Concurrent Credit Student Manual

National Park College

National Park College Policies and

Procedures for Concurrent Credit Classes offered through area high schools.

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Concurrent Credit Student Policies and Procedures

National Park College

Table of Contents

What is Concurrent Credit? ---------- 3
Enrollment ---------- 3
Admission Requirements ---------- 4
Test Scores Required ---------- 4
Graduation Information ---------- 5
Student Drops ---------- 5
Administrative Drops ---------- 6
Student Attendance ---------- 6
Reporting Grades ---------- 6
Grade Changes ---------- 6
Implications of Concurrent Credit on College Transcript ---------- 6-7
Transcript Request ---------- 7
Policies ---------- 7-9
- Academic Appeals ---------- 7
- Academic Honesty ---------- 7-8
- Americans with Disabilities Act of 1990 ---------- 8
- Sexual Harassment ---------- 8
- Student Records Privacy Act ---------- 8-9

Student Services ---------- 9
- Library ---------- 9
- OASIS ---------- 9
- Blackboard ---------- 9
- Computer Tech Support ---------- 9

Appendix ---------- 10-13
- Sample Registration Form ---------- 10-12
- NPC Contact Information ---------- 13

What is Concurrent Credit?

Concurrent Credit is a system in which students can gain college credit for classes they take in high school. Agreements are completed by your high school and National Park College (NPC) allowing you to enroll in courses at your high school and also register for college credit in those courses from NPC. The classes are taught at the college level and the instructors use college syllabi and textbooks to teach the classes. The instructors are approved by NPC and have the same credentials as the on-campus faculty. The classes are recognized and accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) which allows students to transfer the courses to colleges and universities throughout Arkansas and in many cases to out of state institutions. To enroll in the classes you must meet the eligibility requirements listed under the Enrollment section of this document.

Each class taken for college credit is listed on your NPC transcript and counts toward your college GPA. The Arkansas Department of Higher Education (ADHE) has a Course Transfer Equivalency Guide at http://acts.adhe.edu/.

Enrollment

Outline of Improved Concurrent Credit Registration Process

1. The student requests to take a course on the High School campus that has a concurrent credit component through the CAPS process.
    a. When the request is presented to the school counselor, the student is given an information packet outlining the process to register for a concurrent credit class. (See attached process)
    b. The student is reminded that it is the responsibility of the student to follow the steps in the process and make sure that all necessary information is sent to NPC.
    c. The counselor sends a list of students requesting a concurrent credit course to the Concurrent Credit Coordinator.
2. Students will be given deadlines for admission to NPC, Test Scores submitted to NPC etc.
3. The Concurrent Credit coordinator will follow up with students on meeting deadlines, submitting test scores etc. as follows:
    a. The coordinator will use the list provided by the counselor to check for admission to NPC and Test scores by the deadline stated. Students who have not made admission or sent test scores will be notified through the High School counselor and by personal phone or email IF one is provided to the coordinator on the original list. If no personal email or phone is provided to the coordinator, the school will need to contact the student.
4. Students who meet the admission qualifications and test scores will be enrolled in courses when the school supplies a roster with instructor, time of day etc.
5. The registration and enrollment process for **all** students on the original roster will be complete by the first day of classes at NPC or there shortly after. Additions and

withdraws from the course will be allowed up to the 11th day of classes at NPC. Students who wish to be added to the courses must be admitted to NPC 1 week prior to the 11th day of classes and must turn in qualifying score to the concurrent credit coordinator by 1 week prior to the 11th day of classes to be enrolled in the class.

Admission Requirements

1. Students must meet NPC admission requirements to be registered for Concurrent Credit.
2. Student must make application to NPC through the admissions office at NPC. Application can be made at http://np.edu/admissions/.
    - Reason for enrollment should be 'Compl. Coursework for Concurrent Credit'.
    - What is your intended Degree plan? 'select any degree you desire here'
3. Student must make sure all information is filled out completely on the NPC admissions form.
4. Student must complete a 'Student Registration Form' and return to the NPC Concurrent Credit Coordinator by the provided deadline. Registration form will be used to register you for the course by the designated date set by National Park College for enrollment.
5. Provide NPC with a copy of current ACT or ACCUPLACER test score. The scores must be within the past 3 years and before the beginning of the semester of concurrent courses.
6. Student, parent and/or guardian accept responsibility for the payment of the tuition and fees, unless paid by the high school.
7. Obtain written permission from his or her parent(s) or legal guardian(s) and high school principal to participate in the College's concurrent courses.

Test Scores Required

Students must provide an ACT score of 19 or better or a ACCUPLACER Score of 252 or better on the Reading sub test to take **any** concurrent general education credit courses. NPC will no longer accept PLAN, ASSET, or PSAT scores.

ACT/Accuplacer sub-test	ACT minimum score	ACCUPLACER Next Gen minimum score
Reading	19	252
Math/Quantitative Reasoning, Algebra, Statistics (QAS)	21	264
English/Writing	19	256

GRADUATION INFORMATION

Graduation Requirements

All candidates for graduation must submit a graduation application and have satisfied the requirements for graduation listed below:

- Successful completion of all courses within the program certification requirements with a minimum cumulative grade point average of 2.0.
- Successful completion of the required number of credits.
- Students graduating from National Park College must complete 18 semester hours in residence at NPC. Each additional associate degree will require another 18 semester hours with the College and the satisfactory completion of all required courses.
- Satisfaction of all financial obligations due to the College.

Catalog Rights

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.

Apply for Graduation

All candidates for graduation must apply for graduation online to receive a diploma. You must apply for graduation by the posted deadline for the term in which you expect to complete all requirements. Application deadlines are listed below.

Please see the instructions to apply for graduation:

1. Log into your OASIS Self-Service
2. Click Apply for Graduation
3. Complete the short application form
4. Verify degree or certificate, name, and address are correct
5. Save to submit

Even if you do not plan to participate in the commencement ceremony, you must complete a graduation application to receive your diploma. You must complete a separate application for each degree or certificate you are seeking. Please confer with your Advisor to verify your declared major is correct and that you are on track to graduate. Please also refer to the Graduation Requirements section.

Student Drops

Instructors are asked to remind students of the drop date and are asked to counsel students in how to complete the drop process. Students should fill out a drop slip and send it to the NPC concurrent credit coordinator. Forms can be faxed or emailed. Email address is cpoteet@NPC.edu and fax number is 501-760-4398. Students who fail to drop a class in time will be given the grade earned. It is the responsibility of the student to follow up and ensure the course is officially dropped. Students can contact the Concurrent Credit Liaison to verify the drop has taken place. Contact information is located in the Appendix.

Administrative Drops

Students who leave the class before completion should be dropped from the class. Instructors are responsible for sending the Administrative drop form to the NPC concurrent credit coordinator. Forms can be faxed or emailed.

Student Attendance

Students should be present for no less than 85% of the class to gain credit. Students who do not meet the 85% attendance requirement must work with the instructor to make up the missed days. Students who miss class due to chronic illness or school activities may be excused at the discretion of the instructor. Instructors should document the illness and report the situation to the NPC concurrent credit coordinator.

Reporting Grades

Instructors are required to report both midterm and final grades for concurrent credit classes through the NPC OASIS (NPC's management information system) software. NPC adheres to the following system of course grades:

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

Grades are reported by the Instructor at mid-term and at the end of the semester. Students can access grade information through the OASIS system. In the event that the student login does not allow access to Oasis, please contact the NPC concurrent credit coordinator or NPC Tech Support (501) 760-4171.

Grade Changes

In the event that student grades need to be changed, Instructors should report the grade change to the NPC concurrent credit coordinator. The grade changes will be entered by the coordinator upon receipt of the appropriate form.

Implications of Concurrent Credit on College Transcript

The grades students earn in concurrent credit classes are a part of the student's college transcript. Each grade will affect the student's grade point average (GPA) and could

possibly impact financial aid and academic standing. Students should strive to achieve passing grades so grades do not damage future semesters.

Transcript Request and Transferring Credit

Transfer Requests

Students who choose to attend a school other than NPC during their college academic career can have transcripts sent to other schools. Students should contact the NPC Registrar's office to have transcripts sent to other schools. Students can fill out a request form by going to the NPC website (www.NPC.edu) and looking under the Current Students Tab.

Transferring Credit

Students will be able to transfer much of the credit earned at NPC to colleges and universities in Arkansas. Students can go to the ADHE website (http://acts.adhe.edu/) and access the course transfer system to see how courses will transfer between colleges and universities in Arkansas. Students should talk with their advisor at the school they wish to transfer to about course transfer and the steps they need to follow.

Policies

Academic Appeals: The College maintains an Academic Appeals Committee, appointed each year by the President. Committee membership includes both faculty and students. The committee reviews cases that cannot be satisfactorily resolved in the normal student-instructor classroom relationship, as well as cases in which college policy or procedure creates conflicts which cannot be resolved through informal means.

Students are entitled to full due process before this committee, and a student who feels that there are circumstances in a situation which warrant an academic appeals hearing may petition the Academic Appeals Committee to review the facts pertaining to the situation.

Students should contact the Vice President for Student Services for an explanation of the process and/or forms to begin the appeal.

Academic Honesty: Academic Integrity is a vital element of any learning community. NPC faculty hold themselves to the highest standards in this regard and expects their students to do the same. Students who compromise the integrity of academic inquiry are subject to disciplinary action on the part of the College. A violation of academic honesty may include (but is not limited to) the following:

- Cheating on examinations, quizzes or other written work.
- Plagiarism – the use of another's intellectual property (thought, writing, etc.) without proper reference or citation, whether directly quoted or paraphrased.

- Giving or receiving unauthorized assistance during a test.
- Falsification, forgery or alteration of academic records.
- Obtaining or attempting to obtain copies of a non-circulating examination.

Penalties for breaches of academic integrity may include receiving an F for the assignment, receiving an F for the course and/or dismissal from the course. In extreme cases, the administration reserves the right to suspend the student from all studies at the college. Please refer to the NPC catalog for more detailed consequences for violation of academic honesty.

Americans with Disabilities Act of 1990 (ADA): It is the intent of NPC to work toward full compliance with the Americans with Disabilities Act and to make their facilities accessible to students, staff and visitors and to make the various instructional programs accessible to all people, or to provide reasonable accommodations according to the law. 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.

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.

Student Records Privacy Rights: A student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. The following items are considered public information and may be made available upon inquiry unless the student requests nondisclosure for the enrollment period: 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 obtained and date conferred, campus activities, leadership positions, and dates of attendance.

NPC complies fully with the Family Education Rights and Privacy Act (FERPA) 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.

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

Student Services

Library

Students enrolled as concurrent credit students have access to the NPC Library for research and other coursework as needed. Students can use the Library's online databases. To access from off campus, go to the Library website and click on the "Off-Campus Database Access" at the top left of the screen. The login is your NPC id number, and the PIN is the last 4 digits of your social security number. Students can also access the NPC Library card catalog and request books using this online access.

OASIS

Concurrent credit students are encouraged to use the Oasis system to view grades and access information about their college transcript. Students can log in using the following login information:

User Name first initial and then last name (eg John Doe = jdoe)
In the event that multiple persons exist in the OASIS database with the same initial and last name combination, a number will follow the last name (eg John Smith = jsmith6)

Password the last four numbers of your social security and the two digit birth month and birthday. (EG Feb 2nd = 0202)
If your user name or password will not work, call computer tech support and request a password reset. 501-760-4171

Blackboard

Some concurrent credit classes may use the NPC Blackboard online course delivery system to deliver course materials and lessons. Students will log in to the system using the same login information as the OASIS login mentioned above.

Computer Tech Support

Instructors having issues with passwords or logins can contact NPC Tech Support at 501-760-4171. Students will need to know their social security number and user name information when they contact Tech support.

Appendix i

National Park College

Concurrent Enrollment Form

PLEASE PRINT INFORMATION

_____ _____
Social Security Number Last Name First Middle

_____ _____
Student Phone Student's personal e-mail address (not a school email address)

Semester: Fall/Spring
School: High School

Please check the class(es) you are enrolling:

Check	Course No	High School Course Offering	Course Title

SAMPLE

ACT/Accuplacer Score: Attach copy of your current score(s). Test scores must be dated before the beginning of the semester.

ACT/Accuplacer sub-test	ACT minimum score	ACCUPLACER Next Gen minimum score
Reading	19	252
Math/Quantitative Reasoning, Algebra, Statistics (QAS)	21	264
English/Writing	19	256

I am a legal resident of the United States: □ yes □ no

Student, parent and/or guardian or high school accepts responsibility for the payment of the tuition. If the tuition is not paid, student will not receive concurrent credit for the course(s). **If this registration form is not completed and signed by deadline date, student will not receive concurrent credit for the course(s).**

Student acknowledges eligibility for concurrent credit; registration and enrollment must be made at the **beginning** of the semester. The Student Handbook is located on the website at: http://npcc.edu/academics/concurrent/documents/concurrent-student-handbook.pdf.

If student withdraws or is dropped from the course before **by deadline date**, the student will receive a 'W' on the official transcript. If withdraw or drop from the course occurs after **by deadline date**, the student will receive an 'F' on the official transcript.

To participate in the Concurrent Enrollment Program (CEP) with National Park College, the following regulations must be reviewed and all parties must sign and date this form.

- I understand I must submit my complete concurrent application and meet admission requirements by the date established by my school district and NPC. If I do not, I may not be eligible to participate.
- I understand, by choosing to enroll in concurrent courses, I will earn college credits that will become part of my permanent academic record.
- I understand the GPA I earn in my college courses may impact my high school GPA, and may also impact my future college admission and federal aid.
- I understand enrolling in college courses will incur tuition and fees which may or may not be paid by a third party on my behalf.
- I agree to check my NPC email and D2L account regularly.
- I understand that after taking CEP courses, if I have a break in enrollment terms (fall/spring), I must complete the application process for the CEP before I will be able to enroll again.
- I understand if I decide to withdraw from class (either by choice or because I am changing/leaving high school), I must follow the official course withdrawal process.
- I have been provided a Concurrent Credit Student Manual with important information. This document is available to me online.
- I understand the semester start and end dates and scheduled closings for NPC and the high school may differ. I am expected to meet scheduled NPC class assignment deadlines even when high school classes are not in session.
- I may not be able to make up assignments or I may be dropped from a course by a faculty member due to excessive absences/non-participation as outlined in the course syllabus.

By signing below, the student hereby authorizes National Park College to release and discuss information from my records to my parent/guardian and my home school. Information to release includes all records, including grades, academic, financial and student account information for the indicated courses.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to schools that receive funds under the applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). More information is available at https://np.edu/academics/registrar/student-records-privacy.aspx.

_____ _____

Signature of Student Date

_____ _____

Signature of Parent/Guardian Date

_____

Printed Name of Parent/Guardian

By signing below serves as the high schools recommendation for the student to be enrolled in concurrent credit classes with the college.

_____	_____
High School Principal **or** Designee	Date
_____	_____
Printed Name of High School Principal **or** Designee	Title

ONLINE ADMISSION APPLICATION REQUIREMENT:

You must complete the online admission application to National Park College in addition to this application in order to be enrolled into Concurrent Classes. Log on to the website. www.np.edu and click on Apply Now, under Admissions click on new student and follow directions.

Appendix

NPC Contact Information

NPC Concurrent Credit Coordinator
Connie Poteet
101 College Drive
Hot Springs, AR 71913
Office 501-760-4145
Fax 501-760-4398

NPC Vice President of Academic Affairs
Dr. Wade Derden
Office 501-760-6390
Fax 501-760-4100

NPC Registrar
Office 501-760-4123
Fax 501-760-4100

NPC Tech Support
501-760-4171