



**National Park College Policies and  
Procedures for Concurrent Credit Classes offered  
through area high schools.**

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# Concurrent Credit Instructor Policies and Procedures

## National Park College

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## Teacher Qualifications and Responsibilities

The requirements to teach concurrent credit classes for National Park College (NPC) are:

1. Have a Master's Degree with a minimum of 18 graduate college credit hours in the subject area being taught.
2. If teaching a blended AP concurrent course(s) must have completed AP training in the subject area(s) and submit documentation of successful completion of AP training.
3. Submit an official transcript to National Park College.
4. Use the approved College course syllabus.
5. Use the same textbook or a textbook with aligned content and course learning outcomes as approved by the College.
6. Adopt the same learning outcomes and assignments as those developed for the course offered on the College campus with limited exceptions approved by the College.
7. Use the same course grading standards as those on the College campus. If departmental exams are used in the College campus courses, then those course exams must be used at the High School site.
8. Instructors are required to verify the class rosters to ensure all students are registered properly. National Park College staff will provide teachers and counselors with class rosters soon after the registration deadline.
9. Submit grades online through OASIS (NPC's management information system) by the published deadline.
10. Permit College faculty and/or staff to visit the classroom for the purpose of evaluating whether course objectives are being addressed and the course is appropriately rigorous.
11. Provide students with the opportunity to evaluate the course and the instructor.  
Results will be shared with the instructor when available.

Instructors who do not meet these requirements will not be eligible to teach concurrent credit.

### SUBSTITUTE TEACHERS

1. If a Concurrent Enrollment instructor is absent for more than five consecutive school days, a substitute who meets the minimum qualifications for a Concurrent Enrollment instructor must be used.
  - a. If a Concurrent Enrollment instructor is absent for five or fewer consecutive school days, the substitute may be chosen from the rotation the school uses.
  - b. National Park College division chairs may assist in locating qualified long-term substitutes for area high schools but the ultimate responsibility of locating a qualified instructor lies with the high school.

No practice teachers or teaching interns should be assigned to Concurrent Enrollment classes.

Instructors are required to direct students to meet with the NPC Concurrent Credit Coordinator or designee at the beginning of each semester to register for the classes. Instructors are required to review rosters in the NPC Oasis system each semester. Instructors must report any differences between the Oasis roster and the actual students reporting to class. Any student(s)

in the class not on the Oasis roster will be reviewed by the NPC Coordinator of Concurrent Credit. Students who are not on the Oasis roster and are not reported to NPC as not on the roster **will not receive college credit for the class.** **Instructors who fail to review Oasis Rosters will not be allowed to continue teaching concurrent credit classes for NPC.**

## Non-Compliance

High Schools submit course requests for the Concurrent program in April for the following academic year. If Concurrent Faculty are found to be non-compliant with the faculty responsibilities stated above, the college may deny the course request for the following year. Non-compliance will be enforced if the faculty routinely misses professional development sessions. Other noncompliance issues, such as instructor failure to meet course learning objectives or to submit grades or required assessments, guidance or instructor failure to abide by placement test results, failure of the high school to notify the College of a CEP Instructor on leave or other failures to comply with policies or procedures are addressed on a case-by-case basis.

## Course Syllabus

Instructors must turn in a Syllabus for each course they teach every semester. Instructors can contact the Division Secretary or the Concurrent Credit Coordinator for a copy of the NPC standard syllabus. The Concurrent Credit Syllabus must contain all the elements / objectives that the NPC course has included. Concurrent Credit syllabi may have more objectives as many of these classes cover additional material; however, they must include all objectives of the NPC course.

## Student Registration

Students must provide an ACT score of 19 or better or an ACCUPLACER Score of 83 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 sub-test	ACT minimum score	ACCUPLACER minimum score
Reading	19	78
Math	20	77
English/Writing	19	83

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/>.
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.

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. Register for the course by the designated date set by National Park College for enrollment.
7. Student, parent and/or guardian accept responsibility for the payment of the tuition and fees, unless paid by the high school.
8. 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.

## Student Drops

Students who are not making a successful grade in a concurrent credit course can request a drop from the course before the drop deadline. 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@np.edu](mailto:cpoteet@np.edu) and fax number is 501-760-4398. Students who fail to drop a class in time will be given the grade earned.

## 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.

## Grades

Instructors are required to report both midterm and final grades for concurrent credit classes through the NPC OASIS software. CEP Instructor grading scale is required to match the grading scale used in the on-campus course. The Faculty Liaison or Division Chair will provide the CEP Instructor with a copy of the grading scale. Instructions for reporting grades can be obtained from the Concurrent Credit Coordinator. Instructors who fail to report grades will not be allowed to teach concurrent credit classes for NPC. In the event that the instructor 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.

## 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. Please refer to the NPC catalog for 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.

**Duty to Report Child Abuse, Maltreatment or Neglect:** It is the statutory duty of certified school district employees who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

## 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 (e.g. 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 (e.g. John Smith = jsmith6 )

*Password* the last four numbers of your social security and the two digit birth month and birthday. (EG Feb 2<sup>nd</sup> = 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**

### **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 Dean of Business, Technology and Early College Programs

David Hughes

Office 501-760-4311

Fax 501-760-4398

NPC Vice President of Academic Affairs

Dr. Wade Derden

Office 501-760-6390

Fax 501-760-4100

NPC Registrar

Ana Hunt

Office 501-760-4123

Fax 501-760-4100

NPC Tech Support

501-760-4171

Semester:       ( ) Fall              ( ) Spring                          Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Last                      First                      MI

Class Number	Course Title	Credit Hours	Instructor	Class Time & Days

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Instructor Signature: \_\_\_\_\_