



## 2019-2019 STUDENT HANDBOOK

### Student Resources, Policies and Procedures

#### Welcome

#### National Park College!

The NPC faculty and staff would like to take this opportunity to thank you for choosing NPC where your journey of learning in a warm, inviting atmosphere is about to begin. On your journey, you will sense NPC's special touch by learning within a small, personalized classroom setting. You will sense the genuine care and concern of the faculty, staff, and administration when you take advantage of services such as free tutoring, academic and degree planning, the computer lab, the College Library/Resource Center, and secure financial aid assistance and advice. You can choose from a variety of degree offerings that will prepare you for either employment in your major field of study or transfer to a four-year university. If you are undecided about your career choice, our Career Center can assist you one-on-one in narrowing down your options and in choosing the career that is a good fit for you.

During this journey, you will be challenged to work diligently on homework, to show up prepared for classes, and to be an active participant in your learning experience. You will, in return, be inspired to go above and beyond, to "think out of the box", and to reach higher than you ever thought possible. NPC's mission is simple.....*Student learning is our focus; student success is our goal.* **YOUR success is our success.** We look forward to beginning this journey of learning with you.

## **Getting Started**

Admissions Policy  
Understanding Degree Options

## **Academics**

Academic Abbreviations  
Academic Advisors  
Academic Appeals  
Academic Calendar  
Academic Clemency  
Academic Freedom  
Academic Honesty  
Academic Probation and Suspension  
Accommodations for Students with Disabilities  
Adding a Course  
Administrative Withdrawal/Drop Policy  
Arkansas Course Transfer System (ACTS)  
Attendance  
Audit a Class  
Class Schedules  
College Level Examination Program (CLEP)  
Continuing Education  
Course Evaluations  
Course Waivers  
Credit Load (Enrollment Status)  
Course Type Definitions  
Credit Hour  
Dean's List and President's List  
Degree Plan  
Developmental Courses  
Dropping a Course  
Freedom of Expression  
General Education Core Requirements  
General Education Objectives  
Grade Change Policy  
Grade Point Average (GPA)  
Grading System  
Honors Program  
Incomplete Grades  
Instructor Complaints/Problems/Grievances  
Lab Safety  
Online Learning  
Prior Learning Assessment (PLA)  
Repeating a Course  
Student Records: FERPA  
Transcripts and Records  
Transfer Credit  
Tutoring  
Withdrawal from College

## **Financial Information**

Career Pathways  
Financial Aid  
Holds on Account/Records  
Important Dates  
Payment Plans  
Refunds  
Residency Determination for Billing Purposes  
Scholarships  
Special Fees  
Student Accounts Receivable  
Tuition and Fee Schedule  
Veterans Services Office  
Withdrawal from College

## **Student Life**

Accidents & Incidents Procedure  
Alcohol & Drug Policy  
Campus Recreation  
Campus Store  
Career Services  
Computer Services  
Counseling and Psychological Services  
Criminal Violations Reporting  
Parking  
Posting Policy and Literature Distribution  
Printing & Copying  
Inclement Weather  
Sexual  
Discrimination/Harrassment/Misconduct  
Sexual Offender Registration  
Stalking

Dining Services  
Disciplinary Proceedings  
Talent Search  
Emergency Procedures  
Fire  
Firearms Policy  
Freedom of Expression  
Health Services  
Library  
Lost and Found  
OASIS  
Off-Campus Conduct

### **Graduation and Beyond**

Alumni & Friends Association  
Graduation  
Moving on to a Career

### **Related College Policies**

Americans with Disabilities Act (ADA)  
Annual Campus Security Report (CLERY)  
Annual Notification of Consumer Information  
Equal Education and Employment Opportunity  
Statement

Student Center  
Student Code of Conduct  
Student Government Association (SGA)  
Student Organizations  
Student ID Cards  
Telephone Numbers  
Testing Center  
Tobacco Policy  
Tornado Alert  
Transportation  
Verification of Enrollment  
Veterans Services Office

National Park University  
Transferring to a Four-Year University

Student's Right to Know  
Student Rights and Responsibilities  
Title IX

# GETTING STARTED

## Admissions Policy

As a comprehensive community college, the faculty and staff at NPC are here to serve students who aspire to change their lives and the lives of their families through completion of specific courses, certificates, and/or degrees which lead to professional employment or advanced degrees at a transfer university.

The Admissions Office of National Park College is responsible for evaluating applications and transcripts to determine the admissions status of all first-time, degree-seeking applicants.

Those applicants who do not qualify may be eligible for Alternative Placement. After review, the Dean of Enrollment for the College shall notify each applicant concerning his or her admission status.

### Admission Status

Applicants for Unconditional Admission status must meet one of the following requirements:

- Must have graduated from high school and completed the high school core curriculum, and must present American College Test (ACT) scores of 19 on English and Reading and 20 on Mathematics or the equivalent SAT or Accuplacer scores.
- Must present a minimum composite score of 19 on the ACT, a 910 on the SAT, or equivalent on the Accuplacer, if the applicant received a GED or graduated through home schooling or from a private high school after May 1, 2002.
- Applicants must also present ACT scores of 19 on English and Reading and 20 on Mathematics or the equivalent SAT or Accuplacer scores. Must present ACT scores of 19 on English and Reading and 20 on Mathematics or the equivalent SAT or Accuplacer scores, if the applicant graduated from high school, received a GED, or graduated through home schooling or from a private high school prior to May 1, 2002

### Alternative Placement

Applicants who score a Composite Score of 14 or below on the ACT, a 690 or below on the SAT, or the equivalent on the Accuplacer will not be admitted to NPC. However, applicants falling into this category may be reassessed using the Accuplacer Reading.

Upon retesting, a score of 35 or better on the Accuplacer Reading will allow the student to be reevaluated for admission to NPC. Students who do not score at this level will be counseled to enroll in NPC's Adult Basic Education and GED Center. Students admitted into alternative placement must successfully complete basic education courses and demonstrate a readiness for transitional/developmental college coursework by retesting on the ACT or an equivalent test and earning at least the minimum scores for Conditional Admission. Alternative placement students are not eligible to apply for Title IV federal financial aid at NPC.

## Understanding Degree Options

NPC is fully accredited by The Higher Learning Commission and degree options available include: Associate of Arts (AA), Associate of Science (AS) degrees in various specializations, Associate of Science in Liberal Arts and Sciences (ASLAS) in various specializations, Associate of Applied Science (AAS) in various specializations, Associate of Liberal Studies (ALS), Certificate of General Studies (CGS), Technical Certificates (TC), and Certifications of Proficiency (CP).

The AA, AS, and ASLAS degrees are designed to transfer to four-year colleges and universities and opportunities include 2+2 degrees and Associate of Applied Science to Bachelor of Applied Science degrees. For information on transfer degree programs and degree plans, visit Transfer Opportunities. The requirements for attaining the ALS degree are more flexible than requirements for the AA, AS, and ASLAS degrees. Although many courses leading to the Associate of Liberal Studies degree may be transferable on an individual basis, the combined courses do not always fulfill all requirements suitable to transfer in specific majors. The Associate of Applied Science (AAS) degree is designed primarily for students who seek occupation, technical and vocational skills for employment advancement, however NPC has forged agreements with several universities allowing NPC students to transfer into Bachelor programs. Consult your Division Chair or the Transfer Center Coordinator for more information.

The Technical Certificate is a planned program of classroom and laboratory/shop work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field. The program of study may be part of an Associate level curriculum or a stand-alone program. The Certificate of Proficiency is awarded to students who have demonstrated the attainment of basic skills in one of several areas, and may be part of a Technical Certificate or Associate level degree program.

Updated 7/18/2017

# 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](http://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**

# 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](mailto: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

Updated 7/18/2017

## 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](mailto: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.

## 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	Intrepretation	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](http://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 [jl Lyons@np.edu](mailto:jl Lyons@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), DANTES 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.

# FINANCIAL AID

## Career Pathways

The innovative Career Pathways Initiative program uses federal funds allocated to the state to provide education and job training to low-income residents with children. Arkansans get the credentials they need for a high-wage, high-skill job, and plan a career path towards future opportunities and advancement. The program sees high success rates because it removes common barriers to success by providing wrap-around supports such as transportation vouchers, child care, case management, career coaching, and tutoring options.

In order to enroll in the Arkansas Career Pathways program, you must qualify to receive benefits. Basic eligibility requirements include:

- You must be an adult caretaker, parent or relative of a child under the age of 21 who lives within the home
- You must have annual family income below 250% of the federal poverty level (about \$50,400 annually for a family of 3)

Call the Career Pathways office at 501-760-4238 for application dates and guidelines.

## Financial Aid

NPC is committed to providing access to higher education programs to all students who qualify. The cost of attending NPC depends on students' residency, program of study and other factors. Financial assistance may help students with tuition, books, fees, and in some cases uniforms. We also offer a wide variety of scholarship assistance.

## Holds on Account/Records

### Financial Hold

A financial hold is placed on a student's account when there is an outstanding financial obligation to the college. Transcripts and diplomas are not released when a financial hold has been applied. The balance must be paid in full before the hold is removed. Students may arrange a payment plan online. Students with financial aid in process must ensure they have a signed award letter or an approved charge authorization to ensure classes are not dropped for non-payment.

### Other Holds

Reasons for account/records hold may include, but are not limited to, nonreceipt of official transcript(s) from another institution, an outstanding library book, incomplete immunization records, safety/security issues, and academic suspension and probation.

Students may not be allowed to do the following until the hold is removed:

- drop or add a course
- enroll in courses for subsequent semesters

- obtain a printed copy of the NPC transcript
- receive a diploma or certificate
- receive a financial aid check

## Important Dates

### Spring 2019

December 14	Spring online book orders begin. Please allow three (3) days to process orders. <a href="http://www.np.edu/Students/Bookstore/htm">www.np.edu/Students/Bookstore/htm</a>
January 3	In-store textbooks sales begin (NPC Campus Store)
Prior to January 14	100% tuition/fees refund if dropping a Spring class (excluding non-refundable \$50 administration fee)
January 14	Spring classes begin
January 14-18	100% tuition/fee refund if dropping a Spring class (excluding non-refundable \$50 administration fee and lab fees)
January 18	***DROP FOR NONPAYMENT*** (Enrollment is not guaranteed if full payment has not been made or an e-cashier payment plan has not been set-up. Financial Aid must be complete, or an e-cashier payment plan must be set-up by 3:00 PM)
January 22-28	50% tuition/fee refund if dropping a Spring class (excluding non-refundable \$50 administration fee and lab fees)
February 5	Last day for recipients of PELL, Loans, Scholarships, VA, ARS, WIOA, TAA, and any other Third Parties to charge in the Bookstore
February 7	Tuition Refund Checks mailed to those who dropped during refund periods
February 21	CHECK RELEASE for students that have remaining Financial Aid (less tuition, fees, and bookstore charges) <b>**MUST PROVIDE PHOTO ID TO PICK UP CHECK**</b>
March 28	SPRING ONLY Loan borrowers receive second half of loan funds <b>**MUST PROVIDE PHOTO ID TO PICK UP CHECK**</b>
May 2-3; May 6-7	Spring 2019 Book Buyback - Fisher Building Student Center (9:00AM - 3:30PM) *Daily book buy back entire semester

**\*\*NOTE\*\***

All dates listed above are subject to change to meet conditions set forth by the Federal Government (PELL/VA), State Government (ARS), and lending agents (Student Loans). This information sheet is not to be regarded as a contract.

*NPC proudly strives to assist students during their educational careers and will do all possible to make every aspect of learning an enjoyable experience. NPC...FIND YOUR PATH!*



## Payment Plans

In an effort to assist you with budgeting your college expenses, NPC has made available a payment plan through Nelnet Business Solutions. The e-Cashier link gives you details of the plan, including the enrollment agreement and telephone numbers if you have questions. This is a no-interest way to pay your college expenses providing a consistent, prearranged payment amount for your convenience.

## Refunds

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws from classes. Stopping class attendance or failure to attend classes does not constitute an official drop/withdrawal. ALL refunds are calculated from the start date of the semester, not the start date of the class, and are based on week days excluding holidays -- not class days.

### Refund Schedule

#### Fall and Spring

- The refund rate is 100% for tuition and all fees, excluding registration fee before day one of class.
- The refund rate is 100% of tuition charges, technology fee, and infrastructure fee for days one to five. No refunds on registration and lab fees after classes have started.
- The refund rate is 50% of tuition charges, technology fee, and infrastructure fee for days six to ten. No refunds on registration and lab fees.
- No refunds after day ten of the semester.

#### Summer

Summer session is considered one term; Summer I and II sessions are joined together into one term. The refund periods begin on the first day of Summer I session.

- Refunds for summer school will be 100% for tuition charges, technology fee, and infrastructure fee for days one to five. No refunds on registration and lab fees after classes have started.
- Refunds for summer school will be 50% for tuition charges, technology fee, and infrastructure fee for days six to ten. No refunds on registration and lab fees.
- No refunds after day ten of Summer session.

Exceptional circumstances by which a refund may be calculated after the refund period are limited to: death of a student, death of immediate family member with documentation, unanticipated serious illness of the student with documentation, or institutional error.

## Residency Determination for Billing Purposes

For the purpose of assessing tuition payment based on legal residency, students are identified as in-district, out-of-district, out-of-state, or international. Residency is determined by Arkansas Law as follows:

- In-district - A student must have lived in Garland County for six consecutive months prior to the beginning of any semester (Fall, Spring or Summer) for reasons other than attending college to be classified as an in-district resident.
- Out-of-district - A student who lives in Arkansas but has not lived in Garland County for six consecutive months before entering college is designated as an out-of-district resident.
- Out-of-state - A person who has not lived in Arkansas the previous six months is designated as an out-of-state resident.
- International - A student who originates from another country and is here on an approved student visa is designated as an international student.

Classification for residency purposes is made at the time of admission. In determining residency, the following applies:

1. Classifications may change if a student relocates and files a formal change of address notification with the Registrar's Office on the second floor of the Gerald Fisher Campus Center.
2. The residency identified by anyone under 21 years of age is that of his/her parents or guardian unless the student is married or has established a separate legal residence.
3. When enrolling, the student is responsible for indicating the proper residence classification for tuition and fee costs. If there is a question, the student should consult with the Registrar's Office before registration.
4. Contact the Registrar's Office for a list of documents required to prove residency and/or for information on special conditions as they pertain to residency.

## **Scholarships**

National Park College is very proud to offer our students a number of institutional and non-institutional scholarship opportunities. Scholarships can be based on merit, financial need, or other criteria. All students are encouraged to apply for available scholarships. The priority deadlines for the application are April 1st and November 1st.

## **Senior Citizen Fee Waiver**

Act 678 of 1975 allows residents of Arkansas who are 60 years or older to enroll at NPC and receive a waiver of fees. Students must provide proof of age and residency as verification of eligibility. Registration is on a space-available basis. Please contact Enrollment Services for more information

## **Special Fees**

Some courses have special fees and these must be paid during registration. Fees, supplies and materials may be an additional cost for courses such as computer labs and science laboratories or specialized art courses, such as pottery or photography. Other courses, such as music classes with individual instruction, also have fees. Any special fees are indicated on the official class schedule of courses found in OASIS.

## Student Accounts Receivable

Student accounts receivable balances occur when financial aid or scholarships are rescinded during the semester, payments by check are returned as insufficient, or Nelnet Business Solutions agreements are terminated.

Students with an outstanding balance must meet with the Student Accounts employee over payment plans to discuss payment options. Those students are given the option to drop all classes (administrative drop) and the balance is cleared, except for the registration fee, any bookstore charges, or to pay balances due. Payment methods include the Nelnet Business Solutions plan, cash, check, or credit card.

NPC runs a "financial hold" program at the end of each semester. This program flags students having a balance due, preventing the students from registering or having any internet access.

**NPC Board Policy Number: 6.210**

**Date Adopted: June 27, 2007**

## Tuition and Fee Schedule

### Tuition Guarantee

Beginning Fall 2015 semester, NPC is implementing a tuition guarantee for all continuously enrolled students. The NPC Tuition Guarantee means that your tuition rate will be locked until the completion of your degree or certificate as long as you continue to meet the tuition guarantee criteria.

<b>2015 Academic Year Tuition &amp; Fees*</b>	<b>Garland County Residents</b>	<b>Out-of-County Residents</b>	<b>Out-of-State Residents</b>	<b>International Residents</b>
Per Semester Credit Hour	\$88	\$98	\$134	\$198
Registration Fee	\$50	\$50	\$50	\$50
Maximum Cost Per Semester (excluding fees)	\$1584	\$1764	\$2412	\$3564

\* Tuition rates are set by the National Park College Board of Trustees and are subject to change.

- Registration fee each semester - \$50
- Infrastructure fee each semester - \$50
- Security fee each semester - \$25
- Technology fee - \$8 per credit hour (maximum at 15 hours)
- Lab fees of \$10 per credit hour for classes that have a lab, excluding private music fees which are \$30 per credit hour
- Online course fee - \$10 per credit hour for all online classes
- Wellness fee - \$1 per credit hour (maximum at 15 hours)

\* NPC reserves the right to change tuition rates and fees any time such action is deemed necessary.

Note: Depending on the academic program, additional program specific fees may also apply.

## Veterans Services Office

### Military Activation Waiver

There are a variety of Veterans Administration (VA) educational programs established to assist military personnel and veterans with acquiring an education. All military personnel and veterans may be eligible for VA educational benefits.

Service members, veterans, and their dependents seeking to use their VA educational benefits at National Park College should complete all the necessary paperwork for admission and financial aid, but should also contact Nathan Looper, VA Coordinator, in the Veterans Services Office prior to enrolling in classes to ensure all information is reported to the VA Regional Office for processing. Individuals using Veterans Administration education benefits are required to follow their chosen degree plan which must be in a "VA Approved" program to receive VA education benefits. Veterans and dependents are also required to keep the VA Coordinator informed of any changes in enrollment, rate of pursuit, or degree plan throughout the semester.

## Withdrawal from College

Students who wish to withdraw from all courses in a semester must complete the withdrawal form located in Student Services or using the form on the Registrar's office webpage. Students should visit with an academic advisor as well as a Financial Aid representative to discuss any available options and/or ramifications of withdrawing from the college. Students should also complete the online exit survey located on the Registrar's webpage. A nonrefundable administrative fee will be assessed upon withdrawal.

Students who stop attending classes and fail to officially withdraw may receive failing grades in all courses. In most cases, instructors administratively withdraw students who stop attending classes, and the last date of attendance is recorded. However, the responsibility to properly withdraw from courses lies with the student.

**Failing to follow proper withdrawal procedures may also result in possible loss of tuition refund. Withdrawal from classes prior to completion of 60 percent of the semester or dropping credit hours below full time (12 credit hours) may result in financial liability to the US Department of Education or NPC for repayment of Title IV funds. In cases where the student drops courses and has already received full payment of Financial Aid awards from Federal sources, the student must repay any cash disbursements which is determined by the school to be an overpayment. Students are strongly encouraged to speak to Financial Aid regarding this information.**

# **STUDENT LIFE**

## **Accidents & Incidents Procedure**

When an accident or an incident involving a student or students or visitors occurs, immediately contact the Campus Nurse at 760-4131, Campus Security at 760-4293, the Dean of Students at 760-4229, or the Switchboard at 760-4222.

## **Alcohol & Drug Policy**

It is NPC's policy that illegal drug and alcohol use, including the manufacture, sale, distribution, dispensation, possession, or use of illegal drugs and/or alcohol is prohibited. The illegal use of drugs and alcohol is inconsistent with the behavior expected of members of the College community. The College is committed to the development and maintenance of an environment free of alcohol and drug abuse and in compliance with the Drug Free Workplace ACT of 1988 and the Drug Free Schools and Communities Act of 1989. These laws and their accompanying regulations provide a proper framework for the anti-drug and anti-alcohol policies of the College.

## **Campus Recreation**

The National Park Wellness Center is focused on helping students, faculty and staff achieve healthy lifestyles. This is done through a variety of avenues:

- NPC Wellness Center
- Intramural Sports
  - Sports include: basketball, flag football, volleyball, softball, and soccer

NPC also offers competitive team sports which offers an opportunity to compete against other colleges and/or universities. Competitive team sports include men's and women's basketball.

## **Campus Store**

The NPC Campus Store, located on the first floor of the Gerald R. Fisher Building, stocks textbooks, general supplies, art supplies, and medical supplies needed for NPC classes. There is also a reference corner and a wide variety of technology supplies. In addition, there are health and beauty supplies, food items, and college apparel.

## **Career Services**

The Career Center is located on the second floor of the Gerald R. Fisher Campus Center, rooms 211 and 212.

## NPC Career Services:

- Coordinates the Career Ready Internship Grant - this grant provides the opportunity for students with financial need to gain valuable employment experience.
- Links employment opportunities for our students and alumni through CareerLink
- Uses Interest Inventories to assist undecided students with career choices
- Mentors ESL, dislocated workers and non-traditional students as referred
- Serves as a location for employer visits and information
- Conducts job search activities for students, alumni, and the community
- Coordinates the campus volunteer information and service learning activities
- Administers the campus Perkins Grant for Career and Technical Education
- Is a member of NACE (National Association of Colleges and Employers)

## Computer Services

The NPC Computer Services Department provides information services and information technology needs to faculty, staff, and students to enhance and promote the educational experience at NPC.

### Computer Acceptable Use Policy

#### Introduction

National Park College 's computing and telecommunications networks, computing equipment and computing resources are owned by the College and are provided primarily to support the academic and administrative functions of the College. Federal and state laws, and College policies and procedures govern the use of these resources. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs. Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

#### Regulatory Limitations

The College may monitor access to the equipment and networking structures and systems for the following purposes:

- To ensure the security and operating performance of its systems and networks.
- To enforce College policies.

The College reserves the right to limit access when federal or state laws or College policies are violated or where College contractual obligations or College operations may be impeded.

The College may authorize confidential passwords or other secure entry identification; however, students have no expectation of privacy in the material sent or received by them over the College computing systems or networks. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above.

All material posted to or sent over College computing and other telecommunications equipment, systems or networks must be accurate and must correctly identify the creator (E-mail, etc. account owners must be identifiable).

### **User Rights**

Access to computing supported by NPC is granted contingent on that access not be misused. If that access is misused, it can be withdrawn at any time. Further action may be taken as a result of serious offenses.

### **Privacy and Privilege**

All Users must respect the privacy and usage privileges of others, both on the NPC campus and at all sites reachable by NPC's external network connections. Users will not intentionally seek information on account passwords. Nor will they obtain copies of other User's passwords. Users will not modify files, data, or passwords belonging to other Users. Users will not develop, download, or execute programs for these purposes. Users must preserve and protect the privacy, dignity, well-being, and informed consent of all participants.

### **Security and Related Matters**

No one shall:

- Attempt to circumvent data protection schemes, unknowingly endanger or compromise the security of any College computer, network facility, other computer resources, or willing interfere with others' authorized computer usage
- Modify, reconfigure, or attempt to modify or reconfigure any software or hardware of any College computer or network facility, in any way, unless specific authorization has been obtained; or
- Use College computer resources and communication facilities to attempt unauthorized access to any computer or network facility, no matter where located, or to interfere with others' legitimate use of any such computing resource
- Attempt to access, copy, or destroy programs or files that belong to other users or to the College without prior authorization, nor shall anyone use College computing resources for unauthorized monitoring of electronic communications
- Create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive program, e-mail, or data via any College computer or network facility, regardless of whether demonstrable harm results
- Place confidential information in computers without protecting it appropriately. The College cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the College may access such information in accordance with the Regulatory Limitations section of this document.
- Knowingly or recklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources

### **Accounts**

- Users shall use their accounts for the purposes for which they are established, as well as personal communications.
- Accounts and other College computer resources shall not be used for personal financial gain or benefit or for the benefit of organizations not related to the College.
- No one shall give any password for any College computer or network to any unauthorized person, including their children, nor obtain any other person's password by any unauthorized means. Users

are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing of passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.

- A user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized.

### **Enforcement and Sanctions**

System administrators are responsible for protecting the system and users from abuses of this policy. Pursuant to this duty, system administrators may:

- Formally or informally discuss the matter with the offending party
- Temporarily revoke or modify access privileges, or
- Refer the matter to the appropriate disciplinary authority

Any violation of this policy will result in a disciplinary note being placed in the student's academic file and may result in the revocation or suspension of access privileges by the Department of Computer Services with review by the appropriate academic or administrative unit and/or law enforcement agencies if local, state, or federal laws have been violated. NPC reserves the right to amend this policy at any time.

## **Counseling and Psychological Services**

The Professional Counseling Services available at National Park College are located in the Social Sciences division, room 105. It is the purpose of these services to support student success and personal growth in a warm and safe environment. There will also be effort made to ensure that you are referred to community resources when indicated to be appropriate.

- Individual Counseling
- Referral Services
- Crisis intervention
- Collateral Consultation

### **How can we help?**

It is common to need support beyond what family and friends can offer at some point in a college career. Are you...

- Worried about balancing relationships, work, and school?
- Feeling more blue than normal?
- Having trouble concentrating?
- Feeling anxious and nervous?
- Upset about a relationship?
- Trying to overcome your past?
- Hearing from family and friends that they are worried about you?
- Concerned about a friend or family member?
- Looking for a new mental health provider?

**SERVICES PROVIDED ARE CONFIDENTIAL AND FREE**



## **Criminal Violations Reporting**

Upon receiving a signed allegation of a criminal violation, the President or a designee will notify the proper law enforcement officials. Any student, faculty, or staff wishing to report a criminal violation that they feel has occurred on the NPC campus or at an NPC sponsored activity shall put the allegation in writing, sign the statement, and present this statement to the Campus Security Office on the third floor of the Fisher Campus Center or the Vice President for Student Affairs' Office on the second floor of the Fisher Campus Center. In case of an emergency, verbal notification to Security at 760-4293 or the Vice President for Student Affairs at 760-4212.

**Policy Number: 7.600**

**Date Adopted: May 26, 1993**

## **Dining Services**

### **Student Center located in the Gerald Fisher Campus Center**

Vending machines and a full service deli are available with a variety of drinks and hot/cold meals and desserts. The deli is open for breakfast and lunch.

### **Southside Student Center**

Vending machines stock snack foods and drinks.

## **Disciplinary Proceedings**

### **The Disciplinary Authority**

The National Park College (NPC) Board of Trustees charges the President with the responsibility of maintaining appropriate standards for student conduct.

The President of National Park College has delegated the disciplinary function to the Vice President for Student Affairs and the Dean of Students.

The Dean of Students has the responsibility to initiate, implement, and supervise the disciplinary process for students. In the event of a conflict of interest, the Vice President for Student Affairs may assign these duties to another individual as designated by the College President.

The Board of Trustees authorizes the President, the Vice President for Student Affairs, the Dean of Students, and the members of the Student Discipline Committee to expel, dismiss, suspend, place limitations on continued attendance and/or levy other penalties in order to maintain appropriate standards of student conduct. This policy does not include academic sanctions defined in Policy Number 6.300.

### **Discipline Committee Assignment**

At the beginning of each Spring Semester, the Dean of Students shall submit for the approval of the President nominees for the Student Discipline Committee.

The Student Discipline Committee shall be composed of twelve people: six faculty members and six students. A quorum will consist of a minimum of four students and four faculty.

### **Purpose of the Discipline Committee**

The primary aim of the student disciplinary procedures is to redirect student behavior toward the achievement of academic goals or the adjudication of possible disciplinary sanctions.

Possible disciplinary sanctions may be necessary as defined in the later section of this document.

### **Disciplinary Procedure and Due Process**

Procedural due process does not provide for legal representation, a public hearing, confrontation, cross-examination of witnesses, self-incrimination, or any of the remaining features of federal criminal jurisprudence. The following procedural guidelines are established for the handling of disciplinary matters:

The student shall be notified by the Dean of Students that he/she is charged with violating a regulation, that there is an initial five day fact finding process, and that he/she may be sanctioned until further action is taken to dispose the charge. This informal process will be held in the office of the Dean of Students or the Vice President for Student Affairs and will include the student, the Dean, and the Vice President. Other college personnel, with knowledge of the matter, may be requested to attend the hearing.

Upon completion of the fact finding process, an administrative decision will be made. The student will be notified in writing of the decision of the Dean of Students and/or a designate, within five (5) school days.

The student may appeal this decision to the Student Discipline Committee, in writing, within thirty (30) days of the notice of the decision. If the student does not appeal within 30 days, the administrative decision is rendered final.

If the student requests a Student Discipline Committee hearing, the student will receive, in writing, the time and place of the appeal hearing. The student will receive this information at least thirty-six hours before a Student Discipline Committee hearing.

Disciplinary hearings are of a private and confidential nature and are closed to the public. The disciplinary hearing process is as follows:

a. The presiding officer of the hearing is the chairperson of the Student Discipline Committee or his/her designee as appointed by the Dean of Students.

b. The student shall be entitled to appear in person to present his/her case before the Student Discipline Committee. The student may elect not to appear, in which case the hearing shall proceed. The failure of the student to appear should not be taken as indicative of guilt and shall be noted without prejudice.

c. Neither the student nor NPC shall be represented by legal counsel. The student may be accompanied to the Student Discipline Committee hearing by a witness such as a member of the College faculty, staff, student body or by a parent or guardian.

d. The format of the hearings will follow this sequence:

i. Presentation of the charge(s).

- ii. A call for the accused student to respond to the charge(s).
- iii. NPC's supporting testimony and documentation regarding the charge(s).
- iv. Presentation of the testimony, witnesses and information supporting the accused student.
- v. Examination and questioning by members of the Student Discipline Committee will follow both presentation of the charges and the defense of the accused student.
- vi. The student shall be permitted to question witnesses in accordance with established guidelines.
- vii. The student shall be entitled to hear all testimony (not deliberations) given before the Student Discipline Committee.

The Student Discipline Committee will advise the accused student of its decision, sanction (if applicable) and of his/her right to appeal at the conclusion of the deliberations.

The finding of the Student Discipline Committee is summarized in a certified letter addressed and hand delivered or mailed to the student. In this letter, the student shall be entitled to an explanation of the reasons for the decision, an explanation of any penalty, an explanation of the right to appeal to NPC's President within five (5) days.

The official transcripts and audio tapes of the hearing will be filed in the Office of the Vice President for Student Affairs.

To the extent that a disciplinary hearing involves disclosure of educational records or personally identifiable information derived from educational records, the Federal Educational Rights Privacy Act (FERPA) compels the College to close the proceedings. Thus, testimony, deliberation and committee decision are covered under FERPA and are not available for public access.

#### **Appeal to NPC's President**

If the student does not accept the decision of the Student Discipline Committee, he/she may appeal to NPC's President. The appeal must be in writing and must be in the President's office within ten (10) school days after the student receives the decision of the Student Discipline Committee.

After receiving the appeal request, NPC's President will respond in writing within ten (10) school days and will schedule a time to meet with the student. The meeting will occur within thirty (30) days of the President receiving the appeal request. The President will meet separately with the student who may bring a witness such as a member of the faculty, staff, student body or parent/guardian; then meet with the Chair of the Student Discipline Committee and the Dean of Students. Written minutes of these meetings will be taken and maintained by the President's Administrative Assistant.

The decision of the President will be summarized in a certified letter addressed and mailed to the student within ten (10) school days of the meeting with the President. The decision of the President is final on behalf of National Park College.

### **Possible Disciplinary Sanctions**

Interim Suspension - is a suspension that may be imposed based upon fact finding that shows the student's continued presence within the campus environment constitutes a danger to property, to himself/herself, or to others. The student will be given notice of the reason for the interim suspension and will be given the opportunity to request, in writing, a Student Discipline Committee Hearing at which time he/she shall be afforded an opportunity to show why his/her continued presence on campus will not constitute a danger to property, himself/herself or others.

Educational Sanctions - papers, counseling, alcohol/drug evaluations, tasks, or series of tasks that are educational in nature and/or serve to benefit the group or community at large.

Reprimand -

- a. Oral Reprimand - an oral disapproval issued to the student by a person designated;
- b. Written Reprimand - a written statement of disapproval prepared by a designated person

Restitution - Compensation for loss or damage incurred to NPC or a member/guest of the College community.

Disciplinary Probation (with or without sanctions) - Notice that further breach of conduct, as specified, may result in suspension or loss of privileges as may be consistent with the offense committed. The period of probation shall be specified in the decision.

Probated Suspension - Notice that further convictions of major offenses, as specified, may result in suspension. The period of probation shall be specified in the decision.

Suspension - Temporary severance of the student's relationship with NPC for a specified period of time. The period of time is to be specified in the decision.

Probated Expulsion - Notice that further convictions of major offenses, as specified in the decision, may result in expulsion.

Expulsion - Permanent severance of the student's relationship with NPC.

**NPC Board Policy Number: 6.310**

## **Emergency Procedures**

An emergency response and recovery program has been developed to ensure response to and recovery from emergencies of all types and magnitudes and the continuation of College operations following an emergency. The plan is carried out by the NPC Crisis Team.

NPC's first priority when an emergency occurs is employee, student and guest safety and emergency response, and their second priority is disaster recovery and business continuity. This plan encourages the development of high levels of resilience where required and the wise use of resources to assure that when

an emergency occurs, NPC's normal functions continue and, in the case of a major emergency, its missions essential functions are restored as soon as possible followed by the restoration of all College functions.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Campus Security Authority, NPC College Administrators, the Garland County Sheriff's Department, and the State Police. These departments typically work together to manage the incident. Depending on the nature of the incident, other NPC departments and other local agencies could also be involved.

### **Emergency Evacuation Procedures**

Students, faculty, staff, and guests are expected to evacuate campus buildings if they hear a fire alarm, if the campus administration determines that an evacuation is necessary. All persons will receive information about evacuation via the ALL CALL System, and/or verbally by college personnel in person or by phone.

## **Shelter-in-Place**

### **What it Means to Shelter-in-Place**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors. Thus, to "shelter-in-place" means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable until it is safe to go outside.

### **Basic "Shelter-in-Place" Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, NPC ID Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the pre-designated evacuation point or to a safe location. If police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to "Shelter-in-Place"**

A shelter-in-place notification may come from the ALL CALL System.

### **How to "Shelter-in-Place"**

No matter where you are, the basic steps of "shelter-in-place" will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency "shelter-in-place" supplies and a telephone to be used in case of emergency. If you are outdoors, proceed inside the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - an interior room
  - above ground level
  - without windows or with the least number of windows
  - If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows and close exterior doors.

4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able.
6. Make a list of the people with you and ask someone to call the list in to the College operator at (501) 760-4222. In the event that the operator station cannot be manned, calls will be forwarded to an appropriate location.
7. Turn on a radio or TV and listen for further instructions.
8. Turn on a radio or TV and listen for further instructions.
9. Remain calm and make yourself comfortable.

### **Lockdown**

A "Lockdown" is the temporary sheltering technique utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building within the subject area will lock all doors and windows not allowing entry or exit to anyone until the all clear have been sounded.

Notice that a "Lockdown" has been issued will be broadcast over the ALL CALL SYSTEM and by other appropriate means.

### **How to Lockdown**

The basic steps for how to lockdown will be the same regardless of your location. Follow these steps, unless instructed otherwise by local emergency personnel:

- Try to remain calm.
- Remain indoors, e.g. your office or classroom. Once in "Lockdown" you would be allowed to move about to facilitate certain needs, e.g. bathroom, water; but you should not leave the building unless an all clear has been sounded.
- If not in your typical surroundings, proceed to a room that can be locked.
- Close and lock all doors.
- Turn off all lights.
- Occupants should be seated below window level, toward the middle of a room away from windows and doors.
- Remain silent.
- Turn off all radios or other devices that emit sound.
- Silence cell phones.
- If gunshots are heard, lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter.
- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to emergency responders.
- Do not shelter in open areas such as hallways or corridors. Go to the nearest office, classroom, lecture hall or auditorium that can be locked.

A message will be broadcast giving specific locations and directions for entering certain shelter sites.

Do not unlock doors or attempt to leave until instructed to do so by emergency responders. The "All-clear" will be announced over the ALL CALL System or other appropriate system when it is considered safe.

## **Fire**

In the event of fire any person may sound the fire alarm. A student should notify the nearest faculty or staff member to ensure that 911 may be called promptly.

Staff members and students should review the Emergency Maps located in each building prior to an emergency. The Emergency Map indicates the location of fire extinguishers, fire alarm pull stations, exit routes, and Safe Assembly Areas. Staff members and students are asked to use fire extinguishers if safe.

Everyone should evacuate the building and immediate area to the designated Safe Assembly Area. Remain in the Safe Assembly Area until the designated Building Captain performs a head count to ensure everyone has been safely evacuated. The person reporting the fire should remain available to give the location to the proper authority and explain any necessary details.

**Policy Number: 7.300**

**Date Adopted: January 1, 1991**

## **Firearms Policy**

In accordance with Act 226 of 2013 and Arkansas Code § 5-73-306(14), the possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the NPC campus, (b) in any building owned or controlled by the College, and (c) at any College event.

The administration shall develop and publish notices advising all persons of this prohibition. The administration shall also publish such notices on the NPC website and in the Faculty Handbook and Staff Handbook, and shall develop and publish sanctions for violations of this policy consistent with Arkansas law and other College regulations.

These provisions shall not apply to any campus security personnel employed by the College or any other certified law enforcement officer.

This policy will be reviewed annually in compliance with Arkansas Code § 5-73-322.

**NPC Board Policy Number: 8.120**

## **Freedom of Expression**

Expressions of views and freedom of discussion should be encouraged and protected. The instructor has the responsibility and authority to maintain order and appropriate academic environment, but his/her authority must not be used to suppress the expression of views related to the subject which are contrary to his/her own. Students are responsible for learning the content of any course for which they are enrolled. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.

Academic evaluation by instructors of student performance shall be neither prejudicial nor capricious.

Information about student views, beliefs, and associations acquired by College personnel in the course of their work is confidential and shall not be disclosed to persons other than College officials acting in an official capacity, except with the consent, either expressed or implied, of the student or under legal compulsion.

#### Reference

Statement of Student Rights and Responsibilities: Sections 4-6

## Health Services

NPC has a nurse on duty to serve the primary medical care needs of our campus community. The nurse performs first aid assistance, gives general health advice, administers prescribed doctor's care advice, assists in emergencies, and acts as a referral agent. In addition, the Student Health Nurse maintains all student health records that are required by state law. The Student Health Services Office is located on the 1st floor of the Fisher Building. The Student Nurse may be reached at 760-4131.

## Inclement Weather

National Park College will address inclement weather situations consistent with the Governor's Policy Directive and the NPC Board policy. The general policy is that NPC does not close due to inclement weather if at all avoidable. However, the obligation to provide services to the citizens of the area must be balanced with the risk of danger to students and employees. Therefore, the following guidelines are established to govern operations during inclement weather and to address and protect the needs of the College's students.

The President or the Vice President for Academic Affairs will determine when the inclement weather policy is implemented based on area weather conditions. Local media will be used to notify students and employees of policy implementation. The state policy provisions regarding late arrival and leave time will apply to NPC employees.

In the event of early morning severe inclement weather conditions in the National Park College area, the President or Vice President for Academic Affairs will determine whether to place the inclement weather policy in effect and will publicly announce its implementation between 6:00 a.m. and 6:30 a.m., if possible. The decision to implement the inclement weather policy for evening classes will be made by mid-afternoon, and announced between 3:00 p.m. and 3:30 p.m., if possible. Announcements affecting Saturday classes will be made between 7:00 a.m. and 7:30 a.m. when possible.

**NPC Board Policy Number: 7.200**

## Library

The NPC Library provides access to materials, information, and services that support students' educational needs. In addition, the Library has career exploration materials, general and technical periodicals, recreational reading, and audio-visual materials and equipment. In addition to print materials, the Library provides a variety of online databases, many of which are full-text, that are available to students.



## Lost and Found

Students seeking lost items should check with the Student Center Manager located on the first floor in the Fisher Campus Center. Students who find items should turn them in to the same office.

## OASIS

OASIS is NPC's online self-serve portal for students. You can use this system to register for courses, view your charges, financial aid award, class schedule, degree progress/mid-term grades, and transcript.

Click on the OASIS link from the top of any College web page.

Your username is the first initial of your first name and your full last name.

Example: John Smith Your username would be jsmith

(Common names will be assigned a number at the end of the name; call computer services at x4171 if you are not able to log on.)

Your password is the last four digits of your Social Security number and your birth month and day

Example: Social Security number = 123-45-6789 and birthday = February 9 Your password would be 67890209

For log in problems, email [techsupport@npcc.edu](mailto:techsupport@npcc.edu) or call 760-4171 and ask for your password to be reset.

## Off-Campus Conduct

If a student violates any municipal ordinance, law of the State of Arkansas, or law of the United States by any offense, committed off the campus and which is not associated with a College-connected activity, the disciplinary authority of the College will not be used merely to duplicate the penalty awarded for such an act under applicable ordinances and laws. The College will take disciplinary action against a student for such an off-campus offense only when it is required by law to do so or when the nature of the offense is such that, in the judgment of the Vice President for Student Affairs that:

- the continued presence of the student on campus is likely to create interference with the educational process and the orderly operation of the College, or;
- the continued presence of the student on campus is likely to endanger the health, safety or welfare of the members of the College community or their property or that of the College, or;
- the offense committed by the student is of such a serious, heinous or repulsive nature, as to adversely affect the student's suitability as a member of the academic community

Reference:

Statement of Student Rights and Responsibilities: Section 18

## Parking

Traffic signs are posted throughout the campus and students are encouraged to familiarize themselves with the posted speed limits, directions and parking areas. These traffic regulations are established by the State

of Arkansas, and failure to abide by these regulations constitutes a violation of state law. State and county law enforcement officials do tow vehicles at the owner's expense if they are parked illegally or in an unauthorized area, including vehicles illegally parked in "Handicapped" and "No Parking" slots. In addition, according to state law, vehicles parked on Mid-America Boulevard must be at least 3 feet off the travel portion of the road or their owners will be subject to tickets and tows. Car decals are free and may be obtained in the Student Center during the enrollment process.

## Posting Policy and Literature Distribution

All materials must be sponsored or cosponsored by a registered student organization or a college department or division.

All materials must be approved through the office of the Vice President of Student Affairs located on the 2nd floor of the Fisher Campus Center.

Distribution of materials must not be disruptive to College operations.

## Printing & Copying

NPC recognizes students need to print in the course of doing academic work. The College also recognizes its responsibility to discourage waste and to recover some of the cost of printing on campus. Accordingly, all students will be given an allotment of \$50.00 free printing each semester and charged for printing above that amount. For further printing above the free allotment you will need to purchase a \$5.00 or \$10.00 ticket from the Library or the Bookstore.

- Unused print quotas do not carry over to the next semester.
- The cost of printing will vary based on whether it is a black and white print or a color print. The current cost for printing is \$0.10 per page for black and white prints and \$0.25 per page for color prints. All costs are subject to change as needed.
- There will be no refunds for print credits not used.
- **Any and all PowerPoint presentations MUST be printed in either "OUTLINE" mode or "HANDOUTS" (6 slides per page) mode**
- Users are not permitted to use the manual feed tray. Therefore you may not print labels, envelopes, or anything requiring special paper.

The printers are not a replacement for photocopy machines. Users who need multiple copies (more than 2) of a document should print a master copy and then photocopy it. The NPC Library offers photocopying services.

## Sexual Discrimination/Harassment/Misconduct

No person at National Park College will on the basis of sex be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment, or sexual misconduct under any education program or activity.

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects the college community in connection with all academic,

educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a class or at a training program sponsored by the school at another location.

## **Sexual Offender Registration**

NPC reserves the right to deny admittance or re-admissions to a registered sex offender as deemed necessary for the safety and security of individual students and the campus community. The level of offense, specifics of the offense, and restrictions of the court placed on an individual sex offender's record will be taken into consideration when rendering this decision.

Inquiries should be directed to the office of the Dean of Students located on the second floor of the Gerald Fisher Campus Center. Requests will be reviewed, and if necessary, referred to the appropriate authority. If approved for enrollment, all enrollment activity will be processed through the Dean of Students' office.

## **Stalking**

The state of Arkansas has established that stalking is a crime under Act 379, effective March 8, 1993. The law against stalking encompasses conduct such as harassment (including physical, written, telephone, telegraph, texting, e-mail, or any other form of written communication), terroristic threatening, following a person, or insulting, taunting, or challenging a person in a manner likely to provoke a violent or disorderly response. The Administration requests that students who have current court Orders of Protection or Restraining Orders hand carry a copy of these documents to the Campus Security Office (760-4293) on the third floor of the Fisher Campus Center or to the Office of the Vice President for Student Affairs (760-4210) on the second floor of the Fisher Campus Center.

## **Student Center**

### **Student Center in the Gerald Fisher Campus Center**

The Student Center in the Gerald Fisher Campus Center is located on the 1st floor. Between classes, students can engage in a game of pool or ping pong. A large screen TV and video games are also available for viewing during leisure times. This Student Center has wireless Internet access and a charging station for personal use. Vending machines and a full service deli are available with a variety of drinks and hot/cold meals and desserts.

### **Southside Student Center**

The Student Center is located in close proximity to the technical classrooms. A large screen TV is available for viewing during leisure time. Vending machines stock snack foods and drinks; no full service food service is available.

## **Student Code of Conduct**

Generally, College discipline shall be limited to conduct which adversely affects the College community's pursuit of its educational objectives or which would jeopardize the health and safety of the College community.

Expulsion, suspension or less severe sanction from the College may result from any of the following conduct where it occurs on campus or in the areas or situations listed in Student Rights and Responsibilities Section 17 or 18.

- Academic cheating or plagiarism
- Student display of behavior that is deemed a safety risk to himself/herself or others within the campus community
- Furnishing false information to the College with intent to deceive
- Forgery, alteration or misuse of College documents, records or identification cards
- Assault and battery
- Vandalism, malicious destruction, damage or misuse of public or private property, including library materials
- Theft, embezzlement or temporary removal of the property from its assigned position
- Failure to meet obligations related to the College
- Rioting, inciting to riot, raiding, and inciting to raid College property
- Illegal manufacture, sale, possession or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or chemicals
- Possession of firearms, ammunition, explosives, fireworks, dangerous weapons, incendiary devices, or chemicals
- Gambling
- Two or more like offenses for which the penalty of disciplinary probation may be imposed
- An additional offense committed while the student is on disciplinary probation
- Possession or use of alcoholic beverages on College-owned or supervised property
- Indecent or obscene conduct on College property or College-supervised property, including cyberspace
- Unauthorized solicitation in buildings or facilities owned or controlled by the institution
- Abuse or misuse of computing resources to include any attempt to circumvent or compromise the security of any NPC computing resource, any unauthorized access to or tampering with any data files belonging to NPC or any other person or entity, any other similar misuse of or damage to NPC computing resources, or the use of NPC computing resources belonging to any other person or entity

College disciplinary probation or any lesser penalty may result from the following conduct when it occurs on College-owned property, College-supervised property or in the areas or situations listed in Student Rights and Responsibilities Section 16 and 17:

- Intoxication or disorderly conduct
- Failure to comply with official and proper regulations or order of a duly designated official acting within the scope of his/her authority, agency or agent

## **Student Government Association (SGA)**

The NPC SGA is the chief voice representing the student body. The SGA's purpose is to serve as a vital link between students and NPC administration, faculty, and staff. The SGA works to improve the quality and value of the educational experience at NPC by acting as an advocate for student concerns. SGA

members have an opportunity to develop new leadership skills, make their opinions heard, participate in representative government, meet a diversity of people, and add to their resume and portfolio.

## **Student ID Cards**

### **Who needs an ID card?**

All current students. **Only** current students will be issued an NPC ID

### **Why should I get an ID card?**

Ad ID is needed for:

- Purchasing and returning items at the Campus Store
- Checking out books at Library
- Testing in the Testing Center
- Use of the NPC Wellness Center
- Discounts at area stores, bus passes, movie theaters, etc.

### **How do I get an ID card?**

Bring your current schedule and a state issued photo ID to Room 139 on the first floor of the Fisher Campus Center. The first one is free!

### **What if I lose my ID card?**

Replacement NPC Student ID cards cost \$10. To replace a lost or missing NPC ID Card, please pay the \$10 replacement fee at the NPC Business Office and bring your receipt to Room 139 on the first floor of the Fisher Campus Center.

### **Do I get a new student ID every semester?**

No, your NPC Student ID card is valid for two years.

## **Student Organizations**

College is the perfect time to develop vital leadership, social and communication skills through club interactions. NPC clubs and organizations offer many opportunities for students to participate and join student leadership groups, find a like-minded community, or simply get to know fellow students.

### **Regarding Campus Clubs and Organizations**

Per NPC Board Policy, student clubs and organizations are encouraged when duly organized, approved and operating within the guidelines of College policy. Procedures for establishment are available from the Vice President for Student Affairs. Faculty and administration support of duly recognized student organizations is expected since they such are an important part of a student's college experience. Board Policy includes information regarding the Student Government Association and Limited Charters for Student Organizations.

**NPC Board Policy Number: 6.900**

## Student Support Services

Student Support Services (SSS) is a federally-funded program created to provide services to eligible students. The NPC SSS program serves approximately 200 eligible students each semester. These services include advising in academic, personal, career, and financial literacy areas; transfer and transitional services for those students wishing to transfer to four-year institutions; tutoring in most subject areas; disability services; small group non-credit math instruction; cultural enrichment activities; and financial literacy workshops.

## Talent Search

Talent Search is an early intervention/educational opportunity program. Serving students in grades 7-12, the program promotes skills and disseminates information necessary for successfully entering college and completing a degree. Emphasizing personal/career development, financial literacy, academic skills, and ACT readiness through college preparatory workshops, students are better prepared for the rigors of higher education. Campus visits, academic monitoring, and guidance in the completion of college and financial aid applications serves the individual needs of participants and their families. Summer enrichment and campus-based events are hosted as funding permits and provide opportunities for institutional collaboration and faculty involvement.

Talent Search is a federal TRiO program funded by the U.S. Department of Education. Two-thirds of students served by the program are low-income and would be in the first generation of their family to attend college. For more information about the Talent Search program, contact Cathy High at 501-760-4397.

## Telephone Numbers

### WHEN YOU NEED INFORMATION (501) 760-4222

Academic Success Center (Tutoring)	501-760-4228
Adult Education	501-760-4335
Blackboard/Online Learning	501-760-4292
Bookstore	501-760-4117
Business Office	501-760-4125
Business Division	501-760-4314
Campus Tours	501-760-4232
Career Center	501-760-4243
Career Pathways	501-760-4238
Communication & Arts Division	501-760-4258
Community & Corporate Programs	501-760-4156
Computer Lab	501-760-4171
Concurrent Credit	501-760-4145
Continuing Education	501-760-4223
Director of Development	501-760-4129

Educational Talent Search	501-760-4397
Emergency Medical Services	501-760-4207
Enrollment/Education Verification	501-760-4159
Enrollment Services	501-760-4159
External Affairs	501-760-6410
Financial Aid	501-760-4159
Foundation/Development Office	501-760-4129
Health Sciences Division	501-760-4258
Human Resources	501-760-4388
Innovative Technology Center	501-760-1493
Learning Acceleration Division	501-760-4258
Library	501-760-4110
Maintenance/Buildings and Grounds	501-760-4161
Math/Sciences Division	501-760-4258
Nursing Division/PN	501-760-4160
Nursing Division/RN	501-760-4290
Nursing Skills Lab	501-760-4367
Refunds	501-760-4159
Scholarships	501-760-4357
Social Sciences Division	501-760-4258
Student Billing/Business Office	501-760-4125
Students Concerns	501-760-4210
Student ID Office	501-760-6365
Student Nurse/Immunization Records	501-760-4131
Student Support Services / TRIO	501-760-4397
Technical/Professional Division	501-760-4314
Testing	501-760-4321
Transcript Requests	501-760-4159
Tutoring Lab	501-760-4228
Veterans Affairs	501-760-4151
Wellness Center	501-760-4296
Workforce Training	501-760-4135

## **President's Office**

### **President of the College**

Dr. John Hogan 501-760-4200

Jill Houlihan, Exec. Assistant 501-760-4206

## **Vice Presidents' Offices**

**Vice President for Finance & Administration**

Steve Trusty 501-760-4240  
Toni Knupps, Support Staff 501-760-4310

**Vice President for Academic Affairs**

Dr. Wade Derden 501-760-4203  
Amy Watson, Support Staff 501-760-4217

**Vice President for Student Affairs & Enrollment Management**

Dr. Jerry Thomas 501-760-4202  
Tami Sheffield, Support Staff 501-760-4210

**Administration****Vice President for External Affairs**

Darla Thurber 501-760-4113

**Vice President for Workforce & Strategic Initiatives**

Kelli Albrecht 501-760-4349

**Associate Vice President for Human Resources**

Janet Brewer 501-760-4221

**Blake Butler**

Chief Information Officer 501-760-4176

**Registrar**

Ana Hunt 501-760-4123

**Assistant Registrar**

Sharon Sinclair 501-760-4211

**Dean of Enrollment Services**

Jason Hudnell 501-760-4374

**Dean of Students**

John Tucker 501-760-4229

**Institutional Research**

Chris Coble 501-760-4177

**Director of Career Services & Service Learning**

Mary Kay Wurm 501-760-4246

**Director of Library**

Sara Seaman 501-760-4101

**Director of Development**

Sara Brown 501-760-4129

Consult the NPC Employee Directory for a complete listing of Faculty and Staff



## **Fax Numbers**

Administration	501-760-4100
Admission/Recruiting	501-760-6585
Adult Education	501-760-4360
Bookstore	501-760-4319
Business Division	501-760-4261
Career Pathways	501-760-6411
Communication & Arts	501-760-4114
Community & Corp. Svcs.	501-760-4399
Computer Services	501-760-4178
Financial Aid	501-760-4354
Health Science	501-760-4141
Human Resources	501-760-4316
Library	501-760-4106
Maintenance	501-760-4359
Math Science	501-760-4214
Nursing	501-760-4183
President	501-760-4301
Purchasing	501-760-4220
Ralph Pinkerton Bldg.	501-760-4398
Registration	501-760-4354
Student Affairs	501-760-4100
Testing Center	501-760-6415
Transcripts	501-760-4268
TRiO	501-760-4127

## **Board of Trustees**

Forrest Spicer, Chair

Gail Ezelle, Vice Chair

Joyce Littleton Craft, Secretary

Larry Bailey

Don Harris

Mike Bush

Beverly Joe

Jim Hale

Raymond Wright

Revised: Feb 13, 2017

## **Testing Center**

The National Park College Testing Center is located in the Fisher Campus Center Building, second floor, Room 217. The mission of the Testing Center is to provide a professional, secure, quiet, and controlled

testing environment for students, graduates, professionals and members of the surrounding community. The Testing Center aims to promote satisfaction and achievement in reaching academic and professional goals.

We also provide testing for students of other institutions, those who need a license or certification, or any other testing need of a member of the NPC community. Our Testing Services are targeted to admissions, certifications, evaluations, ADA/special needs, on-line classes, distance learning, and make-up tests when justified and approved.

An appointment is required for all tests except the Accuplacer.

An NPC photo ID is required for all NPC tests. Non-NPC students may use a driver's license or other photo I.D.

## **Tobacco Policy**

National Park College is committed to providing a healthy, comfortable, and productive environment for the students, faculty, and staff of this campus; therefore, National Park College is entirely smoke free and tobacco free.

The Smoke Free Tobacco Free Policy applies to all National Park College facilities and vehicles, owned or leased, regardless of location. Smoking or tobacco use, including smokeless tobacco products, electronic cigarettes and electronic vaping devices shall not be permitted on the National Park College campus or NPC off-campus sites. The policy applies to all students, faculty, staff and visitors.

On-site smoking cessation programs shall be made available on a regular basis to assist and encourage individuals who wish to quit smoking.

As with any NPC policy, violation can result in dismissal.

**NPC Board Policy Number: 8.100**

## **Tornado Alert**

In case of a tornado alert, students and staff should take cover in a lower level corridor, basement area free of glass and exposure to the outside, or in spaces on the southwest side of a building below ground level. The following suggested areas of cover are recommended:

- Fisher Campus Center - First Floor - Bookstore supply room and rooms along the south wall of the Student Center
- Legacy Hall - Lower level Art/Pottery Department
- Computer Resources Center - Lower level south side
- Library - Rest rooms and viewing room
- Liberal Arts Building - Rooms 4 and 8
- Faculty Office Buildings - Rest rooms
- Charlotte Phelps Building - Lower level, south side
- Gymnasium - Hallways, away from windows.

Some buildings not listed have emergency instructions posted.

All personnel should keep away from windows and, if possible, seek the protection of a table or desk. The greatest hazard of a tornado is flying glass and debris. If a person is unable to secure the protection of a building and is caught outdoors, a depression in the ground such as a gully, culvert, or deep ditch is better protection than nothing at all. If caught outside during a storm, lie flat on the ground to reduce the hazard of being hit by flying objects.

**NPC Board Policy Number: 7.210**

## **Transportation**

Intracity Transit bus transportation is available from various areas of Hot Springs to NPC. Special access bus transportation is also provided by the Arkansas Career Training Institute (ACTI) for students who live at their facility in downtown Hot Springs.

For information on bus routes and times of Intracity Transit bus service to NPC, call 321-2020. For additional questions about transportation to and from NPC, contact the Gerald Fisher Campus Center Manager at 760-4131.

## **Verification of Enrollment**

Enrollment Verifications serve as proof of your status as a student. Insurance companies, loan agencies and other organizations may require verification of enrollment in order for you to be eligible for certain benefits.

Unofficial enrollment verification can be obtained by students via OASIS self-service - go to: Self Service, Academic Records, Request Enrollment Verification.

For official enrollment verification, please complete the Enrollment Verification Request form and submit it to the Registrar's Office. Please allow up to three business days for processing. Verifications are tentative until the census date of each term.

# GRADUATION AND BEYOND

## Alumni & Friends Association

Because we want to partner with as many people as possible in support of education, in support of students, and in support of National Park College (NPC), the alumni association is comprised of not just those who have taken classes here, but those who have or do work here, and those in the community that "friend us" through their support.

All alumni are welcome to enjoy alumni events, use the services of the Career Center, utilize various community discounts, and more.

Updated July 19, 2017

## Graduation

Are you planning to complete a program this year?

If so, you must apply for graduation via OASIS Self-Service before the deadline **during the term in which you expect to complete all requirements.**

### Graduation/Degree Requirements

To be eligible for any associate degree at National Park College, a student must successfully complete at least 18 semester hours with the College regardless of transfer credits. Each additional associate degree will require another 18 semester hours with the College and the satisfactory completion of all required courses. Students must have a cumulative grade point average of 2.00 or higher for graduation.

Students may meet the 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 requirements from a catalog more than three years old, or changes in a program or curriculum mandated by external accrediting agencies.

## Moving on to a Career

NPC has services that can help prepare you for applying and securing your dream job.

### Keep The Lines of Communication with Your Program Director Open

Employers tend to contact their counterparts at NPC and inquire as to which students would be a "good fit" for their company. So, the first rule of thumb is to keep the line of communication with your program director open. Let them know the aspects of your career you enjoy the most, where you plan to locate after graduation, and type of work environment you desire. Then your program director can share with you job leads as he/she receives them. Also register for the CareerLink job postings.

## **Career Services**

Career assessment, resume and job interview information, employment referral, and service learning activities are all available through NPC Career Services. The Career Center is located on the 2nd floor of the Gerald Fisher Campus Center, rooms 211 and 212. Services are available at no cost to NPC students. Internet access is available and job referrals are listed daily on the CareerLink website at [np.edu/careerservices](http://np.edu/careerservices).

Career Services also sponsors community events on campus including Job Fairs, employer recruiting visits, workshops, and other activities.

The Career Ready Internship Grant is coordinated through Career Services. Information is available about community organizations that are seeking interns, and applications and information is available on the Career Services website or in the Career Center.

Information about job placement statistics of NPC graduates is located on the website. For additional information, please contact Career Services at 760-4243.

## **National Park University**

National Park University (NPU) is designed to help you transfer to a four-year college or university. After completing your freshman and sophomore classes at NPC, you can complete your junior and senior level courses either online or on the campus of a partnering institution. NPU is excited to offer over 70 transfer degree opportunities with four-year colleges and universities. Transferring your NPC credits has never been easier.

### **More Information**

<https://www.np.edu/npu>

Updated 7/13/2018

## **Transferring to a Four-Year University**

Through the National Park University (NPU) initiative, NPC offers you over 70 transfer degree opportunities with four-year colleges and universities throughout the state of Arkansas. Each transfer degree program allows you to complete your lower-level (freshman/sophomore) courses at NPC without losing credit when transferring to a university. The NPC courses are equivalent to the same courses at a university and are guaranteed to transfer. When you successfully complete your associate degree at NPC and meet the university admissions requirements, you will enter your university degree program as a junior.

Transferring to a university can be confusing, and the NPU website is designed to provide you with the resources needed to ensure your transfer experience is as well planned and seamless as possible. Visit the website at [www.np.edu/npu](http://www.np.edu/npu) for information about transfer degree plans, advising, checklists, scholarships, university representative visits, and transfer events.

### **More Information**

<https://www.np.edu/npu>

Updated 7/13/2018

## **RELATED COLLEGE POLICIES**

### **Americans with Disabilities Act (ADA)**

National Park College (NPC) believes in providing equal access and opportunity to qualified persons with disabilities in compliance with the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act (ADA) of 1990; and the ADA Amendments Act (ADAAA) of 2008. It is our goal to ensure equal and comprehensive access to College programs, services, and campus facilities. It is the policy of NPC that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, and advantages or accommodations at the College.

### **Annual Campus Security Report (CLERY)**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. Colleges are required to publish an annual report disclosing campus security policies and three years of selected crime statistics. The College uses the Handbook for Campus Crime Reporting in the preparation of the report. Please take some time to familiarize yourself with the NPC 2015 Annual Campus Security Report.

### **Annual Notification of Consumer Information**

On an annual basis, NPC is dedicated to providing all patrons with consumer information via email. The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires that post-secondary institutions participating in Title IV federal programs disclose information in the areas of: completion and job placement rates, disability services, drug/alcohol prevention programs, educational degree plans, financial aid programs, gainful employment statistics, privacy rights, and voter registration. Notification includes emailing this statement and specific policies to the campus community, presenting this information at Orientation, and linking to other NPC departments via NPC web pages.

### **Equal Education and Employment Opportunity Statement**

National Park College is an equal opportunity institution with an Affirmative Action Policy, which will be followed. It supports the goals of equal opportunity and affirmative action in its educational programs and activities.

In terms of staff and programs, the College endorses the principles, goals, and objectives of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended. The College continues to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, or national origin.

Further, no person in any educational program or activity conducted by the College shall be discriminated against or denied equal access or equal opportunity.

When an opening occurs, whether faculty or staff, supervisory personnel, in conjunction with the appropriate Vice President or director, develop a job description, identify the desired qualifications and set forth criteria for the selection process. Consideration is given to assure that all affirmative action requirements for minority applicants are met. Further, provisions are made for recording and preserving detailed records of the recruiting and recommending process. It is institutional policy that this be done for all full-time positions through properly constituted search committees.

Since the College was declared a state agency, compensation and fringe benefits are primarily determined and set by the Arkansas General Assembly. The person recommending employment will be responsible for providing current information regarding fringe benefits, etc. By formal action the Board of Trustees adopted an Affirmative Action Policy (Appendix A), which ensures procedure for equal treatment of all employees.

**NPC Board Policy Number: 1.100**

## **Student's Right to Know**

As a student of NPC there are certain things you have a right to know:

### **Completion and/or Job Placement Rates**

A prospective or currently enrolled student has the right to request graduation or completion and/or job placement rates of National Park College students as well as the annual Campus Security Report. These documents are available through the Office of Institutional Research and Reporting located on the third floor of the Fisher Campus Center or on the Institutional Resources & Reporting webpage.

### **Student Grievance Procedures**

Students may contact the Arkansas Department of Higher Education at [ADHE\\_Info@adhe.edu](mailto:ADHE_Info@adhe.edu) for information on Arkansas colleges and universities or to report a grievance on any college/university offering programs to Arkansans. Prior to contacting ADHE about a grievance, the student must complete the formal student grievance/complaint process at the college/university. For National Park College's formal process, contact the dean of students at 501-760-4229.

## **Student Rights and Responsibilities**

### **Section 1**

This document shall be known as the Statement of Student Rights and Responsibilities (and conduct) for National Park College. It is designed to help foster and preserve a free, enlightened, just, and academic community. National Park College shall recognize, and guarantee, the rights of students.

### **Term Definitions**

### **Section 2**

When used in this statement:

The terms "College" or "institution" mean National Park College and, collectively, those responsible for its control and operation.

The term "student" includes all persons taking courses at the institution including full-time, part-time, community service, and off-campus.

The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor." His status in a particular situation shall be determined by surrounding facts.

The term "legal compulsion" means a judicial or legislative order, which requires some action by the person to whom it is directed.

The term "organization" means a number of students who have complied with the formal requirements for becoming an organization.

The term "group" means a number of students who have not complied with the requirements for becoming an organization.

The term "shall" is used in the imperative sense.

The term "may" is used in the permissive sense.

The term "disruptive to College" means limiting or denying ingress from College owned or controlled buildings or facilities; causing or threatening harm to the security and well-being of members or guests of the College community; damage to the property of the College or individual members of the College community; disrupting classes or recognized College functions or gatherings or impeding the flow of vehicular or pedestrian traffic.

The term "confidential" shall mean information communicated in confidence or entrusted to the confidence of the institution or personnel of the institution and shall be limited by the following principles. Information will not be confidential when:

1. It is already public knowledge.
2. The information is harmless.
3. Secrecy may result in injury to an innocent third party or the individual involved.

## **College Commitments and Access to Higher Education**

### **Section 3**

The College shall be open to all applicants who are qualified according to its admission requirements, including the payment of established fees. Under no circumstances shall an applicant be denied admission because of race, sex, religion, national origin, or disability.

## **Classroom Expression**

### **Section 4**

Expressions of views and freedom of discussion should be encouraged and protected. The instructor has the responsibility and authority to maintain order and appropriate academic environment, but his/her authority must not be used to suppress the expression of views related to the subject which are contrary to his/her own. Students are responsible for learning the content of any course for which they are enrolled. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.

### **Section 5**

Academic evaluation by instructors of student performance shall be neither prejudicial nor capricious.



**Section 6**

Information about student views, beliefs, and associations acquired by College personnel in the course of their work is confidential and shall not be disclosed to persons other than College officials acting in an official capacity, except with the consent, either expressed or implied, of the student or under legal compulsion.

**Campus Commitments and Organizations****Section 7**

Discussion and expression of all views are permitted with the College subject only to requirements for maintenance of order. Support of any cause by orderly means, which does not disrupt the operation of the College, is permitted.

**Section 8**

Students shall have the right to freely and peaceably assemble so long as such gatherings do not disrupt other College operations.

**Section 9**

Every student has the right to be interviewed on campus by any recognized, lawful or approved agency desiring to recruit at the College. Any student group or organization may protest against any other organization, provided that such protest is not disruptive to College operations or to personnel recruiting on campus.

**Section 10**

The President of the College may authorize recognized organizations to invite and hear any person of their choice. The College may require that the activity be registered at least forty-eight hours in advance. Such registration may include the name of the speaker and time and location of the activity.

**Section 11**

Organizations may be established within the College for any lawful purpose upon submission of a constitution to the Vice President for Student Affairs. The constitution must be approved by the President and the Vice President for Student Affairs. Affiliation with an extramural organization shall not in itself disqualify the College branch or chapter from College recognition.

**Section 12**

Organizational membership lists are confidential and solely for the use of the organizations, except where such lists may be required by College academic requirements as a condition of access to College funds or by the use of the Vice President for Student Affairs.

### **Section 13**

Campus facilities or campus-supervised facilities may be assigned to recognize or approved student groups or organizations for business meetings or for social programs open to the public, subject to availability. At the time of application for the use of a campus facility, the intended purpose of the meeting shall be stated to the assigning official.

The College will delegate the assignment function to administrative officials. Physical abuse of assigned facilities shall result in reasonable limitations on future allocations of space to offending parties, as well as restitution for damage.

### **Section 14**

No individual, group or organization may use the College name without the express authorization of the College, except to identify the College affiliation. College approval or disapproval of any policy may not be stated or implied by an individual, group or organization.

### **Section 15**

A student, group or organization may publish and distribute written material on campus without prior approval if such distribution and the content of the material are not disruptive to College operations.

## **College Government**

### **Section 16**

On questions of College policy, students are entitled to a participatory function. Students shall be designated by appropriate student organizations as members of standing and special committees concerned with curriculum, discipline and all other matters of direct student concern.

### **Section 17**

The administration should not institute separate proceedings against a student who violates misdemeanors, whether municipal ordinance or state or federal statute, when violation occurs off campus and is unrelated to College-sponsored activities. Separate disciplinary proceedings by the College are proper in any circumstance involving:

- Off-campus activities sponsored or supervised by the institution.
- Official functions of College-chartered organizations on or off campus. Incidents involving the use of the name National Park College in any deceptive or fraudulent manner.

## **Off-Campus Conduct**

### **Section 18**

If a student violates any municipal ordinance, law of the State of Arkansas, or law of the United States by any offense, committed off the campus and which is not associated with a College-connected activity, the disciplinary authority of the College will not be used merely to duplicate the penalty awarded for such an act under applicable ordinances and laws. The College will take disciplinary action against a student for

such an off-campus offense only when it is required by law to do so or when the nature of the offense is such that, in the judgment of the Vice President for Student Affairs that:

- the continued presence of the student on campus is likely to create interference with the educational process and the orderly operation of the College, or;
- the continued presence of the student on campus is likely to endanger the health, safety or welfare of the members of the College community or their property or that of the College, or;
- the offense committed by the student is of such a serious, heinous or repulsive nature, as to adversely affect the student's suitability as a member of the academic community.

## **College Computing Resources**

### **Section 19**

The College has policies regarding the use of computers, computer labs, and the Computer Resource Center which students must follow to be permitted to use those facilities. The enforcement of procedural standards regarding those policies shall be under the provision of Section 31 of these Student Rights and Responsibilities. The conduct regarding computing which may result in other disciplinary action is identified in Section 30 #17. The statement in Section 30 #17 is applicable to all computing resources being used for NPC purposes regardless of location or ownership. There are federal and state laws relating to the use of computing and computer resources, which may be enforced, separate from and in addition to the policies of the College.

## **Student Records**

### **Section 20**

The privacy and confidentiality of all student records, supporting documents, and other student files shall be maintained by full or part-time employees of the College employed for that purpose. Separate files shall be maintained for the following: Official academic records; Primary (and secondary) records of disciplinary proceedings; Medical and psychiatric records; and, Financial aid records.

### **Section 21**

No entry will be made on a student's academic transcript (except for course grades, test scores, academic probation or suspension and degree[s] or certificates awarded) or in his disciplinary file without written notice to the student. Any student challenging the accuracy of an entry or the presence of any item on his academic or social record has the right to a hearing before the appropriate College Committee.

### **Section 22**

Access to academic records is guaranteed every student, subject only to reasonable regulation as to time, place and supervision.

### **Section 23**

No record (or records) may be kept in relation to any political or social views held by a student, except with the written consent of the student.

## **Section 24**

Information in a student's file is confidential and may be released only at the request of the student.

## **Section 25**

Records on students will be preserved by the College unless the student requests that such records be destroyed upon graduation or when he/she permanently withdraws from the College.

The following records, however, will be maintained for all students:

- Academic transcripts
- Financial records of continuing obligations or where such records must be maintained for auditing purposes.

## **Sanctions**

### **Section 26**

Definitions:

- Admonition - an oral statement to a student that he/she is violating or has violated institution rules.
- Reprimand - written warning for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the findings of a violation of any institution regulation within a stated period of time.
- Restriction - of greater severity than reprimand. (This will be left up to the discretion of the Vice President for Student Affairs.)
- Disciplinary Probation - exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not to exceed one school year.
- Restitutions - reimbursements for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- Suspension - exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
- Expulsion - termination of student status for an indefinite period. The condition of readmission, if any, shall be stated in the order of expulsion.

### **Section 27**

If the College Disciplinary Committee decides that the student should be separated from the College, as defined in Section 26 (F) or 26 (G), it recommends such action to the President. Approval of the President is required for all actions of separation.

### **Section 28**

College disciplinary probation will not be entered on the student's official academic transcript in the Office of the Registrar.

### **Section 29**

No sanction may be imposed for a violation of rules and regulations for which there is no actual or constructive notice. "Actual notice" is notice actually given to the party directly. "Constructive notice" is information or knowledge of a fact imputed by law to a person.

## **Prescribed Conduct**

### **Section 30**

Generally, College discipline shall be limited to conduct which adversely affects the College community's pursuit of its educational objectives or which would jeopardize the health and safety of the College community.

Expulsion, suspension or less severe sanction from the College may result from any of the following conduct where it occurs on campus or in the areas or situations listed in Section 17 or 18.

- Academic cheating or plagiarism.
- (Pending Board Approval) Student display of behavior that is deemed a safety risk to himself/herself or others within the campus community.
- Furnishing false information to the College with intent to deceive.
- Forgery, alteration or misuse of College documents, records or identification cards.
- Assault and battery.
- Vandalism, malicious destruction, damage or misuse of public or private property, including library materials.
- Theft, embezzlement or temporary removal of the property from its assigned position.
- Failure to meet obligations related to the College.
- Rioting, inciting to riot, raiding, and inciting to raid College property.
- Illegal manufacture, sale, possession or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or chemicals.
- Possession of firearms, ammunition, explosives, fireworks, dangerous weapons, incendiary devices, or chemicals.
- Gambling.
- Two or more like offenses for which the penalty of disciplinary probation may be imposed.
- An additional offense committed while the student is on disciplinary probation.
- Possession or use of alcoholic beverages on College-owned or supervised property.
- Indecent or obscene conduct on College property or College-supervised property. This includes our conduct in cyberspace.
- Unauthorized solicitation in buildings or facilities owned or controlled by the institution.
- Abuse or misuse of computing resources to include any attempt to circumvent or compromise the security of any NPC computing resource, any unauthorized access to or tampering with any data files belonging to NPC or any other person or entity, any other similar misuse of or damage to NPC computing resources, or the use of NPC computing resources belonging to any other person or entity.

College disciplinary probation or any lesser penalty may result from the following conduct when it occurs on College-owned property, College-supervised property or in the areas or situations listed in Section 16 and 17:

- Intoxication or disorderly conduct.
- Failure to comply with official and proper regulations or order of a duly designated official acting within the scope of his/her authority, agency or agent.

## **Procedural Standards in Discipline Proceedings**

### **Section 31**

A student with a violation of Section 18 or 30 of this code shall have the right:

- To have a hearing before the College Disciplinary Committee.
- To be given notice in writing of the specific charge against him/her.
- To be given adequate time in which to answer or to prepare a defense to such charge.
- To appeal along or with any other person of his/her choice to advise him/her in a hearing before the Disciplinary Committee.
- To refuse to testify or to answer a question which would tend to incriminate him/her of a violation of this code.
- To be confronted with evidence against him/her.
- To present evidence in his/her own behalf.
- To question the evidence and witnesses appearing against him/her.
- To have a copy of the minutes provided at his/her own expense.
- To have penalties imposed that are commensurate with the violation charged.

## **Judicial Authority**

### **Section 32**

The College Disciplinary Committee and other appropriate judicial bodies in each instance consisting of an equal number of students and faculty may be formed to handle appeals from students relating to disciplinary actions taken.

### **Section 33**

The College Disciplinary Committee and other judicial bodies may formulate procedural rules, which are not consistent with provisions of this Code.

### **Section 34**

A student shall have the right to appeal any decision of the College Disciplinary Committee to the President.

### **Section 35**

The charges may be disposed of informally by mutual consent of the student and the Vice President for Student Affairs without the initiation of disciplinary proceedings.

### **Section 36**

There shall be no retroactive application of any adverse regulation (academic) or any charge in regulations governing student conduct (social).

## **Title IX**

### **Policy Statement**

No person at National Park College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity.

### **Introduction**

Members of the College community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. National Park College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to a responsible administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

### **Jurisdiction**

Title IX protects the College community from sexual harassment in a school's education programs and activities. This means that Title IX protects the College community in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

### **Definitions of Terms**

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- In order to give effective consent, one must be at least sixteen years old.
- Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because he/she lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why

or how" of the sexual interaction). Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.

- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**Dating Violence:** A pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain control in the relationship. It is physical, sexual, or psychological/emotional violence within a dating relationship and can occur in persons or electronically by a current or former dating partner. Other terms used include relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, domestic violence, and stalking.

**Definition of Status:** A full-time employee will be considered as an employee, regardless of student status. A student who is a part-time employee will be considered a student unless the incident under consideration occurred in connection with employment. Allegations of sex discrimination or sexual harassment may require the College to take measures applicable to both students and employees.

**Discrimination (general definition):** Actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the College's educational programs or activities. There can be no discrimination related to pregnancy, child birth, false pregnancy, termination of pregnancy or recovery.

**Discriminatory Harassment:** Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the College's educational programs or activities

**Domestic Violence:** A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and educational levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.



Domestic violence victims by Arkansas Law are defined as "family or household members." Arkansas defines "family or household members" as current or former spouses; parents and children; persons related by blood; a child living in the household; persons who currently or previously lived together; persons who have a child together; and persons who currently or formally were in a dating relationship.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent. For example: "Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want."

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that a party resist the sexual advance or request but resistance is a clear demonstration of non-consent.

**Gender Identity:** Refers to one's sense of oneself as male, female, or transgender. When one's gender identity and biological sex are not congruent, the individual may identify as transsexual or as another transgender category.

**Hostile Environment:** Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue, or finger
- oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact

**Quid pro Quo Sexual Harassment:** Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

**Reporting Party:** Any party who makes a complaint/grievance against another student, employee, staff member or campus visitor.

**Responding Party:** The person(s) against whom a complaint has been made.

**Retaliatory Harassment:** Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person; or
- exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Sexual Harassment:** Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the College's educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

**Sexual Harassment of a Student by Another Student:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is

so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the College's educational programs or activities

Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe, persistent or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits. For example, a student appears at a faculty member's house uninvited. It is harassment to repeatedly subject a person to egregious, unwelcome sexual attention.

Sexual Harassment of a Student by a Faculty/Staff Member/Campus Visitor: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty, staff member or campus visitor toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the College's educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him/her in exchange for a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student's final grade.

Sexual Orientation: Refers to the sex of those to whom one is sexually and romantically attracted. Categories of sexual orientation typically have included attraction to members of one's own sex (gay men and lesbians), attraction to members of the other sex (heterosexuals), and attraction to members of both sexes (bisexuals). While these categories continue to be widely used, research has suggested that sexual orientation does not always appear in definable categories and instead occurs on a continuum.

Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for his or her safety or the safety of others and/or suffer substantial emotional distress.

## **Policy Expectations With Respect to Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and

conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The College does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he/she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

## **Responsibility to Report**

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. The College must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

It is the responsibility of College faculty, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

## **Confidentiality**

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the College's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the College's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

## **Confidential Advocates**

Confidential Advocates are NPC employees who have been specially trained to provide affirming, empowering, and confidential support for survivors and those who have experienced gendered violence,

including sexual harassment, dating and intimate partner violence, sexual assault, stalking, and sexual exploitation. They are not licensed counselors.

Anyone who has a concern may contact an advocate. The advocate will listen and explain options available while providing support.

It is the Reporting Party's decision to report an incident to the College or to law enforcement. Although rare, there are times when the College may not be able to honor the Reporting Party's request for confidentiality. If a Reporting Party discloses an incident to a Confidential Advocate but wishes that no investigation into the incident be conducted or disciplinary action taken, the Advocate must weigh that request against the College's obligation to provide a safe environment for everyone, including the Reporting Party.

## **Amnesty**

NPC recognizes that an individual who has been drinking, using drugs, or engaging in other nonviolent offenses/behavior at the time of an incident may be hesitant to make a report because of potential consequences for his /her own conduct. An individual who reports sexual misconduct, either as a Reporting Party or a third party witness, will not be subject to disciplinary action by the College for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies.

## **Complaint/Grievance Procedure**

These procedures are intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees will be addressed through other student conduct procedures.

The College benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the College community.

### **Notification**

Students, faculty members, administrators, staff members, or visitors to the College are strongly encouraged to report allegations of discrimination or harassment to a member of the Title IX team. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the College to investigate.

A person who raises a complaint may discuss the situation believed to constitute sex discrimination or sexual harassment with any member of the Title IX team. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

Upon receipt of the complaint/grievance, the Title IX team will meet to review the information presented and to determine the appropriate course of action. The Title IX team consists of:

**Title IX Coordinator Title IX**

Susan Millerd  
Title IX Coordinator/Investigator  
Social Sciences Faculty Building

**(501) 760-4163**

Susan.Millerd@np.edu

**Deputy Coordinator**

John Tucker  
Deputy Coordinator  
Dean of Students  
Fisher Building

**(501) 760-4229**

John.Tucker@np.edu

**Title IX Debuty (Employee Issues)**

Janet Brewer  
Associate Vice President of Human Resources  
Fisher Building

**(501) 760-4221**

Janet.Brewer@np.edu

**Title IX (Student Issues)**

James Montgomery  
Social Sciences Division Instructor  
Social Sciences Faculty Building

**(501) 760-4137**

jmontgomery1@np.edu

Possible solutions may include an informal administrative process, an educational conversation, educational sanctions and/or disciplinary actions, separating the parties involved (i.e. class changes, work changes, etc.), or other determined best practices.

If it is determined that a formal investigation is warranted, the Title IX Coordinator or Deputy Coordinator will convene an investigation team and will assign 1-3 members of the Title IX team to conduct the investigation. The Coordinator or Deputy will determine appropriate accommodations for the Reporting Party or other necessary remedial short term actions. In any complaint, the appropriate Deputy or designee will play a role in the investigation of the incident and in the enforcement of sanctions, if any. The Title IX Coordinator or his/her Deputy will apprise the Vice President for the appropriate division of the grievance, or if the grievance is against the student, the Vice President of Student Affairs and Enrollment Management.

## **Investigation**

1. The Investigative Team will:
  - Be staffed with trained faculty/staff;
  - Identify the policies allegedly violated;
  - Meet with the reporting party to finalize the grievance;
  - Prepare the notice of charges on the basis of the initial investigation;
  - Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interview for all witnesses including the responding party.
  - Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview;
  - Complete the investigation promptly and without reasonable deviation from the intended timeframe;

- Make a finding on the case based upon a preponderance of the evidence which indicates that a policy violation has or has not occurred; and
- Prepare a complete report on the investigation and its findings to present to the Vice President for the appropriate division of the grievance, or if the grievance is against a student, the Vice President of Student Affairs and Enrollment Management and the Title IX Coordinator or Deputy Coordinator.

2. The Title IX Coordinator or Deputy Coordinator will:

- Present the findings to the individual(s) alleged to have committed discrimination harassment, who may accept the findings, accept the findings in part and reject the findings in part, or may reject all findings;
- Share the findings and the outcome with the reporting party.

3. If the findings indicate that the alleged discrimination or harassment has not occurred, the investigation should be closed. The Reporting Party who filed a complaint may request from the Title IX Coordinator or Deputy Coordinator an extraordinary decision to refer the complaint to a hearing. A hearing will only be granted by the Coordinator or Deputy in exceptional circumstances

4. Where the findings indicate that the alleged discrimination or harassment has occurred, and the Responding Party (ies) accepts the findings that he/she violated College policy, an appropriate sanction will be imposed. If the complaint is against a student, the sanction will be determined by the Vice President of Student Affairs and Enrollment Management in consultation with the Coordinator or Deputy Coordinator. If the complaint is against an NPC employee, the Vice President for the appropriate division, in consultation with the Associate Vice President of Human Resources, will determine the sanction. NPC will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the NPC community.

5. Following the investigation, the Coordinator will distribute a written Letter of Determination to the affected parties.

## **Hearing**

- In the event that the individual(s) alleged to have committed discrimination or harassment rejects the investigation findings in part or entirely, he/she must notify the Coordinator or Deputy Coordinator in writing of that rejection within five business days of receipt of the Letter of Determination. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery. The Coordinator or Deputy will convene a hearing to discuss the contested aspects of the formal complaint. The Title IX Coordinator or Deputy will select three (3) NPC employees (who have received specific Title IX hearing board training) for the Hearing Board.
- The sanctions that were identified following the investigation are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the hearing.
- At the hearing, the findings of the investigation will be admitted and the Investigation Team may give evidence. However, the Hearing Board is not bound by the finding(s) of the Investigation Team. The hearing will determine whether it is more likely than not that a violation of policies has

occurred. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

### **Prior to the Hearing**

The Title IX Coordinator or Deputy Coordinator will select the hearing board members and provide the investigation report to them for their participation.

No later than five (5) business days before the hearing,

- The Coordinator or Deputy Coordinator will notify the reporting party and the responding party of the date, time, and place of the hearing and the time that each party should appear.
- The reporting party will notify the Coordinator or Deputy Coordinator if he/she will be accompanied by an attorney or other advocate; and
- The responding party will notify the Coordinator or Deputy Coordinator if he/she will be accompanied by an attorney or other advocate.

No later than three (3) business days prior to the hearing,

- The hearing board members will study the investigation report and determine what witnesses they wish to interview;
- The Reporting Party and the Responding Party will have the opportunity to study the investigation report;
- The Reporting Party and the Responding Party will provide the Coordinator or Deputy Coordinator with the names and contact information of any witnesses they wish to have the hearing board interview;
- The Coordinator or Deputy Coordinator will notify the witnesses that the board wishes to interview them at the date and time designated;
- The parties will be informed of the names of the witnesses to be called, unless there is a compelling safety reason for nondisclosure;
- The Reporting Party and the Responding Party will provide any documentation they wish to make available to the hearing board and;
- The Reporting Party and the Responding Party may submit questions to the Coordinator or Deputy Coordinator that they would like for the hearing board to ask.  
Please note that the hearing board is under no obligation to ask those questions during the hearing if they are deemed by the board to be inappropriate or irrelevant.

No later than two (2) business days prior to the hearing, any participant in the hearing who requires special accommodations should notify the Coordinator or Deputy Coordinator.

### **At the Hearing**

The Title IX Coordinator or Deputy Coordinator will chair the hearing and oversee the proceedings. The hearing may be recorded so that the proceedings may be reviewed in the event of an appeal.

The following parties may ask questions that are relevant to the complaint:



- The Title IX Coordinator or Deputy Coordinator; and
- The hearing board members

The Reporting Party has the right to be interviewed without the Responding Party present and vice versa. However, each Party has the right to know the content of the statements of the other and to respond to them.

Both the Reporting Party and the Responding Party will be given the opportunity to make a brief and relevant impact statement.

Witnesses will not be present during the testimony of any Party or other witness. If a witness is unable to appear, a statement from the witness may be accepted into the record. Telephone, Skype, or other technology may also be used for the convenience of the witness.

- The hearing board may recall the Reporting Party, the Responding Party, or witnesses if clarification is needed.
- Following the hearing, the hearing board will go into closed session to deliberate and will notify the Coordinator or Deputy Coordinator in writing of the finding.
- If the Hearing Board determines that a violation has occurred, it will be recommended that sanctions for the violation be imposed. The Vice President for the appropriate division of the complaint, or if the complaint is against a student, the Vice President of Student Affairs and Enrollment Management, will impose appropriate sanctions for the violation, after consultation with the Responding Party's supervisor and the Coordinator. NPC will act to end the discrimination or harassment, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the NPC community. If the Hearing Board determines that no violation has occurred, the case will be closed.
- Within ten (10) business days, the Title IX Coordinator or designee will notify both parties in writing of the determinations by the hearing board by sending a second Letter of Determination to them.

## **Appeals**

- **Appeals Following an Investigation**

In cases where the respondent accepts the findings of discrimination or harassment after the investigation, those findings cannot be appealed. Although the findings cannot be appealed, the sanctions that have been imposed post-investigation can be appealed by any party according to the grounds below by contacting the Title IX Coordinator within five (5) business days following receipt of the written Letter of Determination as previously defined. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery.

- **Appeals Following a Hearing**

After the hearing, either the Reporting Party(s) or Responding Party(s) may appeal the findings and/or sanctions only under the grounds described below. All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the Title IX Coordinator for special consideration in exigent circumstances, but the presumptive stance of the

institution is that the sanctions will stand. In the event that the Reporting Party or Responding Party rejects the findings in part or in their entirety, he/she may seek an appeal by contacting the Title IX Coordinator within five (5) business days following receipt of the written Letter of Determination.

## **Appeal Procedures**

Any party who files an appeal must do so in writing to the Title IX Coordinator or Deputy Coordinator within five (5) business days. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery. The Title IX Coordinator or Deputy Coordinator will share the appeal with the Title IX team, who will accept or deny the appeal based upon the evidence provided (see criteria below).

If the appeal is accepted, it will be shared with other concerned parties. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party requesting an appeal must show error. The ONLY grounds for appeal are as follows:

- A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- New evidence has been found which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal.
- The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Title IX Coordinator or Deputy Coordinator determines that a material procedural or substantive error occurred, they may return the grievance to the Hearing Board with instructions to reconvene to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Hearing Board (as in cases of bias), the Title IX Coordinator, upon advice from the Title IX team, may order a new investigation and/or hearing on the complaint with new members forming the Hearing Board. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the Title IX team determines that new evidence should be considered, he/she will return the grievance to the Hearing Board to reconsider only the new evidence. The reconsideration of the Hearing Board is not appealable.

If the Title IX team determines that the sanctions imposed appear to be disproportionate to the severity of the violation, the Title IX Coordinator or Deputy Coordinator will refer the complaint to a board composed of three (3) cabinet officers, which may then increase, decrease or otherwise modify the sanctions. This decision is final.

The appeal procedure and determination will typically be completed within 20 business days. The procedures governing the hearing of appeals include the following:

- Sanctions imposed are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

- All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- The appeal will be returned to the original hearing body unless bias has been determined;
- Appeals are not intended to be full re-hearings of the complaint, with the exception of substantiated cases of bias. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- The Chair of the hearing board will render a written decision on the appeal to all parties within seven (7) business days, or as soon as possible thereafter from hearing of the appeal.

## **Complaint and Grievance Process Provisions**

### **Time Periods**

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and NPC closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Title IX Coordinator or Deputy Coordinator will notify the complainant who filed the grievance in writing within the set timeline.

### **No Retaliation**

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by NPC policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible

### **False Reports**

NPC will not tolerate intentional false reporting of incidents. It is a violation of the Code of Conduct governing NPC to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### **Office of Civil Rights Complaint**

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

## **Notice That Cases Will Not be Re-Heard**

Absent new evidence, NPC will not re-hear a complaint if the same complaint allegations have been filed by the Reporting Party against the same Responding Party with another civil rights enforcement agency of the federal, state or local government or through NPC's internal complaint procedures, including due process proceedings.

## **Effective Date**

This Policy will be effective upon formal adoption. NPC reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

## **Statement of the Rights of Reporting Party**

- The right to be treated with respect by College officials;
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the reporting party's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the Responding Party as necessary. The College should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the Reporting Party.
- The right not to be discouraged by College officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed in a timely manner of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within five (5) business days of the end of the conduct hearing;
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the Reporting Party so chooses. This also includes the right not to report, if this is the Reporting Party's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of options and assistance for changing academic or employment situations after an alleged sexual assault incident. These changes will be made if they are reasonably available and desired by the Reporting Party. No formal complaint, or investigation, campus or criminal, need occur before this option is available.
- Accommodations may include:
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options;
  - Alternative work assignments and/or supervisory changes.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);

- The right to make a victim-impact statement at the hearing board proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the Reporting Party or others;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus disciplinary officials;
- The right to appeal the finding and sanction of the hearing board, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the Responding Party for compelling safety reasons (this does not include the name of the Reporting Party, which will always be revealed);
- The right to a hearing closed to the public;
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to petition that any member of the hearing board be removed on the basis of demonstrated bias;
- The right to give testimony in a campus hearing by means other than being in the same room with the Responding Party;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to be present for all testimony given and evidence presented before the hearing board;
- The right to have complaints heard by appeals officers who have received annual sexual misconduct training;
- The right to a hearing board with officials comprised of representatives of both genders;
- The right to have College policies and procedures followed without material deviation;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint;
- The right not to have released to the public any personally identifiable information about the Reporting Party, without his or her consent.
- The right to a fundamentally fair hearing, as defined by these procedures;
- The right to an outcome based on evidence presented during the hearing process. Such evidence shall be credible, relevant, based in fact, and without prejudice.

## **Statement of the Rights of Responding Party**

- The right to be treated with respect by College officials;
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators against the Responding Party;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the Responding Party's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with

the Responding Party as necessary. The College should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the Responding Party.

- The right to be informed in a timely manner of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within five (5) business days.
- The right to be informed of available counseling, mental health, and/or student services both on campus and in the community;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the hearing board proceeding and to have that statement considered by the board in determining its sanction;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus disciplinary officials;
- The right to appeal the finding and sanction of the hearing board, in accordance with the standards for appeal established by the institution;
- The right to be fully informed of the nature, rules and procedures of the Title IX process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right to review the Reporting Party's testimony and all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the Responding Party for compelling safety reasons (this does not include the name of the Reporting Party which will always be revealed);
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to a hearing closed to the public;
- The right to petition that any member of the hearing committee be removed on the basis of demonstrated bias;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of the nature, rules, and procedures of the hearing process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to have complaints heard by a hearing board who has received annual sexual misconduct adjudication training;
- The right to a hearing board with officials comprised of representatives of both genders;
- The right to have College policies and procedures followed without material deviation;
- The right to a fundamentally fair hearing, as defined in these procedures;
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.