

GRADUATION REQUIREMENTS

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.

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.

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.

Financial Obligation

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

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.**

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 (<https://catalog.atu.edu/ozark/programs/general-studies/associate-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.

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.

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:

1. all University catalog requirements for the second major field of study,
2. 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:

1. all University catalog requirements for the major field of study,
2. 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.

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.

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 Ozark Campus Orientation) 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.

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."

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
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, ENV5 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 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.