
Policy Statement

Policies and procedures stated in this bulletin--from admission through graduation--require continuing evaluation, review, and approval by appropriate university officials. All statements reflect policies in existence at the time this bulletin went to press, and the **university reserves the right to change policies at any time and without prior notice. THE UNIVERSITY RESERVES THE RIGHT TO CHANGE THE AMOUNT OF FEES OR TO ADD NEW ONES AT ANY TIME IF SUCH ACTION IS DEEMED NECESSARY.**

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

Equal Opportunity/Affirmative Action

Arkansas State University is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. To that end, the University provides opportunities in employment practices, admission and treatment of students without regard to race, color, religion, age, disability, gender, national origin, or veteran status.

ASU complies with all applicable federal and state legislation and does not discriminate on the basis of any unlawful criteria.

Questions regarding this policy should be addressed to the Affirmative Action Program Coordinator, P.O. Box 1500, State University, Arkansas 72467. Telephone (870) 972-3658.

Services for Individuals with Disabilities

Arkansas State University's Coordinator of Services to students, faculty and staff with disabilities is also the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) and the ADA Accessibility Guidelines (ADAAG). In this capacity, the coordinator arranges for academic adjustments and auxiliary aids to be provided to qualified students and coordinates workplace accommodations. The coordinator also is the individual to whom concerns about physical access to facilities, buildings and grounds should be addressed. The coordinator's office is located on the second floor (room 2181) of the Reng Student Services Center. The telephone number is 870-972-3964. The number for the Telecommunications Device for the Deaf (TDD) is 870-972-3458.

Arkansas State University will provide auxiliary aids, without cost, to those students with verified disabilities who require such services. If service providers are necessary, Arkansas State

University will provide appropriately trained providers (other than paid tutors).

ARKANSAS STATE UNIVERSITY

Center for Regional Programs

Independent Study Bulletin

Phone (870) 972-3052

ADMINISTRATION

Robert Potts

B.A., J.D., M.L.

Chancellor of the University

G. Dan Howard

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Senior Associate Vice Chancellor for Academic Affairs & Research

Verlene Ringgenberg

B.S., M.S., Ed.D

Dean for Regional Programs

STATE UNIVERSITY, ARKANSAS 72467

2009-2011

ACCREDITATION OF PROGRAMS

Arkansas State University's academic programs are accredited by the regional accrediting agency for all programs. Individual programs are accredited by specialized accrediting agencies for the respective programs.

The Higher Learning Commission of the North Central Association of Colleges and Schools (HLC)

Thirty North LaSalle, Suite 2400
Chicago, IL 60602
Telephone: (312)263-0456

Commission on Accreditation of Allied Health Education Programs

35 East Wacker Drive, Suite 1979
Chicago, IL 60601-2208
Phone: (312)553-9355
Fax: (312)553-9616
Email: caahep@caahep.org

American Association of Museums

Commission on Accreditation in Physical Therapy Education (CAPTE)

111 North Fairfax Street
Alexandria, VA 22314
Telephone: (703)706-3245

Accrediting Council on Education in Journalism and Mass Communications

The Association to Advance Collegiate Schools of Business (AACSB)

600 Emerson Rd., Suite 300
St. Louis, Mo 63141
Telephone: (314) 872-8481
Fax: (314) 872-8495

**Council for Academic Accreditation of the American Speech-Language-
Hearing Association**

Council for Accreditation of Counseling and Related Educational Programs (CACREP)

Council on Rehabilitation Education (CORE)

Council on Accreditation of Nurse Anesthesia Educational Programs (CON)
222 South Prospect Avenue

Park Ridge, Il 60068-4037
Telephone: (847) 692-7050

Council on Social Work Education

Engineering Accreditation Commission of ABET

Joint Review Committee on Education in Diagnostic Medical Sonography
2025 Woodlane Drive
St. Paul, MN 55125-2998
Telephone: (651) 731-1582

Joint Review Committee on Education in Radiologic Technology
20 N Wacker Dr., Suite 900
Chicago, Il 60606
Telephone: (312) 704-5304

National Accrediting Agency for Clinical Laboratory Sciences
8410 West Bryn Mawr, Suite 670
Chicago Il 60631
Telephone: (773) 714-8800

National Association of Schools of Art and Design
11250 Roger Bacon Dr Suite 21
Reston Va 20190
Tel. (703) 437-0700

National Association of Schools of Music
11250 Roger Bacon Dr Suite 21
Reston Va 20190
Tel. (703) 437-0700

National Association of Schools of Public Affairs and Administration

National Council for Accreditation of Teacher Education (NCATE)

National League for Nursing Accrediting Commission
61 Broadway
New York, NY 10006
Telephone: (212) 363-5555, X153

INSTITUTIONAL MEMBERSHIPS

Arkansas State University holds institutional membership in agencies, councils, and organizations important to the quality of its academic programs. Major memberships are shown below.

American Assembly of Collegiate Schools of Business

American Association of Colleges for Teacher Education

American Association of Colleges of Nursing

American Association of State Colleges and Universities

American Association of State Colleges of Agriculture and Renewable Resources

American Mathematical Society

Association for University Business and Economic Research

Association of College Educators in Radiologic Technology

Association of schools of Allied Health Professions

Association of Schools of Journalism and Mass Communications

Broadcast Education Association

Council for Advancement and Support of Education

Council of Graduate Schools in the United States

Council on Social Work Education

European Teacher Education Network

International Student Exchange

National Association of Schools of Art and Design

National Association of Schools of Music

National Association of Schools of Public Affairs and Administration

National Collegiate Honors Council

National Council for Accreditation of Teacher Education

National Council on Rehabilitation Education

National League for Nursing

National Student Exchange

North Central Association of Colleges and Schools

Oak Ridge Associated Universities*

Southern Council on Collegiate Education for Nursing

Teacher Education Council of State Colleges and Universities

THE UNIVERSITY

MISSION

Arkansas State University **educates** leaders, **enhances** intellectual growth, and **enriches** lives. (ASU=e3)

CORE VALUES

Arkansas State University values the following as central to our success:

- **Student-Centered:** We are committed to education, inquiry and service in order to meet students' changing needs. We foster lifelong learning, civic and social responsibility, leadership, and individual and career growth.
- **Learning-Centered:** We nurture intellectual flexibility, knowledge, and skills by integrating teaching, research, assessment and learning to promote continuous improvement of our scholarly community.
- **Excellence:** We pursue excellence within the campus community through opportunities for achievement in teaching, research, scholarship, creative activity and service.
- **Diversity:** We embrace diversity in all of its dimensions realizing that mutual respect for individuality and the inclusion of all are vital for both personal and institutional success.
- **Service:** We support and recognize service at all levels of the university. We strive to contribute to the benefit of the university, the Delta, the state, the nation and the world.
- **Integrity:** We hold high standards of character and integrity as the foundations upon which the university is built.

GENERAL INFORMATION

It is the policy of Arkansas State University to render maximum service. To assist in administering this policy the Center for Regional Programs is maintained to provide opportunities for off-campus study. The offerings cover a wide variety of subjects.

A candidate for a degree at Arkansas State University is required to complete at least 32 semester hours in residence on the ASU-Jonesboro campus, which must include 18 of the last 24 semester hours submitted for the degree. A maximum of 25 percent of a baccalaureate degree program may be earned through credit by examination (including CLEP), independent study through correspondence, evaluated military service credits, and USAFI courses. Candidates for degrees cannot count more than 31 hours of independent study courses through correspondence and/or credit by examination toward a degree.

Arkansas State University is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students. Any questions regarding this policy should be addressed to the Coordinator of Equal Opportunity and Affirmative Action, Arkansas State University, P.O. Box 2100, State University, Arkansas 72467.

Any person enrolling in independent study or off-campus study at ASU must have met the regular entrance requirements. Students with fewer than 60 semester hours credit are advised to enroll only in courses numbered 1000 or 2000. Students having completed 60 or more

semester hours credit may, with the proper prerequisites, enroll in any course offered.

STUDENT RESPONSIBILITY

Each student should study this Independent Study Bulletin, the Undergraduate Bulletin and the Student Handbook thoroughly and become completely familiar with the organization and the regulations of the university. Failure to do this may result in serious mistakes for which the student shall be held fully responsible.

ASSESSMENT REQUIREMENTS

Arkansas State University (ASU) is dedicated to providing quality academic programs; therefore, assessment for improvement of academic programs and learning is of primary importance to the university. Students are responsible for participating in any mandatory state and institutional assessment exams or related activities. Failure to participate in required assessments can prevent registration and delay degree completion and graduation.

MISSION STATEMENT

The mission of the Center for Regional Programs is to extend the resources of Arkansas State University-Jonesboro to meet educational needs and to provide public service for the citizens. The Center for Regional Programs works closely with the colleges of the university, businesses and communities in Arkansas so the resources and programs of Arkansas State University-Jonesboro are responsive to the needs of the region and the state. To accomplish this mission, the center provides off-campus credit programs and courses, independent study

credit courses, and services to industry, public schools and Arkansas two-year colleges.

INDEPENDENT STUDY

Independent study courses are offered as a service to persons desiring individual study at home. The independent study-by-correspondence offerings are of the same quality and content as the class offerings on the campus. The study outlines are prepared and the lessons graded by members of the faculty. Students select the study of special interest and personal need. The work represents the student's own efforts to master experiences, assisted by suggestions from the instructor. Thus, the values of independent thinking are encouraged.

Credits earned through Independent Study at Arkansas State University may be transferred in the same manner as other credits on transcripts issued by the Registrar. However, it is recommended that students desiring to enroll in independent study courses for the purpose of transfer, contact the Registrar's Office for confirmation before enrolling in a course at ASU.

Information concerning independent study and application forms may be obtained on line at www.astate.edu or from the Center for Regional Programs, Office of Independent Study, P.O. Box 2260, Arkansas State University, State University, Arkansas 72467. Telephone (870) 972-3052.

**ADMISSION/ENROLLMENT
INDEPENDENT STUDY COURSES**

ENROLLMENT AND RENEWAL

The enrollment in a course is for a period of six months. Experience has shown that most courses can be completed within that time. Minimum time for completing a course is 5 weeks. When needed, the enrollment period may be extended for three months upon written request accompanied by a fee of \$50.00 any time before the expiration date of the first enrollment. **A COURSE CAN BE RENEWED ONLY ONE TIME.** The extension of a course is not recommended unless some lessons have been submitted.

Arkansas State University faculty members grade most course lessons. Delays in returning lessons will occur during the summer terms and vacation periods. The student should take this into consideration before attempting to meet a deadline.

The Independent Study Office operates throughout the entire year. Therefore, one may enroll and begin work on a course at any time.

One may enroll in two independent study courses at the same time; however, it is important to apply only for the work one can successfully complete in addition to other obligations.

Independent study by correspondence can be challenging and rewarding but it is not for everyone. It demands of the student a great deal of self-discipline, motivation and ability to work without aid. Any student who plans to enroll in a correspondence course should carefully weigh these factors.

ADMISSION FOR AN INDEPENDENT STUDY COURSE

Enrollment in an independent study course **is conditional until the enrollment has been accepted by the Registrar's Office.** It is the responsibility of the student to make sure he is eligible for admission and enrollment at Arkansas State University. A student enrolling for independent study courses must meet **ALL** admission requirements of Arkansas State University.

INDEPENDENT STUDY WHILE ENROLLED IN CAMPUS COURSES

A student desiring to enroll in independent study while enrolled as a full-time student at this university **must secure the signatures of his/her adviser and dean on the Application for Independent Study Work.** Taking an independent study course must not create an overload of hours in any given semester.

An independent study course need not be completed within the semester unless the student will be enrolled in 16 or more credit hours the next semester. The maximum academic load for students with less than a 3.500 GPA shall not exceed 18 hours per semester, 14 hours during the summer term, which includes any combination of five or ten-week courses, (Internet or correspondence courses are inclusive and/or other courses no matter how delivered or where taken.), or 3 hours in an interim. However, a one hour overload is permitted during the last enrollment period (semester or five week term) if the one hour overload will complete graduation requirements.

INDEPENDENT STUDY WHILE ENROLLED IN ANOTHER UNIVERSITY

A student desiring to take independent study work while enrolled and working toward a degree from another college or university must secure the approval of the Registrar at the college or university in which she/he is enrolled (this Certification of Transient Student Status form is found in the back of the Independent Study Bulletin). A student desiring to enroll in an independent study course under these circumstances will not be required to submit a transcript of college courses completed.

ACADEMIC SUSPENSION

Any student who is on academic suspension from Arkansas State University or from any other college or university may not enroll in an independent study course. For further information concerning academic suspension consult the current issue of the Arkansas State University Undergraduate Bulletin.

FEES

Tuition per Credit Hour	\$66.00
Textbook Rental (Fee is non-refundable)	25.00
Postage Fee per Credit Hour	6.00

Within the Continental United States

Course Extension	50.00
Course Exchange (NOTE Requirement)	50.00
Penalty for Checks Returned for Insufficient Funds, etc.	25.00
Course Materials	7.00
Testing fee for exams from other universities	20.00

FACULTY/STAFF AND DEPENDENT DISCOUNTS DO NOT APPLY TO CORRESPONDENCE COURSES.

Refund will not be given if TEXTBOOK is not returned at time of withdrawal.

REFUNDS

No refund will be made **unless claimed at the time of withdrawal.** The periods of student enrollment and refund are as follows: two weeks or less-100% of tuition, after two weeks, no refund will be given. No refund is given for postage fees, material fees and book rental.

EXCHANGES

A course may be exchanged for another upon payment of \$50.00 provided the student has not been enrolled in it for more than thirty (30) days. Change of course request must be accompanied by new application with appropriate signatures. No more than one exchange may be made on one enrollment. When a course is exchanged for another, the student must also pay book rental (\$25.00) on the new course if additional books are required and \$3.50 per lesson for all lessons submitted on the cancelled course. **The expiration day of the original course will apply to the new one.**

A student may not transfer his/her enrollment in a course to another student.

GRADE AND QUALITY POINTS

The instructor's evaluation of the quality of work is expressed as follows: A, four quality points; B, three quality points; C, two quality points; D, one quality point; F no quality point.

COURSE NUMBERS

Each course is designated by a number composed of four digits. Each course number carries the following information: The first digit indicates the course level (0-no degree credit, 1-freshman, 2-sophomore, 3-junior, 4-senior) and the fourth digit indicates the number of semester hours of credit. The listing of course numbers in descriptions of courses for each college includes the current four-digit number (and the old five-digit number in parentheses).

HOW TO ENROLL

1. Select the course desired and in keeping with your objective.
2. Complete a separate application form for each course desired. No materials will be mailed without an application. Fill in all the blanks, making certain to give all the information. Additional application forms may be obtained by writing to the Center for Regional Programs, Independent Study, P.O. Box 2260, State University, AR 72467.
3. If you are working toward a degree at Arkansas State University, you must secure **the approval of your adviser and dean before enrolling in a course.**

4. **Payments must be made to the ASU Treasurer's Office, P.O. Box 2640, State University, AR. 72467, or at the cashier's window at the ASU Student Union.** If you want to rent a textbook, be sure to include rental fee in your remittance.
5. If you want to buy a textbook, wait until you receive the lesson outlines, and the book title will be included. You may then order from the ASU Bookstore, State University, AR 72467, or from the publisher.
6. You will receive lesson materials from the independent study office soon after the application form and fees are received.

PREPARATION OF ASSIGNMENTS

1. All independent study students will furnish their own materials needed for submitting lessons.
2. Use standard size paper (8 1/2 x 11). **Write on only one side of the paper.** Write with ink or use a typewriter. Leave a margin on the left side of the paper.
3. For your protection, write your name and address, the name and number of the course, and the number of the lesson at the top of **the first page of each lesson.** This information should also appear on your exam request unless exam is taken at Arkansas State University. For example:

John Doe	Reg. No. 18,000
123 Webster Street	Psychology 2013
Jonesboro, Arkansas 72401	Lesson 1

4. Prepare each lesson in sequence. Follow directions given by the instructor. Course directions will specify maximum number of lessons that may be submitted weekly.
5. Read each assignment carefully before attempting to answer any question.
6. Be specific. Think through the answer to any question before writing the final answer. Remember that your answer must convey your thoughts to the instructor without the benefit of your oral explanation.
7. The recitation paper must contain only the lesson; all business and other communication must be written on a separate sheet and mailed separately.
8. Students are encouraged to schedule adequate time for the independent study course to allow for the return of lessons prior to the submission of additional lessons for grading.
9. When you are discouraged, do not stop work. Give it another try. Always feel free to ask questions. Your instructors and the Independent Study Office want to help you complete the course.
10. Be sure to return all rented books and other material. **No credit will be granted until this has been done.**
11. When papers have been graded they will be returned to you postpaid.
12. Address all mail to: Center for Regional Programs, Independent Study, P.O. Box 2260, Arkansas State University, State University, Arkansas 72467.

13. Students who have a certificate deadline to meet should make sure all independent study work and examinations are in the Independent Study Office 30 days before credit is needed.

WITHDRAWAL FROM A COURSE

A student withdrawing from a course before the final examination will have "dropped" recorded on the permanent record.

If a student does not complete a course and does not notify the Independent Study Office to officially withdraw from it before the expiration date, a grade of "F" will be recorded on the permanent record.

FINAL EXAMINATIONS

GENERAL POLICIES

IN ALL INDEPENDENT STUDY COURSES THE FINAL EXAMINATION IS THE PRINCIPAL FACTOR IN DETERMINING THE FINAL GRADE. THE FINAL EXAMINATION WILL DETERMINE FIFTY PERCENT OR MORE of the course grade. If an "F" is earned on the final examination, no credit will be given for the course. **NO EXAMINATION WILL BE GIVEN A SECOND TIME.**

Unless otherwise specified by the instructor, final grades in Independent Study courses will be based wholly on supervised examinations. In courses that have only a final examination, students who fail the final examination will receive an "F".

No books or papers may be consulted during an examination unless specified in the examination. **Any person cheating on an examination**

will forfeit credit for the course. In general, two hours without an interruption should be arranged for an examination.

The final examination may be taken after all the lessons in the course have been received by the Independent Study Office and must precede the expiration date of the enrollment. The final examination may be arranged in any of the following ways:

1. After you have completed all of the lessons for your independent study course, you may take your final examination at the Center for Regional Programs, Arkansas State University. The office is open Monday through Friday from 8:00 to 5:00, Phone 972-3052, except during ASU's holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's. We recommend a minimum of two hours for each examination. Some examinations may require as long as four hours. **Call for an appointment. Under no circumstances can lessons be withheld and submitted all at one time.**
2. Arkansas State University has an agreement with other colleges and universities to administer independent study course examinations. If you prefer to take your examination at one of these places, you should request your examination be sent to them. They will administer it any time during regular office hours.
3. Those students living more than 100 miles from Arkansas State University who do not live within a reasonable distance of a college or one of our examination centers,

will have a special examiner appointed by the Dean of Regional Programs and Continuing Education.

It is your responsibility to request your final examination AFTER you have sent in your last lesson. We will advise you when and to whom the examination is mailed. You should not go to an examination center until you receive notice that your examination has been sent. You should arrange with the examiner the time and place of the examination. It is customary to pay a fee directly to the examiner.

PRE-ARRANGEMENTS ARE NECESSARY FOR ALL EXAMINATIONS

THE CENTER FOR REGIONAL PROGRAMS RESERVES THE RIGHT TO ASSIGN ANOTHER PERSON TO ADMINISTER THE EXAMINATION, OR TO REQUIRE THE STUDENT TO COME TO THE CAMPUS FOR THE EXAMINATION.

ACADEMIC INTEGRITY

Correspondence students are expected to exhibit personal honesty and integrity throughout the course completion process. Lessons and examinations must represent the student's own work without assistance. The purpose of lessons is to provide guidance for the student through the course. Evidence of irregularities, plagiarism, or cheating will result in a grade of "F" for the course.

TEACHING CERTIFICATE DEADLINES

Residents of Arkansas desiring information concerning teacher certification requirements should write to Dr. Mary Jane Bradley, Associate Professor of Education, P.O. Box 940, Arkansas State University, State University, Arkansas 72467, or the Dean of Education at the college or university in the area. Non-Arkansas residents

should contact their State Department of Education to acquire teacher certification information. The Independent Study Office is not authorized to advise students on these requirements.

TRANSCRIPTS

Transcripts are not issued by the Independent Study Office. If you wish to have an official transcript sent to you or to some official or institution, you must make a written, signed request directly to the Registrar's Office, Arkansas State University, P.O. Box 1570, State University, Arkansas 72467. You should not make this request until you have received your grade card which will be sent from the Registrar's Office.

A \$3.00 charge is assessed for all official transcripts, except those requested by the academic adviser.

REPEATING OF COURSES

Students may repeat up to 18 semester hours in which grades of D or F were earned and have only the last grade counted in computing the grade point average for undergraduate degree requirements. Courses may be repeated anytime before the first degree is awarded. The student can select the courses eligible to be repeated as long as these courses meet the requirements below.

1. The student must have earned a grade of D or F in the course. Note: A grade of F cannot replace a grade of D. If the grade in the first attempt is a D and the grade in the second attempt is an F, both grades will be counted.
2. Students may repeat up to 18 semester hours.

3. All other repeated courses will have both grades counted. Degree hours will be applied only once toward graduation requirements.
4. Students may not repeat for credit any course in which they have earned a grade of C or better.

The student should be aware that the grade of D or F from any previous attempts will remain on the transcript. The previous attempts will be indicated by an "E" in the repeat column.

A formal request for recomputation of grade point averages must be completed and filed with the registrar in order to have only the last grade counted for courses which have been repeated. Developmental courses are not included in the Repeating of Courses policy.

The department chair, the appropriate college dean, and the registrar will determine the application of the repeat course policy in those instances where course numbers and /or titles have been changed at Arkansas State University and for courses completed at other institutions of higher education. Every student is eligible for the provisions of the repeat policy, regardless of the Bulletin year in which the student entered ASU.

Students who are planning to apply for admission to graduate school should take note that most graduate/professional schools recalculate GPA=s based upon ALL COURSES that students have attempted during their college career. Thus, any repeated courses will have both grades counted in consideration for graduate school admission.

ADMISSION/ENROLLMENT ON-CAMPUS COURSES

General Information

Communications concerning admission to the undergraduate programs of the university should be addressed to the Admissions Office, P.O. Box 1630, State University, AR 72467.

CORE CURRICULUM FOR UNRESTRICTED ADMISSION

ENGLISH - 4 units with emphasis on writing skills, not to include courses in Oral Communications, Journalism, Drama or Debate.

NATURAL SCIENCE - 3 units with laboratories chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.

MATHEMATICS - 4 units including Algebra I and II, Geometry, and an advanced math course. It is strongly recommended that students take a math course during their senior year.

SOCIAL STUDIES - 3 units including one of American History (does not include Contemporary American History), one of World History (not to include World Cultures, World Geography, or Global Studies), and at least 1/2 unit of Civics or American Government (not to include courses in practical arts).

EARLY ENTRANCE

The university accepts students who are not high school graduates if they have (1) eighteen units of high school credit including three units of English, two units of mathematics, two units of natural science, three units of social science, and not

more than two units of activity credit; (2) an overall grade average of 3.25; (3) an ACT composite score of 19 or higher; and (4) a recommendation from the high school principal or superintendent. In addition, the early entrant must submit the credentials required of high school graduates except proof of graduation.

ENTERING FRESHMEN

To be considered for admission to Arkansas State University; an applicant must submit the following:

1. An application for admission by the first day of
2. A \$15 nonrefundable processing fee*
3. An official High School Transcript mailed directly from the high school ** OR the result of the General Education Development (GED) examination mailed directly from the State Department of Education. Home schooled students should mail equivalent documents. Hand carried documents are NOT considered official unless submitted in a sealed, stamped school envelope or faxed directly from the previous institution. If you are currently enrolled in high school, a second transcript must be sent AFTER you have graduated listing your graduation date and final school GPA.

4. Official ACT scores, SAT scores, ASSET or COMPASS scores** mailed directly to the university from the testing institution or the high school. Test scores are only valid five years from the date of exam.
5. Final official Transcript from all colleges attended, if any.
6. Proof of (2) immunizations for measles, mumps, rubella and rubeola. The vaccine must have been received after the first birthday and after 1/1/68.
7. Proof of registration with the Selective Service
8. A minimum ACT composite score of 18 or a minimum final high school GPA of 2.35. Comparable scores on the SAT, ASSET or COMPASS may be submitted for consideration.

* Application processing fees are not covered by scholarship.

** Hand-carried documents are not considered official records.

Students enrolling in degree programs at Arkansas State University may present faxed documents (i.e., ACT scores and transcripts) in lieu of official documents for registration purposes during the first week of classes only. Official copies must follow for students to be permitted to register for subsequent semesters and to obtain official transcripts from Arkansas State University. Students who present official documents which are incongruent with faxed documents will face disciplinary action by the university.

HIGH SCHOOL/UNIVERSITY PROGRAM

High school students who meet the prescribed criteria (outlined below), may enroll in university courses prior to graduation when the combined enrollments (high school and college) during any one semester do not exceed normal academic load. To be considered for this program, a student must submit an application for admission to the university and all documents listed above under Admissions Procedures.

All students must present evidence that they meet the criteria stated under either I or II below.

I. ACT/GPA

2.75 on 6 semesters

2.50 on 7 semesters

With 19 composite ACT 1 score (comparable SAT scores may be used).

II. Individual Evaluation Based on Performance Criteria

Students may meet the criteria for admission through a process submitted by the high school that is based upon performance criteria which justify waiver of requirement of the standardized test score-OR-the high school grade point average. These criteria are expected to be comprehensive and demonstrate exemplary performance. **Arkansas State University reserves the right to determine whether the criteria are equivalent to standardized test scores or high school GPA.** (Acceptable criteria might include: scores at the 80th percentile on a recent standardized achievement test, grades in AP or Honors classes, performance in the Arts before a state or regional audience.)

Students earning credit through the high school/university program who wish to apply for a university funded scholarship should check with the Office of Financial Aid/Scholarships.

FRESHMAN ASSESSMENT AND PLACEMENT

The Arkansas State Board of Higher Education (SBHE) Freshman Assessment and Placement Program prescribes statewide minimum standards for determining whether entering freshman should be placed in college level math and English courses or in developmental courses in math, English composition, and reading. At ASU, students whose scores dictate placement in developmental programs **MUST ENROLL IN THOSE COURSES DURING THEIR FIRST ACADEMIC YEAR.**

Any first time freshman with an ACT composite score of <19 (or comparable SAT) or requiring two or more developmental courses in

different disciplines is considered "AT RISK" academically. Any student without an ACT or SAT composite score will be considered "AT RISK" if one or more ASSET or COMPASS scores is/are below the established cut score as described below. At risk students may not take more than 12 credit hours per semester and may not declare a major until he/she has completed all developmental courses and 24 credit hours with a cumulative GPA of 2.00. All at risk students will be required to participate in the Right Start program until the above requirements are met.

Students requiring enrollment in more than 12 hours for scholarship purposes may petition through the Wilson Advising Center to take up to 15 hours maximum.

The following standards apply to all first-time entering freshman who are admitted to enroll in degree programs:

Mathematics

The SBHE has prescribed that, "No mathematics course less sophisticated than college algebra may be applied toward a bachelor's degree in a public university in Arkansas."

Students who score below 19 on the mathematics section of the Enhanced ACT (American College Testing Program's ACT Assessment Test), **or** below 390 on the quantitative portion of the SAT (College Board's Scholastic Aptitude Test), taken **before** April 1, 1995; **or** below 460 on the Recentered SAT I taken **after** April 1, 1995; **or** below 39 on the ASSET (American College Testing Program's Assessment of Skills for Successful Entry and Transfer) Intermediate Algebra test or below 41 on the COMPASS test, must successfully complete the introductory (pre-

college level) mathematics course or courses as stated below. Students must earn a grade of AC@ or better in these courses before enrolling in college level mathematics courses. Students with:

ACT Math scores in the 0-16 range (or ASSET/SAT/COMPASS equivalencies)

ENROLL IN MATH 0003, INTRODUCTORY ALGEBRA

ACT Math scores in the 17-18 range (or ASSET/SAT/COMPASS equivalencies)

ENROLL IN MATH 0013, INTERMEDIATE ALGEBRA

English Composition

Students scoring below 19 on the English section of the Enhanced ACT; **or** below 470 on the verbal portion of the SAT; or below 400 on the SAT II Subject Test in Writing; **or** below 40 on the TSWE, (College Board's Test of Standard Written English) or below 45 on the ASSET Language Usage test or below 75 on the COMPASS test, must successfully complete the developmental course or courses in English composition as stated below. Students with:

ACT English scores in the 0-13 range (or SAT/ASSET/COMPASS equivalencies)

ENROLL IN UC 0003, LANGUAGE DEVELOPMENT (and successfully complete the course before advancing to the next level

ACT English scores in the 14-18 range (or SAT/ASSET/COMPASS equivalences)

ENROLL IN ENG 0002, Basic Writing.

Students must earn grade of AC@ or better in UC 0003 and/ or ENG 0002 before advancing to ENG 1003.

***Note: Students must earn a grade of "C" or better in ENG 1003.**

Composition I before taking ENG 1013, Composition II.

Reading

Students who score below 19 on the Reading section of the Enhanced ACT, or below 340 on the verbal section of SAT taken **before** April 1, 1995; **or** below 469 on the Recentered SAT I taken **after** April 1, 1995; or below 43 on the ASSET Reading Skills test or below 82 on the COMPASS test, must enroll in the developmental course stated below.

UC 0113, COLLEGE READING I, and/or UC 0123 COLLEGE READING II

Students with:

ACT Reading scores in the 0-15 range (or SAT/ASSET/COMPASS equivalencies)

ENROLL in UC 0113 COLLEGE READING I (and successfully complete the course before advancing to the next level

ACT Reading scores in the 16-18 range (or SAT/ASSET/COMPASS equivalencies)

ENROLL IN UC 0123, COLLEGE READING II

Students must earn a grade of "C" or better in UC 0113 and or UC 0123

ENROLLMENT IN DEVELOPMENTAL COURSES

When an entering freshmen student's composite ACT score or subject ACT score, SAT score, ASSET score, TSWE score, or COMPASS score requires the student's enrollment in a developmental course(s) in accord with the Arkansas State Board of Higher Education Policy, **enrollment in the lowest level developmental courses(s) shall be mandatory for the student's first semester of enrollment at Arkansas State University.** Students not successfully completing the developmental courses in their first year at Arkansas State University will not be eligible to enroll by web. They must go to Wilson Advising Center for advisement and permission to register. Also, they will be required to enroll in the developmental courses that have not been successfully completed. Enrollment will be limited to 12 hours until developmental course requirements are completed.

ADMISSION PROCEDURES:

- (1) Completed application for admission along with a \$15.00 non-refundable processing fee.
- (2) Official transcript mailed directly to ASU from each institution previously attended. [Refer to Transfer Credit policy for definition of acceptable transfer credit.]
- (3) A student currently enrolled and whose final transcript cannot be provided by the institution until the semester is completed will be evaluated for admission on all work completed to date. A final, official transcript must be received in order to continue enrollment for subsequent terms.
- (4) Documentation (required by Arkansas Statute) of two immunizations for measles, mumps, rubella and rubeola. The first immunization must have been administered after the applicant's first birthday and after 1/1/68. The second immunization may be administered no sooner than 28 days after the first dose.
- (5) Proof of registration with the selective service (all males 18/25).

Transfer Student Admission:

- (1) Students who have completed 12 or fewer semester credit hours will be admitted under conditions for new freshmen and must submit high school transcripts and ACT scores in addition to all college transcripts.

- (2) Transfer students who have completed 13-23 or more transferrable credit hours with a cumulative GPA of at least 2.000 at a regionally accredited college or university and evidence of ACT scores or compliance with the state-mandated remediation requirements will receive unconditional admission.
- (3) Applicants with 24 or more transferrable hours must present final, official transcript from all colleges attended.
- (4) Transfer students with a cumulative GPA of less than 2.000 may be admitted on academic warning if the GPA for the last 12 transferrable semester hours is at least 2.000 or there has been separation from all academic institutions for at least one semester (excluding summer).

REQUIRED REMEDIATION FOR TRANSFER STUDENTS

Students with fewer than 24 semester hours must show proof of compliance with state-mandated remediation laws.

Students transferring from State of Arkansas accredited two year institutions with an Associate of Arts degree (or other associate degrees meeting the minimum state enhanced general education core) will have satisfied Arkansas State University's general education requirements. However, specific ASU degree requirements must be met for a bachelor's degree, i.e., certain degrees may require a "C" or higher grade for major and/or other specific courses. Students admitted with an associate degree will be classified as a junior for registration purposes.

READMISSION OF FORMER STUDENTS

Returning students who have been in a "non-enrolled" status with Arkansas State University for more than one academic year must submit to the Registrar's Office an application for readmission. Additionally, re-entering students must submit official transcripts for any/all college work completed at other institutions. Students must provide proof of immunization for measles, mumps, rubeola and rubella.

TRANSIENT STUDENTS

Transient (temporary) students are those who are actively enrolled in other institutions of higher learning and wish to enroll for a session at Arkansas State University. Admission as a transient student requires an application, a \$15.00 non-refundable processing fee, proof of two immunizations for measles, mumps and rubella, a letter of good standing from the student's home institution and proof of registration with the Selective Service (males 18-25). Transient students wishing to continue at Arkansas State University for more than one academic session should follow the procedures for admission of transfer students. (See Admissions Procedures for more information about immunization documentation.)

NON-DEGREE STUDENTS

Individuals who wish to pursue courses of special interest without submitting academic credentials **may register for a maximum of six hours per semester (or 3 per summer term)**, accumulating up to 12 semester hours of undergraduate non-degree credit. Thereafter, non-degree students must comply with university admission requirements or

obtain a written waiver from the Registrar. **CAUTION: Non-degree students should not enroll in courses that are required in the general education program.** Courses taken for non-degree credit are not applicable toward a degree unless validated later by the student's meeting all conditions of admission to the university, including remediation requirements.

Non-degree students are required to submit all admission credentials listed under "Admission Procedures" except for ACT scores and high school and/or college transcripts.

Non-degree students are required to meet the same course prerequisites, as are other students. Non-degree students are generally not eligible to participate in financial aid programs.

Due to specific enrollment limitations, non-degree students may not register through the university's web registration system.

ADMISSION AND ENROLLMENT OF INTERNATIONAL STUDENTS

Arkansas State University provides access to a quality education to international students at an affordable cost in a caring and supportive environment. A citizen of a nation other than the United States of America (including Permanent residents) wishing to apply for admission to Arkansas State University should write to the Office of International Programs, Arkansas State University, P.O. Box 2910, State University, AR 72467 USA or email international@astate.edu. Future international students may also visit our website at <http://www.astate.edu/international>.

ASU International Programs office encourages all applicants to submit the completed application and all supporting documents at least 45 days prior to the desired enrollment date.

International applicants must provide the following documents:

1. **Application and Processing Fee** - A formal application for admission, accompanied by a \$40.00 (U.S. funds) non-refundable processing fee. Evaluation of academic records and subsequent issuance of the I-20 will not begin before the processing fee is received. Application forms can be downloaded and printed from <http://www.astate.edu/international>
2. **Authenticated Copies of all Academic Records** - All undergraduate applicants must submit an attested or notarized copy of the high school diploma in English. Students seeking to transfer from another university or college must submit official transcripts from those institutions. A transcript evaluation by an independent agency (e.g., World Education Service or Education Credential Evaluators) may be required and if so, will be the responsibility of the student.
3. **Proof of English Proficiency** -
Completing ASU's ESL Program Minimum grade of 80% or above
 - o TOEFL - Paper-Based 500 - (ASU's Code:6011)
 - o TOEFL - Computer-Based 173-(ASU's Code:6011)
 - o TOEFL - Internet-Based 61-(ASU's Code:6011)

- o IELTS - Academic 5.5 - Official Score from British Council
- o English as Official Language CIA World Fact Book
- o Completing required level of a CEA Accredited ESL program
- o Obtaining minimum 60% in English at X and XII in Certificate in India and Pakistan
- o Completing the required level if a language program, which has a formal agreement with ASU (check with International Programs)
- o High School Graduate (Minimum 2 years of attendance) from USA, UK, Canada, Australia and New Zealand.

4. Financial Affidavit - A letter of certification (dated not more than six months prior to desired enrollment date) from a financial institution (acceptable to the university) stating that the sponsor(s) of the applicant has/have sufficient funds (equivalent to estimated annual cost of attendance, which can be found at www.astate.edu/international)

ASU does not guarantee or promise any financial assistance to any international student.

International students seeking to transfer from another college, university, or institution (including language schools) within the United States must be in good academic standing at that institution and must also submit an international

student transfer clearance form completed by the international student advisor at the transferring institution.

International students must maintain continuous health insurance coverage, (including the summer months) while attending ASU. All international students are required to enroll in the University's international student health insurance program. A fee equal to a six-month premium, \$498.00, is added to each semester's tuition bill.

THE WILSON CENTER FOR ACADEMIC ADVISING AND LEARNING ASSISTANCE.

The Wilson Advising Center is the primary home for advisement of exploratory (undecided) students at ASU. This office offers walk-in-style services Monday through Friday. Students who are seeking a two-year degree at ASU can find special support services located in the center as well. The center is the first stop for students who want to change their major or wish to withdraw from ASU. The center also provides services for students who have been placed on academic suspension or who need to readmit following suspension. Any student regardless of major may contact this office with general advising or other academic questions and concerns.

THE GENERAL EDUCATION PROGRAM

Statement of Mission for the GENERAL EDUCATION PROGRAM of Arkansas State University

The general education program develops a foundation and motivation for the lifelong pursuit of learning in undergraduate students at Arkansas State University by introducing them to a broad range of essential areas of knowledge that will enable them to participate in our democratic nation and in a global society.

GENERAL EDUCATION GOALS FOR STUDENTS

1. **Communicating effectively.** Students should be able to communicate effectively and correctly, in writing and in speech, for a variety of purposes, using appropriate forms of discourse, organizational strategies, and vocabulary.
2. **Thinking critically.** Students should develop the skills necessary to digest, assimilate, and evaluate critically what they read, see and hear. They should employ rational argument and deduction routinely in their own work.
3. **Using mathematics.** Students should be able to use, understand and apply basic mathematical skills in practical applications.
4. **Using technology.** Students should be able to use appropriate technologies to locate, process and evaluate information in an effective and ethical manner.
5. **Understanding global issues.** Students should be aware of the social, political, economic, and cultural dimensions of a diverse national and world community. They should have the intellectual and interpersonal skills needed to participate and succeed in a dynamic global society.
6. **Developing a life-long appreciation of the arts and humanities.** Students should develop an appreciation for the arts and humanities. They should be aware of the role of art and literature in human civilization and contemporary culture.
7. **Developing a strong foundation in the social sciences.** Students should be aware of the diverse systems developed by humans to manage and structure our relationships with one another. Students should prepare for the full range of public and private roles they are expected to fulfill as citizens, decision-makers and human beings in a democratic America and in a global society.

8. ***Using science to accomplish common goals.*** Students should understand how science is conducted and the criteria for scientific evidence so that they will be able to make informed decisions about the health and well-being of their communities and the natural environment. They should be aware of the ethical and political issues raised by science.
9. ***Providing foundations necessary to achieve health and wellness.*** Students should have a knowledge and appreciation of the scientific bases of physical and mental health and their contribution to overall wellness.
10. ***Understanding interdependence.*** Students should grasp how the many spheres of Human knowledge are interrelated as they address problems and issues in their professional, civil, and personal lives. They should acknowledge the responsibilities of informed citizenship and the impact of their decisions and actions on others.

DESCRIPTION OF COURSES

The offerings are listed alphabetically by colleges and departments.

Students owning a textbook need not rent one.

COLLEGE OF AGRICULTURE

TECHNICAL AND VOCATIONAL EDUCATION (VOED)

1513. Methods of Technical and Vocational Teaching. Methods of teaching are introduced and studied, with emphasis on the application of those methods in a technical or vocational school setting. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials \$7.00, Total-\$248.00.**

1543. Evaluation of Learning. Methods for measuring student learning, determining letter grades, and evaluating overall instructional effectiveness as applied to a technical or vocational setting are presented. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total \$248.00.**

1553. Management of Technical and Vocational Programs. Various management tasks essential to effective technical and vocational instruction and program development are presented and studied with emphasis on their application in a technical or vocational school setting. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, 18.00; Course Materials \$7.00; Total \$248.00.**

2503. Program Development. Various activities pursuant to the design, development, promotion and evaluation of a technical and vocational programs are presented and studied with emphasis on their application in a technical or vocational school setting. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course materials, \$7.00; Total-\$248.00.**

2523. The Two-Year College in America. An examination of the history, philosophy, nature, and function of the two-year college. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00 .**

2533. History and Philosophy of Technical and Vocational Education. An examination of the history and philosophy of technical education in America with a special emphasis on Arkansas emerging technical colleges. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

COLLEGE OF BUSINESS

ACCOUNTING (ACCT)

2033. Introduction to Financial Accounting - Introduction to accounting and the accounting cycle. Basic Accounting and reporting for merchandising and service oriented business organizations. Primary emphasis is on accounting principles applicable to measuring assets, liabilities, owners equity and income. Special measurement problems for partnerships and corporations. **Tuition, \$198.00; Postage, \$18.00; Course Materials, \$7.00; Textbook with working papers, \$69.50; Total \$292.50.**

2133. Introduction to Managerial Accounting - This course covers basic accounting and reporting for manufacturing companies. The course is also devoted to managerial uses of accounting data for the decision making function and to special accounting reports. Prerequisite. ACCT 2033 with a C or better. **Tuition, \$198.00; Postage \$18.00; Course Materials, \$7.00; Textbook with working papers, \$69.50; Total \$292.50.**

3053. Cost Managerial Accounting - Accounting issues from the viewpoint of the manager. Examination of costing techniques, cost behavior, cost volume profit relationships and budgeting. Emphasis is on use of relevant information in decision making for managers. Prerequisite. ACCT 2133 with a C or better. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total \$248.00.**

ECONOMICS (ECON)

2313. Principles of Macroeconomics. National income accounting, inflation and unemployment, competing theories of national income, fiscal policy, the Federal Reserve system and monetary policy, and international trade. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course materials, \$7.00; Total \$248.00.**

2323. Principles of Microeconomics. Principles of resource allocation, supply and demand, consumer behavior, costs of production, the competitive model, oligopoly and factor markets. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage \$18.00; Course Materials, \$7.00; Total- \$248.00.**

COMPUTER INFORMATION TECHNOLOGY (CIT)

3013. Management Information Systems. Provides understanding of information needs of management, information technology used by various business subsystems, and how technology can be utilized for competitive advantage. **NOTE: CIT 3013 is a prerequisite or co-requisite for ALL upper-level CIT courses. Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

MARKETING (MKTG)

1013. Introduction to Business. Survey course to acquaint beginning students with the major institutions and practices in the business world, to provide elementary concepts of business, and to serve as an orientation course for selection of a specific major (Open to College of Business freshmen and non-business majors only). **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials \$7.00; Total-\$248.00.**

COLLEGE OF COMMUNICATIONS

JOURNALISM (JOUR)

3023. Principles of Advertising. Advertising history, theory and practice, including traditional and non-traditional media. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course materials, \$7.00; Total-\$248.00 .**

COLLEGE OF EDUCATION

HEALTH (HLTH)

2513. Principles of Personal Health. Principles, problems, and practices in the development of positive health behavior. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course materials, \$7.00; Total-\$248.00.**

3563. Human Sexuality. Emphasis given to human reproduction, courtship, marriage, parenthood, premarital and extramarital sex and deviate sexual behavior. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course materials, \$7.00; Total-\$248.00.**

4513. Consumer Health. An analysis of the health services and health products offered in the market place and study of principles involved in making wise consumer health choices. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total - \$248.00.**

4543. Drug Use and Abuse. An exploration of the physical, mental, emotional, and social aspects of drug use and abuse. Special attention will be focused on proper use of drugs within contemporary society. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course materials, \$7.00; Total-\$248.00.**

PSYCHOLOGY (PSY)

2013. Introduction to Psychology. Study of the important scientific principles of individual human behavior from biological, cognitive, social, and behavioral perspectives. **Tuition, \$198.00; Textbook Rental, \$25.00 ; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

3403. Child Psychology. Principles and patterns of mental, social, emotional, and physical development. No more than 6 credit hours from the following courses may be used to satisfy the requirements for a major or minor in psychology: PSY 3403, PSY 3413 and PSY 3453. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

3413. Adolescent Psychology. The influence of factors including cognition, motivation, perception, learning, emotion, and personality on development during adolescence. No more than 6 credit hours from the following courses may be used to satisfy the requirements for a major or minor in psychology: PSY 3403, PSY 3413, and PSY 3453. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00**

3523. Introduction to Social Psychology. Analysis of the situational factors which influence various behaviors including aggression, altruism, and interpersonal attraction. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00 .**

3703. Educational Psychology. Survey of principles as they apply to education. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course materials, \$7.00; Total-\$248.00.**

3823. History of Psychology. Overview of the history of psychology and recent systematic developments. **Tuition, \$198.00; Textbook Rental, \$ 25.00 ; Postage, \$18.00; Course Materials \$7.00; Total-\$248.00.**

COLLEGE OF FINE ARTS

THEATRE ARTS (THEA)

1203. Introduction to Theatre. Basic principles of theatrical traditions and terminology. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

4263. History of Theatre I. From the Greek Period to the Renaissance Period. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

4273. History of Theatre II. From the Renaissance Period to the Modern Period. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

CRIMINOLOGY (CRIM)

1023. Introduction to Criminal Justice. The introductory survey course in criminology, dealing with the main components of the criminal justice system including the police, courts, and corrections, as well as issues and procedures pertinent to the operation of these components. Prerequisite for CRIM 4103. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total \$248.00.**

3263. Criminology. Sociological patterns of crime and criminals, with emphasis on causes, effects, and prevention. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$ 248.00.**

3323. Juvenile Delinquency. Causative factors in home, school, and community, extent of the problem; and methods of prevention and treatment. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$ 248.00.**

ENGLISH (ENG)

1003. Composition I. Study and practice of fundamentals of written communication including principles of grammar, punctuation, spelling, organization, and careful analytical reading. Prerequisite, **with grade of C or better** for ENG 1013. **Tuition, \$198.00; Textbook Rental \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00 .**

1013. Composition II. Continues the practice of ENG 1003, to develop further the skills learned in that course. Based on reading and discussion of various types of writing, the students' essays will provide practice in different kinds of rhetorical development including research and documentation. Prerequisite: Must complete ENG 1003 **with grade of C or better for degree.** **Tuition, \$198.00; Textbook Rental \$25.00; Postage, \$18.00; Course materials, \$7.00; Total-\$248.00.**

2003. Introduction to Literature of the Western World I. Introduction to the analysis and interpretation of literary works from several historical periods ranging from early civilizations through the Renaissance. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

2013. Introduction to Literature of the Western World II.

Introduction to the analysis and interpretation of literary works from several historical periods ranging from the Renaissance to the present. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

GEOGRAPHY (GEOG)

3603. World Regional Geography. Surveys geographic regions of the world, emphasizing the different ways of living and thinking by man in these different regions. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course materials, \$7.00; Total-\$248.00.**

HISTORY (HIST)

1013. World Civilization to 1660. WORLD AND EUROPEAN HISTORY . The great civilizations, with emphasis on the main historical currents influencing modern society. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

1023. World Civilization Since 1660. WORLD AND EUROPEAN HISTORY. Continuation of HIST 1013, with emphasis on the past three centuries. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials \$7.00; Total - \$248.00.**

2763. The United States to 1876. UNITED STATES HISTORY. Social, economic, and political developments from Columbus to the end of Reconstruction. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

2773. The United States Since 1876. UNITED STATES HISTORY.

Social, economic, and political developments from Reconstruction to the present. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

3083. History of Arkansas. UNITED STATES HISTORY. Social,

economic, and political developments from the coming of the white man to the present. Required of BSE Social Science majors. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials \$7.00; Total-\$248.00.**

POLITICAL SCIENCE (POSC)

2103. Introduction to United States Government AMERICAN POLITICS.

The constitution, government, and politics of the United States. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$ 248.00.**

SOCIOLOGY (SOC)

2213. Principles of Sociology. Human society and social

behavior. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

2223. Social Problems. Application of sociological concepts and

methods in the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00. Cross Listed as SW 2223**

4203. Social Deviance. Describes and explains the violation of social norms. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total - \$248.00**

COLLEGE OF NURSING AND HEALTH PROFESSIONS

HEALTH PROFESSIONS (HP)

2013. Medical Terminology. Basic language related to medical science and the health professions: word analysis, construction spelling, definitions. **Tuition, \$198.00; Textbook Rental, \$25.00; Workbook \$28.03; Postage, \$18.00; Course Materials \$.700; Total-\$276.03.**

NURSING (NRS)

2203. Basic Human Nutrition. Basic concepts of nutrition including factors that have an impact upon nutritional practices. Special attention to age-related nutritional needs. May be used for General Education Requirements. **Tuition, \$198.00; Textbook Rental, \$25.00; Postage, \$18.00; Course Materials, \$7.00; Total-\$248.00.**

Application For Independent Study Work
Center for Regional Programs/Independent Study Office
P.O. Box 2260 - Arkansas State University
State University, Arkansas 72467
Phone (870) 972-3052

**Please Mail Check or M.O. to ASU Treasurer's Ofc. P.O. Box 2640,
State University Ar 72467**

S.S. No. _____ Date _____

Name _____

Last _____ First _____ Middle _____ Maiden _____

Mailing Address _____
Street or Box No. City State Zip Code

Phone Number _____

Permanent Address _____

Parent _____ Wife or
or Guardian _____ Husband _____

Date of Birth _____ Place _____

Are you a high school graduate? _____ If so when? _____ Where? _____

Have you previously enrolled at Arkansas State University? _____ If so, when? _____

Under what name were you last enrolled? _____

Have you previously enrolled in another college or university? _____ If so, when? _____

Where? _____ An official transcript(s):

- is on file with ASU's registrar is attached with application
 has been mailed to the Registrar of the Independent Study Office

No. of college credits acquired by Residence _____ Independent Study _____ Off-Campus _____

Are you working toward a degree at Arkansas State University? _____

If so, you must secure approval of your adviser and dean before registering for this course.

Are you now enrolled in a college or university? _____ If so, where? _____

How many hours this semester? _____

Are you presently employed? _____ Full-time? _____ Occupation _____

Application for course No. _____ Title _____

PLEASE CHECK BELOW HOW YOU PREFER TO RECEIVE YOUR LESSONS:

CD PAPER COPY

Do Not Write In This Space

Fees: Course fee _____ Date _____

Book Rented _____ Receipt No. _____

Total _____ Registration No. _____

I have filled in all the blanks that pertain to me. I understand that any misrepresentation on this application subjects me to forfeiture of credit for this course. Also, that I am honor bound to return instruction material rented to me. It is understood credits earned in this course will not apply toward graduation until a basis for admission has been established.

Signature _____ Adviser's Signature _____

Dean's Signature _____

Application For Conditional Enrollment

Center for Regional Programs
Independent Study Office
P.O. Box 2260
Arkansas State University
State University, Arkansas 72467

S.S. No. _____ Date _____

Name (Please Print) _____

Home Address _____
Street or Box Number City State

Name of High School _____ Date of Graduation _____

Please list *all* colleges attended and dates of attendance:

1. _____
Name of College Dates of Attendance Hours Earned

2. _____
Name of College Dates of Attendance Hours Earned

Are you eligible to return to last college attended? Yes ___ No ___

Total Hours attempted _____ Approximate Grade Point Average _____

Do You Plan To Get Your Degree From Arkansas State University?

Yes ___ No ___

NOTE: Official transcripts from high school and each college attended, and Certificate of Transient Student Status, must be furnished to and approved by the Office of the Registrar before you will be permitted to take final examinations. These transcripts must be completed and be sent direct from the college. If all transcripts are not received, you will be automatically dismissed from the course(s).

() I fully understand that I am being admitted to Arkansas State University's Independent Study Program on a tentative basis. If my transcript(s) from the above school(s) does not meet Arkansas State University's admission requirement, I shall be asked to withdraw. Fees collected will be refunded only on the basis of withdrawals as listed in the current Independent Study Bulletin.

() I fully understand that I am being admitted to Arkansas State University's Independent Study Programs on a tentative basis. If I am ineligible to re-enroll at ASU, I shall be asked to withdraw. Fees collected will be refunded only on the basis of withdrawals as listed in the current Independent Study Bulletin.

I hereby certify that all information given above is correct, and understand that I will be subject to dismissal from the University for misrepresentation.

Signed _____

**Certification of Transient*
Student Status**

(Name of College or University)

To The Registrar of Arkansas State University:

This is to certify that _____

has our approval to register for Independent Study credit to begin

_____, 20_____.

This student is eligible to continue in this institution subject to the following conditions:

His (her) credentials are on file at this institution.

(Date) (Signed) _____
(Registrar)

SEAL

*An applicant admitted under these provisions is considered as a NON-DEGREE student at Arkansas State University. To be enrolled as a regular student, the applicant must meet the admission requirements as stated in the current UNDERGRADUATE BULLETIN.