



**2019-2019
STUDENT HANDBOOK**

Student Resources, Policies and Procedures

ACADEMICS

Academic Abbreviations

BUSINESS DIVISION

ACT	Accounting
CIS	Computer Information Systems
ECON	Economics
SUPM	Supervisory Management

COMMUNICATION/ARTS DIVISION

ART	Art
EDUC	Education
ENG	English
GRD	Graphic Design
LAD	Learning Acceleration Division (English)
MUS	Music
PHIL	Philosophy
PHOT	Photography
SPCH	Speech

HEALTH SCIENCES DIVISION

ALH	Allied Health
BIOL	Biological Sciences
CHEM	Chemistry
EMSP	Emergency Medical Services - Paramedic
EMT	Emergency Medical Technician
HIT	Health Information Technology
PE	Physical Education
RAD	Radiologic Technology
RESP	Respiratory Therapy

MATH/SCIENCE DIVISION

EGR	Engineering
ESCI	Earth Science
GEOL	Geology
LAD	Learning Acceleration Division (Math)
MATH	Mathematics
PHYS	Physics

NURSING DIVISION

NUR	Nursing
PNP	Practical Nursing

SOCIAL SCIENCES DIVISION

ANTH Anthropology
CRJ Criminal Justice
GEOG Geography
HIST History
POLS Political Science
PSYC Psychology
SOC Sociology
SPAN Spanish Language

TECHNICAL DIVISION

AFAB Aerospace Fabrication & Repair
AST Automotive Service Technology
HA Hospitality Administration
INDT Industrial Technology
MAR Marine Technology
TECM Technical Math
WLD Welding Technology

OTHER

CP Career Pathways
HSTECH High School Technology
HONS Honors
ORT Orientation
TRAN Transfer

Updated 7/6/2017

Academic Advisors

Professional advising plays an important role in your academic experience at NPC. Whether you are undecided or know your major, our academic advisors can assist in developing an individualized degree plan that will fit into your family and/or employment commitments. An NPC advisor can also perform a computerized degree check which will indicate remaining requirements that must be completed prior to graduation.

Academic advisors and faculty meet with students during enrollment periods to outline degree plans and to enroll students in classes.

The Academic Advising Center is located on the 2nd floor of the Gerald Fisher Campus Center. Advisors are available on a walk-in basis. In addition to registering with an advisor, returning students may register through the OASIS self-service portal. This service is available online at www.np.edu.

Academic Appeals

Academic Appeal Due Process

The purpose of the Academic Appeal Due Process is to provide National Park College students with an opportunity to secure equitable resolution to issues that may affect their academic progress. To ensure due process dealing with academic appeals of students, the Vice President for Academic Affairs, in collaboration with the Dean of Students, appoints an Academic Appeals Committee at the beginning of each fall semester. This committee consists of six faculty members and six students. The appointed members elect a chairperson.

Students may appeal any final course grade, within reason, that they believe was awarded based upon an arbitrary determination by the faculty member and that does not reflect an academic assessment of their work or that is inconsistent with the grading procedures and standards outlined by the faculty member in their course syllabus, or as specified in written or oral instructions. The student must seek a formal academic appeal within 45 days of the final grade being awarded. Requests to hear appeals beyond this deadline will be heard only on an exceptional basis by the Vice President for Academic Affairs.

The following are examples of inappropriate reasons for making an academic appeal: the course was graded too severely, the faculty member did not offer extra credit, or the faculty member did not take into account the student's personal commitments, such as work schedule.

The appeals process is outlined below.

Informal Resolution

Within 30 days of the final grade being awarded, the student must address his or her concern directly with the faculty member by arranging a meeting. Should the faculty member be off campus, the student must attempt to reach the instructor by Blackboard, phone, and email, working with college personnel as needed. The student should document each attempt to reach the faculty member. When discussing the appeal with the faculty member, the student should present as much evidence as possible and remember that civil and honest discourse is the best approach.

In the event that the faculty member is not on campus and the student has documented their inability to reach them or in the event that the faculty member is no longer employed at the college, the student may proceed to the formal resolution procedures.

Level 1: Formal Resolution by Academic Dean

To initiate a formal appeal, a student contacts the Dean of Students and meets to discuss appropriate procedures. This meeting ensures that the student has thought out the complaint and exhausted any hope of resolving the matter informally with his or her instructor.

The student is required to submit a written complaint concerning the grading of the faculty member with the guidance of the Dean of Students. This statement must contain clearly stated concerns to be addressed in the appeal. The statement is given to the academic dean that manages the instructor in question. The academic dean will initiate the level one resolution process.

The academic dean will collaborate with the division chair or program director, as appropriate, and will request a written statement regarding the appeal from the faculty member. The division chair/program director assists the dean by collecting and verifying any required evidence as it relates to the concerns specified in the student's statement. The academic dean may meet separately with each party but is not allowed to exert pressure on either party as he or she serves as a first evaluator. The dean will make a written recommendation to each party within 10 working days of receiving the complaint. The matter may end at this point, if the involved parties are satisfied. If the student is dissatisfied, a written appeal is sent along with the dean's written recommendation to the Dean of Students and copied to the Vice President for Academic Affairs within 5 working days of the dean's recommendations.

Level 2: Formal Resolution by Committee

If the student chooses to appeal the dean's written recommendation, the case will be reviewed by an Academic Appeals Committee (AAC). The AAC is charged with making a final recommendation to the Vice President for Academic Affairs.

The Dean of Students will contact the AAC chairperson and request a hearing. The academic dean will forward all relevant materials to the AAC chairperson for the committee's review. The chairperson of the committee arranges with other members to place a case on the calendar and, in writing, notifies the parties involved of the time and place of the hearing. If the student does not appear, except in extreme instances beyond personal control, the appeal is dropped. If the faculty member does not appear, except in extreme instances beyond personal control, it is assumed that nothing is to be added to the evidence already submitted to the committee.

Other procedures are as follows:

- All hearings are closed.
- Hearings are informal but a recorded transcript is made and maintained by the Vice President for Student Affairs office. The recordings will be treated as confidential. Neither party may make private recordings during or after the appeal hearing, but a copy of the recorded hearing can be made available upon request.
- Either party may ask members of the College community (students, faculty, or staff) to present testimony relevant to the case.
- The faculty member and the student will have access to written statements of the other prior to the hearing or prior to any questioning by members of the committee at the time of the hearing.
- Notice of the hearing and rules governing the committee are made available in advance to both parties.
- Pertinent student and faculty records are to be made available in advance to both parties.
- Both parties to the appeal have the right to ask questions of the other during the hearing.
- Either party may have access to legal counsel during the hearing, but legal counsel may not answer for the client nor make comments or ask questions unless directed to do so by the

- committee chairperson. Either party may confer with legal counsel before answering a question or making a comment. A student under 18 may have a parent or legal guardian present at the hearing.
- The members of the committee may question both parties in the dispute. Questions must be relevant to the issues of the appeal.
 - A quorum consists of not less than eight members, and a quorum must be present at all times during a hearing. A meeting of the Academic Appeals Committee shall have priority over all other academic responsibilities.
 - Decisions of the committee are based on a majority vote of the members of the committee present. In case of a tie, the matter challenged will not be changed.
 - If the student or faculty member involved in the appeal is a member of the Academic Appeals Committee, they are to be disqualified from the hearing. A pre-selected alternate shall be used to maintain a proper mix of faculty and student committee members.
 - Hearings will be conducted only during the Fall and Spring semesters.

The decision and the reasons for the decision are reported in writing to both parties, to the officials who reviewed the appeal, and to the Vice President for Academic Affairs. Majority and minority opinions are included in the report. Upon final signature by the Vice President for Academic Appeals, the decision of the Academic Appeals Committee is considered final; however, in the event of a procedural error, a final appeal can be made to the Vice President for Academic Affairs.

In cases involving a grade change, the Registrar receives a copy of the decision authorizing him or her to change the grade on the student's official record. If the case involves suspension from the College and is resolved in favor of the student, the Vice President for Student Affairs receives a copy authorizing him or her to reinstate the student. Decisions of the committee involving other parties in the College result in letters to the said parties authorizing them to take appropriate action.

All matters pertaining to the appeal shall be treated as confidential. No information will be released without written permission of both parties involved. Members of the committee are instructed at the initial meeting of the importance of confidentiality and absolute necessity of not discussing any part of the hearing. After the hearing is completed, the Vice President for Student Affairs will be responsible for gathering all materials used during the hearings and destroying all information except one official copy which will be filed in the College vault.

Level 3: Procedural Appeal

A final appeal can be made to the Vice President for Academic Affairs only in rare situations involving a procedural error in the resolution of the academic appeal case (e.g., material deviation from established AAC procedures, new evidence that was unavailable during the AAC hearing that may have affected the outcome, sanctions that are disproportionate to the severity of the violation). The Vice President for Academic Affairs has the power delegated by the Board of Trustees to take whatever action judged appropriate to resolve the matter. There are no further college appeals beyond the Vice President for Academic Appeals.

NPC Board Policy Number: 6.300

Updated: 6/12/2017

Academic Clemency

Act 1000 of 1991 describes academic clemency as a second opportunity for undergraduate students who performed poorly at some point in their studies and who wish to return to college after having gained a new appreciation of the benefits of higher education.

Institutional Policy at National Park College is in compliance with Act 1000 and guidelines adopted by the State Board of Higher Education.

1. Academic clemency may be granted by the Vice President for Academic Affairs to returning students who have not been enrolled in any college or university for two calendar years and who now demonstrate the commitment to succeed academically.
2. Students may request clemency for coursework at NPC for one semester only.
3. The original grades for the requested clemency semester will remain on the student's transcript. However, the GPA will be 0.00 for that semester regardless of the grades earned. No credits, for the requested clemency semester, will count toward graduation requirements. Courses passed during that semester need not be repeated, however, a sufficient number of additional credits must be earned to meet graduation requirements. The student's transcript is a comprehensive academic record. A notation will be placed on the transcript to show that academic clemency has been granted. This information cannot be removed and will become part of the student's permanent record.
4. Since the student's GPA will have to be recalculated by the Registrar from the time that academic clemency is granted, there is a \$25 fee.
5. Students seeking academic clemency must submit a written request and have a review conference with the Vice President for Academic Affairs. The request, signed by both parties, will become part of the student's permanent record.
6. Under State Board of Higher Education guidelines, no post-secondary institution is required to honor academic clemency granted by another institution. However, students who receive academic clemency at NPC and plan to transfer should be allowed to petition for academic clemency under the provisions established by the receiving institution.
7. In the case of transfer students to NPC, the college will honor academic clemency allowed by any accredited college/university for admission purposes. But in the interest of consistent application of policy, the chief academic officer will treat the academic clemency as if it had been granted at NPC for graduation purposes.
8. This institutional policy became effective July 1, 1992.

NPC Board Policy Number: 6.500

Updated 7/18/2017

Academic Freedom

National Park College's Board of Trustees and administration ascribes to the following statement from the American Association of University Professors (AAUP):

"Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution."

The above statement, while guaranteeing academic freedom, outlines the obligation of faculty and staff not to use their position with the College to advance their personal opinion or philosophy, or to espouse a particular viewpoint to the extent of excluding conflicting viewpoints.

Board Policy 5.200 Academic Freedom

Updated 7/28/2017

Academic Honesty

National Park College considers honesty and integrity as essential qualities of any learning institution. The faculty and staff strive to live up to these qualities in all aspects of their lives and encourage their students to do the same. Integrity and moral values will carry over in to their professional lives and careers. NPC's goal is to successfully prepare all students for their futures and equip them to handle whatever challenges they may face; therefore, NPC considers academic dishonesty as unacceptable.

Any NPC students who display dishonesty in their behavior while attending classes at NPC will be subject to disciplinary action to help the student first and foremost, but to also protect the rights, dignity, and property of others while maintaining an environment that fosters success and learning.

Violations of the Academic Honesty Policy will not be tolerated on the campus. Violations may range from receiving an "F" on the assignment in question up to permanent removal from the college. The Academic Honesty Policy below covers several major areas that should be considered in all classes offered at NPC:

1. Technology manipulation
2. Collusion
3. Deception
4. Misrepresentation and Lying

5. Cheating
6. Plagiarism
7. Fabrication and Falsification
8. Stealing, Defacing, and Destruction of Property

Why Some Students Cheat - Identify the Causes

NPC's goal is to help its students succeed; they want this as well. This fact, plus other factors in their lives may promote the idea that they need to cheat or act in a dishonest way for the following reasons:

- Fear of failure
- Desire for better grades
- Pressure from parents to do well
- Unclear instructional objectives
- Everyone else is doing it
- There is little chance of being caught
- There is little or no punishment if one does get caught

NPC works hard to consider these extenuating factors and takes necessary actions to help reduce these reasons or situations that can add to the stress of any student's ability to succeed. However, there are no valid reasons to justify being dishonest. NPC promises to do all it can to help students so they can be successful and at the same time maintain their integrity.

Dishonesty with Technology

Technology Manipulation

NPC makes use of technology in every possible way. The internet is used as well as a variety of computers. Homework assignments are submitted online with NPC's learning management system. The world is highly technology-oriented. The use of technology has created opportunities in which students can be dishonest, and can manipulate it in various ways:

- Use breakdowns of technology as an excuse
- Exploit loopholes, glitches, or bugs in technology to one's advantage (ex: retaking a test when the instructor is unaware due to a glitch in the exam delivery system)
- Use of the Internet or other means to gain unauthorized access to exam questions

Collusion

What is Collusion? It is the act of cheating in an organized way. It is where students work together to accomplish the act of cheating. Technology today makes it very easy to copy information on one's cell phone and send that information to another student. Collusion involves organized cheating between two or more students, exchanging information, and copying of work and submitting as their own. In some cases, collusion involves making threats, manipulating others, and using money or other items of value to coerce someone into cheating or helping them cheat.

Deception

Deception is another form of cheating that differs from collusion. It is when a student breaks an agreement about what is an acceptable means to complete an assignment. Deception includes:

- Copying from another student without their permission
- Using instructor notes from previous semesters
- Getting assistance during an exam without permission, possibly from someone not in the class
- Using paid online services to complete work. See Misrepresentation.
- Misrepresentation and Lying
- Misrepresentation and lying is submitting work that was done by someone else. In addition, it is the use of online services to purchase completed homework assignments. It can also mean paying another person to take the class for a student or participating in the class in some unauthorized way. Other forms of misrepresentation include:
 - Using computer programs generated by another and submitting the work as a student's own unless expressly allowed by the instructor
 - Using another person's identification or password as a student's own
 - Lying to an instructor to increase a student's grade
 - Lying or misrepresenting facts when confronted with an allegation of academic dishonesty
 - Making false claims or giving misleading information to the instructor to be excused from classes, assignments, or exams
 - Intentionally underperforming on a placement exam

Cheating and Plagiarism

Cheating

Some forms of cheating by means of technology have been addressed thus far, but cheating is a broad term that covers many things. Some of the other forms of cheating that are not acceptable at NPC are:

- Sharing the test questions before or after taking a test or exam
- Copying the test questions and/or storing them on a personal computer
- Obtaining or attempting to obtain copies of an exam
- Using or consulting unauthorized materials, equipment, or devices on quizzes, assignments, or examinations such as electronic devices, textbooks, notes, etc. during a closed book exam
- Altering or falsifying any information on assignments
- Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so
- Submitting an altered examination or assignment to an instructor for re-grading
- Inappropriately providing or receiving information or academic work to gain unfair advantage over others, such as selling or buying a copy of test questions before a test
- Attempting to gain an unfair academic advantage by bribery
- Changing or altering grades or other official educational records
- Continuing work on an examination after the allocated time has ended and working on any examination, quiz, or assignment outside of the time constraints imposed
- Stealing, copying, or modifying computer programs and presenting them as one's own; this includes the use of another student's program and or password as obtained from any source
- Stealing visual concepts, such as drawings, sketches, diagrams, musical programs, and scores, graphs, maps, etc., and presenting them as one's own
- Plagiarizing any assignment. See Plagiarism for more details.

Plagiarism

What is Plagiarism? Plagiarism is defined as:

- Stealing and passing off (the ideas or words of another) as one's own
- Using (another's production) without crediting the source
- Committing literary theft
- Presenting as new and original an idea or product derived from an existing source

Plagiarism is an act of fraud. It involves stealing the work of someone and lying about it afterwards. Plagiarism can also include:

- Turning in someone else's work as one's own
- Copying words or ideas from someone else without giving credit
- Failing to put a quote from a source or multiple sources in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up most of one's work regardless if credit is given
- Using one's own past work for future assignments and not citing oneself as a reference

Plagiarism can easily be avoided by properly citing the sources of the information; However, it is considered cheating whether it is intentional or not.

Other Forms of Dishonesty

Fabrication and Falsification

Fabrication and Falsification include actions such as:

- Citing a nonexistent source
- Inventing data to support conclusions
- Citing information incorrectly from a source (i.e.: where that information is not included in the source or is stated differently in the source, or distorting the meaning or application of data, inflating results, and presenting results out of context)
- Citing a source when it was not cited or used in the body of the paper (i.e.: adding a long bibliography or a works cited page to a paper to make it seem well researched when those sources have not been cited or used; if a source is listed, then it must be used somewhere in the assignment and properly cited.)

Stealing, Defacing, or Destroying of Property

Stealing, Defacing, or Destroying of Property involves a situation where a student takes any campus materials, academic work, or other objects that do not belong to the student and uses them for the student's own purposes, damages them in some way, or destroys them. Examples of this are:

- Stealing classroom or lab materials
- Borrowing materials with or without permission and failing to return them
- Stealing or not returning borrowed books and materials from the Campus Library
- Defacing furniture, or classroom/facilities, and materials including library books
- Intentionally or unintentionally causing destruction of campus materials due to malice or neglect

Consequences and Penalties for Academic Dishonesty

If an instructor suspects that a student has behaved in a dishonest way in her/his submission of work, the instructor will first investigate the matter and discuss the situation with the student to gather all the facts. If dishonesty is evident, any of the following consequences may be imposed at the discretion of the instructor:

- The student will receive a 0 or an "F" on work submitted dishonestly
- The student will receive an "F" in the course for work submitted dishonestly
- If violations of the Academic Honesty Policy are severe, the instructor may seek disciplinary action in accordance with the Student Code of Conduct procedures outlined in the student handbook. Such disciplinary action could result in:
 - The student will be suspended from NPC for a period of one year
 - The student will be dismissed from the college with a notice placed on their permanent academic record.

Updated 7/18/2017

Academic Probation and Suspension

A cumulative grade-point average of 2.00 is required for the successful completion of all degree and certificate programs. This level of performance is considered as satisfactory progress while undertaking any academic program.

Any student who falls below a total 2.00 National Park College grade-point average after the first semester will be placed on academic probation by the Registrar for the next semester. A total 2.00 National Park College grade-point average must be made to be removed from probation. At the end of two semesters on probation, if improvement has not been shown, students will automatically be restricted to two courses for the next semester.

Any student who falls below a total 1.00 National Park College grade-point average after two semesters will be automatically suspended for the next semester. Upon readmittance, the student will be restricted to no more than two courses. These courses will be determined after a conference with a counselor or academic advisor.

Transfer students are subject to the same probationary requirements. Although all course work and grades earned at another institution will be recorded on the National Park College transcript, the total National Park College grade-point average will be determined only by the grades earned while attending National Park College.

NPC Board Policy Number: 6.400

Updated 7/28/2017

Academic Standards

A 2.00 cumulative grade-point average is required for successful completion of all degree and certificate programs. This level of performance is considered satisfactory progress while undertaking any academic program.

Any student who falls below a total 2.00 NPC grade-point average after the first semester will be placed on academic probation for the next semester.

Students must regain a 2.00 NPC grade-point average to be removed from probation.

At the end of two semesters on probation, if improvement has not been shown, students will automatically be restricted to a maximum of two courses for the next semester.

Any student who falls below a total 1.00 NPC grade-point average after two semesters will be automatically suspended for the next semester. Upon re-admittance, the student will be restricted to no more than two courses. These courses will be determined after a conference with a counselor or academic advisor. Transfer students are subject to the same probationary requirements. Although all course work and grades earned at another institution will be recorded on the NPC transcript, the total NPC grade-point average will be determined only by grades earned while attending NPC.

Accommodations for Students with Disabilities

It is the policy of National Park College to create inclusive learning environments. If there are aspects of the instruction or design of a course that result in barriers to your inclusion or to accurate assessment of achievement, please immediately contact Disability Services for assistance. Accommodations will only be provided after approval through Disability Services. Please be proactive in contacting this office to discuss any special needs or concerns. Failure to provide timely notification of needs may result in unavoidable delays of service provision. Students can contact Disability Services at 501-760-4227 or via email at rhendrix2@np.edu. Our physical location is Room 240 in the Gerald Fisher Campus Center. For more information, visit the Disability Services website at <http://np.edu/students-services/disability-services/>.

Adding a Course

Students cannot add a class once that class has met.

Administrative Withdrawal/Drop Policy

The College administration and faculty reserve the right to drop a student from a course or program for sufficient cause, including but not limited to:

- flagrant disruptiveness
- excessive absences
- unsafe practice in clinical/lab
- documented plagiarism
- creating and/or perpetuating an unsafe, non-working learning environment

Arkansas Course Transfer System (ACTS)

ACTS contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and fair treatment in the application of credits for admissions and degree requirements. ACTS contains General Education Core courses, as well as courses in a degree/major that have been pre-identified for transfer.

More Information

<https://np.edu/academics/national-park-university/transfer-opportunities/coursetocourse.aspx>

Updated 7/13/2018

Attendance

Attendance and class participation are extremely important components in course and program success. Research studies do show that students who attend class regularly perform better on exams and earn high grades in classes. **NPC has adopted a rigorous attendance policy. Per policy, students are expected to attend 85% of the course or risk being administratively withdrawn.** You are encouraged to arrange doctor, dentist, legal, and other appointments during your free time; not during class time. If you must be absent from class, it is your responsibility to contact your instructor and to make up missed course assignments.

Class Attendance Policy

1. Regular attendance is a critical element in student success. Therefore, students are expected to attend all regularly scheduled class sessions and to complete all assigned class work. Instructors will provide written attendance policies that outline how attendance may affect students' final grades.
2. Except for extreme circumstances, students are not permitted to be absent from scheduled tests without prior approval of the instructor. Make-up arrangements with an instructor is the responsibility of the student.
3. Students are required to attend 85% of all class hours scheduled for a course. A student who does not meet the 85% standard is considered to be excessively absent.
4. The College reserves the right to withdraw a student for excessive absenteeism. Excessive absenteeism may also result in failing grades, academic probation or suspension and loss of financial aid.
5. If a student is judged to be excessively absent, the instructor will report this immediately to the Counseling Center for follow-up action.
6. The Counseling Center will assume the responsibility of getting the student to a counseling session with the instructor as needed. Every effort will be made by faculty and staff to help the student with any academic difficulty.
7. Throughout this process, it is recognized that the instructor is the judge of the final grade a student receives in any course.

NPC Board Policy Number: 6.600

Updated 7/18/2017

Audit a Class

If choosing audit status, the student is responsible for all tuition and fees related to the course. Although audit courses are not accepted by universities for transfer, it does give the student the right to benefit from all instructional privileges associated with the course without imposing attendance, homework or testing responsibilities.

Please see the Registrar's office if you are considering auditing a class.

Class Schedules

Class schedules are published for the Fall, Spring, Summer, Nights semesters, including special editions for Online and Night & Weekend courses.

Updated July 18,2017

College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) allows students to earn college credit by examination. Successful completion of CLEP tests with scores that meet the College CLEP policy will result in course credit being placed on the student's transcript.

Continuing Education

The Community & Corporate Training Division offers open-enrollment non-credit customized corporate training and continuing education courses which include seminars for personal enrichment, instruction in specialized technical areas, professional development, personal interest and hobby instruction, and specialized training programs.

Students enrolling in non-credit continuing Education courses generally do not need to meet specific admission requirements or have a certain level of prior education. These courses are not designed to meet college degree requirements but may provide needed CEUs (continuing education units) for professionals upgrading their skills.

Updated 7/18/2017

Course Evaluations

Course Evaluations are used to improve the quality of teaching and learning at National Park College through feedback to both individual faculty members and various committees.

Responses to the FCE are anonymous and provide information on students' perceptions of their engagement, learning outcomes, the instructor's behavior, and course activities. This feedback will help guide changes in future iterations of the course and/or the instructor's teaching.

Course Waivers

National Park College, in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, provides the following guidelines on course substitutions. Students seeking any non-transferrable degree who are unable to fulfill degree-specific requirements due to a documented disability may request consideration for a course substitution. A discipline-relevant course substitution may be applied to programs of study with the approval of the appropriate academic dean for students seeking an Associate of Liberal Studies, Associate of Applied Science, Technical Certificate, or Certificate of Proficiency.

Substitutions cannot be granted for essential degree requirements. Also, National Park College cannot grant course substitutions for transfer degrees that are aligned with another college or university. In such cases, approval of course substitutions for transfer degrees must come from the college or university awarding the final degree. National Park College may retroactively accept substitutions from these institutions to confer the appropriate Associate of Arts or Associate of Science Degrees.

Students receiving a course substitution under the aforementioned guidelines acknowledge that the substitution may not be recognized by any future college or university that the student may attend. Disability Services will guide students through the course substitution process. The Disability Services office is located in Room 240 of the Gerald Fisher Campus Center Building. You are also welcome to call us at (501) 760-4227 or e-mail rhendrix2@np.edu for more information.

7/13/2018

Course Type Definitions

Web-Enhanced: A course that is taught primarily in a traditional, face-to-face classroom setting, but is enhanced through Blackboard, the College's Learning Management System. For each class, faculty utilize Blackboard to keep attendance as well as post the course syllabus, grades, and library resources. Computer literacy is required.

Blended: A course in which 50% - 75% of the content is taught online and the remainder taught in a traditional face-to-face classroom setting. Computer literacy is required.

Online: A course in which 100% of the content is presented online. Some courses may require students to take proctored exams on-campus or at another testing location. Courses requiring a lab component may require up to two on-campus meetings for labs. Computer literacy is required.

Revised: Feb 13, 2017

Credit Hour

An academic credit hour is a unit of measure representing an hour (50 minutes) of instruction over a 16-week period in a semester. It is applied toward the total number of hours needed for completing the requirements of a degree or certificate.

One academic credit hour for a laboratory class is equivalent to two scheduled hours of laboratory experience per week (total minimum of 100 minutes).

Credit Load (Enrollment Status)

Credit load refers to the number of credit hours a student is enrolled in during a term. NPC defines credit load or enrollment status as follows:

- Full-Time: 12 or more credit hours per term
- Three-Quarter: 9-11 credit hours per term
- Half-Time: 6-8 credit hours per term
- Less Than Half-Time: 1-5 credit hours per term

Dean's List and President's List

Students who achieve academic excellence are included on the President's List or Dean's List each semester. Candidates must have completed all courses and earned a minimum of six semester credit hours of college-level coursework for the current semester and a minimum of twelve semester credit hours cumulatively (including the current semester). Eligibility for either list excludes the use of pre-college (LAD) courses in reading, writing, or Math.

Dean's List

The Dean's List indicates high academic achievement. Students with a semester grade point average of 3.25 to 3.59 and a cumulative grade point average of at least 3.25 are honored.

President's List

The President's List indicates highest academic achievement. Students with both semester and cumulative grade point averages from 3.60 to 4.0 qualify for this honor.

Degree Plan

A Degree Plan or Program of Study is the student's blueprint for viewing all the requirements needed to graduate.

A Degree Plan/Program of Study is a list of classes agreed upon by a committee composed of faculty, college administration, and advisory groups made up of local representatives from various career groups. This list of classes is designed to provide the student with the foundation skills necessary to be successful in transferring to a four-year university or at the entry level in a particular field.

Students may meet the degree plan graduation requirements listed in the catalog in effect at the time they enter the institution, or those listed in any later catalog. Exceptions to this policy include changes in a program or curriculum mandated by external accrediting agencies.

Developmental Courses

Developmental courses offered at National Park College are designed to serve the needs of students by preparing them for college level coursework in a short amount of time. These courses are considered pre-college level courses and do not count towards a degree. The courses are included in the academic course load and financial aid calculations as well as the calculation of the grade point average (GPA).

Dropping a Course

Students may voluntarily drop a course up until the deadline published on the official academic calendar each semester. Before dropping a course, students should visit Student Services to consult an academic advisor and a Financial Aid representative to determine how dropping a course could affect program and Financial Aid status.

Students may drop a course online through the NPC OASIS account or by completing the Add/Drop form and submitting to Student Services or the Office of the Registrar in person, or by mail/fax with a valid photo ID included. One of these methods must be used in order for the request to be processed, and refunds may apply when appropriate. Faculty and staff should direct students wishing to drop a course to Student Services for assistance.

If a student stops attending a course or is excessively absent, the instructor may administratively withdraw the student from the course.

General Education Core Requirements

All state institutions of higher education in Arkansas have a 35-hour minimum general education core requirement with specified hours in each of seven academic areas. English (6), Mathematics (3), Science (8), Fine Arts (3), Humanities (3), US History (3), and Social Sciences (9).

General Education Objectives

National Park College (NPC) is committed to its mission statement, "Learning is our focus; student success is our goal." NPC is dedicated to helping all students develop as communicators, critical thinkers, and professionals who behave ethically and recognize the diversity of the world around them. The General Education Objectives are designed to be an integral component of all courses at NPC. It is the expectation that upon successful completion of a certificate or degree program at National Park College, the student will be able to:

1. 1.Communicate effectively using oral, written, and electronic methods.
2. 2.Use critical and analytical thinking skills.
3. 3.Demonstrate discipline-specific knowledge, skills, and competencies.
4. 4.Exemplify professional demeanor, ethical behavior, and respect for diversity.

Updated 1/1/2018

Grade Change Policy

No grade, except an incomplete, may be removed from a student's official record once properly recorded. Changes are not permitted after grades have been submitted by faculty except to correct a clerical error.

Requests for error correction must be completed within one semester after a grade has been assigned, summer semester excepted.

It is the student's responsibility to initiate correction of a mistake in a final grade assignment by contacting the instructor about the recording error.

Once there is agreement that a recording error has been made, a faculty member is responsible for submitting a Change of Grade form to the Registrar within the stipulated time period.

The Registrar accepts requests for grade changes only when all information and signatures on the proper form are in order.

NPC Bard Policy Number: 6.700

Date Adopted: January 1, 1991, Revised March 25, 1992

Grade Point Average (GPA)

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

Grading System

The College adheres to the following system of course grades:

Grade	Intpretation	Grade-Point Value
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
X	Incomplete	0
W	Withdrawal	0
P	Passing	0

Refer to the individual course syllabus for the numerical value assigned to each letter grade.

Honors Program

The Honors Program provides high-achieving students with a unique campus experience. The specialized Honors curriculum is flexible enough to work with any degree plan, and gives students educational opportunities otherwise not available. The goal of the program is to provide academic and social enrichment, as well as offer experience working within the larger community. Graduates will receive a special Honors Program diploma and become attractive candidates for scholarships to four-year colleges. Honors Program students have access to additional scholarship money, an Honors lounge and computer lab, and other program resources and opportunities. Applicants must apply as first-time students, and meet the program minimum requirements. Please see np.edu/honors for more details.

Incomplete Grades

1. An incomplete "IP" grade may be requested by a student and given by an instructor only if a minimum of 75 percent of all semester class work, especially where laboratory work is involved, has been satisfactorily completed in the judgment of the instructor, whose decision is final. Consequently, an "IP" grade may not be assigned at mid-semester.
2. The student must have a passing grade in the judgment of the instructor when the request is made and before approval can be given.
3. In requesting an "IP" grade, a student automatically waives the right to request or to receive a withdrawal "W" grade or an "AU" audit grade at a later date.
4. A student should not register again for the same course.
5. To complete the necessary class work, the student and instructor must sign a written contract defining the work that must be completed to finish the course. Both the student and instructor will retain a copy of the signed contract.
6. The resolution of incomplete academic work is to be negotiated with the instructor but may not exceed a time limit of the mid-semester date the following semester. At the end of this deadline, based on the judgment of the instructor whose decision is final, a change of grade will be issued by the instructor to the Registrar's Office. Any outstanding "IP" grades will be converted to "F" grades if a grade change request is not submitted prior to the last day of student withdrawal the following semester.
7. The same instructor who assigned the "IP" must contract with the student to affect a grade change.
8. It is the student's responsibility to arrange with the instructor for completion of all unfinished work, once an instructor has agreed to assign an "IP" grade at the end of the semester.

Instructor Complaints/Problems/Grievances

Issues of grievance regarding grades, course requirements and classroom procedures can occur. The first and best source for resolving the problem is with the instructor. The College expects most issues to be resolved amicably and informally with the instructor. In the event a solution is not possible, the next person to speak with is the instructor's Division Chair.

To determine the Division in which a course is taught, refer to the Academic Abbreviations page.

Division Chairs:

Business, Technical & Professional	Jennifer Lyons	jlyons@np.edu
Communication/Arts	Roger Fox	rfox@np.edu
Math/Science	Dr. Chuck Argo	cargo@np.edu
Nursing & Health Sciences	Janice Ivers	jivers@np.edu
Social Sciences	Dr. Chuck Argo	cargo@np.edu

Updated 09/07/2018

Lab Safety

The health and safety of NPC students is of primary concern whether on campus or attending high school sponsored activities. Policies, procedures, and guidelines pertaining to health and safety must be followed for the protection of all. Students are required to adhere to all safety procedures and utilize safety and protective equipment in all lab settings. Eye protection will be worn while operating machinery. Appropriate attire is required in shop areas.

In the event of an accident or minor medical requirements, first aid supplies are available in each lab area, administration, student services and the student center.

These procedures will be followed:

- At the occurrence of an accident, the student will notify the instructor or responsible staff member immediately;
- For the safety of all, minor cuts or abrasions must be given proper medical attention;
- An accident report must be completed and turned in to the administration office.

Safety instruction is included in all lab areas. Students are to observe all policies and regulations pertaining to safety throughout the campus. If it is necessary to transport a student to a medical facility and an ambulance is not required, the student will be taken by designated NPC personnel.

Online Learning

National Park College offers many online courses as well as a fully online Associate of Arts degree. NPC Online supports students as they work with Blackboard, our college's Learning Management System (LMS). Please contact us with any questions or problems you may have in using Blackboard.

NPC Online is located in the Charlotte Phelps building room 204 and open Monday through Friday from 8:00 am to 4:30 pm; no appointment is necessary. Assistance is also available by phone at 501-760-4292 or a Blackboard Student Support Form may be submitted.

Updated 7/18/2017

Prior Learning Assessment (PLA)

Purpose of Policy

To recognize college-level learning students acquire outside of formal higher education, National Park College relies on the following policy and procedures to ensure practices consistent with academic integrity and responsive to nontraditional learners. Such learning may be derived from various life and work experiences, and the term "prior learning assessment" refers to all of the processes the college uses to review and evaluate evidence of learning and to award academic credit as indicated by academic and administrative standards. Adherence to this policy is also intended to support transparent transfer of prior learning assessment credit among institutions of higher education.

Policy and Procedures

National Park College may award college credit for prior learning using the policy and procedures stated herein.

Eligibility

Students who are currently enrolled in classes and/or are in good standing at NPC are eligible to seek credit for prior learning.

Number of Credits

The residency requirement for graduation is 18 hours for each degree earned, and this requirement cannot be satisfied with PLA credits. A student may receive credit for prior learning as long as the residency requirement is satisfied.

Validation Methods

Prior learning credit may be awarded for current courses offered at NPC, and the following methods may be considered for credit evaluation:

1. Credit recommendations listed in the American Council on Education (ACE) National Guide regarding military coursework or workforce training.
2. Credit demonstrated by successfully passing national for-credit examination programs, such as Advanced Placement (AP), College Board College Level Examination Program (CLEP), DANTES Standardized Subject Test (DSST), and International Baccalaureate (IB). See the corresponding tables below for minimum score requirements.
3. Individual portfolios using Council for Adult and Experiential Learning (CAEL) guidelines and/or portfolio submissions evaluated by LearningCounts.org, the online prior learning assessment service provided by CAEL. Students may produce a portfolio including a narrative and supporting documentation in order to explain learning through life and work experiences.
4. Institutional credit and examinations. PLEASE NOTE: Institutional validation procedures should be objective to the extent that external evaluators would reach the same conclusion given the material reviewed, consistent with CAEL guidelines.
5. Credit for NPTC Industrial Training - High School students who enroll in the National Park Technology Center in Machine Tool Technology (Industrial Technologies) or Wood Technology (Furniture Manufacturing) are afforded the opportunity to earn the National Center for Construction Education (NCCER) Core Curriculum Certification. This certification is the main component of INDT 1014 Industrial Fundamentals, a required course in the NPC Industrial Technology and Welding Technology programs. Upon receipt of the NCCER Core Curriculum certification card or completion certificate, National Park College will award credit for prior learning for INDT 1014 Industrial Fundamentals to eligible students. Criteria for eligibility - student must be a former NPTC Machine Tool Technology (Industrial Technologies) or Wood Technology (Furniture Manufacturing) student who has enrolled in the Industrial Technology or Welding Technology program at NPC and successfully completed the NCCER Core Curriculum Certification. The student must enroll at NPC within five years of enrollment with NPTC to receive credit.

Application

Credits for prior learning will be applied to the student's NPC transcript, and the method used will be noted. A grade of CR will be applied and will not be calculated in the student's grade point average (GPA).

Transferability

NPC cannot guarantee transfer of credit for prior learning to other institutions. It is the decision of the receiving institution to accept such credit in transfer, and students are advised to check on the transferability of credit prior to applying for credit.

Fees. National Park College charges a fee for a portfolio assessment to earn credit through PLA. The fee is \$125 for the first 12 credits reviewed (it is not a per-credit fee-it covers up to 12 credits), and then \$25 for each additional 6 credits reviewed. This fee is not dependent on the results of the assessment.

Students choosing to earn credit demonstrated by successfully passing national for-credit examination programs, such as Advanced Placement (AP), College Board College Level Examination Program (CLEP), DANES Standardized Subject Test (DSST), International Baccalaureate (IB), or the OPAC Challenge, are subject to the corresponding fee structure. The OPAC Challenge is free to all NPC students who wish to use it as a prerequisite for Information Systems I or any other course with a prerequisite of Intro to Computing. Students who wish to complete the exam for credit will pay a fee equivalent to the cost of tuition for three credit hours upon successful completion, which will then be applied to the NPC transcript.

Since Portfolio Assessment credit and credit by examination do not receive a letter grade (A, B, C, D), they are not usually eligible for financial aid.

Portfolio Preparation Support. Students who wish to earn credit through Portfolio Assessment should visit with the Director of Career Services to learn how to assemble and present their work. Interested students should visit with the Career Center prior to paying the assessment fee to learn expectations and work involved with earning credits through PLA.

Tracking. The College's Registrar will be responsible for tracking the number of students who earn credits through PLA and the resulting credits awarded in each category. A master list of PLA awardees, number of participates in the PLA process, retention and degree completion as they progress through the programs, and-if possible-job placement will be made available to the College on an annual basis.

Review. The College reviews and updates all of its college policies annually to reflect student concerns, federal and state compliance changes and to ensure the policy is still relevant. As such, the PLA policy will be reviewed each year and updated to reflect the current climate of the institution.

Repeating a Course

If a student chooses to repeat a course, both grades earned for the course will be reported on the student's transcript. However, only the repeat grade shall be used in determining the grade-point average.

Students who fail and/or drop a course may repeat the course up to three times. If a fourth attempt is necessary, the student has two options:

- Complete the course at another accredited college or university; or
- Sit out one calendar year and then seek permission from the Vice President for Academic Affairs before re-enrolling in the course.

Students who plan to transfer to a four year college or university should be aware that some institutions may average both the original and the subsequent grades for determining transfer eligibility. Students should check with that college or their Academic Advisor prior to enrolling for a course on a repeat basis.

As long as a student is making satisfactory academic progress, repeating a course for the second time will not adversely affect financial aid eligibility. Consult with a Financial Aid advisor before attempting a course for the third time. Independent study may not be used to repeat a failed course.

The Veterans Administration has specific regulations. Please contact Nathan Looper, VA Coordinator in the Veterans Services office at 760-4151.

The Division of Health Sciences has a policy that if a student is required to withdraw from a course due to unsafe clinical behavior, he or she may not reapply to repeat that course.

Student Records: FERPA

In accordance with National Park College Board Policy Number 6.100:

The Board of Trustees supports and complies with the Family Education Rights and Privacy Act of 1974, which was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearing. Students also have the right to file complaints with The Family Education Rights and Privacy Act office concerning alleged failures by the institution to comply with the Act.

Faculty and administrative staff members should be aware that all student records are private and that information concerning student educational records may not be given out without written permission of the student. The Registrar or Vice President for Student Affairs should be contacted for further information.

A student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. At its discretion, National Park College may make available the following "directory information": name, address, e-mail address, phone number, place and date of birth, citizenship status, number of academic hours completed, academic major, full-time or part-time status, academic and nonacademic honors, other academic institutions attended, degree(s) obtained and date(s) conferred, campus activities, leadership positions, and dates of attendance.

If a student does not want "directory information" regarding him or her to be released, a nondisclosure form is available in the Registrar's office. Students are responsible for requesting the release of their information once a request for nondisclosure has been placed on record.

Questions concerning FERPA may be directed to the Registrar's Office.

Transcripts and Records

Transcript

The academic transcript is the official record of all courses completed at National Park College. The transcript may also contain transfer credit from other institutions, credit by examination, or credit for prior learning. Students who have received credit from other institutions or through exams should submit official transcripts and/or test scores to the Registrar's office for evaluation and recording.

Release of Transcripts

Student records are protected information and may not be released to any individual, organization, group, or institution without prior written consent of the student, in accordance with the Family Education Rights and Privacy Act of 1974. Students must submit a transcript request form in order for NPC to release the record. NPC does not release a transcript if there are outstanding financial obligations to the college. In addition, NPC only releases transcripts created by NPC. Exceptions are records created by Garland County Community College and Quapaw Technical Institute prior to the merger. Transcripts from institutions outside of NPC are not released by NPC and must be requested directly from those institutions.

Request Process and Fees

NPC processes official and unofficial transcript requests upon receipt of a signed request and payment, when applicable. Official transcripts are \$4.00 per copy, and unofficial transcripts are free. All financial obligations to NPC must be met before the college can release a transcript.

The Registrar does not fax or email transcripts. Please allow up to five business days for processing.

Students may print **unofficial transcripts** from within OASIS.

Log in to **OASIS** from the National Park College home page

Click on **Self-Service**

Click on **Academic Records**

Click on **View Unofficial Transcript**

Click in the blank field beside **Report Type** and choose **Unofficial Transcript**

Click on **View Report**

Allow a minute or more for the report to generate

Transfer Credit

Following a student's admission, the Registrar's office will evaluate official college transcripts for possible transfer credit. Courses from regionally accredited institutions are evaluated and added to the NPC transcript. All other coursework is considered on an individual basis.

Transfer Students

Entering transfer students must have a cumulative grade point average which falls within NPC's guidelines for good academic standing. Students on academic suspension from another institution may be directed to the Dean of Enrollment or the Vice President of Student Affairs to determine eligibility for admission.

Transfer credit will only be evaluated and added to a permanent record for those students who have completed course work as a degree-seeking candidate at NPC. Grades earned in transfer courses are not considered in calculating student grade point averages at NPC.

Tutoring

Tutoring is provided free of charge to NPC students. Tutoring is available for many subjects taught at NPC and is conducted by both professional and peer tutors, online and face-to-face.

More information is available on the NPC website.

Supplemental Instruction

Supplemental Instruction sessions, part of the NPC Perkins Grant Program, are peer facilitated by students who have already been successful in the same class that you are taking. These interactive sessions help you to integrate how to learn with what you learn in class. For more information, contact Mary Kay Wurm at 760-4246.