://www.atu.edu/diversity) or contact us by phone at 479-880-4358 or by email at [diversity@atu.edu](mailto:diversity@atu.edu).

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## Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities, including sexual misconduct, pregnancy, STEM courses (science, technology, engineering, and math), and athletics. Arkansas Tech University does not tolerate sex discrimination and is committed to fostering a safe and caring environment where students, faculty, and staff can thrive in their educational and professional pursuits.

The Arkansas Tech University Sexual Misconduct Policy defines sexual misconduct as any sexual act which violates the criminal laws of the State of Arkansas or laws of the United States including, but not limited to, sexual assault (non-consensual sexual contact or intercourse), domestic violence, dating violence, and sexual exploitation. Sexual misconduct and sexual harassment are prohibited by the Sexual Misconduct Policy. The full policy can be found in the Student Code of Conduct and at [https://www.atu.edu/titleix/sexual\\_misconduct.php](https://www.atu.edu/titleix/sexual_misconduct.php).

Anyone who has experienced or witnessed sex-based discrimination at Arkansas Tech University is encouraged to report to Amy Pennington, Associate Vice President for Student Affairs/Dean of Students and Title IX Coordinator, by phone (479-968-0407), email ([apennington@atu.edu](mailto:apennington@atu.edu)), or in person (Doc Bryan Student Services Center, Suite 233). Support resources are available both on- and off-campus and are listed throughout the Title IX website ([www.atu.edu/titleix](http://www.atu.edu/titleix)).

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## Veteran Services

Arkansas Tech University-Ozark Campus is approved by the State Approving Agency (SAA) for Veterans training as a school (college, university, etc.) whereby veterans and veterans' beneficiaries may use educational benefits while working toward a degree. Eligible students should contact the financial aid office at Arkansas Tech University-Ozark Campus to obtain information regarding school attendance under the following programs:

- Title 5, Chapter 33, and Post 9/11 Veterans Educational Assistance Act.
- Title 10, Chapter 1606, Montgomery GI Bill for Selective Reserves;
- Title 38, Chapter 30, Montgomery GI Bill for Veterans;
- Title 38, Chapter 31, Vocational Rehabilitation and Employment (VR&E)
- Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP);
- Title 38, Chapter 35, Survivors and Dependents Education;

Recently, Section 301 of Public Law 1115-251 further amended 38 U.S.C. 3679(c) to require that individuals using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E), also be charged the resident rate. Effective for courses, semesters, or terms beginning after March 1, 2019, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.

## Veteran's Benefits

All students must be working toward an Associate of Applied Science degree or a Technical Certificate and should follow the curriculum outline for their objectives. Only specific courses in the student's major may be applied toward Veteran's Affairs (VA) certification and graduation.

Enrollment certification will not be sent to the Department of Veteran's Affairs until the person applying for veteran's benefits has been admitted to the University and prior credit evaluated. Students must request certification for each term to be certified and are responsible for notifying the certifying official of any changes in enrollment status or eligibility. Veterans may be given placement credit for prior military training by providing an official military transcript or DD-214.

All active duty military service persons and veterans eligible under the GI Bill as determined by the VA who are classified as "out-of-state" for tuition purposes shall receive a waiver of out-of-state tuition charges. Arkansas Tech University complies with Section 702 of the Veterans Choice Act. For additional information, please contact the Office of Student Services. See also "In-State Tuition for Military Personnel, Veterans and Dependents" in the Fees and Expenses section of this catalog.

Students may go to the Office of Student Services or call (479) 667-3111 if they have questions or need assistance in applying for their benefits.

## Academic Services

### Facilities on Campus

Arkansas Tech University-Ozark Campus offers our facilities to both external and internal users for scheduling events. Beverly Nehus is the primary point of contact for all departments, groups, and individuals who are interested in reserving the use of facilities on the Ozark Campus. By centralizing the reservation process, we are able to provide efficient and effective service for scheduling an event.

The Ozark Campus works with students, faculty, administrative staff and external customers to reserve space on campus for their events. The most appropriate space for each event based on location, anticipated attendance, and time of year and day will be reserved.

As of January 2, 2018 Arkansas Tech utilizes Ad Astra Scheduler for all space reservations on both the Russellville and Ozark Campuses and Lakepoint Conference Center. Please use Firefox or Google Chrome as your browser. For more information or to schedule an event, go to <https://www.atu.edu/events/index.php>.

### The Student Success Center

If you need tutoring for math or English composition, a computer on which to do homework, or a printer to print off an assignment, then the Student Success Center is the place for you. Our purpose is to provide academic support services that empower students to succeed.

If you need help with test anxiety, time management, or study skills, the Student Success Coordinator provides workshops and one-on-one meetings. Feel free to contact (479) 508-3368 for more information.

Location: Technology and Academic Support Building, Room 140

Hours: 8:00 a.m.-5:00 p.m., Monday-Friday.

<https://www.atu.edu/ozark/ssc/>

## Scholarships

Students may receive only one Tech-funded academic scholarship in any semester. Scholarship funds may be used for tuition, fees, books, or any other educational-related expense. The amount of total funds received by each student will be contingent on the Arkansas Department of Higher Education Scholarship Stacking Policy, Arkansas Act 1180 of 1999.

Students must re-apply for scholarships each semester. Applications must be submitted online at <http://www.atu.edu/ozark/financialaid/otherfinaid.php>.

The scholarship application will apply for all of the institutional scholarships. Late or incomplete applications will not be considered. Letter of application and letters of recommendation may be submitted to the Ozark Financial Aid Office.

All students receiving a scholarship must be admitted to the university with a current Free Application for Student Aid application (FAFSA) on file before a scholarship will be credited to a student's account. Students who receive scholarship awards are responsible for knowing and understanding the scholarship requirements, rules, and deadlines. All applicants need to have applied and been accepted for admission to Arkansas Tech University-Ozark Campus in order to be considered for an Arkansas Tech University-Ozark Campus Scholarship.

### Academic Scholarships

All academic scholarships are awarded on a competitive basis.

Students who receive scholarship awards are responsible for knowing the renewal requirements found online at <https://www.atu.edu/scholarships/renewal.php>. Receipt, continued receipt, or renewal of all academic scholarships is also contingent upon the student honoring the Arkansas Tech

University Student Code of Conduct as well as local, state, and federal laws. Transfer, CLEP, AP, and IB credit cannot be used to qualify for scholarship renewal.

### **Academic Excellence Scholarship**

Scholarships are awarded in the fall and spring semesters only. Student must have a minimum cumulative grade point average (GPA) of 3.00 to apply.

### **Chancellor's Scholarship**

Scholarships are awarded in the fall and spring semesters only. Students must have a minimum cumulative grade point average (GPA) of 3.25 to apply.

### **ATU-Ozark Campus Scholarship**

Scholarships are awarded for fall and spring semesters only. Any student with a minimum grade point average (GPA) of 2.50 and who demonstrates financial need may apply. Preference will be given to students experiencing financial hardship and who do not qualify for other aid.

### **High School to High Wage Scholarship**

Scholarships are awarded for the fall semester only. Student must have a minimum cumulative grade point average (GPA) of 3.00 to apply and be a graduating senior and a first time entering freshman. Application deadline is April 1.

### **Transitions Scholarship**

ATU-Ozark campus Students who have completed an ATU-Ozark campus Associate of Applied Science, Associate of General Studies, or Technical Certificate degree program with a minimum 3.25 cumulative college GPA are eligible to apply for a Transitions Scholarship to the ATU-Russellville Campus. Transitions Scholarships are competitively awarded and amounts vary. A student must enroll in and complete 15 or more hours with a 3.25 semester GPA for renewal of up to five semesters or completion of an undergraduate degree, whichever comes first. Please contact the ATU-Ozark campus for a scholarship application.

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## **Foundation Scholarships**

Arkansas Tech University Foundation Scholarships will be awarded if funds are sufficient. To be considered for an Arkansas Tech University Foundation scholarship where need is a determining factor, a Federal Financial Aid Application ([www.studentaid.gov](http://www.studentaid.gov)) must be on file in the Financial Aid Office. Federal and state regulations do not permit students to receive financial aid in excess of their cost of attendance. For complete details regarding scholarship stacking regulations, contact the Financial Aid Office.

Students who receive privately funded scholarships will be responsible for writing thank you notes. Expressing appreciation to donors for their interest in and support of higher education is an important part of receiving a scholarship.

Students may apply for foundation scholarships through their OneTech portal.

The Arkansas Tech University Foundation reserves the right to amend scholarship requirements and criteria.

### **Applying for Foundation Scholarships**

The student is responsible for submitting the Foundation Scholarship Application and all required documentation listed in the scholarship criteria by the deadline stated on the application. The application is electronic through the student portal.

### **Alumni Support Scholarship**

Scholarships are awarded for fall and spring semesters only. Applicants must be a single parent and demonstrate financial need.

### **Vanessa Briley Memorial Scholarship**

Scholarships are awarded for fall only. Applicant must have a 2.0 GPA, be a high school senior, and be enrolled in a minimum of 12 credit hours per semester. Preference will also be given to applicants who do not have many other scholarship awards.

### **Randy Davis Memorial Scholarship**

This scholarship will be awarded each spring that funds are sufficient to a student who meets the following criteria: a high school graduate or equivalent majoring in paramedic/emergency medical services at ATU-Ozark. Student must demonstrate high financial need and be a resident of Sebastian, Crawford, or Johnson County. Recipients may reapply for further consideration in subsequent years.

### **Harold "Sonny" Field Memorial Scholarship**

Scholarships are awarded for fall and spring semesters only. Applicants must have a 2.0 GPA, be a Mountainburg High School Senior, enroll in classes immediately following high school graduation, and be enrolled in a minimum of 12 credit hours per semester in a technical program.



**Hanes Brand Scholarship**

Scholarships are awarded for fall and may be renewed in the spring semester. Applicants must be enrolled in a minimum of 12 credit hours per semester and have a declared major in a technical program.

**Bennie Harris Scholarship**

Scholarships are awarded for fall only. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and demonstrate financial need.

**Serelda Johnson Scholarship**

This scholarship was established in memory of Serelda Johnson by her family and friends. It will be awarded each year that funds are available to a student who is a full-time freshman or sophomore majoring in Health Information Technology on the Ozark Campus and has demonstrated financial need. The award is for one semester and is not automatically renewable for the subsequent semester, but recipients are eligible to reapply.

**William "Bud" and Kathey Rue Scholarship**

Scholarships are awarded for spring only. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and demonstrate financial need. Applications are to be submitted to the Financial Aid Office at the Ozark Campus.

**Katherine Shaffer Scholarship**

Scholarships are awarded for fall and spring semesters only. Applicants must have earned their GED through the Arkansas Tech University-Ozark Campus Adult Education program, have demonstrated financial need, and be enrolled in a minimum of 12 credit hours per semester on the ATU-Ozark Campus.

**Elbert "Bo" and Mae Dell Sikes Memorial Scholarship**

Scholarships are awarded fall and spring, based on funding. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and be pursuing one of the following majors at ATU-Ozark: Automotive Service Technology, Collision Repair Technology, Air Conditioning and Refrigeration, Welding, or Industrial Control Systems.

**Ted and Betty Williams Scholarship**

Scholarships are awarded fall and spring, based on funding. Applicants must have a 3.0 GPA. Applicants must be enrolled in a minimum of 12 credit hours per semester and enrolled in a program of study on the Ozark Campus leading to a technical certificate or degree. Applicants must also have 12 hours completed toward a technical certificate or degree. Applicants will be selected based on financial need along with leadership qualities.

**ABB Ozark Workforce Development Scholarship**

Scholarships are awarded fall and spring, based on funding. Applicants must be enrolled in classes on the Ozark Campus whose field of study is related to manufacturing (computer science, logistics, automation technology, and computer technology). Each scholarship shall be awarded for one semester.

**Privately Supported Scholarships****Arkansas Community Foundation Scholarships**

Arkansas Community Foundation is a nonprofit organization that fosters smart giving to improve communities. The Community Foundation offers tools to help Arkansans protect, grow and direct their charitable dollars as they learn more about community needs. By making grants and sharing knowledge, the Community Foundation supports charitable programs that work for Arkansans.

<https://www.arcf.org/apply/scholarships/>

**Arkansas Single Parent Scholarship Fund**

Scholarships are awarded to single parents who have not yet completed a four-year degree with low to moderate income. Must live in one of the following counties: Crawford, Franklin, Johnson, Logan, Scott or Sebastian. For more information, visit <http://www.aspsf.org>.

**Murray T. Harris Scholarship**

Scholarships are awarded each June to students enrolled in an accredited allied health program. Must live in Washington or Benton County. For more information, visit [www.mana.md/murray-t-harris-scholarship/](http://www.mana.md/murray-t-harris-scholarship/).

**Arkansas Department of Higher Education Programs**

The Arkansas Department of Higher Education (ADHE) has various state scholarships that are available each year for qualified Arkansas students. The programs listed below are awarded and administered by ADHE. The application for all programs is now under a new universal application found online at <http://www.scholarships.adhe.edu/>. The application is titled "YOUiversal Application." You may visit the website or write Arkansas Department of Higher Education, 423 Main St., Ste. 400, Little Rock, AR 72201 or by calling (501) 371-2050.

### **Arkansas Academic Challenge Scholarship Program**

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college. The application deadline is June 1. There are no income restrictions but students still must complete the Free Application for Federal Student Aid (FAFSA). The scholarship award amount will be determined annually in early Spring.

The scholarship provides awards to students based on the postsecondary institution's degree award level. For 2017-2018, the annual award amount for a 2-year institution will be \$1,000 for the first year. Arkansas Tech University-Ozark Campus students will be awarded at the 2-year annual award amount of \$3,000 for the second year. These amounts are subject to change pending changes in the Arkansas Challenge program.

Students are responsible for knowing and understanding the scholarship requirements and regulations. For all rules and regulations regarding the new Arkansas Academic Challenge Scholarship, visit the Arkansas Department of Higher Education's web site at: <http://www.adhe.edu/>. Students will need to contact the Arkansas Department of Higher Education in order to place their scholarship on hold, or if they have questions regarding classes, changing their scholarship, etc.

The Arkansas Department of Higher Education has a new "YOUiversal" application online for students to apply for the Arkansas Academic Challenge Scholarship and for various other scholarships.

### **Arkansas Future Grant (ArFuture)**

The Arkansas Future Grant (ArFuture) will cover tuition and fees for qualifying certificate and Associate degree programs at Arkansas' public institutions. The grant applies to students enrolled in Science, Technology, Engineering and Math (STEM) or regional high demand areas of study. Students must have either graduated from an Arkansas public school, private school, home-school or received a high school equivalency diploma; or verify that the student has resided within the state for the three (3) years immediately preceding application as well as meet one of the high school graduation or diploma requirements. Additional requirements and a list of qualifying degree programs can be found online at <https://sams.adhe.edu/>. Applicants must complete the free Application for Federal Student Aid (FAFSA) and application by June 1.

### **Governor's Distinguished Scholars**

The Governor's Distinguished Scholars Program will pay up to \$10,000 per year for tuition, mandatory fees, room and board to students who achieve 32 or above on the ACT or 1410 on the SAT, have a 3.50 academic grade point average, are a National Achievement Finalist or National Merit Finalist attending an approved Arkansas public or private college or university. The scholarship is renewable for up to three additional years provided the student meets the continuing eligibility standards. Application deadline is February 1 of high school graduation year.

### **Law Enforcement Officer's Dependents Scholarship**

The Law Enforcement Officers' Dependents Scholarship (LEO) provides a 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. Application deadline is June 1.

### **Military Activation**

Students who cease attendance at Arkansas Tech University without completing and receiving a grade in one or more courses due to military activation or deployment may receive compensation for the resulting monetary loss as provided by Act 85 of 2005. Please contact the Office of Student Services for information.

### **Teacher Opportunity Program (TOP)**

The Teacher Opportunity Program (TOP) program offers reimbursement grants to cover tuition and fees, not to exceed \$3,000, for up to six (6) completed college credit hours per academic year to current Arkansas teachers and administrators seeking to further their education. Application deadline is June 1.

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## **Service Member and Veteran Scholarships**

### **Arkansas National Guard**

Act 82 of 2005 provides a tuition and waiver assistance program for soldiers and airmen of the Arkansas National Guard. Members of the Arkansas National Guard should contact the Student Accounts Office for information.

### **Arkansas National Guard Tuition Incentive Program (formerly G-TIP)**

The Arkansas National Guard Tuition Incentive Program (G-TIP) provides up to \$5,000 per year to Arkansas residents who are active members of the Arkansas Army/Air National Guard. Applications may be obtained from the unit commander.

### **Military Dependent's Scholarship**

The Military Dependent's Scholarship Program provides a waiver of tuition, fees, and on-campus room and board to full-time students 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 or who are totally and permanently disabled. All applicants must also apply for and show acceptance or denial of the Federal dependent's Educational Assistance Program. Application deadline is June 1.

## **Other Sources of Assistance**

### **American Indian Center (AIC)**

The American Indian Center (AIC) helps to provide financial assistance for students seeking training opportunities. The student must have a Certificate of Degree of Indian Card (CDIB Card) and meet certain financial eligibility requirements. AIC helps students of Cherokee, Choctaw, Chickasaw, Creek and Seminole ancestry. Applications can be requested from the American Indian Center, 1100 N. University, Suite 143, Little Rock, AR 72207. AIC's telephone number is 1-800-441-4513.

### **American Opportunity, Hope and Lifetime Learning Credits**

Students may qualify for the American Opportunity Credit and a Hope Scholarship Credit or Lifetime Learning Credit on the Federal Income Tax return. Students are mailed a 1098T form each year from the student accounts office. Qualified tuition and fees, excluding MPI, are the only eligible expenses which may be claimed by a qualified taxpayer. If a student receives financial assistance to pay the qualified tuition and fees, the taxpayer is not eligible for the credit.

### **Arkansas Human Development Corporation**

The purpose of this program is to provide educational assistance to qualified students under AHDC's farm workers program. The program may pay tuition, fees, books, supplies, and a weekly allowance to the trainee. To be eligible, an independent student must have derived 51% of his/her gross income from the past year from farm-related employment or be a dependent of a farm worker who derived 51% of his or her gross income from farm work. The AHDC representative will make the determination as to student eligibility. Contact telephone number 479-783-1854.

### **Arkansas Rehabilitation Services**

This program may pay for the eligible student's tuition, fees, books, and supplies. To receive financial assistance under this program, a student must have a physical or mental disability that has been diagnosed as a handicap, have a financial need, and be approved by the area rehabilitation counselor. A student wanting to make application for rehabilitation assistance should call or write to a local rehabilitation office.

### **Faculty/Staff Waiver**

Faculty, staff, and dependents may be eligible to receive a waiver for their tuition and/or fees. In order to receive the waiver, faculty, staff, and dependents must have a current FAFSA on file.

### **Native American Out-of-State Waiver**

Arkansas Tech University offers in-state tuition rates to Native American students in other states belonging to tribes which formerly lived in Arkansas, before relocation, and whose names are on the rolls of tribal headquarters. Tribes thus identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek (Muskogee), Delaware, Kickapoo, Osage, Quapaw, Shawnee, and Tunica. Students who qualify for in-state tuition for fee purposes may apply for freshman academic scholarship. For more information contact the Financial Aid Office at (479) 667-3111.

### **Over 60 Tuition Waiver**

Students who are sixty or older on the first day of class may have tuition and fees waived upon completion of certification of eligibility. **Students must notify the Financial Aid Office each semester of the number of enrolled hours which need to be waived.** Applications are available in the Ozark Campus Financial Aid Office. Students must have a current FAFSA on file in order to have tuition and fees waived through the Over 60 Tuition Waiver.

### **Vocational Rehabilitation Assistance**

Persons who have substantial handicap to employment as a result of a permanent disability may receive, at no cost to themselves, vocational counseling and some financial assistance toward the cost of their college training when the vocational objective of the disabled person is approved by the Vocational Rehabilitation Counselor. These services are available through the Division of Rehabilitation Services, 1401 Brookwood Drive, Little Rock, Arkansas 72203. Application for assistance or request for information about the program may be made to that address or to a local rehabilitation counselor.

### **Workforce Investment Act**

The Workforce Investment Act (WIA) is a Federal program designed to provide training for unemployed or underemployed persons if definite employment opportunities are available in a training field. Financial assistance may cover tuition, books, fee/supplies, and transportation. A student wanting to make application for WIA assistance should call or write to a local employment office or career development center. Information concerning the programs of study available to WIA eligible candidates may be obtained from the Arkansas Tech University-Ozark Campus Financial Aid Office of Student Services or call (479) 667-3111.

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## Administrative Services

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### Student Financial Aid

The primary purpose of student financial aid at Arkansas Tech University is to provide assistance to students who, without aid, would be unable to attend college. Financial assistance consists of scholarships, grants, loans, and part-time employment, which may be offered to students singularly or in various combinations, depending upon the degree of need. In determining the extent of a student's need, the University must consider the financial support which may be expected from the income, assets, and other resources of the parents and the student as reported on the Free Application for Federal Student Aid (FAFSA). Aid awards by the University are considered supplementary to the efforts of the student's family in assisting their children with educational expenses. All awards are administered by the Financial Aid Office in accordance with the University's equal educational opportunity policy. The University does not participate in individual financial aid agreements with other institutions.

Application forms for all types of aid may be obtained from the Financial Aid Office in the Student Services and Conference Center or on the Financial Aid website at [www.atu.edu/ozark/financialaid](http://www.atu.edu/ozark/financialaid).

### Cost of Attendance

A student's cost of attendance (also called the financial aid budget) is the total of required tuition and fees and allowances for books and supplies, travel and personal expenses. Federal regulations allow the cost of a computer to be added to the cost of attendance one time during the college career of a student. The cost of a computer and related accessories up to \$1,500 purchased no earlier than four months prior to enrollment will be added to the student's cost of attendance budget upon the student's submission of an itemized paid-in-full receipt. This will be a one-time adjustment with the costs being spread over the school year. No further adjustments will be made for upgrades or additional software at any time during the student's career. Other adjustments to the cost of attendance allowed by federal regulations include purchase of equipment required by all students in the same course of study, and reasonable expenses incurred related to a student's disability. These adjustments may result in additional financial aid if the student was not already receiving the maximum amount of every type of aid for which they were eligible. There is no guarantee this adjustment will increase aid eligibility. For more information, contact the Ozark Campus Financial Aid Office: (479) 667-3111.

### Scholarship Stacking Policy

Act 1180 of 1999 prohibits postsecondary institutions from using public funds in a student aid package which may contain a combination of state, institutional, private and federal funds, including Veteran's benefits, which exceeds the cost of attendance at the institution. Arkansas Tech follows the Arkansas Department of Higher Education regulations by reducing scholarship amounts which cause awards to exceed cost of attendance. Scholarships awarded by Tech will be reduced before other scholarships. In absence of direction from a private donor, private scholarship funds over \$500 will be credited to the first semester attended unless they cause an over-award for the semester. In these cases, the scholarship will be divided equally between the fall and spring semesters. In the event of an over-award from private funds, other aid will be reduced in the order listed in the Fees & Expenses section of this catalog. For more information on the scholarship stacking policy, contact the Ozark Campus Financial Aid Office: (479) 667-3111.

### Academic Policy for Students Receiving Federal Student Financial Aid

This policy applies to funds received through the Federal Pell Grant, the Federal Work Study, the Federal Supplement Educational Opportunity Grant (FSEOG), the Federal Subsidized Direct Loan, the Federal Unsubsidized Direct Loan, and the Federal Parent Loan (PLUS) for Undergraduate Students programs.

This policy will be applied automatically and without favor or prejudice. With the exception of certificate and clock hour students, all federal aid recipients' progress is reviewed annually at the end of each spring semester, upon the receipt of each new financial aid application, and upon a student's full withdrawal from a semester. Certificate and clock hour students are reviewed at the end of each semester, upon the receipt of each new financial aid application, and upon a student's full withdrawal from a semester.

Any appeal of this policy must follow the instructions on the appeal form and be sent to the Financial Aid Office in person or by mail to 105 West O Street, Suite 206, Russellville, AR 72801, by e-mail to [fa.appeals@atu.edu](mailto:fa.appeals@atu.edu), through the link on OneTech, or by fax to 479.968.0857. Attach any applicable documentation, and send to the Financial Aid Academic Policy Appeal Committee prior to the deadlines listed below in order to be considered for the term. A maximum of 2 appeals may be submitted. A student must attend without financial aid for a period of one academic year to be eligible to appeal for a third time.

Students who have filed a successful appeal will be placed on an academic plan which will be monitored each semester throughout the course of the plan. Individual students will be reviewed within the semester if notification of a grade change is received by the Financial Aid Office. Financial aid will not be paid retroactively for any semester's lost eligibility.

Students must meet all conditions of the policy. Violation of any section will result in loss of aid.

**Students will receive a letter outlining the appeal process procedure and deadlines by which to submit appeal.**

The decision of the appeal committee is final.

**Changing Majors**

When students change majors they are required to continue meeting all sections of this policy. If the major change causes the student to exceed the maximum number of hours attempted, they may appeal. The cumulative grade point average will still be considered as the student's grade point.

Financial aid will not be paid for classes which are not required for the student's listed major.

**Institutional Academic Suspension**

Any student whose name appears on the institutional suspension list will not be eligible to receive aid for their next period of enrollment even if they re-enroll with the approval of the appropriate college dean.

It is the student's responsibility to notify the Financial Aid Office when they are no longer on the suspension list.

**Withdrawals/All "F" Grades**

Federal regulations require a calculation to determine how much aid, if any, must be returned to the Federal program when a student withdraws or receives all grades of "F". Students who must repay funds will be notified of the amount by the Financial Aid Office within 45 days of grades posting. These repayments must be made through the Student Accounts Office. The student will be ineligible to register for additional courses until the required payments are made.

**First Undergraduate Degree**

A student is required to pass 67% of all attempted hours. This is calculated as shown:  $\text{Hours passed} \div \text{by hours attempted} = 67\%$  or greater. Note: Accepted transfer hours are counted as both attempted and earned and are considered in this calculation. Students granted academic clemency will have all semesters attended counted on the basis of attempted hours.

Incomplete, repeat, and audit classes are counted as hours attempted, but do not increase hours earned. When a class is repeated, the best grade earned will be counted in the cumulative grade point average although all attempts are recorded on the student's academic record. A student may not repeat a course in which the highest grade possible has already been earned. Federal financial aid will pay for only one repeat of a class with a grade of "D" or better. If an incomplete grade is not replaced by an earned letter grade by the end of the next regular semester, it will become a grade of "F" and will be considered in the next regular determination of policy progress.

A student must receive a bachelor's degree by the end of 180 attempted credit hours, an associate's degree by the end of 90 attempted credit hours and a certificate by the end of 45 attempted credit hours. Allowances will be made for semesters involving required remedial course work, associate's degrees which require more than 60 earned hours, and certificates which require more than 30 earned hours. All semesters attended will be counted whether a student received financial aid during the semester or not. Clock hour students must complete their program by the end of 150% of the published length of the program.

Students granted academic clemency will have all semesters attended counted on the basis of attempted hours.

**Required Grade Point Average for First Undergraduate Degree**

With the exception of certificate and clock hour students, all students must have a minimum cumulative grade point average (GPA) of 2.0 at the end of their fourth and all subsequent undergraduate semesters or "equivalent transfer semesters". (Transfer students will be assigned an "equivalent semesters attended" based on the number of hours accepted by the Office Student Services.) Certificate and clock hour students must have a cumulative GPA of 2.0 at the end of their second and all subsequent semesters. No appeal will be granted for anyone in violation of the required cumulative 2.0 GPA. Students granted academic clemency will have a "financial aid GPA" based on all hours completed and will not receive aid until that GPA reaches at least 2.0.

Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement. It is the student's responsibility to notify the Financial Aid Office when they have attained the required GPA.

**Subsequent Credentials**

Any second undergraduate degree or certificate must be completed by the end of 45 additional attempted hours. Any subsequent bachelor's degree must be completed by the end of 70 additional attempted hours.

Full-time students must earn an average of twelve hours per semester; part-time students must earn the hours for which they enroll each semester.

**Required Grade Point Average Subsequent Credentials**

Students must maintain a 2.0 G.P.A. each semester.

## Application for Federal Student Aid

**General** - Students use the Free Application for Federal Student Aid (FAFSA) (File online at [www.fafsa.gov](http://www.fafsa.gov)) and list Arkansas Tech University, Russellville AR (001089) as one of the schools to receive information. Students will use prior-prior year tax information for the FAFSA application that is open October 1 for the following aid year. Federal Student Aid includes grants, loans and work study.

**Deadline** - To receive equal consideration, a student must have a complete application on file by January 15. All remaining funds will be awarded on a first-come, first-serve basis until depleted. **Note: All requested information must be returned to the Financial Aid Office by June 1 to ensure aid availability at the beginning of the fall semester (may not affect admission).**

### Federal Pell Grant

The Federal Pell Grant provides direct grants from the government to the undergraduate student for educational expenses. The student does not have to repay the amounts received, unless the semester for which a grant is received is not completed or the student receives grades of all F(s).

Under current guidelines, only students who have never received a bachelor's degree and who have not already received the equivalent of twelve full-time semesters of the grant are eligible for the Federal Pell Grant. The university does not determine whether a student is financially eligible. The amount of the grant given to an individual student is based on a schedule provided to the university by the government. No eligible student will be denied a grant.

The amount of Federal Pell Grant funds a student may receive over their lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100 percent, the six-year equivalent is 600 percent. If a student's Lifetime Eligibility Used (LEU) equals or exceeds 600 percent, they may no longer receive Pell Grant funding. Similarly, if a student's LEU is greater than 500 percent but less than 600 percent, while they will be eligible for a Pell Grant for the next award year, they will not be able to receive a full scheduled award.

### Federal Supplemental Educational Opportunity Grant

The purpose of the Supplemental Educational Opportunity Grant (SEOG) is to provide additional funds to qualified students who have exceptional need determined by the FAFSA application. Each grant is awarded according to federal guidelines and is offered on a first come first serve basis.

### Student Employment

When funds are available, the University uses student employees when practical, but students are not encouraged to work to an extent which would hinder their scholastic program.

Employment assignments are made under both the Federal College Work-Study and the institutional Non-Work-Study Program. To be eligible for student employment, the student must be enrolled at least half-time, adhere to the academic progress policy, maintain satisfactory employer-employee relations and have conduct and personal appearance which reflects positively on the student and the University. Prospective student employees can visit the website or check job postings located in the Technology and Academic Support building.

## Federal Direct Education Loans

Students may borrow money to help defray the cost of attendance at postsecondary institutions through the Direct Student Loan Program. Federal regulations require a delayed disbursement of thirty days for all first-year, first-time borrowers. All students must be enrolled in a minimum of six semester hours to receive loans. Arkansas Tech University-Ozark Campus offers students two loan choices, the Direct Subsidized Loan and the Direct Unsubsidized Loan. A student must complete a FAFSA application to receive these loans. The total borrowed under each program may not exceed the student's yearly maximum under federal regulations.

### Federal Direct PLUS Loans

Parents of students may borrow annually the amount of the student's cost of attendance minus other aid for each child who is a dependent undergraduate student enrolled at least half time with a completed FAFSA on file. Federal Direct PLUS Loans require a separate application and credit check. The interest rate is determined each June with the borrower beginning payment within sixty (60) days after the full disbursement of the loan. All loan checks will be written as co-payable to the parent and the educational institution.

### Federal Direct Subsidized Loans

The Federal Direct Subsidized Loan program authorizes loans up to \$3,500 per year for first-year undergraduates and all certificate students and \$4,500 for second year students. Under this program, a student must have sufficient financial need determined by the FAFSA application to receive a Direct Subsidized Loan. The limit on federal subsidized loans is 150 percent of the published program length. The interest rate is determined each June.

Repayment of principal and interest ordinarily begins six months after the student leaves school or ceases to be at least a half-time student. However, interest will begin to accrue as of the date the student ceases to be at least half-time. The amount of the monthly payments will be based on the total amount borrowed.

### Federal Direct Unsubsidized Loans

The Federal Direct Unsubsidized Stafford Loan program has the same loan limits and deferments as the Federal Direct Subsidized Loan program. However, the student does not have to demonstrate financial need to qualify and must either pay the interest while in school or have it capitalized for repayment with the loan principal. The Interest rate is determined each June. Repayment of principal and accrued interest ordinarily begins six months after the student leaves school or ceases to be at least a half-time student. The amount of the monthly payments will be based on the total amount borrowed.

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## **Barnes & Noble College at Arkansas Tech-Ozark**

Your campus bookstore is located in the Alvin F. Vest Student Union. The Ozark Campus Bookstore carries all required course materials including a large selection of textbooks for sale and rent. The Bookstore also price matches Textbook Brokers Russellville, Amazon.com, and bn.com (must be shipped and sold by Amazon and Barnes & Noble).

There are many other items available to purchase at the bookstore including Tech gear and apparel. School supplies, electronics, and more are also available.

Information about required course materials and additional program costs can be accessed in the bookstore, financial aid office and online.

### **Textbook Refund Policy**

The Bookstore will issue full refunds in the original form of payment for textbooks purchased at the Bookstore if returned in the original condition, with an original receipt and within the first week of classes. Within 30 days of the first day of classes, textbooks will be refunded with an original receipt and with a valid proof of add/drop.

### **Buy Back Policy**

The Bookstore will buy back some textbooks at the end of each semester (fall, spring, and summer) during finals week. Rentals are due at the end of each semester they are issued, on the last day of finals. Fees for rentals not returned will be charged three days following the due date.

Additional information concerning the Ozark Campus Bookstore may be obtained by calling (479) 508-3337 or by faxing (479) 667-1079.

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## **REGULATIONS & PROCEDURES**

**All students must give prompt attention to communications from faculty and staff members of the University. OneTech is the official University communication to students, however, students may be contacted by other means as necessary.**

### **Academic Integrity**

Both the professor and students are responsible for creating an environment that enables all students to reach their academic potential. The classroom is under the control of the professor who will give students a statement of his or her classroom expectations and policies in a syllabus at the beginning of the semester. The term "classroom" as used in this Academic Integrity Policy includes face-to-face, hybrid and online classes. It is not restricted to classrooms on or off campus but also includes playing fields and laboratories, as well as University computer areas on or off campus as well as field trips associated with class-related matters. Students will conduct themselves in a non-disruptive and civil manner when attending classes and other events associated with Arkansas Tech University.

If any instructor, student, or staff member has compelling facts and evidence an individual has violated any category of academic integrity, that instructor, student, or staff member must report the suspected violation(s) to Academic Affairs using the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior found at <https://www.atu.edu/academic-integrity>.

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### **Academic Misconduct**

The faculty must also accept a responsibility to clarify and interpret for the students matters of academic misconduct especially those concerning the student's classroom behavior. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

Involvement in such activities as conspiracy or breaking and entering is to be reported to the Campus Safety Officer for appropriate action through regular institutional disciplinary channels.

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### **Academic Probation**

Students will be placed on academic probation whenever their semester grade point falls below 2.00 unless the cumulative grade point is 2.00 or higher. These criteria also apply to entering transfer students. Removal of probation will be accomplished by raising the cumulative grade point to 2.00 or higher.

Freshmen students who in a probationary semester fail to remove themselves will continue on probation for the following semester. Sophomore, junior and senior students who in a probationary semester fail to remove themselves but achieve a 1.75 semester grade point will continue on probation for the following semester unless the academic suspension policy applies.

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## Academic Suspension

Suspension will be automatic for sophomore, junior and senior students who in a probationary semester fail to achieve a 1.75 semester grade point: or who fail to remove themselves from probation within three successive full semesters. Students may combine summer term grades at Arkansas Tech with those of the spring semester immediately preceding in order to establish eligibility for retention in college.

Suspension means that the student will not be allowed to attend Arkansas Tech the succeeding regular semester. After one regular semester the student may be eligible for readmission on academic probation. Students receiving a second academic suspension will be eligible to seek readmission one year from the date of suspension. Students who believe there are extenuating circumstances which would justify earlier readmission must appeal to the Chief Student Officer for a hearing. Students who meet the semester/year stipulation must file a request for readmission with the Office of Student Services. Readmission does not reestablish financial aid eligibility.

Students on academic suspension who wish to transfer to Arkansas Tech University-Ozark Campus may be granted the opportunity to be conditionally admitted on academic probation.

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## Adding/Dropping Courses

The deadline for adding courses or changing courses or sections is given in the [Academic Calendar](#); thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped after the official attendance date and through the thirteenth week of a fall or spring semester will be recorded with a grade of "W." Students may add, drop, or change sections of courses only by following the official procedure which requires that they obtain and return the necessary forms to the Office of Student Services after obtaining formal approval of their academic advisor. Failure to complete this procedure can result in a grade of "F" being entered on the student's record. Please note: A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "WN."

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## Auditing Courses

Auditing of courses requires official admission to the University, approval by the instructor involved, and payment of the regular fee for the course. Audit will be on a "space available" basis. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they do not take examinations or receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor. Students may change from taking a course for credit to audit during the first thirteen weeks of the semester. Students enrolled for audit who do not wish to complete the course(s) must complete the official drop/withdrawal procedures stated in this section of the catalog.

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## On-Line Courses

Students who enroll in on-line course offerings will be responsible for the technology requirements for the class which may include access to a computer, Internet capabilities, and software applications. Students may utilize on-campus computer labs and the library subject to availability. Because there is no physical attendance in an on-line class, to be considered "attending", students will be required to complete the Federal Attendance Module on Blackboard or an initial assignment within a specified number of days. Failure to do so may result in the student being dropped for non-attendance.

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## Class Absence

Regular class attendance is considered essential if students are to receive maximum benefit from any course. Control of class attendance is vested in the teacher, who has the responsibility of defining early in each course his/her standards and procedures. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "WN".

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## Class Enrollment Status

The minimum credit hour load for classification as a full-time undergraduate student in any term is 12 undergraduate credit hours. Classification as a three quarter time is 9-11 undergraduate hours; half time is 6-8 undergraduate hours; and less than half time is 1-5 undergraduate hours.

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## Class Load Policy



A student can expect to spend 2-3 hours outside the class (for studying, homework, preparation, etc.) for each hour in the class. This means that a student can expect to spend 24-36 hours studying for a 12 semester credit hour load. It is therefore recommended that a full-time student enroll in no more than 18 hours per semester. Students working full-time are encouraged to take no more than 12 hours per semester. Students readmitted after academic suspension cannot take more than 12 hours per semester. Students on academic probation must obtain approval from their advisor to enroll in more than 15 hours per semester.

These totals include all courses for which students may enroll. Permission to take course loads above these maximums must be obtained in advance of registration from the Chief Student Officer.

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## Classroom Behavior

Each member of the Arkansas Tech University community assumes an obligation to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This process includes an appeals process students may use to challenge perceived violations or excessive penalties. Students who exhibit disruptive behavior may also be referred to the Chief Student Officer.

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## Course Overload

Students who enroll above the maximum loads without securing permission from the Chief Student Officer will be dropped from their classes. To be considered for a course overload, the student must submit a petition to the Chief Student Officer and should meet the following criteria:

1. Have a 3.25 minimum grade point average in the preceding summer term (minimum: 12 semester hours) or in the preceding fall or spring semester (minimum: 12 semester hours) at the university, or
2. Be in good academic standing in the college if in the last semester before graduation. The maximum overload permitted in any college by an approved petition is a load totaling 24 hours for a fall, spring or summer term. Overloads over 21 hours will be subject to review by the Office of Student Services.

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## Class Standing

Students with fewer than 30 semester hours are classified as freshmen, students with 30 through 59 semester hours as sophomores, students with 60 through 89 hours as juniors, and students with at least 90 hours as seniors.

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## Clemency

In accordance with ACT 1000 of 1991, an undergraduate student who has previously attended Arkansas Tech University or Arkansas Tech University-Ozark Campus may apply to have the grades and credits earned for one or more consecutive terms or semesters removed from his/her grade point average providing the following criteria are met.

After re-entering Arkansas Tech Ozark, following a separation of at least three years, a student may request academic clemency at the Office of Student Services. The student must specify the term or consecutive terms for which academic clemency is desired. The period of separation may be waived in the case of impending graduation. Academic clemency may be granted only one time and is irreversible. If the request is approved, academic clemency will cover all credits earned during the term or terms for which academic clemency is requested. The student's complete record will remain on the transcript with the added notation of "academic clemency granted" and the effective date.

**Academic clemency does not restore eligibility for student financial aid or scholarships.**

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## Conduct

Arkansas Tech University is dedicated to learning, the advancement of knowledge, and the development of ethically sensitive and responsible persons. Achieving these goals through a sound educational program and by implementing student conduct policies that encourage independence and maturity is a priority. Each member of the Arkansas Tech University community assumes an obligation to obey all rules and regulations made by properly constituted authorities, preserve faithfully all property provided for his or her education, and fulfill his or her duties as a student with diligence, fidelity, and honor.

Arkansas Tech University students are responsible for understanding all rules, regulations, and policies that shape the structure of our campus community. Students should read, understand, and follow the rules and regulations outlined in the Student Handbook and Student Code of Conduct as well as those outlined in the Ozark Campus, Undergraduate, or Graduate Catalogs.

In compliance with the Constitution of the State of Arkansas, the Arkansas Tech University Board of Trustees is vested with authority to make regulations and policies, consistent with the laws of the land, for Arkansas Tech University. The Student Handbook is located online at <https://www.atu.edu/>

[studenthandbook](#). Students seeking interpretations of provisions within the Student Code of Conduct may contact Richard Harris, Chief Student Officer at [rharris1@atu.edu](mailto:rharris1@atu.edu) or 479 667-3433.

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## Honor Rolls

Students whose grade point at the end of each semester is 4.00 will be placed on the Chancellor's Roll for outstanding scholarship, given a certificate to recognize their achievement, and will be recognized through appropriate news media. Students whose grade point at the end of each semester is 3.50 or better will be placed on the Honor Roll. Recognition will be accorded these students through appropriate news media.

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## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Arkansas Tech University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Arkansas Tech University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Arkansas Tech University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Arkansas Tech University.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arkansas Tech University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

### Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that Arkansas Tech University may make, without consent, under this federal law.

FERPA permits the disclosure of PII from student's education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

- To other school officials, including teachers, within Arkansas Tech University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education

programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. §99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)).
- Directory information at Arkansas Tech University consists of the student's name, home town, electronic mail address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), date of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received.
- "Dates of attendance" as used above means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.
- This information may be made available upon request to members of the general public.
  - If a student on the Russellville campus wishes for this "directory" information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify **Dr. Keegan Nichols, Vice President for Student Affairs** at [knichols@atu.edu](mailto:knichols@atu.edu) or **479-968-0238**.
  - If a student on the Ozark campus wishes for this "directory" information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify **Mr. Richard Harris, Chief Student Officer** at [rharris1@atu.edu](mailto:rharris1@atu.edu) or **479-667-3433**.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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## Grading

Final grades are reported to the Registrar's Office at the end of the semester. Midterm grades are reported for freshman and sophomore students only. A final grade of "I" may be recorded for a student who has not completed all the requirements of a course only in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will set a reasonable time limit within the following semester in which the work must be completed. Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade point average for the semester recorded; however, the "I" will be automatically changed to a grade of "F" for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade point purposes.

No grade other than "I" may be changed after it is recorded except if an instructor finds that a grade has been erroneously recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Chief Academic Officer.

Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points; WN, 0 points.

A grade of "Pass" for pass/fail courses is not calculated in the grade point average, but does count in earned hours. A grade of "Fail" for these courses is calculated in the grade point average as 0 points.

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## Graduation

Please refer to the section entitled "[Graduation Requirements](#)" for information pertaining to degree audit, application for graduation, and other graduation requirements.

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## Repeated Courses

Students may repeat courses they have taken at Arkansas Tech University-Ozark Campus for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University-Ozark Campus and (2) subject to the following provisions. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. **Students may not repeat a course in which the highest grade possible has already been earned.** Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

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## Student Records

Student academic records are maintained in Office of Student Services. Unofficial copies of academic records are available for guidance purposes to students and their advisors. All student records are maintained in compliance with the standards and guidelines of The Family Educational Rights and Privacy Act of 1974, Federal Law 93-380.

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## Traffic Regulations

By authority of the Board of Trustees and in accordance with Legislative Act 328, 1967, Arkansas Tech University requires all members of the faculty, staff, student body and classified personnel to register motor vehicles which they own or operate on the Tech campus or on lands controlled by the University.

In accordance with A.C.A. 25-17-307, the Board of Trustees of Arkansas Tech University establishes the following rules and regulations for the registration, operation, and parking of motor vehicles on Arkansas Tech University campuses. These rules and regulations are binding on all members of the faculty, staff, student body, classified personnel, and others utilizing the lands owned or controlled by Arkansas Tech University. Lands owned or controlled by Tech will henceforth be known as the CAMPUS for the purposes of clarification in this brochure.

Arkansas Tech Department of Public Safety officers are constituted peace officers by A.C.A. 25-17-305, by action of the Board of Trustees, and under the laws of this state possess all the authority provided by law for city police and county sheriffs to be exercised as required for the safety and protection of the University community. Enforcement of traffic regulations on the Tech campus is the responsibility of the Department of Public Safety. All drivers will observe and obey the orders of the Department of Public Safety officers while such officers are engaged in the performance of their respective duties. This includes producing and rendering identification and permits requested.

**YOU ARE RESPONSIBLE FOR COMPLYING WITH ALL RULES AND REGULATIONS.**

### REGISTRATION OF VEHICLES

Registration shall be accomplished at the time of regular registration for the fall, spring or summer semesters at the Office of Student Services or at locations and times specified.

Students must purchase a parking permit that can be used on any vehicle that is registered under the student's name. Vehicles are defined as any self-propelled vehicle having two or more wheels.

All vehicles on Tech campuses are required to register and display a current parking permit.

Permits are valid from August 15 one year through August 15 of the next year. After securing a permit at the Office of Student Services, charges are assessed to the individual's account at the Office of Student Accounts.

Permits must be displayed by hanging on the rear view mirror so the number can be read through the front windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. These permits can be moved from vehicle to vehicle.

Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle, upon termination of employment or withdrawal from the University.

Only one permit per individual can be purchased unless the prior permit was lost or stolen. The lost or stolen permit will be invalid. There is no refund for permit cost. Permits are full price for replacement.

Summer term permits will be one-half the original cost.

Falsifying registration information, such as buying permits for another person in his/her name will be fined \$ 20.00. Also, the person who allows another individual to purchase a permit for him/her will be fined \$20.00.

Charges will be assessed at the time of registration of the vehicle as follows for all faculty, staff and students and other non-Tech employees.

A \$15.00 for the calendar year (August 15 through August 15)

B \$15.00 from the beginning of the second semester through August 15

Permit fees are non-refundable

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## Restricted Parking Areas

**YELLOW CURBS RESTRICTED PARKING**

No parking at yellow curbs at all times.

**FIRE ZONES**

No parking in fire zones as marked.

**RED**

No students or ineligible employees between 7:30 a.m. and 5:00 p.m. Monday through Friday.

**BLUE/WHITE**

Designated disability parking zones. This includes ramps as well as parking spaces.

**SIGNS**

Restricted by signs posted.

**ANY ATHLETIC OR DRILL FIELD**

No parking at any time. These will not be posted. Arkansas Tech University reserves the right to set aside areas as necessary for special events in all parking areas of the University. The University further reserves the right to temporarily block certain streets as necessary without notice to the public.

**TOWING AND IMPOUNDING OF VEHICLES**

The University reserves the right to immobilize, tow and/or impound any vehicle that is parked on University property in such a way as to constitute a serious hazard; or any vehicle owned by a violator having three or more violations in any academic year. The Department of Public Safety may direct an authorized commercial garage to carry out any towing action. Violators will be responsible for paying all costs for removal, impounding and storage of such vehicles. Vehicles may be held until all charges are paid.

**PAYMENT OF VIOLATIONS/FINES**

A person receiving notice of a parking or traffic violation should go to the Office of Student Services to pay the fine placed against his/her account. The office is closed Saturdays, Sundays and holidays. Check the PARKING AND TRAFFIC REGULATIONS for a listing of all fines for violations.

**MOVING VIOLATIONS**

Moving violations include all traffic laws as stated in the Arkansas Motor Vehicle and Traffic laws and State Highway Commission Regulations. The official Tech parking citation notice placed on vehicles will be sufficient as summons for violation of these rules and regulations. In lieu of a University citation, the violator may be issued an Additional violation. Rules are as follows:

- 1 .Speed limit on campus is 20 mph unless otherwise posted.
- 2 .No U-turns
- 3 .Yield the right-of-way to all pedestrians in campus crosswalks.

**ACCIDENTS**

All traffic accidents occurring on the campus or grounds controlled by the University must be reported immediately to the Department of Public Safety by calling on campus 479-508-3359. If you are unable to contact anyone at that number, call 911 and your call will be directed to the nearest Law Enforcement Agency.

**DISABILITY PARKING**

As required, a number of parking spaces have been set aside for use by handicapped individuals only. Each space has been marked with signs and/or blue and white paint on the space. Only individuals who have been issued, and are displaying, a disability license plate or placard issued by the State of Arkansas are permitted to park in spaces marked with blue and white stripes. Vehicles must also have valid Tech permit. License plates, decals and placards may be obtained from the State Revenue Office. Transfer of a disability license or placard is a violation of the Arkansas state law. The offender will be ticketed accordingly.

**SPECIAL EVENT PARKING**

Contact the person in charge of facilities use at 479-667-2117.

**VISITOR PARKING**

Visitors are always welcome on campus and may park in any non-restricted area. Currently enrolled students or employees are not considered visitors. Visitors, please secure a visitor's permit at no cost at the Office of Student Services. If a visitor is issued a citation, please visit the Office of Student Services to have the citation removed.

**MOTORCYCLES AND MOTORBIKE**

Motorbikes, motor scooters, motorcycles and bicycles must be operated only on streets normally designated for auto-mobile use. A permit must be displayed if parked on campus or an optional decal may be affixed to the left front fork.

**APPEALS**

All appeals will be dealt with according to the rules and regulations stated in this booklet. All appeals must be made within three school days. Appeals made after three school days will not be considered. All faculty, staff and students appeals should follow the above procedures. Appeals forms are available at Department of Public Safety.

**PARKING REGULATIONS**

All parking regulations will be enforced 7 days a week, 24 hours a day.

- 1 .The responsibility for finding a legal parking space rests with the vehicle operator.
- 2 .Lack of space is not a valid excuse for violating a parking regulation.
- 3 .Standard parking/traffic regulations and definitions, as enacted in the Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations will be rigidly enforced on the Tech campus at all times, including legal holidays and the time between semesters when classes are not in session.
- 4 .Violators of established Parking and Traffic Regulations may be issued a Uniform Traffic Ticket payable in Municipal Court in Ozark, Arkansas, in lieu of Tech citation.
- 5 .Violation notices will be affixed to the motor vehicle or presented to the driver. Payment may be either mailed or paid in person at the Office of Student Services.
- 6 .Vehicles are considered parked when left standing, stopped or unattended for any period of time.
- 7 .It is illegal to re-use a ticket.
- 8 .Pedestrians have the right-of-way at designated crosswalks at all times except at signal-controlled intersections where pedestrians will be expected to comply with the signal.
- 9 .Students, faculty and staff members are expected to be familiar with and abide by the regulations at all times. The fact that any vehicle does not receive a violation notice while his/her vehicle is parked or operated in violation of any regulation or law does not mean or imply that such a regulation or law is invalid.
- 10 Due to evolving changes, signage will supersede zones as marked on the map.
- 11 Vehicles are assumed abandoned if left parked and stationary for a period of two weeks. Such vehicles will be towed at the owner's expense.
- 12 School buses and other large vehicles, as well as special purpose vehicles, are required to park in areas designated by the Department of Public Safety.
- 13 You are responsible for all violations by a vehicle displaying a permit issued in your name. If you lend your car, proper operation of the vehicle is still your responsibility.
- 14 Only one type of Tech permit is to be displayed on a vehicle at a time.
- 15 Obey regulatory signs and barricades established by the Department of Public Safety.
- 16 Vehicles will not be operated on the Tech campus without required safety equipment prescribed by the vehicle code of the State of Arkansas.
- 17 Vehicles parked in parallel parking spaces must be parked with the passengers' door to the curb with flow of traffic.
- 18 Vehicles will be parked within designated parking boundaries and in no case shall they overlap into or onto roadway, crosswalk or sidewalk. The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the vehicle over the line.
- 19 The time limit on 15 minute zones will be observed at all times.
- 20 A traffic ticket or any other communication from a Department of Public Safety officer, while in the performance of his duties, is considered to be an official University notice. Failure to respond will make the recipient subject to disciplinary action.
- 21 If a permit is not visible to the officer while his is issuing a citation, the citation will be for no current permit. If, in the course of issuing a citation, the officer discovers the permit, he has the discretion to downgrade that ticket to improper display only.
- 22 Windshields, side wings, side or rear windows may not be obstructed with any sign, sun shield, sun visor, poster or other transparent material other than a certificate or sticker required by state law or campus regulations. This will include writing on vehicle windows with shoe polish.
- 23 No boats, campers or trailers allowed to park on campus.

**GENERAL INFORMATION**

- 1 .Operating a motor vehicle in any manner which may create a disturbance on campus may be considered a traffic violation. This includes excessive use (determined by city ordinance or officer's discretion) of boom box, stereo, horn, illegal exhaust systems, squealing of tires or placing pedestrians or other drivers in a hazardous situation.
- 2 .All personnel, including visitors, are expected to adhere to all campus and state regulations regarding safety procedures.
- 3 .Arkansas Tech University cannot and does not assume the obligation of providing parking spaces for all vehicles at all times.
- 4 .Arkansas Tech University does not assume responsibility for the care and protection of any vehicle or its contents while said vehicle is operated or parked on the campus or lands controlled by the University.
- 5 .Vehicles that do not qualify for registration or "approved as safe" by the State of Arkansas are not permitted on the campus at any time. Disabled and abandoned vehicles will be turned over to the State Police for disposal according to law.
- 6 .Mechanical work other than minor repairs such as replacement of vehicle battery or flat tires will not be permitted on the Tech campus. Exception will be given to students working under the direction of the Automotive Service Department.
- 7 .Arkansas Tech University reserves the right to restrict or revoke the use of an automobile on campus to anyone if the use of that vehicle is thought to be detrimental to the academic achievement of any student or if the person has abused the privilege of operating said vehicle on or off campus.
- 8 .It shall be the responsibility of any driver of a disabled vehicle (i.e. dead battery, out of gas, keys locked in car, etc.) to immediately notify the Department of Public Safety of the problem and location of the disabled vehicle. Failure to make notification may result in the vehicle's being either towed or given a ticket. Abandoned vehicles shall be towed at the owner's expense.
- 9 .Flagrant disregard of campus parking and traffic regulations will result in the vehicle being towed to storage and parking privileges on campus revoked. Towing and storage charges will be assessed prior to the release of the vehicle to the owner.

Board of Trustee approval is requested for the following Parking Violations and Fines on the Ozark Campus.

Violation	Fine
Warning	\$00.00
Failure to display current permit	\$20.00

Unauthorized Handicapped Parking	\$100.00
Parking Where Prohibited by Signs	\$20.00
Parking in and Unauthorized Zone	\$20.00
Blocking	\$20.00
Failure to Stop or Yield Right of Way	\$25.00
Reckless Driving	\$50.00
Speeding	\$35.00

Any rates or fines contained in this document are subject to change.

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## Verification of Student Identity

Verification by the university of the identity of students who participate in university-offered distance (on-line) classes or coursework is done by utilizing a secure login and pass code. Sharing of a student's secure login or pass code is a violation of the Academic Dishonesty policy.

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## Withdrawals

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which requires submitting a written request to the Office of Student Services. Students who withdraw without following this required procedure will have their grades recorded as "F." If a student withdraws officially, the procedure for recording grades is identical with that for dropping an individual course, as described in this section under the heading "Adding/Dropping Courses." If a student withdraws from school during the final two weeks of a semester, the Chief Student Officer may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

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## University Policy

While every effort will be made to conform to catalog announcements, the school reserves the right to adapt its policies as may be necessary.

## TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services at Arkansas Tech University - Ozark Campus offers, to those who qualify, help with overcoming the barriers that first-generation, low-income and students with disabilities face in the classroom and collegiate environment. Student Support Services provides students with services and resources needed to be successful in the classroom and beyond.

Student Support Services provides a framework for building and enhancing academic skills, career development, financial literacy, and leadership skills based on students' need and aspirations. This tailored approach results in personalized services to maximize student potential and success.

*TRIO Student Support Services (SSS) at Arkansas Tech University Ozark Campus is funded in total (100%) by federal grant funding from the U.S. Department of Education with an annual budget of \$261,888 to serve 140 students.*

*\*First-generation means the student's parents did not receive a 4-year degree.*

### Features of the TRIO Student Support Services program include:

- Enhanced student services such as intensive advising, workshops, career assessment, job search skills, leadership development and transfer assistance
- Assistance with financial aid, applying for scholarships, and financial literacy.
- Free cultural field trips and 4-year campus transfer trips
- Free in person and online tutoring. Online tutoring is available 24/7.
- Exclusive TRIO Lounge featuring a computer lab, free printing, course reserves, and equipment check-out

### Eligibility is based on the following criteria:

- Currently enrolled or accepted for enrollment at Arkansas Tech University – Ozark Campus;
- Be a U.S. citizen or a National of the United States or meet the requirements for federal student financial assistance;
- Demonstrate academic need;

**In addition, those who satisfy the above conditions must also have at least ONE of the following apply to you:**

- You are a first-generation college student (neither parent nor guardian has a four-year college degree);
- You are in financial need ("low-income" according to federal guidelines); and/or
- You have a documented disability and are registered with the ATU-Ozark ADA Coordinator

## GRADUATION REQUIREMENTS

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Associate of Applied Science degrees are offered in air conditioning and refrigeration with major areas of air conditioning and refrigeration and facilities management; automation technology; automotive service technology; banking services; business technology with major areas of business technology and human resource management; cardiac sonography; computer information technology; collision repair technology; cosmetic science; law enforcement; logistic management; health information technology; human services; medical assisting; occupational therapy assistant; paramedic/emergency medical services, physical therapist assistant; practical nursing; registered nursing; and welding. An Associate of General Studies degree is offered with a major of general studies.

Technical certification is offered in air conditioning and refrigeration, air conditioning and refrigeration-facilities maintenance; automotive service technology, business technology, collision repair technology, computer information technology, cosmetology, emergency medical technician; health information technology, health professions; industrial control systems, industrial electronics technology, law enforcement, paramedic/emergency medical services, practical nursing, and welding technology.

Proficiency certification is offered in air conditioning and refrigeration, automotive service, basic emergency medical services, computer information technology, construction technology, culinary arts, dispatcher telecommunications, jail standards, health sciences, law enforcement, logistics management, machinist operations, medical billing, medical coding, mobile applications, nursing assistant, office support specialist, pharmacy technician, phlebotomy, and welding.

Students may graduate under the catalog in force when they first enroll in the University (no catalog prior to 2005-2006 may be selected), or any subsequent catalog, subject to the approval of the Chief Student Officer. Students should keep in mind that curricula change in order to maintain relevance, up-to-date knowledge, and in some cases, accreditation standards. The University reserves the right to make effective immediately any change in graduation requirements for students whose studies have not advanced beyond the level at which the change becomes operative.

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### Degree Audit and Application For Graduation

Candidates for graduation must complete an application for graduation. Students completing graduation requirements at the end of the fall semester must submit to the Office of Student Services an application for graduation and complete a degree audit in consultation with their advisor on or before the end of the eighth week of the previous spring semester. Students completing graduation requirements at the end of either the spring semester or the following summer sessions must submit an application for graduation and complete a degree audit in consultation with their advisor on or before the end of the eighth week of the previous fall semester.

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### Green Transcript

Upon graduation, students may earn a "Green" designation on their transcript by completing no less than 12 hours of coursework directly supporting their ability to apply environmental awareness and responsibility to their personal and professional daily life. Such coursework may include waste and energy management, environmental health, alternative technology, environmental law and regulation, general environmental awareness, and advocacy topics. Courses supporting a Green Transcript are identified with an icon following the course title in the curricula listings of the individual programs of study.

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### Financial Obligation

Before any transcript is issued, the student must have paid any debt owed the University.

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### Graduation Honors

Honors will be conferred upon candidates who at graduation have earned a minimum grade point average on all courses taken post-merger at Arkansas Tech as follows: Summa Cum Laude-3.900 - 4.000, Magna Cum Laude- 3.700 - 3.899, Cum Laude-3.500 - 3.699. Graduation honors will be determined by work taken at Arkansas Tech only. **This policy is effective July 1, 2003 for the Ozark Campus. Previously enrolled students should contact the Office of the Student Services for clarification of the policy.**

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### Commencement Participation

Participation in commencement is expected of all candidates for degrees. Students who are unable to participate may officially petition the Chief Student Officer in writing for permission to have the degree awarded in absentia.

Students taking courses at other institutions must have official transcripts submitted to the Office of Student Services and have completed all degree requirements prior to the commencement ceremony to be allowed to participate.



Students who do not have a minimum grade point of 2.00 in the major and overall will not be eligible to participate in the commencement ceremony.

Academic regalia shall be worn by all graduates during the graduation ceremony. The academic regalia consists only of the cap and gown. Students may wear honor cords, pins, or stoles representative of university groups over their gown during the ceremony. Decoration on caps is permitted.

Diplomas are mailed to graduates following commencement.

## Requirements for Associate Degrees

The requirements for the associate degrees are outlined under each program of study. Associate programs include a general education component consisting of a minimum of 15 credit hours in English, mathematics, social sciences, and computer applications. In addition to the general education component, each program will require a technical component consisting of 45-56 hours. Students completing AAS degrees will have:

- The ability to contribute and function in a collaborative environment.
- The ability to identify, analyze and solve technical problems.
- The ability to communicate effectively.
- A recognition of the need for and ability to engage in lifelong learning
- An ability to understand professional, ethical, and social responsibilities.
- A commitment to quality, timeliness, and continuous improvement.
- An ability to utilize and apply critical thinking skills.
- An ability to apply knowledge and skills required to function in a specific technical discipline.
- A commitment to apply environmental awareness and responsibility to personal and professional daily life.

Please refer to individual programs of study for specific requirements.

In addition to completing the necessary hours prescribed, candidates for associate of applied science degrees must meet the following requirements:

### General Requirements

- 1 .A student must earn a minimum of 30 credit hours taken from Arkansas Tech University. Certain programs may have more rigorous standards due to, for example, accreditation standards or licensure requirements.
- 2 .No more than a total of 30 credit hours of correspondence, extension, military service, prior learning assessment, or credit by examination work may be applied as credit toward a degree.
- 3 .Refer to individual program of study pages for credit hour requirements.
- 4 .The cumulative grade point average must not be less than 2.00 and not more than 25 percent of the credit hours may carry the "D" grade. Students must have a 2.00 grade point in their major.
- 5 .No more than 50% of technical coursework may be transferred into a program.
- 6 .Only six hours of freshman English composition may be used to satisfy degree requirements.
- 7 .An official record of any correspondence or transfer work completed at another institution must be on file in the Office of Student Services prior to the end of the semester or term in which graduation is planned.
- 8 .No catalog prior to 2005-2006 may be selected.

## Associate of General Studies

The associate of general studies degree provides students the flexibility to create a customized program of study designed to fulfill a unique career goal which is not available through any single technical certificate or associate of applied science degree currently offered at Arkansas Tech University-Ozark Campus.

Students who earn this degree will take a core of general education course work and technical (or higher college level) course work recommended by an academic advisor in the Office of Student Services.

Students may utilize multiple disciplinary training options in a variety of technical fields. Certificate programs currently without a degree option and students who are taking industry requested specialized courses tailored to employer needs may utilize this pathway to a degree.

To view requirements for the Associate of General Studies degree, please access the [General Studies](#) programs of study page.

## Certificates of Proficiency

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## Degree Completion for Returning Students

Technical course work taken after July 1, 2003 will be considered for application toward a degree, contingent upon the grade requirements for the major as well as overall GPA.

Technical course work taken prior to July 1, 2003 will be considered at the recommendation of program faculty.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree and meet requirements to earn the Associate of Applied Science degree by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus.

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## Degree Completion for Transfer Students

To earn a degree, the student must complete at least 50% of technical course work at Arkansas Tech University-Ozark Campus. Transfer credit will not count toward the overall GPA.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus. No catalog prior to 2005-2006 may be selected.

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## Requirements for Additional Associate Degrees

**A student may not receive multiple degrees within a semester for a single approved degree program.** Students wishing to earn multiple degrees in different degree programs within the same semester may do so by completing all degree requirements for each degree.

Students who have already received an associate degree may earn an additional associate degree if the following have been completed: (a) all University catalog requirements for the second major field of study, (b) all applicable requirements specified under "Requirements for Associate Degrees" above.

Students who have already received a baccalaureate degree may earn an associate degree if the following have been completed: (a) all University catalog requirements for the major field of study, (b) applicable requirements specified under "Requirements for Associate Degrees".

Students pursuing an associate of applied science degree must use the Arkansas Tech University-Ozark Campus catalog in effect at the time they first enroll or any subsequent catalog. No catalog prior to 2005-2006 may be selected.

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## Assessment Program

Arkansas Tech University (ATU) is dedicated to providing a wide range of traditional and innovative academic programs and is committed to the advancement of student learning and continuous improvement of academic programs and university services. Assessment is at the core of continuous improvement, therefore, students are responsible for participating in state and institutional assessment activities.

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## General Education Requirements

The general education curriculum is designed with the philosophy of "college, career, community" to provide a foundation for knowledge common to educated people and to develop the capacity for an individual to expand that knowledge over his or her lifetime. Students who have completed the general education curriculum at Arkansas Tech University will be able to:

- Communicate effectively
- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning
- Apply the value of the arts and humanities
- Practice civic engagement

To accomplish the above goals, Arkansas Tech requires the completion of the following general education curriculum. Students should refer to the curriculum in their major area of study for specific courses either recommended or required by the academic department to fulfill the general education requirements.

### English - 6 hours

(See Course Descriptions for minimum grade requirements)

Three hours from one of the following:

ENGL 1013 Composition I

Three additional hours from one of the following:

**ENGL 1023 Composition II****Mathematics - 3 hours**

(See Course Descriptions for minimum grade requirements)

Three hours from one of the following:

MATH 1003 College Mathematics

MATH 1113 College Algebra

Any higher level mathematics course

STAT 2163 Introduction to Statistical Methods

**Science - 8 hours**

Complete a total of eight hours of science with laboratory from BIOL, CHEM, ENVS, GEOL, PHSC, PHYS

**US History or Government - 3 hours**

Three hours from one of the following:

HIST 1903 Survey of American History

HIST 2003 United States History to 1877

HIST 2043 Honors United States History to 1877

HIST 2013 United States History since 1877

POLS 2003 American Government

**Social Sciences, Fine Arts/Humanities, Speech Communications - 15 hours**

(Complete one of the following 3 options):

**Option 1:**

Social Sciences - 6 hours

Fine Arts and Humanities - 6 hours

Speech Communications - 3 hours

**Option 2:**

Social Sciences - 6 hours

Fine Arts and Humanities - 9 hours

**Option 3:**

Social Sciences - 9 hours

Fine Arts and Humanities - 6 hours

**Speech Communications**

COMM 1003 Introduction to Communication

COMM 2003 Public Speaking

COMM 2173 Business and Professional Speaking

**Social Sciences**

(Students majoring in engineering may substitute up to six hours of upper level humanities, social sciences, mathematics, or science)

AGBU 2063 Principles of Agriculture Macroeconomics

AGBU 2073 Principles of Agriculture Microeconomics

AMST 2003 American Studies

ANTH 1213 Introduction to Anthropology

ANTH 2003 Cultural Anthropology

ECON 2003 Principles of Economics I

ECON 2013 Principles of Economics II

ECON 2103 Honors Principles of Economics I

GEOG 2013 Regional Geography of the World

HIST 1503 World History to 1500

HIST 1513 World History since 1500

HIST 1543 Honors World History to 1500

HIST 1903 Survey of American History

HIST 2003 United States History to 1877

HIST 2013 United States History since 1877

HIST 2043 Honors United States History to 1877

POLS 2003 American Government

PSY 2003 General Psychology

SOC 1003 Introductory Sociology

**Fine Arts and Humanities**

ART 2123 Experiencing Art

ENGL 2003 Introduction to World Literature  
 ENGL 2013 Introduction to American Literature  
 ENGL 2023 Honors World Literature  
 ENGL 2173 Introduction to Film  
 ENGL 2183 Honors Introduction to Film  
 JOUR 2173 Introduction to Film  
 MUS 2003 Introduction to Music  
 PHIL 2003 Introduction to Philosophy  
 PHIL 2043 Honors Introduction to Philosophy  
 PHIL 2053 Introduction to Critical Thinking  
 TH 2273 Introduction to Theatre

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### Arkansas Course Transfer System (ACTS)

Act 747 of 2011 establishes a statewide common course numbering system for postsecondary courses. The Arkansas Course Transfer System (ACTS) meets this requirement. Before you register for ATU general education courses, please see the transfer table located in the "Admissions" section of this catalog to verify whether you have courses that are transferable.

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### Freshman Orientation

Beginning fall, 2012, students admitted as conditional-prep are required to take an orientation course during their first semester of enrollment (fall or spring).

This orientation class (OZRK 1001) is designed to introduce the beginning student to the Arkansas Tech University-Ozark Campus, its culture, and traditions, and will contain certain common topics. Important policies governing campus life will be explained, and campus resources will be identified. Topics covered in each course will answer many questions typical freshmen have, which will assist in the transition from a high school environment. Subject matter will include managing time, setting academic goals, exam preparation, study and note-taking skills, introduction to library resources, and choosing a program of study and career.

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### State Minimum Core

The courses that comprise Tech's general education curriculum also constitute the University's State Minimum Core, established in accordance with Act 98 of 1989, for implementation the fall semester of 1991. Act 98 requires colleges and universities to identify "a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions."

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### Credit By Examination

Arkansas Tech University recognizes the rigor of Advanced Placement (AP), International Baccalaureate Programme (IB), and the College Level Examination Program (CLEP). Students who have scored accordingly on an AP, IB, or CLEP exam can earn credit toward graduation at Arkansas Tech University by receiving a qualifying score on the examinations. These credits can satisfy general education requirements.

Students who have already earned a grade in a course may not earn duplicate credit through advanced credit. Advanced credit is not used to calculate a student's grade point average, and therefore, cannot be used to retain scholarship awards.

AP, CLEP, and IB scores should be documented on your application for admission. Submit official score reports or readable copies embossed by your high school to the Office of Admissions. Students who have earned International Baccalaureate (IB) credit should submit their IB transcript for evaluation.

No more than a total of 30 semester hours of correspondence, extension, military service, or credit by examination work may be applied as credit towards a degree.

### IB (International Baccalaureate) Diploma

Students who successfully complete the International Baccalaureate Diploma Programme, with a minimum score of four on each examination, will be granted 24 semester credit hours of undergraduate general education courses. ATU may grant fewer than 24 semester credit hours if the student received a score of less than four on an examination administered as part of the IB Diploma Programme.

Following are the IB examinations that Tech will accept, the corresponding qualifying score, and credit awarded.

IB Examination	Qualifying Score	Credit Awarded
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Biology/Standard	4 w/diploma	BIOL 1014 Introduction to Biological Science
Biology/Higher	4	BIOL 1014 Introduction to Biological Science or BIOL 1114 Principles of Biology
Chemistry/Standard	4 w/diploma	CHEM 2124 General Chemistry I
Chemistry/Higher	4	CHEM 2124 General Chemistry I & CHEM 2134 General Chemistry II
Computer Science/Standard	4 w/diploma	COMS 2104 Foundations of Computer Programming I
Computer Science/Higher	4	COMS 2104 Foundations of Computer Programming I
Economics/Standard	4 w/diploma	ECON 2003 Principles of Economics I
Economics/Higher	4	ECON 2003 Principles of Economics I & ECON 2013 Principles of Economics II
English/Standard	4 w/diploma	ENGL 1013 Composition I
English/Higher	4	ENGL 1013 Composition I & ENGL 1023 Composition II
Environmental Systems/Higher	4	BIOL 1004 Principles of Environmental Science
Film Studies/Higher	4	ENGL 2173 Introduction to Film or JOUR 2173 Introduction to Film
Geography/Standard	4 w/diploma	GEOG 2013 Regional Geography of the World
Geography/Higher	4	GEOG 2013 Regional Geography of the World
History/Standard (U.S.)	4 w/diploma	HIST 2003 US History I
History/Higher (U.S.)	4	HIST 2003 US History I & HIST 2013 US History II
History/Standard (World)	4 w/diploma	HIST 1503 World History to 1500
History/Higher (World)	4	HIST 1503 World History to 1500 & HIST 1513 World History since 1500
Japanese: Language A or B/Standard	4 w/diploma	JPN 1013 Beginning Japanese I
Japanese: Language A or B/Standard	5 w/diploma	JPN 1013 Beginning Japanese I & JPN 1023 Beginning Japanese II
Japanese: Language A or B/Higher	4	JPN 1013 Beginning Japanese I& JPN 1023 Beginning Japanese II
Japanese: Language A or B/Higher	5	JPN 1013 Beginning Japanese I, JPN 1023 Beginning Japanese II, JPN 2013 Intermediate Japanese I & JPN 2023 Intermediate Japanese II
Math Studies/Standard	4 w/diploma	MATH 1113 College Algebra
Math Studies/Higher	4	MATH 1203 Plane Trigonometry
Math/Standard	4 w/diploma	MATH 1203 Plane Trigonometry
Math/Higher	4	MATH 2914 Calculus I
Math/Higher	5	MATH 2914 Calculus I & MATH 2924 Calculus II

Music/Standard	4 w/diploma	MUS 1713 Theory I
Music/Higher	4	MUS 1713 Theory I
Music/Higher	5	MUS 1713 Theory I & MUS 1723 Theory II
Philosophy/Standard	4 w/diploma	PHIL 2003 Introduction to Philosophy
Philosophy/Higher	4	PHIL 2003 Introduction to Philosophy
Physics/Standard	4 w/diploma	PHYS 2014 Physical Principles I
Physics/Higher	4	PHYS 2014 Physical Principles I & PHYS 2024 Physical Principles II
Psychology/Standard	4 w/diploma	PSY 2003 General Psychology
Psychology/Higher	4	PSY 2003 General Psychology
Social and Cultural Anthropology/ Standard	4 w/diploma	ANTH 1213 Introduction to Anthropology
Social and Cultural Anthropology/ Higher	4	ANTH 2003 Cultural Anthropology
Spanish: Language A or B/Standard	4 w/diploma	SPAN 1013 Beginning Spanish I
Spanish: Language A or B/Standard	5 w/diploma	SPAN 1013 Beginning Spanish I & SPAN 1023 Beginning Spanish II
Spanish: Language A or B/Higher	4	SPAN 1013 Beginning Spanish I & SPAN 1023 Beginning Spanish II
Spanish: Language A or B/Higher	5	SPAN 1013 Beginning Spanish I, SPAN 1023 Beginning Spanish II, SPAN 2013 Intermediate Spanish I & SPAN 2023 Intermediate Spanish II
Theater Arts/Standard	4 w/diploma	TH 2273 Introduction to Theatre
Theater Arts/Higher	4	TH 2273 Introduction to Theatre
Visual Arts/Standard	4 w/diploma	ART 2123 Experiencing Art
Visual Arts/Higher	4	ART 2123 Experiencing Art

### AP (Advanced Placement) Program

High school students who participated in The College Board's AP Program may receive college credit by attaining Tech's AP qualifying score. Credit earned through AP may satisfy general education requirements. Following are the AP examinations that Tech will accept, the corresponding qualifying score required, and credit awarded.

AP Examination	Qualifying Score	Credit Awarded
Art History	3	ART 2123 Experiencing Art
Biology	3	BIOL 1014 Introduction to Biological Science
Biology	4	BIOL 1114 Principles of Biology
Calculus AB	3	MATH 2914 Calculus I
Calculus BC	3	MATH 2914 Calculus I & MATH 2924 Calculus II
Chemistry	3	CHEM 1113 A Survey of Chemistry, CHEM 1111 Survey of Chemistry Laboratory &

		CHEM 2204 Organic Physiological Chemistry or CHEM 2124 General Chemistry I & CHEM 2134 General Chemistry II
Chinese Language & Culture	3	CHIN 2013 Intermediate Chinese I
Computer Science Principles	3	COMS 1403 Orientation/Computing/Info/ Technology & COMS 1411 Computer and Information Science Lab
Computer Science A	3	COMS 2104 Foundations/Computer Programming I
Computer Science A	4	COMS 2104 Foundations/Computer Programming I & COMS 2203 Foundations/Computer Programming II
English Lang/Comp or Lit/Comp	3	ENGL 1013 Composition I
English Lang/Comp or Lit/Comp	4	ENGL 1013 Composition I & ENGL 1023 Composition II
Environmental Science	3	BIOL 1004 Principles of Environmental Science, ENVS 1004 Principles of Environmental Science or PHSC 1004 Principles of Environmental Science
French Language	3	FR 2013 Intermediate French I
German Language	3	GER 2013 Intermediate German I
Government & Politics: Comparative	4	POLS 2403 Comparative Government
Government & Politics: US	3	POLS 2003 American Government
Human Geography	3	GEOG 2023 Human Geography
Japanese Language & Culture	3	JPN 2013 Intermediate Japanese I
Macroeconomics	3	ECON 2003 Principles of Economics I
Music Theory	3	MUS 2003 Introduction to Music
Physics B	3	PHYS 2014 Physical Principles I & PHYS 2024 Physical Principles II
Physics C: Electricity & Magnetism	3	PHYS 2024 Physical Principles II
Physics C: Electricity & Magnetism	4	PHYS 2124 General Physics II
Physics C: Mechanics	3	PHYS 2014 Physical Principles I
Physics C: Mechanics	4	PHYS 2114 General Physics I
Physics 1	3	PHYS 2014 Physical Principles I
Physics 2	3	PHYS 2024 Physical Principles II
Psychology	3	PSY 2003 General Psychology
Spanish Language	3	SPAN 2013 Intermediate Spanish I
Spanish Literature	4	SPAN 4213 Spanish Literature

Statistics	3	MATH 2163 Introduction to Statistical Methods
Studio Art Design 2-D	4	ART 1403 Two-dimensional Design
Studio Art Drawing	4	ART 1303 Introduction to Drawing
United States/American History	3	HIST 2003 United States History to 1877 & HIST 2013 United States History since 1877
World History	3	HIST 1503 World History to 1500 & HIST 1513 World History since 1500

### College Level Examination Program (CLEP)

CLEP allows students to earn credit toward graduation by attaining Tech's qualifying score on either the general and/or subject examinations. Credit earned through CLEP may satisfy general education requirements. No more than one subject examination may be taken in a particular departmental area, and students must have prior approval from the department in which they are majoring to count the hours toward graduation.

It is recommended that an ACT sub-score of 24 or above or an SAT sub-score of 500 or above be used as a guideline for attempting to earn credit through CLEP. Following are the CLEP examinations that Tech will accept, the corresponding qualifying score required, and credit awarded.

CLEP Examination	Qualifying Score	Credit Awarded
American Government	50	POLS 2003 American Government
American Literature	50	ENGL 2013 Introduction to American Literature
Biology	50	BIOL 1014 Introduction to Biological Science or BIOL 1114 Principles of Biology
Calculus	50	MATH 2914 Calculus I
Chemistry	50	CHEM 2124 General Chemistry I
Chemistry	55	CHEM 2124 General Chemistry I & CHEM 2134 General Chemistry II
College Algebra	50	MATH 1113 College Algebra
College Mathematics	50	MATH 1003 College Mathematics
College Composition	50	ENGL 1013 Composition I
College Composition	59	ENGL 1013 Composition I & ENGL 1023 Composition II
College Composition Modular	50	ENGL 1013 Composition I
College Composition Modular	59	ENGL 1013 Composition I & ENGL 1023 Composition II
English Literature	50	ENGL 3413 British Literature to 1800
English Literature	55	ENGL 3413 British Literature to 1800 & ENGL 3423 British Literature since 1800
French Language	42	FR 1013 Beginning French I
French Language	50	FR 1013 Beginning French I & FR 1023 Beginning French II
German Language	43	GER 1013 Beginning German I
German Language	55	GER 1013 Beginning German I &



		GER 1023 Beginning German II
History of the United States I	50	HIST 2003 United States History to 1877
History of the United States II	50	HIST 2013 United States History since 1877
Human Growth & Development	50	PSY 3813 Lifespan Development
Humanities	50	HUM 2003 Topics in Arts and Humanities
Information Systems & Computer Applications	52	COMS 1003 Introduction to Computer Based Systems
Natural Sciences	56	BIOL 1014 Introduction to Biological Science, PHSC 1013 Introduction to Physical Science, & PHSC 1021 Physical Science Laboratory
Precalculus	50	MATH 1914 Precalculus
Principles of Macroeconomics	50	ECON 2003 Principles of Economics I
Psychology, Introductory	50	PSY 2003 General Psychology
Social Sciences & History	50	HIST 1503 World History to 1500
Social Sciences & History	56	HIST 1503 World History to 1500 & HIST 1513 World History since 1500
Sociology, Introductory	50	SOC 1003 Introductory Sociology
Spanish Language	45	SPAN 1013 Beginning Spanish I
Spanish Language	55	SPAN 1013 Beginning Spanish I & SPAN 1023 Beginning Spanish II

## Institutional Credit

### Computer Science

Students with previous computer experience may petition the Department of Computer and Information Science for credit for COMS 1003 Introduction to Computer Based Systems. Petitioners will be given written and/or oral examinations by a computer science faculty member.

### Challenge Subject Examinations

Students who have had extensive experience in health care and industrial settings may elect to attempt to earn credit through an institutional challenge examination in:

AHS 2013 Medical Terminology

### Prior Learning Assessment

The term "Prior Learning Assessment" (PLA) is the process by which an individual's experiential and extra institutional learning is assessed and evaluated for purposes of granting college credit. Supporting documentation that demonstrates learning outcomes, competencies, and professional skills gained through prior learning must be submitted.

Students may be awarded a maximum of 24 semester credit hours for prior learning not to exceed 50% of the technical coursework required for a technical certificate or associate degree. No more than a total of 30 combined semester hours of correspondence, extension, military service, prior learning assessment, or credit by examination work may be applied as credit towards a degree.

Not all programs provide the PLA credit option.

### Eligibility

A student must be admitted and attending an Arkansas Tech-Ozark certificate or associate degree seeking program to be eligible to apply for PLA credit.

### Application

An application form must be completed and approved to petition for PLA credit. Application for PLA and listing of current approved credit is available on the Arkansas Tech University-Ozark Campus website.

## Internships

Arkansas Tech University endorses the internship approach to learning and has adopted university-wide guidelines. This approach can help students understand the reality of certain careers and supplement academic instruction with practical, realistic implementation in a work environment. Academic credit can be earned for internships in several degree programs. Please see individual programs for availability of specific degree credit.

## ADULT EDUCATION

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The Adult Education program is designed to meet the needs of the adult learner who is interested in finding, improving, or creating a new career path. Students have opportunities to obtain an Arkansas high school diploma (GED), improve basic skills in math, reading, writing, and digital and financial literacy, obtain both state and national certifications, and/or learn to read, write, and speak English.

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## Mission Statement

Arkansas Tech University-Ozark Campus Adult Education is committed to motivating and encouraging our students to continue their education and to function as a competent member of society.

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## General Information

Adult Education is fully approved and funded by both state and federal grants from the Adult Education Division and is a FREE service to the community.

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## Program Options

**Adult Basic Education** is available to all students with or without a high school diploma that require improvement in reading, math, or language skills to qualify for Fast Track classes, prepare for college entrance and/or avoid remediation classes, enter the military, improve work capabilities, or for personal growth. Math and Reading are offered as instructor-led, hybrid classes where students can participate live, virtually, or work outside of the designated class time from the center or at home. All other subjects can be offered through self-directed, computer-based programs with one-on-one assistance from a certified instructor as needed/desired and can be done at the center or from home.

**Fast Track** is available to those students who require the Arkansas High School Diploma and are GED Ready as indicated by scoring a 535 on the Test of Adult Basic Education (TABE). Fast Track classes are online and can be done from home or at the center.

**English as a Second Language (ESL)** allows adults to learn to speak, read, and write English as their second language. Classes are provided both in-person (Clarksville) and online through computer-based learning software such as Rosetta Stone or Burlington English.

**WAGE I** - Workforce Preparation is provided to all students and includes career exploration, work readiness skills, digital literacy, financial literacy, resume building, and interviewing skills. Students who complete all requirements will receive a WAGE I state certification. WAGE I is online and can be completed from home or at the center.

**WAGE II** – Industry Specific certifications are provided to all students who have completed a WAGE I certification and include both in-house certifications as well as partnered certification courses in high demand job areas. ATU Adult Education offers Certified Nursing Assistant, Personal Care Assistant, Education Paraprofessional, Intro to Customer Service, Intro to Manufacturing, and Intro to Digital Literacy classes on a repeating basis, free to students, throughout the school year. In addition, SNAP E&T and TANF scholarships have assisted students in phlebotomy, CDL, medical assisting, medical coding, attending college, and more, to those who qualify.

**Under 18** – Arkansas High School Diploma/GED is available to underage students aged 16 and 17 under specific registration requirements. Students must provide a notarized Intent to Home School or Attendance Waiver document from their local school district, score a 535 in at least one subject area on the TABE, and attend 20 hours per week until GED obtainment to qualify.

**Court Referral Program (CRP)** - ATU Adult Education works with the local District Court Judge in Franklin and Johnson Counties to provide ABE and WAGE I Adult Education classes to students in lieu of paying fines for misdemeanors. Students must be court ordered by the judge, sign an agreement with Adult Education and their probation officer, complete testing requirements, and attend required hours at the center each week.

**Workplace** classes may be arranged on-site with local businesses or industries to upgrade employees' basic skills needed on the job. Contact (479) 667-3520 and ask the director for more information.

**Adult Education Program Director**

Regina Olson  
Ozark Campus- West Annex  
(479) 667-3520  
rolson2@atu.ed

## Locations

**Booneville-Logan County Adult Education Center**

165 N Broadway  
Booneville, AR 72927  
(479) 675-4326  
Instructor: Jessica Brown  
[jbrown93@atu.edu](mailto:jbrown93@atu.edu)

FT Career Coach: Lexi Norris

[lnorris3@atu.edu](mailto:lnorris3@atu.edu)

**Clarksville-Johnson County Adult Education Center**

18 Sherwood Plaza  
Clarksville, AR 72830  
(479) 754-2620

FT Instructor: Mitchell Hook  
[mhook1@atu.edu](mailto:mhook1@atu.edu)

FT Instructor: Jessica Pipkins  
[jpipkins@atu.edu](mailto:jpipkins@atu.edu)

PT Evening Instructor: Kelsey Forrest  
[kmeeks2@atu.edu](mailto:kmeeks2@atu.edu)

PT Evening Instructor: Carla Suiter  
[csuiter1@atu.edu](mailto:csuiter1@atu.edu)

PT Evening Instructor: Angela Wilkerson  
[awilkerson79@atu.edu](mailto:awilkerson79@atu.edu)

FT Career Coach: Carla White  
[cwhite66@atu.edu](mailto:cwhite66@atu.edu)

FT Paraprofessional: Maria Montelongo  
[mmontelongo1@atu.edu](mailto:mmontelongo1@atu.edu)

PT Paraprofessional: Flor Ramirez  
[framirez2@atu.edu](mailto:framirez2@atu.edu)

PT Paraprofessional: Ei Mer  
[emer@atu.edu](mailto:emer@atu.edu)

**Ozark-Franklin County Adult Education Center**

909 N 18th Street, Ozark Campus- West Annex  
Ozark, AR 72949  
(479) 667-3520  
Director/Instructor: Regina Olson  
[rolson2@atu.edu](mailto:rolson2@atu.edu)  
FT Instructor: Emily Morrow  
[emorrow@atu.edu](mailto:emorrow@atu.edu)

FT Instructor: Christy McCollough  
[cmccollough@atu.edu](mailto:cmccollough@atu.edu)

PT Instructor: Lisa Cotner  
[lcotner@atu.edu](mailto:lcotner@atu.edu)

PT Instructor: Linda Proffitt  
[lproffitt1@atu.edu](mailto:lproffitt1@atu.edu)

FT Career Coach: Sherry Hesson  
[shesson@atu.edu](mailto:shesson@atu.edu)

FT TANF & SNAP Employment and Training Coordinator: Mya Jones  
[mjones138@atu.edu](mailto:mjones138@atu.edu)

**Paris-Logan County Adult Education Center**

602 N 10th Street, Room A7  
Paris, AR 72855  
(844) 963-3243 ext. 5111  
FT Paraprofessional: Maria Montelongo  
[mmontelongo1@atu.edu](mailto:mmontelongo1@atu.edu)

FT Career Coach: Lexi Norris  
[lnorris3@atu.edu](mailto:lnorris3@atu.edu)

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## **BUSINESS & INDUSTRY**

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### **Business and Industry Training**

The Business and Industry Training Program at ATU-Ozark offers both customized and open-enrollment training options to meet the needs of employers and communities. We have the capability to utilize expertise of our faculty and also outside training providers for your technical or professional development training needs. Assistance in securing grant funding for training is also available.

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### **Mission**

The mission of the Business and Community Outreach department at Arkansas Tech University-Ozark Campus is to provide relevant, customized and open-enrollment industry training as well as community-based educational and leadership initiatives. We seek to help Arkansas Tech University meet its mission to empower members of the community to achieve their goals and strive to better Arkansas, the region, and beyond through staying responsive to current needs.

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### **Non-credit Instruction**

Instruction can be customized for a particular accompany or offered as an open-enrollment option to a group of companies and individuals. Examples of previous non-credit courses offered include:

#### **Leadership and Communication**

- Managing Meetings
- Communication Skills
- Supervisory Leadership
- Personality Profiles
- Conflict Resolution
- 5Y-Root Cause Analysis
- Goal Setting
- Stress Management

Supervising Diverse Employees  
 Decision Making  
 Brainstorming and Affinity Diagrams  
 Creative Problem Solving  
 Critical Thinking Skills  
 Team Building  
 Productive Work Habits  
 Time Management  
 Cause Mapping

Organizational Leadership and Communication

### **Computer Skills**

Microsoft Excel  
 Microsoft Word  
 Microsoft PowerPoint  
 Microsoft Windows

Cybersecurity

### **Healthcare/Paramedic/EMS**

CPR  
 ICD-10 Coding  
 IV Training  
 Basic Life Support  
 Advanced Cardiac Life Support Instructor  
 Basic Life Support Instructor  
 Pediatric Advanced Life Support Instructor  
 Nursing Assistant (CNA)

Medication Assistant Certified (MA-C)

### **Manufacturing and Technical Skills**

Lean Six Sigma  
 5S  
 Welding Certifications  
 Programmable Logic Controllers  
 Basic Electricity and Electronics  
 Intermediate Electrical  
 Electrical Troubleshooting  
 Advanced Electrical  
 Transformers and AC Circuits  
 Batteries and DC Circuits  
 Three-Phase Systems  
 Reading Technical Diagrams  
 Electrical Measuring Instruments  
 Bearings and Lubrication  
 Maintenance of Mechanical Drives  
 Precision and Laser Alignment  
 Introduction to Hydraulics  
 Hydraulic Systems Maintenance  
 Pneumatic Systems Maintenance  
 Pump Systems  
 Introduction to Blueprint Reading  
 Mechanical Layout  
 Electrical Safe Work Practices (NFPA 70E)  
 Precision Maintenance  
 Radiation Gauge  
 Refrigeration and EPA Certification  
 Sootblower  
 Crane Training  
 Steam Systems  
 ISO

Technical Mathematics  
Confined Space  
Efficiency Principles in Manufacturing  
Heat Treat/Furnace  
Rigging  
Painting for Industrial Applications

JLG and Scissor Lift

NEPA 70E

Pump and Seal

### **Apprenticeships**

Industrial Electrician Apprenticeship

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## **CAREER PATHWAYS INITIATIVE**

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The Arkansas Career Pathways Initiative (CPI) is a grant-funded program that enables Arkansas Tech University to offer help to qualifying parents. CPI aids parents in overcoming the barriers that keep them from receiving the training and education needed to succeed in today's workforce. Career Pathways provides associate degree and technical certificate seeking parents with services and resources needed to capture high wage / high demand careers.

Career Pathways provides a framework for connecting a series of educational programs with integrated work experience and support services. This combination of structured learning creates achievable stepping-stones for career advancement and increases the pool of qualified workers needed by Arkansas employers.

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### **Features of the Career Pathways program include:**

- Enhanced student services such as intensive advising, life skills workshops, career assessment, job search skills, and job placement assistance.
- Outreach via community-based organizations.
- Assistance with transportation costs, books, tuition, supplies, and testing fees (Assistance is limited by available funds, program guidelines, and state priority goals.)
- Educational tools such as: a laptop loaner and Wi-Fi hotspot loaner programs.

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### **Eligibility is determined via the following income and/or categorical eligibility categories:**

- Parent of a dependent child (under 21) and residing in Arkansas. This includes custodial and noncustodial parents, parents who are justice-involved, or minor parents who are not head of household
- Student must either:
- Have a household income that is less than or equal to 250% of the Federal Poverty Line guidelines.
- OR be a current or former TEA recipient, or current SNAP, Medicaid or ArKids recipient

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### **Program Director**

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# AIR CONDITIONING & REFRIGERATION PROGRAM

## ABOUT AIR CONDITIONING & REFRIGERATION

The air conditioning and refrigeration industry offers a bright future for people who wish to prepare for entry into this profession. This field includes sales, installation, maintenance, service and operation of equipment not only in residential settings, but also in commerce and industry. The need for air conditioning and refrigeration service technicians will continue to expand with the growth of computer applications into the industrial fields. This program also places emphasis on Green Technology initiatives and incorporates an emphasis on PV arrays and wind turbines.

The Air Conditioning and Refrigeration program at Arkansas Tech University-Ozark Campus is accredited by HVAC Excellence, P.O. Box 491, Mount Prospect, IL 60056; telephone: (800) 394-5268; website: [www.hvacexcellence.org](http://www.hvacexcellence.org).

Arkansas Tech University-Ozark Campus offers a certificate of proficiency in air conditioning and refrigeration (16 hours), a technical certificate in air conditioning and refrigeration (36 hours), and an associate of applied science degree in air conditioning and refrigeration (60 hours) with an available option of Facilities Management, in a completely equipped shop. Students are required to take and pass the Environmental Protection Agency (EPA) Section 608 Certification Test and will earn a universal license. Students will also sit for Employment Ready (ER) Electrical, ER Air Conditioning, and ER Heat Pumps industry competency exams through HVAC Excellence prior to graduation.

The facilities maintenance/management program offers training in addition to the Air Conditioning and Refrigeration course work to enable graduates to pursue broader employment opportunities. Course work prepares students for careers in facilities maintenance fields. Students pursuing the Associate of Applied Science degree will be better prepared to pursue positions that will lead to promotion and management positions in the facilities fields.

Students pursuing a certificate of proficiency in construction technology or air conditioning and refrigeration may take classes concurrently with their regular high school studies and earn college credit, which will apply to the technical certificate and associate of applied science degree.

### Associate Degrees

[Air Conditioning & Refrigeration](#)  
[Air Conditioning & Refrigeration Facilities Management Option](#)

### Technical Certificates

[Air Conditioning & Refrigeration](#)  
[Air Conditioning & Refrigeration Facilities Maintenance Option](#)

### Certificate of Proficiency

[Air Conditioning & Refrigeration](#)  
[Construction Technology](#)

## ASSOCIATE OF APPLIED SCIENCE IN AIR CONDITIONING & REFRIGERATION

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### 1st Semester

Course Number and Name	Credits
ACR 1203	3
ACR 1205	5
ACR 1301	1
ACR 1302	2
ENGL 1013	3
TMAT 1203	3
<b>Total Hours</b>	<b>17</b>



**2nd Semester**

Course Number and Name	Credits
ACR 1222	2
ACR 1503	3
ACR 1602	2
ACR 2102	2
ACR 2104	4
ENGL 1023	3
<b>Total Hours</b>	<b>16</b>

**3rd Semester**

Course Number and Name	Credits
Any Approved Social Science <sup>1</sup>	3
ACR 2112	2
ACR 2134	4
BST 1303 or CIS 1113	3
<b>Total Hours</b>	<b>12</b>

**4th Semester**

Course Number and Name	Credits
ACR 2114	4
ACR 2124	4
INT 2904	4
WLD 1403	3
<b>Total Hours</b>	<b>15</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements".

\*Usually offered in Summer

## **ASSOCIATE OF APPLIED SCIENCE IN AIR CONDITIONING & REFRIGERATION - FACILITIES MANAGEMENT OPTION**

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

**1st Semester**

Course Number and Name	Credits
ACR 1203	3
ACR 1205	5
ACR 1301	1
ACR 1302	2
ENGL 1013	3
WLD 1302	2
<b>Total Hours</b>	<b>16</b>

**2nd Semester**

Course Number and Name	Credits
ACR 1222	2
ACR 1503	3
ACR 1602	2
FAC 2202	2
FAC 2212	2
TMAT 1203	3
<b>Total Hours</b>	<b>14</b>

**3rd Semester**

Course Number and Name	Credits
FAC 2104 or Approved Elective	3
BST 2143	3
BST 1303 or CIS 1113	3
ICS 2123	3
Approved Elective	3
<b>Total Hours</b>	<b>15</b>

**4th Semester**

Course Number and Name	Credits
Any Approved Social Science <sup>1</sup>	3
INT 2904	4
ENGL 1023	3
FAC 2222	2
WLD 1403	3

Course Number and Name	Credits
<b>Total Hours</b>	<b>15</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements". (Suggested approved electives include: AST 1004, BST 1073, CRT 1124, ICS 1163 and ICS 1173, or ICS 1303)

\*Usually offered in Summer

## CERTIFICATE OF PROFICIENCY IN AIR CONDITIONING & REFRIGERATION

The Certificate of Proficiency in Air Conditioning and Refrigeration is an industry that offers a bright future for people who wish to prepare for entry into this profession. This field includes, sales, installation, maintenance, service and operation of equipment not only in residential settings, but also in commerce and industry. The need for air conditioning and refrigeration service technicians will continue to expand with the growth of computer applications into the industrial fields. This certificate of proficiency may be applied to the Technical Certificate in Air Conditioning and Refrigeration and the Associate of Applied Science degree in Air Conditioning and Refrigeration.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

ACR 1203 Fundamentals of Electricity	3
ACR 1301 Industrial Safety in ACR	1
ACR 1602 Schematics	2
ACR 1205 Tubing & Piping	5
ACR 1302 Basic Compression & Refrigeration	2
ACR 1503 Electronic Components	3
<b>Total Hours</b>	<b>15</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## CERTIFICATE OF PROFICIENCY IN CONSTRUCTION TECHNOLOGY

The Certificate of Proficiency in Construction Technology is a course of study that prepares students for entry-level employment in maintenance or construction related field. This certificate of proficiency may be applied to the Technical Certificate in Facilities Maintenance and the Associate of Applied Science degree in Air Conditioning and Refrigeration with an emphasis in Facilities Management.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
FAC 2102	2
FAC 2104	4
FAC 2202	2
FAC 2212	2
<b>Total Hours</b>	<b>10</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE IN AIR CONDITIONING AND REFRIGERATION

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
ACR 1203	3
ACR 1205	5
ACR 1301	1
ACR 1302	2
BST 1003	3
TMAT 1203	3
<b>Total Hours</b>	<b>17</b>

#### Spring

Course Number and Name	Credits
ACR 1222	2
ACR 1503	3
ACR 1602	2
ACR 2102	2
ACR 2104	4
<b>Total Hours</b>	<b>13</b>

#### 1st Summer Session (five-week courses)

Course Number and Name	Credits
ACR 2112	2
INT 2904	4
<b>Total Hours</b>	<b>6</b>

## TECHNICAL CERTIFICATE IN AIR CONDITIONING AND REFRIGERATION - FACILITIES MAINTENANCE OPTION

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
ACR 1203	3

Course Number and Name	Credits
ACR 1205	5
ACR 1301	1
ACR 1302	2
BST 1003	3
WLD 1302	2
<b>Total Hours</b>	<b>16</b>

**Spring**

Course Number and Name	Credits
ACR 1222	2
ACR 1503	3
ACR 1602	2
TMAT 1203	3
FAC 2202	2
FAC 2212	2
<b>Total Hours</b>	<b>14</b>

**1st Summer Session (five-week courses)**

Course Number and Name	Credits
ICS 2123	3
Approved Elective	3
<b>Total Hours</b>	<b>6</b>

*Suggested approved electives include: AST 1004, BST 1073, CRT 1124, ICS 1104, or ICS 1303*

*(Concurrent students who earn a Certificate of Proficiency in Construction Technology may progress to earn a Technical Certificate in Air Conditioning and Refrigeration - Facilities Maintenance Option by completing the remaining required courses below.)*

**Certificate of Proficiency in Construction Technology**

Course Number and Name	Credits
FAC 2102	2
FAC 2104	4
FAC 2202	2
FAC 2212	2
<b>Total Hours</b>	<b>10</b>

**Fall**

Course Number and Name	Credits
ACR 1203	3
ACR 1205	5
ACR 1301	1
ACR 1302	2
BST 1003	3
WLD 1302	2
<b>Total Hours</b>	<b>16</b>

**Spring**

Course Number and Name	Credits
ACR 1222	2
ACR 1503	3
ACR 1602	2
TMAT 1203	3
<b>Total Hours</b>	<b>10</b>

# AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

## ABOUT AUTOMOTIVE SERVICE TECHNOLOGY

The Automotive Service Technology program allows students to gain in-depth knowledge and hands-on training in automotive repair. Our program adheres to Automotive Service Excellence (ASE) curriculum standards, preparing students for entry-level employment in the automotive repair industry.

The Automotive Service Technology program currently holds certification from Automotive Service Excellence (ASE) and offers courses in all eight certification areas. Students can take examinations and earn ASE Student Certification in each of these areas.

This program features instruction with an emphasis on automotive diagnosis, inspection, adjustments and service. In addition, students are taught to test, diagnose, service and replace electronic controls, fuel injection components and accessories, air conditioning units, lighting circuits, and safety and warning devices.

The importance of competent automobile repair in today's mobile society cannot be overstated. Because vehicles have skyrocketed in cost and are kept in service longer, there is a shortage of trained, knowledgeable technicians.

Skilled technicians are needed to perform preventive maintenance, repairs and adjustments. Challenges in this field include servicing electrical systems, brakes, wheel alignments, fuel injection systems, transmissions and driveline repairs, among many others.

Employment opportunities exist in every community and in all parts of the country. Advancement in the field ranges from service technician to manager to shop owner. The opportunities are limitless.

Each student is required to furnish their own tools as approved by the instructor.

High school students may begin the Automotive Services Technology program by taking classes concurrently with their regular studies and earn college credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

### Associate Degree

| [Automotive Service Technology](#)

### Technical Certificate

| [Automotive Service Technology](#)

### Certificate of Proficiency

| [Automotive Service Technology](#)

## ASSOCIATES IN AUTOMOTIVE SERVICE TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
AST 1003	3
AST 1004	4
AST 1113	3
CIS 1113	3
ENGL 1013	3
<b>Total Hours</b>	<b>16</b>

#### Spring

Course Number and Name	Credits
AST 1005	5
AST 1103	3
AST 1213	3
AST 2103	3
TMAT 1203	3
<b>Total Hours</b>	<b>17</b>

**1st Summer Session (five-week course)**

Course Number and Name	Credits
AST 1203	3
<b>Total Hours</b>	<b>3</b>

**Fall**

Course Number and Name	Credits
AST 1223	3
AST 2203	3
AST 2303	3
AST 2003	3
ENGL 1023	3
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
AST Approved Elective	3
Social Science Elective	3
WLD 1403	3
<b>Total Hours</b>	<b>9</b>

*Approved Electives must be approved by the program director.*

## **CERTIFICATE OF PROFICIENCY IN AUTOMOTIVE SERVICE TECHNOLOGY**

The Certificate of Proficiency in Automotive Service is a course of study that prepares students for entry-level employment in Automotive Service. This certificate of proficiency may be applied to the Technical Certificate in Automotive Service Technology and the Associate of Applied Science degree with an emphasis in Automotive Service Technology.

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.



Course Number and Name	Credits
AST 1003	3
AST 1004	4
AST 1103	3
AST 1213	3
AST 2103	3
<b>Total Hours</b>	<b>16</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE IN AUTOMOTIVE SERVICE TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
AST 1003	3
AST 1004	4
AST 1113	3
CIS 1113	3
BST 1003	3
<b>Total Hours</b>	<b>16</b>

#### Spring

Course Number and Name	Credits
AST 1005	5
AST 1103	3
AST 1213	3
AST 2103	3
TMAT 1203	3
<b>Total Hours</b>	<b>17</b>

#### 1st Summer Session (five-week course)

Course Number and Name	Credits
AST 1203	3
<b>Total Hours</b>	<b>3</b>

# BANKING SERVICES PROGRAM

## ABOUT BANKING SERVICES

The Banking Services program of study is designed to prepare graduates for entry-level jobs at banks, credit unions, insurance agencies, and other financial institutions. Course work is designed to provide the banking industry with skilled employees who possess strong communication, math, critical thinking, computer skills and knowledge of banking processes and regulations.

A career in banking opens doors of possibility, and provides the banking professional many opportunities to use their skills in meaningful ways. Within banking operations, there is a place for all personality types to fill positions where you may work with the public all or part of the time, or you can work behind the scenes. Banking services involves direct work with the public through teller operations, loan officers and branch managers. For professionals looking to work behind the scenes, there are positions where you can work indirectly with the public in positions where you are helping troubleshoot and solve problems with customer service, solving online banking issues, or researching ATM and Fraud disputes. For those who like to work in a non-public facing post, there are positions where you can work in areas such as data entry or loan documentation review and maintenance. Our Banking Service program provides students the skills necessary to succeed in all areas of banking.

High school students may begin the Banking Services program by taking classes concurrently with their regular studies and earn college credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

### Associate Degrees

| [Banking Services](#)

### Technical Certificates

| [Banking Services](#)

### Certificate of Proficiency

| [Banking Services](#)

## ASSOCIATES DEGREE IN BANKING SERVICES

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall, Spring, or Summer

Course Number and Name	Credits
BNK 2916 (high school students only) <i>or</i> BNK 2993 and one approved elective	6
<b>Total Hours</b>	<b>6</b>

#### Fall

Course Number and Name	Credits
BNK 2313	3
BNK 2323	3
BST 1083	3
BST 1303 or CIS 1113	3
ENGL 1013	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
BNK 2303	3
BST 1053	3
BST 1073	3
BST 1013	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

**Fall**

Course Number and Name	Credits
BNK 2333	3
BST 2053	3
BST 2213	3
BST 2543	3
ENGL 1023	3
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
Approved Social Science Elective*	3
BNK 2343	3
BST 2443	3
<b>Total Hours</b>	<b>9</b>

\*See appropriate alternatives or substitutions in "General Education Requirements"

Approved Electives may include: *BNK2993, BST 1043, BST 1013, BST 2023, BST 2533, CIS 1233, CIS 2143, HS 2113*. Any other elective must be approved by program chair.

## CERTIFICATE OF PROFICIENCY IN BANKING SERVICES

The Certificate of Proficiency in Banking Services gives students the opportunity to earn a certificate while completing coursework toward a higher degree. Courses completed in the Certificate of Proficiency will apply toward the completion of both a Technical Certificate and an Associate of Applied Science degree in Banking Services. It will increase opportunities for entry level employability by improving qualifications of the applicant pool and better meet the increasing demand for support skills in the banking services field.

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
BNK 2313	3

Course Number and Name	Credits
BNK 2323	3
BNK 2916 (high school students only) or one approved elective credit and BNK 2993	6
<b>Total Hours</b>	<b>12</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE IN BANKING SERVICES

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
BNK 2313	3
BNK 2323	3
BST 1083	3
BST 1303 or CIS 1113	3
ENGL 1013	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
BNK 2303	3
BST 1053	3
BST 1073	3
BST 1013	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

#### Summer

Course Number and Name	Credits
BNK 2916 (high school students only) or one approved elective credit and BNK 2993	6
<b>Total Hours</b>	<b>6</b>

Approved Electives may include *BNK 2993, BST 1043, BST 2013, BST 2023, BST 2533, CIS 1233, CIS 2143, HS 2113*. Any other elective must be approved by program chair.

# BUSINESS TECHNOLOGY PROGRAM

## ABOUT BUSINESS TECHNOLOGY

The **Business Technology** program is designed to prepare students for a career as an administrative assistant, accounting clerk, computer operator, or office manager. Students will gain the professional and computer knowledge for meeting the necessary skills to attain positions in their chosen field. Given the necessary time on the job to build expertise and accumulate experience, students can take advantage of opportunities to advance. Comprehensive computer classes and their applications prepare students for the MOS (Microsoft Office Specialist) certification exam in several Office applications.

The **Business Technology - Human Resource Management** associate of applied sciences degree program of study will prepare students for an entry-level position in the field of human resources. Students will focus on local, state and federal employment laws/regulations and learn ethical employment practices. This program option will prepare the student to provide support to companies and employees. Graduates of this program will learn to manage a company's most important assets – its employees.

The **Office Support Specialist** certificate of proficiency will provide students with a basic understanding of communication, office administration, technology, and information management. Courses completed in the certificate of proficiency will apply toward the completion of both a technical certificate and an associate of applied science degree in business technology.

### Associate Degrees

Business Technology  
Business Technology Human Resources Management Option

### Technical Certificates

Business Technology

### Certificate of Proficiency

Office Support Specialist

## ASSOCIATES DEGREE IN BUSINESS TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### 1st Semester

Course Number and Name	Credits
BST 1013	3
BST 1073	3
BST 1303	3
ENGL 1013	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

#### 2nd Semester

Course Number and Name	Credits
BST 1033	3
BST 1043	3
BST 1053	3

Course Number and Name	Credits
BST 2113	3
BST 2133	3
<b>Total Hours</b>	<b>15</b>

**3rd Semester**

Course Number and Name	Credits
BST 1063	3
BST 1083	3
BST 2123	3
BST 2143	3
ENGL 1023	3
<b>Total Hours</b>	<b>15</b>

**4th Semester**

Course Number and Name	Credits
Any Approved Social Science <sup>1</sup>	3
BST 2053 or BST 2153	3
BST 2163	3
INT 2903	3
Approved Elective	3
<b>Total Hours</b>	<b>15</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements".

\* Usually offered in Summer

Approved Electives may include *BST 2053, BST 2213, BST 2223, BST 2993*, or other Business Technology courses not required by this curriculum.

## **ASSOCIATES DEGREE IN BUSINESS TECHNOLOGY - HUMAN RESOURCE MANAGEMENT OPTION**

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

**1st Semester**

Course Number and Name	Credits
BST 1303	3
BST 2133	3
BST 2513	3
BST 2523	3

Course Number and Name	Credits
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

**2nd Semester**

Course Number and Name	Credits
BST 1013	3
BST 1033	3
BST 2533	3
ENGL 1013	3
PSY 2003 or SOC 1003	3
<b>Total Hours</b>	<b>15</b>

**3rd Semester**

Course Number and Name	Credits
Approved Elective	3
BST 2113	3
BST 2143	3
BST 2543	3
ENGL 1023	3
<b>Total Hours</b>	<b>15</b>

**4th Semester**

Course Number and Name	Credits
Approved Electives	3
BST 1043	3
BST 1053	3
BST 1073	3
BST 2213	3
<b>Total Hours</b>	<b>15</b>

*Approved Electives may include [BST 1083](#), [BST 2053](#), [BST 2123](#), [BST 2223](#), [BST 2173](#), [BST 2993](#), [HS 1123](#) or other Business Technology courses not required by this curriculum.*

**OFFICE SUPPORT SPECIALIST CERTIFICATE OF PROFICIENCY**

The Certificate of Proficiency in Office Support Specialist gives students the opportunity to earn a certificate while completing coursework toward a higher degree. Courses completed in the Certificate of Proficiency will apply toward the completion of both a Technical Certificate and an Associate of Applied Science degree in Business Technology. It will provide students with a basic understanding of communication, office administration, technology, and information management.

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
BST 1013	3
BST 1033	3
BST 1043	3
BST 1053	3
BST 1303	3
<b>Total Hours</b>	<b>15</b>

*To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.*

**TECHNICAL CERTIFICATE IN BUSINESS TECHNOLOGY****Curriculum**

The matrix below is a sample plan for all coursework required for this program.

**1st Semester**

Course Number and Name	Credits
Approved Elective Credit	3
BST 1003	3
BST 1073	3
BST 1303	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

**2nd Semester**

Course Number and Name	Credits
BST 1013	3
BST 1033	3
BST 1043	3
BST 1053	3
BST 2133	3
<b>Total Hours</b>	<b>15</b>

**1st Summer Session (five-week courses)**

Course Number and Name	Credits
BST 2113	3



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Course Number and Name	Credits
BST 2123	3
<b>Total Hours</b>	<b>6</b>

# CARDIO TECHNOLOGY PROGRAM

## ABOUT CARDIAC SONOGRAPHY

Students who complete the non-invasive Cardiac Sonography (CS) program of study will be prepared to enter the healthcare field in cardiac sonography labs as adult cardiac sonographers. Cardiac sonography, also known as echocardiography, is a rapidly advancing specialty area of cardiac imaging that uses ultrasound technology to evaluate the heart. With this technology, a cardiac sonographer uses sound waves created by the machine to acquire images of the cardiac chambers, walls, valves and blood flow.

The cardiac sonographer is a skilled person qualified by academic and clinical preparation to have:

- A detailed working knowledge of the anatomy and physiology of the heart
- The ability to optimize images
- A thorough understanding of cardiac pathology and its effects on the heart
- The ability to comprehend the sonographic appearance of normal and abnormal cardiac conditions.

Cardiac sonographers generally work closely with cardiologists, who use the images to diagnose cardiac diseases.

Students completing the Associate of Applied Science in Cardiac Sonography prepare to sit for the Registered Cardiac Sonographer (RCS) exam through Cardiovascular Credentialing International (CCI) and the Registered Diagnostic Cardiac Sonographer (RDCS) exam through American Registry for Diagnostic Medical Sonography (ARDMS).

The CS program is in Fort Smith, AR.

The Cardiac Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org>), upon the recommendation of The Joint Review Committee on Education on Cardiovascular Technology (JRC-CVT).

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350

*Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

Students are advised that the Cardiac Sonography Program (CS) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the CS Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The CS program is very intense and requires approximately 30-40 hours per week of theory /lab/fieldwork. This estimate does not include prep or study time.

The hours ascribed to each semester while in the CS Program are considered by the program to be full time.

### Associate Degree

| [Cardiac Sonography](#)

## ASSOCIATES DEGREE IN CARDIAC SONOGRAPHY

*Students must apply to and be admitted into the technical phase of the program before taking any of the CVT courses below.*

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013	3
HSCI 1113	3
HSCI 1123	3

Course Number and Name	Credits
MATH 1003 or MATH 1113	3
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
BIOL 1014 or PHSC 1013 and PHSC 1021	4
ENGL 1023	3
HSCI 1243	3
PSY 2003	3
EMTP 1001	1
<b>Total Hours</b>	<b>14</b>

**Fall**

Course Number and Name	Credits
CVT 2112	2
CVT 2123	3
CVT 2132	2
CVT 2133	3
CVT 2144	4
<b>Total Hours</b>	<b>14</b>

**Spring**

Course Number and Name	Credits
CVT 2211	1
CVT 2213	3
CVT 2223	3
CVT2231	1
CVT 2233	3
CVT 2244	4
<b>Total Hours</b>	<b>15</b>

**Summer**

Course Number and Name	Credits
CVT 2312	2

Course Number and Name	Credits
CVT 2313	3
CVT 2323	3
CVT 2344	4
<b>Total Hours</b>	<b>12</b>

# COLLISION REPAIR TECH PROGRAM

## ABOUT COLLISION REPAIR TECHNOLOGY

The work of the collision repair technician consists of those jobs that require knowledge of automotive construction and a relatively high degree of manual dexterity. Collision repair technicians fix vehicle bodies when they have been damaged. Paint and body work is a skilled art. Surface preparation is the most important step of any body repair project. Body filler, sanding, priming, cleaning, and more help create the perfect surface for paint.

Students enrolled in this program will become skilled in frame alignment, dent removal, replacing damaged parts, color matching, painting, and principles of custom painting. Students will receive instruction in solvent-based paints and in the implementation of green technology with water-borne paints.

Our program will teach you how to diagnose body damage, prescribe a plan for correcting that damage and then restore the vehicle to meet industry standards.

While collision repair is the main focus of this program, computer technology also plays an important role. In the shop, you'll use software that estimates collision damage, matches paint colors for mixing and helps you manage inventory. You may gain in-depth instruction in this software during your collision repair program, but having sufficient computer proficiency beforehand can allow you to gain a better grasp of this complex technology during the learning process. You may benefit from taking a fundamental computer operation course early on in your education.

Employers usually favor technicians who've completed a postsecondary program. In fact, employers often send their own technicians back to school to advance their educations.

The Collision Repair Technology program currently holds certification from the National Automotive Technicians Education Foundation (NATEF) in painting and refinishing.

Each student will be required to furnish their own tools as approved by the instructor.

### Associate Degree

| [Collision Repair Technology](#)

### Technical Certificate

| [Collision Repair Technology](#)

## ASSOCIATES DEGREE IN COLLISION REPAIR TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
CRT 1103	3
CRT 1114	4
CRT 1124	4
CRT 1134	4
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
CRT 1214	4
CRT 1224	4

Course Number and Name	Credits
CRT 1234	4
ENGL 1013	3
<b>Total Hours</b>	<b>15</b>

**1st Summer Session (5-week course)**

Course Number and Name	Credits
CRT 1322	2
CRT 1332	2
CRT 1342	2
<b>Total Hours</b>	<b>6</b>

**Fall**

Course Number and Name	Credits
Any Approved Social Science <sup>1</sup>	3
CRT 2114	4
CRT 2124	4
ENGL 1023	3
<b>Total Hours</b>	<b>14</b>

**Spring**

Course Number and Name	Credits
CRT 2134	4
BST 1303 or CIS 1113	3
TMAT 1203	3
<b>Total Hours</b>	<b>10</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements"

## TECHNICAL CERTIFICATE IN COLLISION REPAIR TECHNOLOGY

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

**Fall**

Course Number and Name	Credits
CRT 1103	3
CRT 1114	4

Course Number and Name	Credits
CRT 1124	4
CRT 1134	4
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
BST 1003	3
CRT 1214	4
CRT 1224	4
CRT 1234	4
<b>Total Hours</b>	<b>15</b>

**1st Summer Session (five-week course)**

Course Number and Name	Credits
CRT 1322	2
CRT 1332	2
CRT 1342	2
<b>Total Hours</b>	<b>6</b>

# COMPUTER INFORMATION TECHNOLOGY PROGRAM

## ABOUT COMPUTER INFORMATION TECHNOLOGY

With the growing importance of computers in the workplace and the emphasis on more sophisticated technologies, qualified computer technicians are in high demand. This program is designed to provide individuals with the knowledge and skills needed to become network administrators. Training includes operating systems, computer repair, programming, networking, emerging trends and troubleshooting skills.

The Computer Information Technology program integrates Cisco technology into their curriculum to prepare students for entry-level career opportunities, continuing education, and pursuit of globally-recognized Cisco CCNA certifications and other industry-standard certifications such as MTA, A+, Networking+, etc. Certificates also included are Cisco Cyber Ops Associates, CCNAv7 Switching, routing, and wireless, and CCNAv7 Introduction to Network.

High school students may begin the Computer Information Technology program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

### Associate Degree

| [Computer Information Technology](#)

### Technical Certificate

| [Computer Information Technology](#)

### Certificate of Proficiency

| [Computer Information Technology](#)  
[Mobile Applications](#)

## ASSOCIATES DEGREE IN COMPUTER INFORMATION TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
Approved Elective Credit	3
CIS 1103	3
CIS 1113	3
CIS 1153	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
ENGL 1013	3
CIS 1203	3
CIS 1213	3
CIS 1253	3
CIS 1303	3



Course Number and Name	Credits
<b>Total Hours</b>	<b>15</b>

**2nd Summer Session (five-week courses)**

Course Number and Name	Credits
CIS 1233	3
CIS 1243	3
<b>Total Hours</b>	<b>6</b>

**Fall**

Course Number and Name	Credits
CIS 2153	3
CIS 2133	3
CIS 2143	3
Approved Elective	3
<b>Total Hours</b>	<b>12</b>

**Spring**

Course Number and Name	Credits
Any Approved Social Science	3
ENGL 1023	3
Approved Elective	6
<b>Total Hours</b>	<b>12</b>

*Approved electives include (but are not limited to): BST 2153, any additional CIS course, any ICS course. Electives must be approved by the program director. (Green electives include CIS 2203, ICS 2203, ICS 2115, and ICS 2116.)*

*\*Usually offered in Summer.*

## **CERTIFICATE OF PROFICIENCY IN COMPUTER INFORMATION TECHNOLOGY**

The Certificate of Proficiency in Computer Information Technology is a course of study that prepares students for entry-level employment in a computerized field. The courses within the certificate of proficiency can lead to a new career or simply enhance a person's skill set to make him/her more productive and marketable. This certificate of proficiency may be applied to the Technical Certificate in Computer Information Technology and the Associate of Applied Science degree in Computer Information Technology.

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
CIS 1103	3
CIS 1113	3

Course Number and Name	Credits
CIS 1153	3
CIS 1303	3
<b>Total Hours</b>	<b>12</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## CERTIFICATE OF PROFICIENCY IN MOBILE APPLICATIONS

The Certificate of Proficiency in Mobile Applications is a course of study that introduces students to mobile application development with modern web application technologies. This certificate of proficiency may be applied to the Technical Certificate in Computer Information Technology and the Associate of Applied Science degree in Computer Information Technology.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
CIS 1103	3
CIS 1113	3
CIS 1243	3
CIS 2213	3
<b>Total Hours</b>	<b>12</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE IN COMPUTER INFORMATION TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
Approved Elective Credit	3
CIS 1103	3
CIS 1113	3
CIS 1153	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
BST 1003	3

Course Number and Name	Credits
CIS 1203	3
CIS 1213	3
CIS 1253	3
CIS 1303	3
<b>Total Hours</b>	<b>15</b>

**2nd Summer Session (5-week courses)**

Course Number and Name	Credits
Approved Elective Credit	6
<b>Total Hours</b>	<b>6</b>

*Approved electives include (but are not limited to): [BST 2153 Database Management](#), any additional CIS course, any ICS course. Electives must be approved by the program director.*

# COSMETOLOGY PROGRAM

## ABOUT COSMETIC SCIENCE

This program is designed to prepare students for professional licensing in the cosmetology field. Students are taught the basic techniques of hair care, chemical relaxing, professional ethics, sanitation, manicuring, facials, salon management, and rules and regulations as designated by the state.

The Arkansas State Health Department Cosmetology Division requires an individual to successfully complete 1500 clock hours in order to qualify for the state cosmetology licensing examination. Being convicted of a felony as provided under § 17-3-102 may disqualify you from licensure. In addition to admission requirements for this program, a student must submit a copy of their social security number, driver's license, and copy of high school transcript or proof of GED for a temporary training permit.

*Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies or Certificate of Health Professions until admitted into their selected program.*

### Associate Degree

| [Cosmetic Science](#)

### Technical Certificate

| [Cosmetology](#)

## ASSOCIATES DEGREE IN COSMETIC SCIENCE

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### 1st Semester Fall or Spring

Course Number and Name	Credits
COS 1101	1
COS 1107	7
COS 1121	1
COS 1131	1
COS 1141	1
COS 1151	1
<b>Total Hours</b>	<b>12</b>

#### 2nd Semester Spring or Fall

Course Number and Name	Credits
COS 1201	1
COS 1207	7
COS 1221	1
COS 1231	1
COS 1241	1
COS 1251	1
BST 1303	3

Course Number and Name	Credits
<i>or</i> CIS 1113	
<b>Total Hours</b>	<b>15</b>

**3rd Semester Fall or Spring**

Course Number and Name	Credits
COS 2301	1
COS 2307	7
COS 2321	1
COS 2331	1
COS 2341	1
COS 2351	1
ENGL 1013	3
<b>Total Hours</b>	<b>15</b>

**4th Semester 1st Summer Session**

Course Number and Name	Credits
COS 2404	4
COS 2403	3
<b>Total Hours</b>	<b>7</b>

**5th Semester Spring or Fall**

Course Number and Name	Credits
Any Approved Social Science <sup>1</sup>	3
Elective Credit	2
ENGL 1023	3
TMAT 1203	3
<b>Total Hours</b>	<b>11</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements"

**TECHNICAL CERTIFICATE IN COSMETOLOGY****Curriculum**

The matrix below is a sample plan for all coursework required for this program.

**1st Semester Fall or Spring**

Course Number and Name	Credits
COS 1101	1
COS 1107	7
COS 1121	1
COS 1131	1
COS 1141	1
COS 1151	1
<b>Total Hours</b>	<b>12</b>

**2nd Semester Spring or Fall**

Course Number and Name	Credits
COS 1201	1
COS 1207	7
COS 1221	1
COS 1231	1
COS 1241	1
COS 1251	1
<b>Total Hours</b>	<b>12</b>

**1st Summer Session (five-week course)**

Course Number and Name	Credits
COS 2404	4
<b>Total Hours</b>	<b>4</b>

**3rd Semester Fall or Spring**

Course Number and Name	Credits
COS 2301	1
COS 2307	7
COS 2321	1
COS 2331	1
COS 2341	1
COS 2351	1
<b>Total Hours</b>	<b>12</b>

# CULINARY ARTS PROGRAM

## CERTIFICATE OF PROFICIENCY IN CULINARY ARTS

The Certificate of Proficiency in Culinary Arts is a course of study that prepares students for entry-level employment in the restaurant and food service industry. The courses within the certificate of proficiency can lead to a new career or simply enhance a person's skill set to make him/her more productive and marketable.

This certificate of proficiency is currently offered only to concurrent students at the Arkansas Tech Career Center.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
CA 1013	3
CA 1023	3
CA 1113	3
CA 1213	3
CA 1223	3
<b>Total Hours</b>	<b>15</b>

*To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.*

# GENERAL STUDIES PROGRAM

## ASSOCIATE OF GENERAL STUDIES

The associate of general studies degree provides students the flexibility to create a customized program of study designed to fulfill a unique career goal which is not available through any single technical certificate or associate of applied science degree currently offered at Arkansas Tech University-Ozark Campus.

Students who earn this degree will take a core of general education course work and technical coursework (or higher college level course work) recommended by an academic advisor. The associate of general studies provides a degree path toward the Bachelor of Applied Science, Bachelor of Professional Studies or another bachelor degree.

Students may utilize multiple disciplinary training options in a variety of technical fields. Certificate programs currently without a degree option and students who are taking industry requested specialized courses tailored to employer needs may utilize this pathway to a degree.

*Students who are pursuing a program of study where admission is limited (Cardiovascular Technology, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### (60 Semester Credit Hours)

#### 1st Semester

Course Number and Name	Credits
Any Approved Social Science <sup>1</sup>	3
BST 1303 or CIS 1113	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
TMAT 1203 <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
Technical Elective <i>(or college level course work)</i>	3
<b>Total Hours</b>	<b>15</b>

#### 2nd Semester

Course Number and Name	Credits
ENGL 1023 <i>Must pass with a "C" or better</i>	3
Technical Electives <i>(or college level course work)</i>	12
<b>Total Hours</b>	<b>15</b>

#### 3rd Semester

Course Number and Name	Credits
Technical Elective <i>(or college level course work)</i>	15



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Course Number and Name	Credits
<b>Total Hours</b>	15

**4th Semester**

Course Number and Name	Credits
Technical Elective (or college level course work)	15
<b>Total Hours</b>	<b>15</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements".

# HEALTH INFORMATION TECHNOLOGY PROGRAM

## ABOUT HEALTH INFORMATION TECHNOLOGY

The Health Information Technology (HIT) program provides students with the skills and competencies in health data management, information policy, information systems, and administrative and clinical work flow critical to function in an electronic environment.

Students will learn the basic concepts and functions of the origin, use, content, and format of the health record; gain an understanding of the legal and ethical responsibilities of a health care facility; and gain an understanding of the electronic medical record and its use in the health care facility.

This program will provide students with the skills necessary to sit for the national exam for certification as a Registered Health Information Technician (RHIT).

With the nearly universal implementation of electronic medical records and communications, this program will provide increased employment opportunities in the expanding traditional and nontraditional health care industry.

The Health Information Technology Associate degree program at Arkansas Tech University-Ozark Campus is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N Michigan Avenue, 21st Floor, Chicago, IL 60601-5800; telephone: (312) 233-1100. <http://www.cahiim.org>.

### Associate Degree

| [Health Information Technology](#)

### Technical Certificate

| [Health Information Technology](#)

### Certificates of Proficiency

| [Medical Billing](#)

| [Medical Coding](#)

## ASSOCIATES DEGREE IN HEALTH INFORMATION TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Fall Semester

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013	3
HIT 1103	3
HSCI 1113	3
HSCI 1123	3
<b>Total Hours</b>	<b>15</b>

#### Spring Semester

Course Number and Name	Credits
HIT 1203	3
HIT 1213	3

Course Number and Name	Credits
HIT 1233	3
HSCI 1243	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

**1st Summer Session (five-week course)**

Course Number and Name	Credits
HIT 2103	3
<b>Total Hours</b>	<b>3</b>

**Summer Session (ten-week course)**

Course Number and Name	Credits
HIT 2333	3
<b>Total Hours</b>	<b>3</b>

**Fall Semester**

Course Number and Name	Credits
Any Approved Social Science	3
HIT 2233	3
HIT 2243	3
HIT 2253	3
<b>Total Hours</b>	<b>12</b>

**Spring Semester**

Course Number and Name	Credits
ENGL 1023	3
HIT 2323	3
HIT 2343	3
HIT 2903	3
<b>Total Hours</b>	<b>12</b>

**CERTIFICATE OF PROFICIENCY IN MEDICAL BILLING**

The Certificate of Proficiency in Medical Billing will prepare students for entry-level billing office positions in healthcare facilities (e.g., hospitals, clinics, physician practices). Credits earned may be applied to the Technical Certificate and/or the Associate of Applied Science degree in Health Information Management.

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
HSCI 1113	3
HIT 1203	3
HIT 2243	3
HIT 2253	3
<b>Total Hours</b>	<b>12</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## CERTIFICATE OF PROFICIENCY IN MEDICAL CODING

The Certificate of Proficiency in Medical Coding is a course of study that will prepare students for entry-level positions as coders in health care facilities (e.g., hospitals, clinics, physician practices). Credits earned may be applied to the Technical Certificate and/or the Associate of Applied Science degree in Health Information Management.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
HSCI 1113	3
HSCI 1123	3
HSCI 1243	3
HIT 2243	3
HIT 2323	3
<b>Total Hours</b>	<b>15</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE IN HEALTH INFORMATION TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### 1st Semester

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013	3
HIT 1103	3
HSCI 1113	3
HSCI 1123	3
<b>Total Hours</b>	<b>15</b>

**2nd Semester**

<b>Course Number and Name</b>	<b>Credits</b>
HIT 1203	3
HIT 1213	3
HIT 1233	3
HSCI 1243	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

**3rd Semester**

<b>Course Number and Name</b>	<b>Credits</b>
HIT 2103	3
HIT 2333	3
<b>Total Hours</b>	<b>6</b>

# HEALTH SCIENCES PROGRAM

## ABOUT HEALTH SCIENCES

The Health Sciences area provides students the flexibility to utilize multiple disciplinary training options in a variety of technical fields.

Students earning the Technical Certificate in Health Professions may go directly into the healthcare support workforce as nursing assistants, emergency medical technicians, community health workers or phlebotomists (depending on option chosen); or continue on for advanced training and education. Students successfully completing the Health Professions program may continue on to pursue an Associate of General Studies and Bachelor of Professional Studies.

Students who are pursuing a program of study where admission is limited (Cardiovascular Technology, Cosmetology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

High school students may begin the Health Sciences program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

### Technical Certificate

Health Professions

### Certificates of Proficiency

Health Sciences  
Pharmacy Technician  
Phlebotomy

## CERTIFICATE OF PROFICIENCY IN HEALTH SCIENCES

The Certificate of Proficiency in Health Sciences is a course of study that provides the foundation for several programs of study within the Allied Health arena. Credits earned may be applied to other Certificates of Proficiency in Health Science areas, the Technical Certificate in Health Professions, and/or the Associate of Applied Science degree in Cardiovascular Technology-Cardiac Sonography, Health Information Technology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, or Practical Nursing.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
HSCI 1113	3
HSCI 1123	3
HSCI 1243	3
<b>Total Hours</b>	<b>9</b>

*To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.*

## CERTIFICATE OF PROFICIENCY IN PHLEBOTOMY

The Certificate of Proficiency in Phlebotomy will prepare students for entry-level positions as phlebotomists in healthcare facilities (e.g., hospitals, clinics, physician practices).

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits

Course Number and Name	Credits
HSCI 1002	2
HSCI 1004	4
HSCI 1113	3
HSCI 1123	3
HSCI 1243	3
<b>Total Hours</b>	<b>15</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## PHARMACY TECHNICIAN CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency in Pharmacy Technician is a course of study that will prepare students to assist pharmacists with dispensing information and processing prescriptions. Most states and employers require pharmacy technicians to be certified/registered with an official board of pharmacy. Many pharmacy technician job postings prefer individuals who are currently enrolled in a pharmacy technician school or are already certified.

Graduates of this program will be eligible to sit for the Pharmacy Technician Certification Exam.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
HSCI 1113	3
HSCI 1123	3
HSCI 1243	3
HIT 1103 or HIT 1213	3
HIT 1233	3
<b>Total Hours</b>	<b>15</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE IN HEALTH PROFESSIONS

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### 1st Semester

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013	3
HSCI 1113	3
HSCI 1123	3
<b>Total Hours</b>	<b>12</b>

**2nd Semester**

Course Number and Name	Credits
ENGL 1023	3
HSCI 1243	3
PSY 2003	3
TMAT 1203	3
<b>Total Hours</b>	<b>12</b>

**Options**

Options	Course Number and Name	Credits
Sciences	BIOL 1014 or PHSC 1021 and PHSC 1013 or CHEM 1111 and CHEM 1113	4
Emergency Medical Technician	EMTP 1007	7
Medical Billing	HIT 1203 HIT 2243 HIT 2253	9
Medical Coding	HIT 2243 HIT 2323	6
Nursing Assistant	CNA 1114	4
Pharmacy Technician	HIT 1103 HIT 1213	3
Phlebotomy	EMTP 1001 HSCI 1002 HSCI 1003	6
<b>Total Hours</b>		<b>28-33</b>



# HUMAN SERVICES PROGRAM

## ASSOCIATES DEGREE IN HUMAN SERVICES

Human services assistants are involved in providing direct and indirect services in public and private agencies by assisting individuals, families and groups to meet human needs. Human needs may be social, emotional, behavioral, environmental, and vocational or health related. These services generally require interaction with clients and are of a "helping nature."

Graduates of this program will be trained to work in a variety of support service settings, such as senior citizen centers, correctional facilities, nursing homes, rehabilitation programs, childcare development centers, departments of human services and non-profit agencies specializing in these services. The graduate will be trained to provide generic therapeutic, supportive and preventive services for people with emotional, developmental, social or physical problems in a variety of social or human service settings. These individuals will also be equipped to match clients with the appropriate services, advocate for clients, and provide administrative support to agencies.

The Human Services program is accredited by the Council for Standards in Human Service Education (CSHSE), 3337 Duke Street, Alexandria, VA 22314-5219, phone: (571) 257-3959, website: <http://www.cshse.org>.



## Associates Degree in Human Services

### Curriculum

#### 1st Semester

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013	3
HS 1113	3
HS 1123	3
PSY 2003	3
<b>Total Hours</b>	<b>15</b>

#### 2nd Semester

Course Number and Name	Credits
BST 1043	3
ENGL 1023	3
HS 1213	3
HS 1223	3
SOC 1003	3
<b>Total Hours</b>	<b>15</b>

#### 3rd Semester

Course Number and Name	Credits
BST 1033	3
HS 2113	3
HS 2123	3
TMAT 1203	3
Approved Elective Credit	3
<b>Total Hours</b>	<b>15</b>

**4th Semester**

Course Number and Name	Credits
BST 1053	3
HIT 2333	3
HS 2213	3
HS 2223	3
HS 2233	3
<b>Total Hours</b>	<b>15</b>

Standard approved electives: (LE 2013, LE 2113, HSCI 1113, EMTP 2113, SOC/CJ 2033, PSY 3003, or PSY 3813. Any other courses must be approved by Program Chair.

# AUTOMATION TECHNOLOGY PROGRAM

## ABOUT AUTOMATION TECHNOLOGY

Automation Technology provides for a study of components, circuits, instruments and control techniques used with industrial automated systems. Students will develop skill sets which enable the integration of: electronics, mechanics, pneumatics, hydraulics and computer controls.

The focus of study is on two main areas, one is control techniques for industrial components, such as electric motors, variable-speed drives, programmable logic controllers, servomechanisms and sensors. The computer system area of concentration will allow the student to have an understanding of how to repair, upgrade, or network a complete computer system, both hardware and software.

The intent of this program is to prepare the student to deal with a broad concept of automation technology. The diverse educational training provides for a host of integrated skills that can be applied in a variety of job contexts to include: green energy technology, electronics, robotics, manufacturing, and production.

The Technical Certificate in Industrial Electronic Technology is designed to enhance the technical skills and job-related knowledge of individuals who are currently employed in the industrial field as well as other persons seeking careers in Industrial Systems. The majority of the technical courses are offered on a flexible schedule on campus, at off-site industrial locations, and on the web. Courses taken for the certificate may be applied to the Associate of Applied Science degree in Industrial Systems.

The Certificate of Proficiency in Industrial Controls is a course of study that prepares students for entry-level employment in an industrial maintenance, computer networking, or engineering related field. This certificate of proficiency may be applied to the Technical Certificate and the Associate of Applied Science degree in Industrial Control Systems.

The Certificate of Proficiency in Machinist Operations program prepares students for entry into the manufacturing of mechanical parts. In the production of precision metal parts students will use lathes, milling machines, welders, and grinders. Machinist operators work in machine shops, manufacturing, and tool rooms. Employment projects are based on replacing an aging workforce and potential manufacturing growth in the region.

This certificate of proficiency may be applied to the Technical Certificate in Industrial Electronic Technology and the Associate of Applied Science degree in Industrial Control Systems.

High school students may begin the Automation Technology program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

### Associates Degree

Automation Technology

### Technical Certificates

Industrial Control Systems  
Industrial Electronic Technology

### Certificates of Proficiency

Industrial Control Systems  
Machining Concepts and Operations  
Machining Operations Milling and Turning

## ASSOCIATES DEGREE IN AUTOMATION TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

### Fall and Spring

Course Number and Name	Credits
AT 1103	3
AT 1123	3
AT 1153	3

Course Number and Name	Credits
AT 1163	3
AT 1173	3
TMAT 1203	3
<b>Total Hours</b>	<b>18</b>

**Fall**

Course Number and Name	Credits
AT 1143	3
AT 1253	3
AT 1303	3
AT 2203	3
AT 2213	3
ENGL 1013	3
<b>Total Hours</b>	<b>18</b>

**Spring**

Course Number and Name	Credits
AT 2123	3
AT 2133	3
AT 2143	3
AT 2153	3
AT 2163	3
<b>Total Hours</b>	<b>15</b>

**Fall and Spring**

Course Number and Name	Credits
Any Approved Social Science <sup>1</sup>	3
BST 1303 or CIS 1113	3
ENGL 1023	3
<b>Total Hours</b>	<b>9</b>

*(Concurrent students who earn a Certificate of Proficiency in Machining Concepts and Operations and a Certificate of Proficiency in Maching Operations Milling and Turning may progress to earn a Technical Certificate in Industrial Electronic Technology then an Associate of Applied Science degree by completing the remaining required courses below. Students pursuing the machining operations path will actually earn 62 hours.)*

**Certificate of Proficiency in Machining Concepts and Operations**

Course Number and Name	Credits
AT 2513	3

Course Number and Name	Credits
AT 2523	3
<b>Total Hours</b>	<b>6</b>

### Certificate of Proficiency in Machining Operations Milling and Turning

Course Number and Name	Credits
AT 2514	4
AT 2424	4
<b>Total Hours</b>	<b>8</b>

#### Fall

Course Number and Name	Credits
ENGL 1013	3
AT 2123	3
AT 1163	3
AT 1173	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
AT 1123	3
AT 1143	3
ENGL 1023	3
BST 1303 or CIS 1113	3
Approved Social Science	3
<b>Total Hours</b>	<b>15</b>

#### Fall

Course Number and Name	Credits
AT 2133	3
AT 2143	3
AT 2153	3
AT 2163	3
AT 2213	3
<b>Total Hours</b>	<b>15</b>

## CERTIFICATE OF PROFICIENCY IN INDUSTRIAL CONTROL SYSTEMS

The Certificate of Proficiency in Industrial Controls is a course of study that prepares students for entry-level employment in an industrial maintenance, computer networking, or engineering related field. This certificate of proficiency may be applied to the Technical Certificate and the Associate of Applied Science degree in Industrial Control Systems.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
ICS 1123 or ICS 2123	3
ICS 1143	3
ICS 1163	3
ICS 1173	3
Approved Elective	3
<b>Total Hours</b>	<b>15</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## CERTIFICATE OF PROFICIENCY IN MACHINING CONCEPTS AND OPERATIONS

The Certificate of Proficiency in Machinist Operations program prepares students for entry into the manufacturing of mechanical parts.

Students completing a certificate of proficiency in Machinist Operations will be trained in the use of machine tools and Computer Numerically Controlled (CNC) machines. In the Machinist Operations program, students will:

- Read blueprints, sketches, or computer-aided (CAD) designs
- Setup, operate, and disassemble CNC machine tools
- Align, secure, and adjust cutting tools and work pieces
- Monitor the feed and speed of machines

Machining operators work in machine shops, manufacturing, and tool rooms. Employment projects are based on replacing an aging workforce and potential manufacturing growth in the region.

This certificate of proficiency may be applied to the Technical Certificate in Industrial Electronic Technology and the Associate of Applied Science degree in Industrial Control Systems.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
ICS 2513	3
ICS 2523	3
<b>Total Hours</b>	<b>6</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## CERTIFICATE OF PROFICIENCY IN MACHINING OPERATIONS MILLING AND TURNING

The Certificate of Proficiency in Machinist Operations program prepares students for entry into the manufacturing of mechanical parts.

Students completing a certificate of proficiency in Machinist Operations will be trained in the use of machine tools and Computer Numerically Controlled (CNC) machines. In the Machinist Operations program, students will:

- Turn, mill, drill, shape, and grind machine parts to specifications
- Measure, examine, and test completed products for defects
- Smooth surfaces of parts or products
- Modify finished work pieces.

In the production of precision metal parts students will use lathes, milling machines, welders, and grinders. Machining operators work in machine shops, manufacturing, and tool rooms. Employment projects are based on replacing an aging workforce and potential manufacturing growth in the region.

This certificate of proficiency may be applied to the Technical Certificate in Industrial Electronic Technology and the Associate of Applied Science degree in Industrial Control Systems.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
ICS 2514	4
ICS 2524	4
<b>Total Hours</b>	<b>8</b>

*To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.*

## TECHNICAL CERTIFICATE IN INDUSTRIAL CONTROL SYSTEMS

*(Concurrent students who earn a Certificate of Proficiency in Industrial Control Systems may progress to earn a Technical Certificate in Industrial Control Systems by completing the remaining required courses below.)*

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### 1st Semester

Course Number and Name	Credits
ICS 1103	3
ICS 1123	3
ICS 1153	3
ICS 1163	3
ICS 1173	3
<b>Total Hours</b>	<b>15</b>

#### 2nd Semester

Course Number and Name	Credits
ICS 1143	3
ICS 1253	3
ICS 2203	3
ICS 2213	3
<b>Total Hours</b>	<b>12</b>

**3rd Semester**

Course Number and Name	Credits
ICS 2123	3
ICS 2133	3
ICS 2143	3
ICS 2153	3
ICS 2163	3
<b>Total Hours</b>	<b>15</b>

**TECHNICAL CERTIFICATE IN INDUSTRIAL ELECTRONIC TECHNOLOGY**

*(Students who take Robotic elective courses may substitute classes as noted below and progress to earn a Technical Certificate in Industrial Electronic Technology by completing the remaining required courses below.)*

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

**Fall or Spring**

Course Number and Name	Credits
ICS 1123	3
ICS 1163	3
ICS 1173	3
ICS 2123	3
Approved Elective Credit	2
<b>Total Hours</b>	<b>14</b>

**Fall or Spring**

Course Number and Name	Credits
BST 1003	3
ICS 2213	3
TMAT 1103	3
Approved Elective Credit	2
<b>Total Hours</b>	<b>11</b>

**1st Summer Session (five-week course)**

Course Number and Name	Credits
ICS 1143	3
Approved Elective Credit	2
<b>Total Hours</b>	<b>5</b>

*(\*Robotics Electives: ICS 1103; ICS 2103; ICS 2033; ICS 2043.)*



(Concurrent students who earn a Certificate of Proficiency in Machining Operations may progress to earn a Technical Certificate in Industrial Electronic Technology by completing the remaining required courses below. Students pursuing the machining operations path will actually earn 32 hours.)

### Certificate of Proficiency in Machining Operations

Course Number and Name	Credits
ICS 2513	3
ICS 2514	4
ICS 2523	3
ICS 2524	4
Welding Elective	3
<b>Total Hours</b>	<b>17</b>

### Fall

Course Number and Name	Credits
BST 1003	3
ICS 2123	3
ICS 1163	3
ICS 1173	3
TMAT 1103	3
<b>Total Hours</b>	<b>15</b>

# LAW ENFORCEMENT PROGRAM

## ABOUT LAW ENFORCEMENT

The law enforcement program provides students the skill set and knowledge necessary to prepare to enter the law enforcement field as well as provide promotional opportunities for those currently employed in law enforcement.

This program, designed with the assistance and support of surrounding law enforcement agencies, offers a competitive advantage to potential law enforcement employees as a precursor or supplement to police academy training. This program will enhance critical communications skills, computer skills, and knowledge of the legal system and current legislation.

High school students may begin the Law Enforcement program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

### Associate Degree

Law Enforcement

### Technical Certificates

Law Enforcement

### Certificates of Proficiency

Dispatcher Telecommunications

Jail Standards

Law Enforcement

## ASSOCIATES DEGREE IN LAW ENFORCEMENT

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Curriculum for Fall Start

#### Fall

Course Number and Name	Credits
ENGL 1013	3
LE 1003	3
LE 1023	3
LE 1033	3
LE 1063	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
BST 1303 or CIS 1113	
LE 1113	
LE 2003	
LE Elective (or approved elective)	3

Course Number and Name	Credits
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

**1st Summer Session (five-week courses)**

Course Number and Name	Credits
LE 1123	3
LE 2103	3
<b>Total Hours</b>	<b>6</b>

**Fall**

Course Number and Name	Credits
BST 1043	3
ENGL 1023	3
LE 2013	3
LE Elective (or approved elective)	3
LE Elective (or approved elective)	3
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
ANTH 1213 or PSY 2003 or SOC 1003	3
LE 2113	3
LE Elective (or approved elective)	3
<b>Total Hours</b>	<b>9</b>

**Curriculum for Spring Start****Spring**

Course Number and Name	Credits
ENGL 1013	3
LE 1003	3
LE 1023	3
LE 2003	3
LE 1113	3
<b>Total Hours</b>	<b>15</b>

**1st Summer Session (five-week courses)**

Course Number and Name	Credits
LE 1123	3
LE 2103	3
<b>Total Hours</b>	<b>6</b>

**Fall**

Course Number and Name	Credits
BST 1303 or CIS 1113	3
LE 1033	3
LE 1063	3
LE Elective (or approved elective)	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
BST 1043	3
ENGL 1023	3
LE 2113	3
LE Elective (or approved elective)	3
LE Elective (or approved elective)	3
<b>Total Hours</b>	<b>15</b>

**Fall**

Course Number and Name	Credits
ANTH 1213 or PSY 2003 or SOC 1003	3
LE 2013	3
LE Elective (or approved elective)	3
<b>Total Hours</b>	<b>9</b>

*Approved Electives must be approved by the program director.*

## **CERTIFICATE OF PROFICIENCY IN DISPATCHER TELECOMMUNICATIONS**

A course of study that will prepare students to work in call centers operated by municipalities, private police, security firms or other public safety agencies. Public safety telecommunications operators (or dispatchers), work with the police, emergency medical personnel and fire departments to direct first-responder services when they are needed in critical situations.

This course is designed to prepare the student to work in a public safety dispatch office or telecommunications setting in the State of Arkansas. Introduces the concept of telecommunications 911 dispatching, including roles, responsibilities and basic job duties.

Students who successfully complete 90% of all classes and laboratories, earn a grade of 70% or better, and pass a criminal background check (no felony convictions), will also have the opportunity to be certified as a "Police Dispatcher" by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Students will be responsible for cost of criminal background check.

This certificate of proficiency may be applied to the Technical Certificate in Law Enforcement and the Associate of Applied Science degree with an emphasis in Law Enforcement.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
LE 1003	3
LE 1113	3
LE 2133	3
<b>Total Hours</b>	<b>9</b>

*To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.*

## CERTIFICATE OF PROFICIENCY IN JAIL STANDARDS

The Certificate of Proficiency in Jail Standards is a course of study that will prepare students for entry-level employment in the detention facility or corrections setting in the State of Arkansas. Students in this course will be provided knowledge and skills required by Arkansas Criminal Detention Standards.

Students who successfully complete 90% of all classes and laboratories, earn a grade of 70% or better, and pass a criminal background check (no felony convictions), will also have the opportunity to be certified as a "Jailer" by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Students will be responsible for cost of criminal background check.

This certificate of proficiency may be applied to the Technical Certificate in Law Enforcement and the Associate of Applied Science degree with an emphasis in Law Enforcement.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
LE 1003	3
LE 1113	3
LE 2123	3
<b>Total Hours</b>	<b>9</b>

*To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.*

## CERTIFICATE OF PROFICIENCY IN LAW ENFORCEMENT

The Certificate of Proficiency in Law Enforcement is a course of study that prepares students for entry-level employment in a law enforcement or security environment. This certificate of proficiency may be applied to the Technical Certificate in Law Enforcement and the Associate of Applied Science degree with an emphasis in Law Enforcement.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
LE 1003	3
LE 1023	3

Course Number and Name	Credits
LE 1033	3
LE 1063	3
LE 1113	3
<b>Total Hours</b>	<b>15</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE IN LAW ENFORCEMENT

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### Curriculum for Fall Start

##### Fall

Course Number and Name	Credits
BST 1003	3
LE 1003	3
LE 1023	3
LE 1033	3
LE 1063	3
<b>Total Hours</b>	<b>15</b>

##### Spring

Course Number and Name	Credits
BST 1303 or CIS 1113	3
LE 2003	3
LE 2103	3
LE Elective (or approved elective)	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

#### 1st Summer Session (five-week course)

Course Number and Name	Credits
LE 1113	3
LE 1123	3
<b>Total Hours</b>	<b>6</b>

#### Curriculum for Spring Start

##### Spring

Course Number and Name	Credits
BST 1003	3
LE 1003	3
LE 1023	3
LE 2003	3
LE 2103	3
<b>Total Hours</b>	<b>15</b>

**1st Summer Session (five-week course)**

Course Number and Name	Credits
LE 1113	3
LE 1123	3
<b>Total Hours</b>	<b>6</b>

**Fall**

Course Number and Name	Credits
LE Elective (or approved elective)	3
BST 1303 or CIS 1113	3
LE 1033	3
LE 1063	3
TMAT 1203	3
<b>Total Hours</b>	<b>15</b>

Approved Elective coursework must be selected from LE electives or approved by LE Program Chair.

LE Electives: · Use of Force · Drugs and Drug Policy in the United States · Jail Standards · Violent Mass Serial Killers · Intro to Emergency Administration Management · Use of Force · Drugs and Drug Policy in the United States

# LOGISTICS MANAGEMENT PROGRAM

## ABOUT LOGISTICS MANAGEMENT

Logistic Managers analyze and coordinate an organization's supply chain – the system that moves a product from supplier to consumer. They manage the entire life cycle of a product, which includes how a product is acquired, distributed, allocated, and delivered. Logistics are used in nearly every industry.

The Associate of Applied Science degree in Logistic Management is a sequence of courses that will prepare students for careers in the logistics profession. Logistics Management (LGM) focuses on the logistics of planning, implementing, and controlling the effective and efficient flow of goods and services.

Areas covered in this degree comprise basic fundamentals of supply chain management including procurement, issues in executing global supply chains, logistics, manufacturing, warehousing, and transportation. It also includes business management, project management, business communications, economics of supply and demand, computer fundamentals, and data management skills.

Career options include positions within manufacturing, transportation, order processing, warehousing, inventory control, and purchasing.

Students will be eligible to sit for the Certified Logistics Associate and Certified Logistics Technician exams for certification through Manufacturing Skill Standards Council (MSSC). SCPPro™ Fundamental in Supply Management & Procurement exam for certification through the council of Supply Chain Management Professionals (CSCMP). Microsoft Office Suite (MOS) Excel, Word, PowerPoint, and Outlook exams for certification through Certipoint.

High school students may begin the Logistics Management program by taking classes concurrently with their regular studies and earn credit toward a certificate of proficiency which will apply to the technical certificate and associate of applied science degree.

### Associates Degree

| [Logistics Management](#)

### Certificate of Proficiency

| [Logistics Management](#)

## ASSOCIATE OF APPLIED SCIENCE IN LOGISTICS MANAGEMENT

(60 Semester Credit Hours)

### Curriculum for Fall Start

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
BST 1303 or CIS 1113	3
BST 2993 or LGM 2993	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
LGM 1013	3
TMAT 1203 <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>15</b>

#### Spring

3



Course Number and Name	Credits
Any Approved Social Science	3
BST 2053	3
ENGL 1023 <i>Must pass with a "C" or better</i>	3
LGM 2023	3
LGM 2033	3
<b>Total Hours</b>	<b>15</b>

**Fall**

Course Number and Name	Credits
BST 1083	3
LGM 2093	3
BST 2023	3
BST 2443 <i>(prerequisite: BST 1053)</i>	3
LGM 2043	3
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
Logistics Management or Business Technology Approved Elective	3
BST 1043	3
INT 2903 or Program Chair Approved Elective	3
LGM 2053 <i>(prerequisites: ENGL 1023 and LGM 2023)</i>	3
LGM 2083 <i>(prerequisite: BST 2053)</i>	3
<b>Total Hours</b>	<b>15</b>

**Curriculum for Spring Start**

The matrix below is a sample plan for all coursework required for this program.

**Spring**

Course Number and Name	Credits
BST 1303 or CIS 1113	3
BST 2993 or LGM 2993	3
ENGL 1013	3

Course Number and Name	Credits
<i>Must pass with a "C" or better</i>	
LGM 1013	3
TMAT 1203 (or higher math) <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>15</b>

**Fall**

Course Number and Name	Credits
LGM 2093	3
BST 2053	3
ENGL 1023 <i>Must pass with a "C" or better</i>	3
LGM 2023	3
LGM 2033	3
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
BST 1043	3
BST 2443 (prerequisite: BST 1053)	3
LGM 2043	3
LGM 2053 (prerequisites: ENGL 1013 and LGM 2023)	3
LGM 2083 (prerequisite: BST 2053)	3
<b>Total Hours</b>	<b>15</b>

**Fall**

Course Number and Name	Credits
Any Approved Social Science	3
Logistics Management or Business Technology Approved Elective	3
BST 1083	3
BST 2023	3
INT 2903 or Program Chair Approved Elective	3
<b>Total Hours</b>	<b>15</b>

Approved electives may be selected from: [BST 1063](#), [BST 1073](#), [BST 2143](#), [BST 2213](#), [BST 2153](#), [BST 2543](#), [CIS 1233](#), [LGM 2073](#), or other approved Business Technology courses not required by this curriculum.

## CERTIFICATE OF PROFICIENCY IN LOGISTICS MANAGEMENT

(12 Semester Credit Hours)

The Certificate of Proficiency in Logistics Management will prepare students for entry-level positions within manufacturing, transportation, order processing, warehousing, inventory control, and purchasing. This certificate of proficiency may be applied to the Technical Certificate in Logistics Management and the Associate of Applied Science degree in Logistics Management.

Course Number and Name	Credits
BST 1303 or CIS 1113	3
LGM 1013	3
LGM 2023	3
LGM 2033	3
<b>Total Hours</b>	<b>12</b>

*To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.*

# MEDICAL ASSISTING PROGRAM

## ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING

Medical assistants are valuable members of the health care team and are trained to perform both administrative and clinical duties. The medical assisting curriculum is a two-year associate of applied science degree program. This program offers the student a broad foundation in medical assisting skills, including a period of practical experience in a medical facility working under the supervision of clinic personnel and the Medical Assisting Program Director.

Training and education consists of learning experiences in anatomy, physiology, pharmacology, infection control, nutrition, effective communication skills, medical business practices including coding and insurance, medical law and ethics, as well as safety and emergency practices. In essence, a trained medical assistant can be employed in all aspects of an ambulatory health facility.

The Arkansas Tech University Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org>) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 113th St. N, #7709, Seminole, FL 33775-7709; (727) 210-2350; F: 727-210-2354, E: [mail@caahep.org](mailto:mail@caahep.org)

Students who successfully complete the associate degree program for medical assisting will be eligible to sit for the Certified Medical Assistant examination, CMA (AAMA).

*Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

Students are advised that the Medical Assisting Program (MA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the MA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The MA program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the MA Program are considered by the program to be full time.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

(60 Semester Credit Hours)

#### Fall

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 <i>Must pass with a "C" or better</i>	3
HSCI 1123 <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>12</b>

#### Spring

Course Number and Name	Credits
ENGL 1023 <i>Must pass with a "C" or better</i>	3
HSCI 1243	3

Course Number and Name	Credits
<i>(prerequisite: HSCI 1123)</i> <i>Must pass with a "C" or better</i>	
PSY 2003	3
TMAT 1203 <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>12</b>

Students must apply to and be admitted into the technical phase of the program before taking any of the MA courses below.

### Fall

Course Number and Name	Credits
MA 2113	3
MA 2123	3
MA 2133	3
MA 2143	3
MA 2153	3
<b>Total Hours</b>	<b>15</b>

### Spring

Course Number and Name	Credits
MA 2213 <i>(co-requisite: MA 2214)</i>	3
MA 2214 <i>(co-requisite: MA 2213)</i>	4
MA 2222 <i>(co-requisite: MA 2223)</i>	2
MA 2223 <i>(co-requisite: MA 2222)</i>	3
MA 2233	3
<b>Total Hours</b>	<b>15</b>

### First Summer Session (five-week courses)

Course Number and Name	Credits
MA 2312 <i>(co-requisite: MA 2314)</i>	2
MA 2314 <i>(co-requisite: MA 2312)</i>	4
<b>Total Hours</b>	<b>6</b>

# OCCUPATIONAL THERAPY ASSISTANT PROGRAM

## ASSOCIATE OF APPLIED SCIENCE, OCCUPATIONAL THERAPY ASSISTANT

The Occupational Therapy Assistant program is designed to prepare successful graduates for entry-level employment in the field of as Occupational Therapy Assistants. A Certified Occupational Therapy Assistant (COTA), under the supervision of an Occupational Therapist, provides rehabilitative services to individuals with mental, physical, emotional, or developmental disabilities.

The COTA's purpose is to improve a client's quality of life and enhance his/her ability to perform daily activities. COTAs provide clients with adaptive skills that enable them to reenter the workforce, instruct clients in compensating for a loss of motor skill function, and plan activities that increase the independence of those with disabilities.

The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org).

Graduates of this program will be able to sit for the national certification examination for occupational therapy assistants administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a COTA. In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Prior to admission to the technical phase of the Occupational Therapy Assistant program, students must complete a platform of 28 hours which includes general education and medical courses. Students must also hold a current CPR for Health Care Providers certification prior to the first day of class. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Occupational Therapy Assistant program.

*Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

Students are advised that the Occupational Therapy Assistant Program (OTA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the OTA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility).

The OTA Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the OTA Program are considered by the program to be full time.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

(71 Semester Hours)

#### Fall

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 <i>Must pass with a "C" or better</i>	3
HSCI 1123 <i>Must pass with a "C" or better</i>	3
MATH 1003 or MATH 1113 <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
BIOL 1014 or PHSC 1013 and PHSC 1021	4
ENGL 1023 <i>Must pass with a "C" or better</i>	3
HSCI 1243 <i>(prerequisite: HIT 1123)</i> <i>Must pass with a "C" or better</i>	3
PSY 2003	3
<b>Total Hours</b>	<b>13</b>

Students must apply to and be admitted into the technical phase of the program before taking any of the OTA courses below.

### Fall

Course Number and Name	Credits
OTA 2102	2
OTA 2111	1
OTA 2112	2
OTA 2122	2
OTA 2132	2
OTA 2142	2
OTA 2152	1
OTA 2221	1
<b>Total Hours</b>	<b>14</b>

### Spring

Course Number and Name	Credits
OTA 2162	2
OTA 2202	2
OTA 2211	1
OTA 2212	2
OTA 2232	2
OTA 2242	2
OTA 2252	2
OTA 2262	2
<b>Total Hours</b>	<b>15</b>

### Summer

Course Number and Name	Credits
OTA 2302	2
OTA 2312	2
OTA 2352	2
OTA 2412	2
<b>Total Hours</b>	<b>8</b>

**Fall**

Course Number and Name	Credits
OTA 2422	2
OTA 2424	4
<b>Total Hours</b>	<b>6</b>



# PARAMEDIC / EMERGENCY MEDICAL SERVICES PROGRAM

## ABOUT PARAMEDIC / EMERGENCY MEDICAL SERVICES

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This program is designed to meet the educational and training needs of those individuals who wish to gain Arkansas Department of Health Licensure and National Registry of EMT's Certification as a Paramedic.

The Paramedic/EMS Program at Arkansas Tech University-Ozark Campus is accredited by the Committee on Accreditation of Allied Health Educational Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
9355 - 113th St. N, #7709  
Seminole, FL 33775  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
Fax: 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

Career opportunities exist with air and ground emergency medical services, fire departments, medical centers and industry. Among other characteristics, a Paramedic should possess professionalism, dignity, empathy and tolerance. Under the direction of a physician, the student will be presented with material to aid them in: assessment of the pre-hospital needs of the acutely ill or injured patient, triage, basic as well as advanced life support, communication skills, and maintaining the level of care as the patient is transported to a health care facility.

Students must apply to and be admitted into the technical phase of the Paramedic program before taking any of the paramedic program courses. Students must be currently licensed with the Arkansas Department of Health Division of EMS as an EMT or have taken, and passed with a grade of "C" or better, an Emergency Medical Technician course within the last one year and be eligible to take the state exam prior to being admitted into the program.

The student must complete all courses in the previous semester with at least 75% to be eligible for the next level of the Paramedic program. Students must also pass the end of course assessment to be recommended for the National Registry of EMT's exam.

Students are advised that the Paramedic/EMS Program is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the Paramedic Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility).

The Paramedic Program is very intense and requires approximately 30-36 hours per week of theory/lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the Paramedic Program are considered by the program to be full time.

Students who begin the technical phase of the program and withdraw have one year to continue studies. After one year of absence, student must reapply and take all requirements.

### **Associate of Applied Science in Paramedic/Emergency Medical Services to Bachelor of Science in Emergency Management**

Through collaboration between Arkansas Tech-Ozark Campus and Arkansas Tech-Russellville Campus, a stackable degree path has been approved that will provide students who have earned an Associate of Applied Science in Paramedic/Emergency Medical Services a clear path to complete a Bachelor of Science in Emergency Management.

In order to earn this stackable degree, it will be necessary to substitute and/or add some course work in the associate degree in order to satisfy requirements for the bachelor degree. These modifications are listed in the curriculum below along with the requirements to complete the Bachelor of Science in Emergency Management degree.

Students who want to pursue this option must use the associate degree curriculum for the stackable degree path.

### **Todd Birkhead, Program Chair**

Health Sciences and  
Wellness Bldg.  
(479) 508-8500 ext. 6104

tbirkhead@atu.edu

**Instructor**

Mark Maxwell

**Associate Degree**

| Paramedic/Emergency Medical Services

**Technical Certificate**

| Paramedic/Emergency Medical Services

**Certificate of Proficiency**

| Emergency Medical Technician

**ASSOCIATE OF APPLIED SCIENCE IN PARAMEDIC/EMERGENCY MEDICAL SERVICES**

(60 Semester Credit Hours)

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

**Fall**

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 <i>Must pass with a "C" or better</i>	3
HSCI 1123 <i>Must pass with a "C" or better</i>	3
TMAT 1203 <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>15</b>

Students must apply to and be admitted into the technical phase of the Paramedic program before taking any of the EMTP courses below. Students must be currently licensed with the Arkansas Department of Health Division of EMS as an EMT or have taken, and passed with a grade of "C" or better, an Emergency Medical Technician course within the last one year and be eligible to take the state exam, pass the exam and be licensed prior to being admitted into the program.

After being admitted into the program, all EMTP coursework must be passed with a grade of "C" or better to earn the degree.

**Spring**

Course Number and Name	Credits
EMTP 1233 <i>Must pass with a "C" or better</i>	3
EMTP 1234 <i>Must pass with a "C" or better</i>	4
EMTP 1243	3

Course Number and Name	Credits
<i>Must pass with a "C" or better</i>	
EMTP 2101 <i>Must pass with a "C" or better</i>	1
ENGL 1023 <i>Must pass with a "C" or better</i>	3
HSCI 1243 <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>17</b>

**Summer (ten week courses)**

Course Number and Name	Credits
EMTP 2202 <i>(co-requisite: EMTP 2203)</i> <i>Must pass with a "C" or better</i>	2
EMTP 2203 <i>(co-requisite: EMTP 2202)</i> <i>Must pass with a "C" or better</i>	3
EMTP 2313 <i>(prerequisite: EMTP 1233)</i> <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>8</b>

**First Summer Session (five week courses)**

Course Number and Name	Credits
EMTP 2111 <i>(prerequisite: EMTP 1234)</i> <i>Must pass with a "C" or better</i>	1
<b>Total Hours</b>	<b>1</b>

**Second Summer Session (five week courses)**

Course Number and Name	Credits
EMTP 2211 <i>(prerequisite: EMTP 2111)</i> <i>Must pass with a "C" or better</i>	1
EMTP 2212 <i>Must pass with a "C" or better</i>	2
<b>Total Hours</b>	<b>3</b>

**Fall**

Course Number and Name	Credits
EMTP 2311	1

Course Number and Name	Credits
<i>Must pass with a "C" or better</i>	
EMTP 2316 <i>(prerequisite: EMTP 2211)</i> <i>Must pass with a "C" or better</i>	6
EMTP 2323 <i>Must pass with a "C" or better</i>	3
EMTP 2413 <i>(prerequisite: EMTP 2313)</i> <i>Must pass with a "C" or better</i>	3
Any Approved Social Science	3
<b>Total Hours</b>	<b>16</b>

## Associate of Applied Science Degree

### Paramedic/Emergency Medical Services to Bachelor of Science in Emergency Management

(60 Semester Credit Hours)

#### Fall

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 <i>Must pass with a "C" or better</i>	3
BIOL 2404 <i>Must pass with a "C" or better</i>	3
MATH 1003 <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
BIOL 2414	4
EMTP 1233 <i>Must pass with a "C" or better</i>	3
EMTP 1234 <i>Must pass with a "C" or better</i>	4
EMTP 1243 <i>Must pass with a "C" or better</i>	3
EMTP 2101 <i>Must pass with a "C" or better</i>	1

Course Number and Name	Credits
ENGL 1023 <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>18</b>

**Summer (ten week courses)**

Course Number and Name	Credits
EMTP 2202 <i>(co-requisite: EMTP 2203)</i> <i>Must pass with a "C" or better</i>	2
EMTP 2203 <i>(co-requisite: EMTP 2202)</i> <i>Must pass with a "C" or better</i>	3
EMTP 2313 <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>8</b>

**First Summer Session (five week courses)**

Course Number and Name	Credits
EMTP 2111 <i>(prerequisite: EMTP 1234)</i> <i>Must pass with a "C" or better</i>	1
<b>Total Hours</b>	<b>1</b>

**Second Summer Session (five week courses)**

Course Number and Name	Credits
EMTP 2211 <i>(prerequisite: EMTP 2111)</i> <i>Must pass with a "C" or better</i>	1
EMTP 2212 <i>Must pass with a "C" or better</i>	2
<b>Total Hours</b>	<b>3</b>

**Fall**

Course Number and Name	Credits
EMTP 2311 <i>Must pass with a "C" or better</i>	1
EMTP 2316 <i>(prerequisite: EMTP 2211)</i> <i>Must pass with a "C" or better</i>	6
EMTP 2323 <i>Must pass with a "C" or better</i>	3

Course Number and Name	Credits
EMTP 2413 (prerequisite: EMTP 2313) Must pass with a "C" or better	3
Any Approved Social Science	3
<b>Total Hours</b>	<b>16</b>

To earn the Bachelor of Science degree in Emergency Management, students will need to declare a major of Emergency Management, see an academic advisor on the Arkansas Tech-Russellville Campus, and take the additional coursework listed below (which must include 40 hours of 3000-4000 level courses).

**Remaining General Education courses (15 hours):**

- Communication (3 hours)
- Social Science (3 hours)
- Fine Arts & Humanities (6 hours)
- U.S. History/Government (3 hours)

EAM Core (36 hours)

Students must make a "C" or better in all required courses and practical applications.

**Required EAM Courses include:**

- EAM 1013
- EAM 3003
- EAM 3013
- EAM 3023
- EAM 3053
- EAM 3063
- EAM 4003
- EAM 4013
- EAM 4023
- EAM 4033
- EAM 4606

**EAM Electives (9 hours):**

- EAM 3033
- EAM 3123
- EAM 3143
- EAM 3243
- EAM 4043
- EAM 4053
- EAM 4063
- EAM 4083
- EAM 4991, EAM 4992, or EAM 4993

## **CERTIFICATE OF PROFICIENCY, BASIC EMERGENCY MEDICAL TECHNICIAN**

(7 Semester Credit Hours)

The Certificate of Proficiency in Basic Emergency Medical Technician is a course of study that prepares students to perform in pre-hospital care of acutely ill or injured patients.

EMTs perform such measures as cardiopulmonary resuscitation, extrication, initial patient assessment and triage, stabilization and transport of any emergency, including routine transport of non-emergency patient to allied health care facility. Students must pass the end of course assessment to be recommended for the National Registry of EMTs exam.

### **Curriculum**

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
EMTP 1007	7

Course Number and Name	Credits
<b>Total Hours</b>	<b>7</b>

Note: In order for the Certificate of Proficiency to be awarded, a grade of "C" must be earned in EMTP 1007.

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE, PARAMEDIC/EMERGENCY MEDICAL SERVICES

(45 Semester Credit Hours)

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

Prior to admission to the technical phase of the Paramedic/Emergency Medical Technician program, students must provide documentation verifying (through entrance exam score or official college transcript) that remediation in English, mathematics, and reading is not required; or complete the appropriate remedial coursework with a grade of "C" or better to satisfy remediation requirements; and complete HSCI 1113, HSCI 1123, and HSCI 1243 with a grade of "C" or better.

### Fall

Course Number and Name	Credits
HSCI 1113 <i>Must pass with a "C" or better</i>	3
HSCI 1123 <i>Must pass with a "C" or better</i>	3
HSCI 1243 <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>9</b>

### Spring

Course Number and Name	Credits
EMTP 1233	3
EMTP 1234 <i>(prerequisite: EMTP 1007 or licensed EMT)</i>	4
EMTP 1243 <i>(prerequisite: TMAT 1203)</i>	3
EMTP 2101	1
<b>Total Hours</b>	<b>11</b>

### Summer (ten week courses)

Course Number and Name	Credits
EMTP 2202 <i>(co-requisite: EMTP 2203)</i>	2
EMTP 2203 <i>(co-requisite: EMTP 2202)</i>	3
EMTP 2313	3

Course Number and Name	Credits
<b>Total Hours</b>	<b>8</b>

**First Summer Session (five week courses)**

Course Number and Name	Credits
EMTP 2111 (prerequisite: EMTP 1234)	1
<b>Total Hours</b>	<b>1</b>

**Second Summer Session (five week courses)**

Course Number and Name	Credits
EMTP 2211 (prerequisite: EMTP 2111)	1
EMTP 2212	2
<b>Total Hours</b>	<b>3</b>

**Fall**

Course Number and Name	Credits
EMTP 2311	1
EMTP 2316 (prerequisite: EMTP 2211)	6
EMTP 2323	3
EMTP 2413 (prerequisite: EMTP 2313)	3
<b>Total Hours</b>	<b>13</b>



# PRACTICAL NURSING PROGRAM

## ABOUT PRACTICAL NURSING

The Practical Nursing program of ATU-Ozark Campus integrates theory with clinical practice. Theoretical content is based on the concept of holism in which the physical, emotional, social, and spiritual well-being is considered. Clinical experiences will be obtained in the following health care service areas: adult health, maternal-child, mental health, geriatrics, pediatrics.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules.

You will be required to sign a statement, before beginning the nursing program, that states you have read and understand the law regarding Criminal Background Checks - ACA §17-87-312 and Licensing Restrictions Based on Criminal Records - ACA §17-3-102, the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of, will make an individual ineligible to receive or hold a license in Arkansas.

See the details of these areas of the law at:

[Background Checks - ACA §17-87-312](#)

[Licensing Restrictions Based on Criminal Records - ACA §17-3-102](#)

Students are required to complete all courses with a minimum score of 80% or above. Students are also required to take a PN comprehensive predictor exam and achieve a score indicative of a mastery level proficiency prior to being certified to make application for the NCLEX-PN exam.

Students wishing to enroll in the practical nursing program should submit an application to the University with an official high school transcript, or GED transcript, and all college transcripts by March 1 for the August class and October 1 for the January class.

Prior to admission to the technical phase of the Practical Nursing program, students must provide the Office of Student Services a COMPASS, ACT, or SAT score report verifying that remediation in English, mathematics, and reading is not required; or complete the appropriate remedial coursework with a grade of "C" or better to satisfy remediation requirements; and complete HSCI 1113, HSCI 1123, and HSCI 1243.

Students who speak English as a second language shall meet the same admission requirements.

In order to be considered for admission to the Practical Nursing program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University - Ozark Campus. Meeting the minimum requirements for admission to the university does not guarantee admission to the practical nursing program.
- Completion of Practical Nursing Program Application for Admission for a specific semester. Applications not submitted by the deadline or incomplete applications will not be considered for that semester's class.
- Completion of specified coursework. (Conditional acceptance may be granted to those students who are in the process of completing remaining platform coursework.)
- Hold a current CPR for Health Care Providers certification prior to the first day of class.
- Schedule the TEAS (Test of Essential Academic Skills) exam with the Practical Nursing Office.

In addition to meeting admission criteria, students selected for the Practical Nursing program must attend the scheduled Nursing Department Pre-Orientation meeting. Applications to the Practical Nursing program may be withdrawn if all of the above criteria are not met. Students not meeting required criteria may be required to reapply to the Practical Nursing program.

*Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

Students are advised that the Practical Nursing Program (LPN) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the LPN Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The LPN Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the LPN Program are considered by the program to be full time.

The A.A.S. in Allied Health with a Practical Nursing option is intended to be a "feeder program" to the RN program on the Ozark Campus and/or the BSN program on the Russellville Campus. This degree prepares the graduate to sit for licensure in Practical Nursing and does not result in an RN credential.

### Associate Degree

| [Practical Nursing](#)

### Technical Certificate

| [Practical Nursing](#)

**Certificate of Proficiency**

Nursing Assistant

**ASSOCIATE OF APPLIED SCIENCE IN PRACTICAL NURSING**

(63 Semester Credit Hours)

**Curriculum**

The matrix below is a sample plan for all coursework required for this program.

**1st Semester**

Course Number and Name	Credits
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 <i>Must pass with a "C" or better</i>	3
HSCI 1123 or BIOL 2404 <i>Must pass with a "C" or better</i>	3
TMAT 1203 <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
HSCI 1243 or BIOL 2414 <i>(prerequisite: HSCI 1123)</i> <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>15</b>

Students must apply to and be admitted into the technical phase of the program before taking any of the LPN courses below.

**2nd Semester**

Course Number and Name	Credits
BST 1303 or CIS 1113	3
LPN 1101	1
LPN 1102	2
LPN 1111	1
LPN 1121	1
LPN 1123	3
LPN 1133	3
LPN 1171	1
<b>Total Hours</b>	<b>15</b>

**3rd Semester**

Course Number and Name	Credits
LPN 1202	2

Course Number and Name	Credits
<i>(prerequisite: LPN 1171)</i>	
LPN 1205 <i>(prerequisite: LPN 1133)</i>	5
LPN 1212 <i>(prerequisite: LPN 1123)</i>	2
LPN 1222 <i>(prerequisite: LPN 1102)</i>	2
LPN 1232	2
<b>Total Hours</b>	<b>13</b>

### Summer

Course Number and Name	Credits
ENGL 1023 <i>Must pass with a "C" or better</i>	3
PSY 2003	3
<b>Total Hours</b>	<b>6</b>

### 5th Semester

Course Number and Name	Credits
LPN 1302	2
LPN 1308 <i>(prerequisite: LPN 1205)</i>	8
LPN 1322	2
LPN 1332 <i>(prerequisite: LPN 1202)</i>	2
<b>Total Hours</b>	<b>14</b>

## CERTIFICATE OF PROFICIENCY, NURSING ASSISTANT

(7 Semester Credit Hours)

The Certificate of Proficiency in Nursing Assistant is a course of study that prepares students for the certification examination required to work in the nursing assistant field. Health care facilities, particularly nursing homes, require more trained Certified Nurse's Assistants to cope with the increases in patients served.

Course Number and Name	Credits
CNA 1114	4
HSCI 1113	3
<b>Total Hours</b>	<b>7</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE, PRACTICAL NURSING

(48 Semester Credit Hours)

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### 1st Semester

Course Number and Name	Credits
HSCI 1113 <i>Must pass with a "C" or better</i>	3
HSCI 1123 or BIOL 2404 <i>Must pass with a "C" or better</i>	3
HSCI 1243 or BIOL 2414 <i>(prerequisite: HSCI 1123)</i> <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>9</b>

Students must apply to and be admitted into the technical phase of the program before taking any of the LPN courses below.

#### 2nd Semester

Course Number and Name	Credits
LPN 1101	1
LPN 1102	2
LPN 1111	1
LPN 1121	1
LPN 1123	3
LPN 1133	3
LPN 1171	1
<b>Total Hours</b>	<b>12</b>

#### 3rd Semester

Course Number and Name	Credits
LPN 1202 <i>(prerequisite: LPN 1171)</i>	2
LPN 1205 <i>(prerequisite: LPN 1133)</i>	5
LPN 1212 <i>(prerequisite: LPN 1123)</i>	2
LPN 1222 <i>(prerequisite: LPN 1102)</i>	2
LPN 1232	2

Course Number and Name	Credits
<b>Total Hours</b>	<b>13</b>

**4th Semester**

Course Number and Name	Credits
LPN 1302	2
LPN 1308 (prerequisite: LPN 1205)	8
LPN 1322	2
LPN 1332 (prerequisite: LPN 1202)	2
<b>Total Hours</b>	<b>14</b>

# PHYSICAL THERAPY ASSISTANT PROGRAM

## ASSOCIATE OF APPLIED SCIENCE, PHYSICAL THERAPY ASSISTANT

The Physical Therapist Assistant program integrates classroom theory with clinical lab practice. It is designed to prepare successful graduates for entry-level employment in the field as Physical Therapist Assistants. The Physical Therapist Assistant is an educated health care provider who works under the direction and supervision of a licensed Physical Therapist and assists in the provision of physical therapy. The Physical Therapist Assistant provides specially prescribed treatments and exercises through a plan of care developed by the physical therapist that are aimed at improving mobility; relieving pain; or preventing and /or limiting physical disability.

Prior to admission to the technical phase of the Physical Therapist Assistant program, students must complete a platform of 28 hours which includes general education and medical courses. Students must hold a current CPR for Health Care Providers certification prior to the first day of class. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Physical Therapist Assistant program.

The Physical Therapist Assistant Program at Arkansas Tech University-Ozark Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22035-3085; telephone: 800-999-2782; e-mail: accreditation@apta.org; website: [www.capteonline.org](http://www.capteonline.org). If needing to contact the program/institution directly, please call 479-508-8500 or email [npope@atu.edu](mailto:npope@atu.edu).

*Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

Students are advised that the Physical Therapist Assistant Program (PTA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the PTA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The PTA Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the PTA Program are considered by the program to be full time.

### Curriculum

#### (69 Semester Credit Hours)

The matrix below is a sample plan for all coursework required for this program.

#### Fall

Course Number and Name	Credits
BST 1303 or CIS 1113	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 <i>Must pass with a "C" or better</i>	3
HSCI 1123 <i>Must pass with a "C" or better</i>	3
MATH 1003 or MATH 1113 <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>15</b>

#### Spring

Course Number and Name	Credits
BIOL 1014 or PHSC 1013 and PHSC 1021	4
ENGL 1023	3
HSCI 1243 <i>(prerequisite: HSCI 1123)</i>	3

Course Number and Name	Credits
<i>Must pass with a "C" or better</i>	
PSY 2003	3
<b>Total Hours</b>	<b>13</b>

**Summer**

Course Number and Name	Credits
PTA 1121 <i>(co-requisite: PTA 1122)</i>	1
PTA 1122 <i>(co-requisite: PTA 1121)</i>	2
PTA 1241 <i>(co-requisite: PTA 1243)</i>	1
PTA 1243 <i>(co-requisite: PTA 1241)</i>	3
PTA 1251	1
PTA 2142 <i>(co-requisite: PTA 1213)</i>	2
PTA 2143 <i>(co-requisite: PTA 1212)</i>	3
<b>Total Hours</b>	<b>13</b>

**Fall**

Course Number and Name	Credits
PTA 1132	2
PTA 2121	1
PTA 1212 <i>(co-requisite: PTA 2143)</i>	2
PTA 1213 <i>(co-requisite: PTA 2142)</i>	3
PTA 2164	4
PTA 2211 <i>(co-requisite: PTA 2212)</i>	1
PTA 2212 <i>(co-requisite: PTA 2211)</i>	2
<b>Total Hours</b>	<b>15</b>

**Spring**

Course Number and Name	Credits
PTA 2151	1
PTA 2221	1

Course Number and Name	Credits
<i>(co-requisite: PTA 2222)</i>	
PTA 2222 <i>(co-requisite: PTA 2221)</i>	2
PTA 2234 <i>(prerequisite: PTA 2164)</i>	4
PTA 2235 <i>(prerequisite: PTA 2234)</i>	5
<b>Total Hours</b>	<b>13</b>



# REGISTERED NURSING PROGRAM

## ABOUT REGISTERED NURSING

The Associate of Applied Science Degree in Nursing (AAS-RN) prepares a graduate to function as an entry level registered nurse, providing direct care to persons as individuals and as members of a family or group. The curriculum is designed to prepare the person for registered nursing practice, to be competent, self-directed, and capable of demonstrating leadership in the application of the nursing process in a variety of healthcare settings.

This program is designed for persons who are already licensed practical nurses (LPN) and wish to pursue their AAS-RN degree. Because they are already licensed, many of them are also already employed. This program of study is designed to provide greater flexibility by offering half of the nursing theory courses online, and half of the nursing theory courses in classroom lectures, giving the students an option to continue working while pursuing this degree.

This program provides a pathway for Licensed Practical Nurses (LPN) who wish to achieve an Associate of Applied Science Degree in Nursing - which allows them to sit for the Registered Nursing examination, the NCLEX-RN. The program is also designed to provide a transition from LPN to AAS-RN, thereby allowing students to transfer seamlessly to the online BSN-RN program currently in place at Arkansas Tech University Russellville campus.

***In Spring 2020, we began offering a Paramedic transition to Registered Nursing opportunity.*** In order to transition from the role of paramedic to registered nurse, the student must have an understanding of nursing concepts and theories related to meeting the basic needs of humans and the scope of practice for the RN. To provide this opportunity, we created a six credit hour transition course in which the nursing process is introduced.

Building on the knowledge of the paramedic, this course transitions paramedics to the professional scope and practice of the nurse. For more information on this opportunity, please contact the Registered Nursing Department. The Clinical Coordinator, Lisa Pittman, can be reached by emailing: [lpittman1@atu.edu](mailto:lpittman1@atu.edu).

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

Prior to admission to the technical phase of the Registered Nursing program, students must complete a platform of 37 hours which includes general education and medical courses. Students must submit an application to the program and meet entrance requirements for acceptance into the technical phase of the Registered Nursing program.

Students who speak English as a second language shall meet the same admission requirements.

In order to be considered for admission to the Registered Nursing program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University - Ozark Campus
- Completion of Registered Nursing Program Application for Admission
- Completion of specified platform of 37 hours coursework with a minimum 2.75 GPA. (Conditional acceptance may be granted to those students who are in the process of completing remaining platform coursework. Failure to maintain a 2.75 GPA may lead to forfeiture of Registered Nursing program admission offer.)
- Current unencumbered Arkansas Licensed Practical Nursing licensure. Unencumbered licensure must be maintained throughout the technical phase of the Registered Nursing program.
- Completion of appropriate testing
- Be at least 18 years of age
- Must have either: graduated from an Arkansas State Board of Nursing approved Practical Nursing school in the past 12 months or worked a minimum of 1000 hours as a Licensed Practical Nurse in the past 12 months. Work experience must be in acute or long-term care settings.

The mission of the registered nursing program is to provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning, as well as to assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.

*Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assistant, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

Students are advised that the Registered Nursing Program (RN) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the RN Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The RN Program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the RN Program are considered by the program to be full time.

The A.A.S. in Registered Nursing is intended to be a "feeder program" to the BSN program at the Russellville campus. This degree prepares the graduate to sit for licensure in Registered Nursing which results in an RN credential.

This Nursing education program is accredited by the Accreditation Commission for Education in Nursing. Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suit 850 Atlanta, GA 30326 404-975-5000. It also has continued full approval from the Arkansas State Board on Nursing. <https://www.acenursing.org/candidacy/>.

## Associate Degree

| Registered Nursing

## ASSOCIATE OF APPLIED SCIENCE IN REGISTERED NURSING

(60 Semester Credit Hours)

### Fall

Course Number and Name	Credits
BIOL 2404 or BIOL 2014	4
BST 1303 or CIS 1113	3
CHEM 1111 and CHEM 1113	4
ENGL 1013 <i>Must pass with a "C" or better</i>	3
MATH 1113 <i>Must pass with a "C" or better</i>	3
PSY 2003	3
<b>Total Hours</b>	<b>20</b>

Students accepted into the program must complete a platform of 37 hours of coursework with a “C” or better and a minimum 2.75 GPA prior to admission to the technical phase of the RN program.

Students must apply to and be admitted into the technical phase of the program before taking any of the RN courses below.

### Spring

Course Number and Name	Credits
BIOL 2054 or BIOL 3054	4
BIOL 2414 or BIOL 3074	4
ENGL 1023 <i>Must pass with a "C" or better</i>	3
PSY 3813	3
SOC 1003	3
<b>Total Hours</b>	<b>17</b>

### Fall

Course Number and Name	Credits
RN 2112	2
RN 2113	3
RN 2115 <i>(co-requisite: RN 2116)</i>	5
RN 2116 <i>(co-requisite: RN 2115)</i>	6
<b>Total Hours</b>	<b>16</b>

**Spring**

Course Number and Name	Credits
RN 2211	1
RN 2212	2
RN 2215 ( <i>prerequisite: RN 2115, co-requisite: RN 2216</i> )	5
RN 2216 ( <i>prerequisite: RN 2116, co-requisite: TN 2215</i> )	6
<b>Total Hours</b>	<b>14</b>

**Paramedic Transition to Nursing**

Course Number and Name	Credits
RN 2006	6
<b>Total Hours</b>	<b>6</b>

Paramedics who wish to pursue the transition to registered nursing program must successfully complete **RN 2006**. Paramedics choosing to transition to nursing will be required to apply to the Nursing program. Students accepted into the program must complete a platform of 37 hours of coursework with a “C” or better and a minimum 2.75 GPA prior to admission to the technical phase of the RN program. Paramedics must hold a National Paramedic Registry Certificate and at time of application must have 3 years of experience working directly with patients as a licensed Paramedic. Paramedics who choose to transition are not required to be Licensed Practical Nurses.

# WELDING TECHNOLOGY PROGRAM

## ABOUT WELDING TECHNOLOGY

Our programs in welding technology train students in the theories and processes of welding through a combination of hands-on training and classroom studies.

This degree prepares students for entry-level employment in the field of Welding through the study of fabrication, metal transfer and the use of different shielding gases. Students will acquire skills in metallurgy, blueprint reading and layout techniques, thermal cutting multi-position metal transfer, well-joint design and application, and basic material science.

Students are required to take a two-part examination composed by the American Welding Society to apply for AWS Entry Level Welding Certification.

Our instructor is qualified to judge AWS Certification Tests in:

- Shielded Metal Arc Welding (SMAW)
- Gas Metal Arc Welding (GMAW)
- Flux Core Arc Welding (FCAW)
- Gas Tungsten Arc Welding (GTAW)

The TC requirements of the program provide the foundation for continued studies for the students who desire to continue his or her education. Courses completed in this certificate program may be applied toward the welding technology associate of applied science degree.

The associate of applied science degree in welding technology is designed to prepare the individual for a career as a welding technician in the fabrication, construction and manufacturing industries.

Employers in the welding industry are eager to hire highly skilled professionals who have undergone a training or credentialing program. The more you know about testing methods and industry regulations, the better equipped you'll be to land the job and give you a competitive advantage over other applicants when looking for a job.

A welding technology degree demonstrates to potential employers that you possess a thorough understanding of fundamental welding concepts.

Each student will be required to furnish their own tools as approved by the instructor.

### Associate Degree

| [Welding Technology](#)

### Technical Certificate

| [Welding Technology](#)

### Certificate of Proficiency

| [Welding Technology](#)

## ASSOCIATE OF APPLIED SCIENCE IN WELDING TECHNOLOGY

(60 Semester Credit Hours)

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

#### 1st Semester

Course Number and Name	Credits
TMAT 1203 ( <i>or higher math</i> ) <i>Must pass with a "C" or better</i>	3
WLD 1103	3
WLD 1202	2
WLD 1212	2

Course Number and Name	Credits
WLD 1224	4
WLD 1302	2
<b>Total Hours</b>	<b>16</b>

**2nd Semester**

Course Number and Name	Credits
ENGL 1013 <i>Must pass with a "C" or better</i>	3
WLD 1405	5
WLD 1503	3
WLD 1603	3
<b>Total Hours</b>	<b>14</b>

**3rd Semester**

Course Number and Name	Credits
ACR 2134	4
ENGL 1023 <i>Must pass with a "C" or better</i>	3
WLD 1403	3
WLD 1702	2
WLD 1804 *	4
<b>Total Hours</b>	<b>16</b>

**4th Semester**

Course Number and Name	Credits
3 Hours, Any Approved Social Science <sup>1</sup>	3
ACR 2124	4
BST 1303 or CIS 1113	3
WLD 2804	4
<b>Total Hours</b>	<b>14</b>

<sup>1</sup>See appropriate alternatives or substitutions in "General Education Requirements"

\*Usually offered in Summer

## CERTIFICATE OF PROFICIENCY IN WELDING TECHNOLOGY

(15 Semester Credit Hours)

The Certificate of Proficiency in Welding is a course of study that prepares students for entry-level employment in Automotive Service. This certificate of proficiency may be applied to the Technical Certificate and the Associate of Applied Science degree in Welding Technology.

Course Number and Name	Credits
WLD 1103	3
WLD 1202	2
WLD 1224	4
WLD 1503	3
WLD 1603	3
<b>Total Hours</b>	<b>15</b>

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

## TECHNICAL CERTIFICATE IN WELDING TECHNOLOGY

(36 Semester Credit Hours)

(Concurrent students who earn a Certificate of Proficiency in Industrial Control Systems may progress to earn a Technical Certificate in Industrial Electronic Technology by completing the remaining required courses below.)

### Fall

Course Number and Name	Credits
TMAT 1203 (or higher math) <i>Must pass with a "C" or better</i>	3
WLD 1103	3
WLD 1202	2
WLD 1212	2
WLD 1224	4
WLD 1302	2
<b>Total Hours</b>	<b>16</b>

### Spring

Course Number and Name	Credits
BST 1003 <i>Must pass with a "C" or better</i>	3
WLD 1405	5
WLD 1503	3
WLD 1603	3
<b>Total Hours</b>	<b>14</b>

### 1st Summer Session (five-week course)

Course Number and Name	Credits
WLD 1702	2
WLD 1804	4
<b>Total Hours</b>	<b>6</b>

# **COURSE DESCRIPTIONS**

## **ALL COURSES**

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