

# *National Park College*



*Adult Education Program*

*Student Handbook*

8/13/2015





Adult Education Department

Dear Student,

Welcome to the National Park College Adult Education Program. We want to congratulate you on your decision to further your education.

Our purpose is to assist you in achieving your educational goals. We will help develop your individualized educational plan, provide you with knowledgeable instructors and provide appropriate instructional materials to help you reach your goals.

Our Adult Education Program offers day and night classes on the NPC campus, (501) 760-4335, and at our satellite center at 155 E. Grand, (501) 321-2744. Students who are over the age of 18 may attend either center. Sixteen and seventeen year old students must attend at the NPC campus.

Again, congratulations on your decision to continue your education.

Sincerely,

*Bill Ritter*

Bill Ritter  
Director of Adult Education

**NATIONAL PARK COLLEGE**

**Adult Education Program**

**Student Handbook**

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## ***STUDENT RESPONSIBILITY***

Each student should study this handbook and become familiar with the organization and regulations of the NPC Adult Education Program.

## ***POLICY STATEMENT***

All statements reflect policies in existence at the time this handbook went to press. The NPC Adult Education Program reserves the right to change policies at any time and without prior notice.

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## ***MISSION OF ADULT EDUCATION***

The mission of the Adult Education program is to provide adult learners with the opportunity to improve and refine their academic skills, attain an Arkansas High School Diploma, and attain the life skills that prepare the citizen for self-sufficiency and improvement in quality of life.

***Learning is our focus; student success is our goal.***

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**In our Adult Education Program, 1) everyone matters; 2) we want everyone to feel they can work and learn in a safe and caring environment; 3) all individuals are to be respected and treated with dignity and civility; 4) everyone understands, appreciates, and respects varied races, classes, genders, physical and mental abilities, and sexualities; and 5) everyone shares the responsibility for making Adult Education a positive place to work and learn.**

## ***ADULT EDUCATION PHILOSOPHY***

The Adult Education Program at National Park College is founded on the belief that knowledge is the key to improving quality of life. Education is promoted as a tool to develop skills necessary for a successful future.

## ***STATEMENT OF PURPOSE***

The purpose of the Adult Education Program is to raise educational levels of adult learners. Furthermore, students may demonstrate an enhanced understanding of their world and exhibit improved academic skills that aid in attaining personal goals.

## ***OBJECTIVES***

To evaluate student needs upon enrollment and assist students in establishing realistic goals based on entry-level assessment. To periodically evaluate the academic progress of students using appropriate assessment instruments approved by the Adult Education Division of the Department of Career Education. To provide various instructional strategies and methods to assist students in obtaining their educational goals

## ***EQUAL OPPORTUNITY/AFFIRMATIVE ACTION***

National Park College is an equal opportunity institution and will not discriminate on the basis of race, color, sex, religion, national origin, age, handicap/disability, or other unlawful factors in employment practices or admission and treatment of students. Any questions regarding this policy should be addressed to Maggie Picking, Vice-President for Student Services, National Park College, 101 College Drive, Hot Springs, AR 71913. (501) 760-4203.

## ***SERVICES FOR THE DISABLED***

The Adult Education program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 1998; and by other applicable statutes and regulations relating to equality and opportunity.

Any questions regarding this policy should be addressed to Maggie Picking, Vice-President for Student Services, National Park College, 101 College Drive, Hot Springs, AR 71913. (501) 760-4203.

You are your best advocate. Visit with your instructor about your needs for accommodations. Discuss the accommodations you will need and be open to suggestions your instructor may have. We may need documentation of your disability. If you already have that documentation, that's great—if not, we can help you get the necessary documentation. All documentation of disabilities will be kept strictly confidential.

Many accommodations such as taped textbooks, large print books, and Braille textbooks are available, but we may need extra time to have these in place to meet specific needs.

## ***SCHEDULE OF CLASSES***

Classes are available both day and night on the NPC campus and during the day at our satellite center at 155 E. Grand. ESL classes are available on the NPC campus on Tuesday and Thursday evenings, and at various locations throughout Hot Springs. Registration is an open process; therefore, students may enroll at any time during the year. There is no charge for instruction, and the fee for our students to take the official GED® test is only \$16.

We have two locations for ABE/GED classes:

<b>NPC Campus</b> <b>Adult Education Building</b> <b>Monday-Thursday 8:00 am – 3:30 pm</b> <b>Tuesday and Thursday evenings 4:00 pm -- 7:30 pm</b> <b>Closed Fridays</b> <b>(501) 760-4335</b>	<b>Grand Avenue Center</b> <b>155 East Grand</b> <b>Monday-Thursday 8:00 am – 3:00 pm</b>  <b>Closed Fridays</b> <b>(501) 321-2744</b>
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ESL Classes:

<b>NPC Campus</b> <b>Adult Education Building</b> <b>Tuesday and Thursday evenings 4:00 pm – 7:30 pm</b> <b>(501) 760-4335</b>	<b>Other classes are available-</b> <b>Ask for a schedule in the Adult</b> <b>Education office</b>
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An Academic Calendar is available in the Adult Education Department.



## ***ABOUT ADULT EDUCATION***

The NPC Adult Education program assists adults in preparing for postsecondary education, successful careers, and productive lives. Instruction is conducted in an informal learning environment, and includes teacher-assisted individual instruction, teacher-led small group instruction, computer-aided instruction, as well as video and audio instruction. An individualized education plan is developed for each student upon enrollment and allows the student to begin at the appropriate educational functioning level. Progression is at his or her own pace.

### **Adult Basic Education (ABE)**

The ABE program offers instruction in basic literacy skills: reading, language, writing and math. Emphasis is on vocabulary development, comprehension improvement, dictionary skills, critical thinking, writing, basic math computation, and math problem solving. The curriculum is designed to prepare the student for further education, enhance basic skills required for job placement or advancement, and empower students to achieve their goals. Each person may do individualized work at his/her own pace. Enrollment is open-ended; students may enter and exit the program as they choose.

### **General Adult Education (GAE)**

The GAE program is designed to help students earn an Arkansas High School Diploma by passing the GED<sup>®</sup> Tests. Instruction is designed for students who need to improve reading, writing, or math skills to earn their GED. Reading and writing skills may be developed through the areas of science, social studies, and reasoning through language arts. Emphasis is on vocabulary development, comprehension improvement, and critical thinking. Math reasoning focuses on math computation and math problem solving skills.

Students in the GAE program may also be preparing to enroll in college, to enter the job market, or to further their careers.

### **English as a Second Language (ESL)**

The ESL program is designed to provide English language instruction to adult students whose primary language is not English. ESL classes concentrate on speaking and listening in the beginning levels and progress to include reading and writing skills.

### **Computer Literacy**

As a supplement to academic instruction, basic computer instruction is available for individuals with little or no previous computer training. This instruction is available through our WAGE program using Teknimedia software, and includes basic computer skills needed for the GED<sup>®</sup> Test. Lesson topics include Windows, word processing, hardware and software, the internet, mouse use, clicking, copying, pasting, drag and drop, and other needed skills.

## **College Preparatory/Pre-employment**

High school graduates who wish to improve/review math, reading or language skills to prepare for further education or employment may enroll in adult education classes. Instruction is also offered to help prospective NPC students prepare for the Compass® test.

## ***OUR WAGE™ PROGRAM***

Workforce Alliance for Growth in the Economy (WAGE™) is an employer-driven workforce training program. It is a partnership of local businesses, industry and community providers, along with the adult education program, to help current employees and job seekers increase their skills and abilities to meet the demands of today's jobs and the workforce needs of the community.

Students in the WAGE program may earn six continuing education certificates: Employability, Customer Service I, Customer Service II, Bank Teller, Industrial, and/or Clerical. Through WAGE, participants must demonstrate mastery of basic computer skills, reading, computation, problem solving, and communications. Instruction is customized to local business and industry needs.

Employers offer job applicants added consideration if they have earned a WAGE certificate when qualifications between applicants are otherwise equal. Employers also use the WAGE program for existing workers to gain skills required for high performance work standards and technical training.

## ***EARNING AN ARKANSAS HIGH SCHOOL DIPLOMA***

The Adult Education program was developed to allow adults a “second opportunity” to prove acquisition of contemporary high school skills and life skills. For the thousands of Arkansans who have not completed high school, the issuance of the Arkansas High School Diploma based on the four GED® subtests provides the opportunity to demonstrate academic skills at a high school level of competency.

The GED is accepted by most colleges and universities and provides adults who did not complete high school with an opportunity to pursue further education and training. The military accepts the GED if other qualifying criteria are met. The GED is well accepted by the business and industrial community.

The tests are in the areas of Reading through Language Arts, Mathematical Reasoning, Science, and Social Studies. The tests are both comprehensive and rigorous.

- **Reasoning through Language Arts** is a test that focuses on three essential groupings of skills: close reading of complex texts, clear writing (particularly of argument-based writing), and editing, understanding and using standard written English in context. Informational texts (including nonfiction drawn from science and social studies content areas as well as texts from workplace contexts) make up 75% of the source material while the remainder is drawn from literature.
- **Mathematical Reasoning** focuses on two major areas: quantitative problem solving and algebraic problem solving. It assesses the following mathematical practices: mathematical fluency, abstract problems, lines of reasoning, and evaluating reasoning and solution pathways.
- **Science** focuses on scientific reasoning skills. Skills assessed include: comprehending scientific presentations, investigation design (experimental and observational), reasoning from data, evaluating conclusions with evidence, working with findings, expressing scientific information, working with scientific theories, and applying concepts of probability and statistics in a scientific context. These science practices are assessed in three content areas: life science, physical science, and earth and space science.
- **Social Studies** focuses on the application of reasoning skills in a social sciences context. Skills assessed include: drawing conclusions and making inferences; determining central ideas, hypotheses and conclusions; analyzing events and ideas; interpreting meaning of symbols, words and phrases; analyzing purpose and point of view; integrating content presented in different ways; evaluating reasoning and evidence; analyzing relationships between texts; writing analytic responses to source texts; reading and interpreting graphs, charts and other data representations; and measuring the center of a statistical dataset. These social studies practices are assessed in the context of four areas: civics and government, United States history, economics, and geography and the world.

## ***GETTING STARTED***

### **Admission and Enrollment Procedures**

National Park College seeks to serve all the community with its various courses, services, and facilities. This includes **FREE** Adult Education classes, **FREE** GED Ready Testing, and low-cost Official GED Testing.

Enrollment in the National Park College Adult Education Program is an open-entry, open-exit process. Individuals eighteen years of age or older may enroll in the program at any time during the year. Enrollment procedures include completion of intake forms, release forms, an orientation to our program, and an assessment of basic skills.

Under special circumstances, persons sixteen or seventeen years of age may be enrolled in the NPC Adult Education Program. Copies of the NATIONAL PARK COLLEGE ENROLLMENT AND DISMISSAL POLICY FOR STUDENTS SIXTEEN AND SEVENTEEN YEARS OF AGE and the NATIONAL PARK COLLEGE ATTENDANCE POLICY FOR STUDENTS SIXTEEN AND SEVENTEEN YEARS OF AGE are available upon request.

Once accepted by the adult education program, the 16 or 17 year old student is required to attend 20 hours per week. Full-time or part-time employment could possibly reduce the number of required weekly hours. Additionally, the student must stay in the program until he/she earns a GED, the student's 18<sup>th</sup> birthday, or the student's return to the referring school district.

## ***ORIENTATION***

A student handbook is available for each student. The handbook provides information regarding enrollment in the Adult Education Program, the rules and regulations of the program, and the student Code of Conduct.

### **Student Conduct**

Students are expected to be mature and responsible in their general behavior. They are expected to attend classes punctually. Students are expected to obey national, state, and local laws; respect the rights and privileges of others; be forthright and honest in their social and academic conduct; and to conduct themselves in a manner which brings credit to themselves and the college.

### **Dress Code**

We all want to be comfortably dressed and do not want a dress code to seem confining. However, our appearance does reflect the entire group, and we want that reflection to be a positive one. Either jeans or shorts are acceptable. We request no clothing with inappropriate messages, such as those that contain crude, vulgar, violent, or sexually suggestive messages.

### **Drug-Free Campus/Alcohol Free Campus**

Students should be aware of the extremely dangerous health risks associated with the use of illicit drugs and alcohol. All students are strictly forbidden to possess, use and/or distribute drugs and alcohol on campus or as any part of activities sponsored by NPC.

### **Tobacco-Free Campus**

Use of tobacco products, including smokeless tobacco, is prohibited on the NPC campus. This applies to all tobacco products including electronic products.

### **Firearms on Campus**

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.

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

## **Bullying**

NPC Adult Education will not tolerate bullying or similar behavior. School should be a safe and protective setting where students are encouraged to learn and meet their academic goals. As such, bullying interferes with both a student's ability to learn and a teacher's ability to teach because of its disruptive nature. Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, faculty, staff, and students.

Bullying can be physical, verbal, emotional, & cyber (which includes email, cell phone, Facebook, etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered bullying. This includes, but is not limited to a person's race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated.

## **Sexual Harassment**

Sexual harassment of students is illegal in accordance with section 703 of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Elementary/ Secondary Act of 1972.

The College is committed to providing an environment of study and work free from sexual harassment. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance.

Unwelcome sexual advances toward any student should be reported to the Vice President for Student Services. Counselors, instructors, and any other employees who know of such situations are instructed to help students get such complaints to the Human Relations Coordinator, if assistance is needed. The student should follow the procedural guidelines established in the NPC Sexual Harassment Policy.

## **Stalking**

The State of Arkansas has established that stalking is a crime under Act 379, effective March 8, 1993, (available in the Vice President for Student Services' Office). The law against stalking encompasses such courses of conduct as harassment (physical, written, telephone, or any other form of written communication), terroristic threatening, following a person, insults, taunts, or challenging a person in a manner likely to provoke a violent or disorderly response.

## **Criminal Violations**

Upon receiving a signed allegation of a criminal violation, the President or a designee will notify the proper law enforcement officials. Students, faculty, or staff members 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 Office of the President or a designee should the President not be available.

## **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 the Piney Fire Department is called promptly. Staff members and students should know where fire extinguishers are located and are asked to use them if possible. Everyone should evacuate the building and move to safety. The person reporting the fire should remain available to give the location to the proper authority and explain any necessary details.

## **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 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.

## ***GENERAL CAMPUS INFORMATION***

### **Health Services**

NPC has a full-time nurse to serve all members of the campus community with primary focus on students. The nurse treats minor ailments, gives health advice, administers prescribed doctor's care, assists in emergencies, and acts as a referral agent. The nurse may be reached at Ext. 4131 or contacted by pager at 321-5639.

### **Accidents**

When an accident of any kind involving students or visitors occurs on campus, immediately call the switchboard (dial O), the college nurse at Ext. 4131, or the Vice-President of Student Services Ext. 4203.

### **Severe Weather/Tornado**

NPC will continue to 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 unless necessary.

Based on local weather conditions, the President or Vice-President will determine when to employ the inclement weather policy. Local media will be used for notification of policy implementation between 6:00 a.m. and 6:30 a.m., if possible. The decision to cancel evening classes will be made by mid-afternoon and announced between 3:00 p.m. and 3:30 p.m. if possible. Local television and radio stations will be notified if the campus will close.

In case of a tornado alert, students and staff should take cover in a lower level corridor, basement area free of glass exposure, or in spaces on the southwest side of a building below ground level.

In an effort to inform students, staff, and faculty of any college closing due to inclement weather, the following radio and TV stations will be notified:

#### Radio

- Hot Springs: KLAZ 105.9 FM , KXOW 1420 AM, KQUS 97.5 FM
- Hot Springs Village: KVRE 92.9 FM

#### Television

- [Little Rock KATV Channel 7](#)
- [KTHV Channel 11](#)
- [KARK Channel 4](#)



## ***CODE OF CONDUCT***

The following rules and regulations apply equally to all students enrolled in the Adult Education Program at NPC. A student may be dismissed from the program for any conduct below the accepted standard.

1. Each student is responsible for information made available through notices, announcements, general brochures, catalogs, or information provided by staff members.
2. Falsifying any document pertaining to school activities will be cause for dismissal from school.
3. Dress appropriately.
4. Cars must be driven in and out of the parking areas at a reasonable speed at all times. On-campus speed limit is 5 to 10 mph. Park only in designated parking areas.
5. Students who leave campus during the school day will not be able to return to class without prior permission from the program director.
6. NPC is a tobacco free campus. No tobacco products are to be used on campus at any time, including electronic products. There are NO designated smoking areas.
7. The use of alcohol or illegal drugs while on campus is strictly forbidden.
8. Un-supervised breaks are not scheduled or allowed for 16-17 year old students.
9. Students who engage in such acts as stealing, interrupting classes or disturbance of normal NPC operations, gambling, profanity, personal combat, or possession of firearms and other dangerous weapons make themselves liable to disciplinary action, probation, or expulsion.
10. Sexual harassment is illegal in accordance with section 703 of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Elementary/Secondary Act of 1972. NPC is committed to providing an environment of study that is free from sexual harassment.
11. Stalking is a crime under AR ACT 379. The law against stalking encompasses such courses of conduct as harassment (physical, telephone, or any form of written communication), terroristic threatening, following a person, insults, taunts, or challenging a person in a manner likely to provoke a violent or disorderly response.
12. Bullying will not be tolerated.
13. Personal business including phone calls and texts should be conducted outside of class time or during breaks. Cell phones should be turned off during class time.
14. Any student deliberately violating the internet policy will be terminated immediately.
15. Students who negligently damage, destroy, lose, sell, or otherwise dispose of NPC property entrusted to them will be charged for the full damage or loss and are subject to prosecution under state laws and disciplinary action by NPC.

### **Consequences**

Students who consistently violate the Code of Conduct may be dismissed from the program. Students enrolled in the teen program may be required to return to the school that referred them.

## ***STUDENT DISCIPLINARY PROCEDURE***

In accordance with Policy No. 6.310, the Board of Trustees of National Park College charges the President of the College with the responsibility of maintaining appropriate standards of student conduct and authorizes the President to expel, dismiss, suspend, and place limitations on continued attendance and/or to levy penalties for disciplinary violations. The primary aim of disciplinary action is the redirection of student behavior toward the achievement of academic goals. The President has delegated the disciplinary function to the Vice President for Student Services. It is the responsibility of that office to implement and supervise the disciplinary process for students. When appropriate, the Vice President for Student Services is assisted in disciplinary determinations by the Discipline Committee. The committee is composed of twelve people, six faculty members and six students. A copy of this policy is available through the College web site or through the VP for Student Services office at 501-760-4203.

## ***STUDENT GRIEVANCE PROCEDURES***

It is NPC Adult Education's belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at NPC Adult Education, please try to discuss your feelings with your Instructor. However, as a part of due process, the following steps should be used in any formal complaint or grievance:

1. You must present your complaint in written form within five (5) working days of the alleged incident to the Adult Education Director; you must include the specific grievance/complaint and specific remedies sought.
2. The Director has five (5) working days in which to investigate and respond in written form.
3. If not satisfied, you may appeal within five (5) working days to the Vice-President of Instruction who will hear the complaint and render a decision within five (5) working days.

## ***STUDENT ASSESSMENT***

## **Test of Adult Basic Education (TABE)**

The TABE is designed to assess reading, mathematics and language skills for adults. It is administered upon enrollment and periodically thereafter. The test enables teachers and administrators to evaluate skill levels and allows the instructor to place examinees in appropriate levels of adult education instruction and to measure academic progress.

## **GED Ready™ Test**

The GED Ready™ Test series is the prerequisite for taking the Official GED Test. The test is in four sections and can be taken in multiple sessions. A passing score on the GED Ready Test is required before taking the Official GED Test. The GED Ready Test is given at all NPC Adult Education locations. There is no cost for the GED Ready Test for students scoring at or above 10.5 GLE on the TABE test. The GED Ready Test may be purchased and taken on-line. HOWEVER, if the GED Ready test is taken anywhere other than an approved Adult Education Center, the scores are invalid for official testing purposes.

## **Official GED® Test**

The Official GED® Test provides an opportunity to earn an Arkansas High School Diploma. This is a series of tests that evaluate the ability to read, write and compute on a college and career ready level. Like the GED Ready test, the Official GED Test is in four sections. Each section will be scheduled and taken independently. The test includes Reasoning through Language Arts; Mathematics Reasoning; Science, and Social Studies.

The Official GED test requires an understanding of the content area, and a level of computer literacy. A minimum score of 150 is required on each of the four test sections. The Reasoning through Language Arts section is 150 minutes long; the Mathematical Reasoning section is 115 minutes long; the Science section is 90 minutes long; and the Social Studies section is 90 minutes long.

Applicants for the Official GED Test must meet the following requirements:

1. Be a legal resident of Arkansas
2. Present a government issued photo ID (driver's license or Non-driver ID).
3. Pass all four sections of the GED Ready Test
4. Have a valid email address
5. Have a credit card, debit card, or pre-paid card with a balance of at least \$16
6. Complete the folder for Official GED Testing
7. Be 18 years of age and not enrolled in high school
8. If 16 or 17 years of age, the student must have met the qualifications for entry

Typically, the Official GED exam is given two days a week during daytime hours. The test is given in the Testing Center on the NPC main campus, Fisher Building, Room 217.

To pass the test, a student must score a minimum of 150 on each area of the Official GED test to earn a total of 600 points. The Official GED test costs a total of \$120. Arkansas is

providing a \$104 scholarship for the test, leaving each student responsible for \$16. This \$16 must be paid through an on-line test scheduling service (GED.com) using a debit card, credit card, or pre-paid card. Each Arkansas GED student will be allowed two free re-tests with each test purchase.

## ***RETEST POLICY***

### **GED Ready Retest Policy**

National Park College Adult Education students who must re-take a portion of the GED Ready Test may do so after attending 12 hours of classroom instruction.

### **Official GED Retest Policy**

Test takers scoring at least 149 points on each area of the first Official GED test may retest at the next scheduled test date without retaking the GED Ready Test.

If the score is 130-148 on any area of the test or the test-taker has been retested one or more times, the test taker must wait three months OR complete 30 hours of instruction through an approved Adult Education program AND pass the GED Ready Test with a score of 155 in each area to be retested.

If the score is 129 or below on any area of the test the test-taker must wait six months OR complete 60 hours of instruction through an approved Adult Education program AND pass each part of the GED Ready Test with a score of 155 in each area to be retested.

Those who have taken any section of the Official GED test three times (first time and two retests per subtest) must wait sixty (60) days before being allowed to take that subtest again.

## ***TRANSCRIPTS***

Initial diploma and transcript are FREE to test-takers who pass the GED test.

## **Request for Official Transcript or Diploma**

If you have taken the GED test in Arkansas and wish to have an official copy of your scores mailed to a college/institution, employer, agency, or yourself, you must submit a written/signed request to the GED Testing Office. See the link below for the request form. You may send your request by mail or fax to:

### **Arkansas GED Testing Office**

Three Capitol Mall  
Luther S. Hardin Building  
Little Rock, AR 72201  
Fax (501) 682-1982

You may scan your request to: [GED@arkansas.gov](mailto:GED@arkansas.gov)

For your protection, the Privacy Act of 1974 requires written permission with your signed request in order to release GED scores. Official score reports and/or GED results will not be given over the telephone. For security and authenticity purposes, official transcripts/diplomas are mailed directly from the GED Testing Office to the institution, employer, agency, or individual.

**For a copy of the form to request an official diploma or transcript, [Click Here](#)**

Forms to request GED scores may also be obtained in the Adult Education office, or are available on-line from the NPC website:

[www.NPC.edu](http://www.NPC.edu)

Click on Community

Click on Adult Education

(on second line of the first paragraph) Click *Request for an Official Transcript/Diploma here*

On Right, in box that says DOWNLOAD click: TRANSCRIPT REQUEST FORM

Print

The form can then be mailed or faxed to:

### **Arkansas GED Testing Office**

Three Capitol Mall  
Luther S. Hardin Building  
Little Rock, AR 72201  
Fax (501) 682-1982

## ***GRADUATION***

After earning an Arkansas High School Diploma by passing the Official GED Test, graduates are invited to participate in our graduation exercises each May. A letter of invitation to participate in the ceremony will be sent to each graduate at the address listed in our file. If you do not receive the letter, please contact our office.

## ***SCHOLARSHIPS***

Students who have earned their Arkansas High School Diploma (GED®) at NPC and attended the Adult Education program for a minimum of fifteen hours are eligible for a **50% tuition scholarship**. They must enroll at NPC as a full-time student within one year of earning their GED. This scholarship is dependent on the availability of funds. The NPC Scholarship office can provide information on other scholarships or financial aid available to students.