



This planner belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper





Think Northark First. **We're Your College!**

**STUDENT HANDBOOK
2012 - 2013**

South Campus
1515 Pioneer Drive
Harrison, AR 72601
(870) 743-3000

North Campus
1320 N. Spring Road
Harrison, AR 72601

Carroll County Center
804 West Freeman
Berryville, AR 72616

Center Campus
303 North Main
Harrison, AR 72601

www.northark.edu

Dear Students,

It is my great pleasure to welcome you to North Arkansas College. At Northark education often transforms the lives of our students and I urge you to make the most of the many opportunities we offer, both in the classroom and beyond. From career preparation to cultural enrichment, the programs and facilities available on the three campuses can help you acquire many valuable skills and experiences. Some of those programs are described in this Handbook, which we hope will be a useful guide to the policies of our community and to our administrative services and procedures.



As you'll soon discover, Northark faculty and staff are not only highly knowledgeable in their fields but are also committed to your success. Follow their advice. Become actively engaged in the planning of your studies and the pursuit of your own excellence. Balance your academic work with involvement in co-curricular student activities and organizations.

Our commitment to you is to provide comprehensive, high quality, career, developmental, transfer, and continuing education programs and support services that meet your educational and career goals for success.

The faculty and staff of Northark have made this a proud and close-knit community dedicated to success and excellence. We look forward to the contribution you will make to this tradition and to your development as a scholar and citizen.

Sincerely,

A handwritten signature in cursive script that reads "Jackie Elliott". The signature is written in black ink and is positioned below the word "Sincerely,".

Jackie Elliott, Ed.D.
President

TABLE OF CONTENTS

Mission Statement 7

Vision Statement 7

Values Statement 7

Statement of Non-Discrimination..... 7

2012-2013 Academic Calendar..... 8

Phone Directory13

Advising Center16

Arkansas Career Pathways Initiative (CPI).....16

Athletics.....16

Attendance17

Bookstore17

Cancellations.....17

Cashier.....17

Children on Campus18

Closing Due to Weather Conditions.....18

College Grill.....18

College Success Courses19

Computer Labs19

Daily Announcements.....19

Delinquent Accounts and Collection Policy.....19

Disability Services20

Educational Opportunity Center (EOC)20

Emergency Conditions	21
Emergency Procedures	21
Financial Aid.....	21
Grade Point Average (GPA)	22
Grade Reports	22
Grade Symbols	23
Graduation.....	23
Grievance Resolution.....	24
Honors Program	25
Internet Access.....	26
Learning Assistance Center	26
Nursing Mother’s Room.....	26
Libraries	27
Lost and Found.....	28
Notice of Campus Policy Regarding Sex Offenders	28
Online Learning	31
Parking.....	31
Personal Counseling	31
Placement Testing	32
Registering for Classes	32
Security.....	32
Solicitation	33
Student Activities	33

Student Classifications	37
Student Messages	37
Student Support Services (SSS).....	37
Student Health Issues	38
Student ID.....	38
Telephones	39
Testing and Certification Center.....	39
Timely Warning Policy	39
Transfer of Credits.....	39
Transcripts	40
Veterans' Benefits	40
Withdrawing from Classes	40
Student Conduct	41

Mission Statement

North Arkansas College's mission is to provide high quality, affordable, convenient opportunities for learning and community enrichment.

Vision Statement

North Arkansas College will be a premiere institution, achieving excellence through innovation, technology, continuous improvement, and quality instruction.

Values Statement

North Arkansas College

- Demonstrates **COMMITMENT** to success
- Creates **LEARNING**-centered environments
- Exemplifies **INTEGRITY** in all actions
- Embraces **ACCOUNTABILITY**
- Shows **RESPECT** for all

Statement of Non-Discrimination

North Arkansas College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations. Inquiries should be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

2012-13 Academic Calendar

Fall 2012 Semester

August 27 (M)	Fall Semester classes begin
August 30 (R)	Last day to register for classes till 6:00pm
September 1 – 3 (Sa-M)	Labor Day Holiday, no classes, offices closed
September 4 (T)	Classes resume at 8:00am or earlier
September 6 (R)	Last day to change regular semester long classes from audit to credit
September 7 (F)	Last day to change 1 st 5wk classes from credit to audit
September 11 (T)	Challenge Forms due Last day to change 1 st 6wk classes from credit to audit
September 14 (F)	Last day to change first 8wk classes from credit to audit
September 18 (T)	Last day to drop 1 st 5wk classes Last day to change 1 st 9wk classes from credit to audit
September 20 (R)	Last day to change 1 st 10wk classes from credit to audit
September 24 (M)	1 st 4wk classes end
September 25 (T)	2 nd 4 wk classes start
October 2 (T)	1 st 5wk classes end Deadline for 2012 Fall Independent Studies
October 3 (W)	2 nd 5wk classes begin Last 10wk classes begin Last day to change regular 16wk classes from credit to audit 1 st 5wk grades and grade books due by 9:00am

October 9 (T)	Last day of 1 st 6wk classes
October 10 (W)	1 st 6wk grades and grade books due on Faculty Access by 9:00am Last day to drop 1 st 10wk classes
October 15-16 (M-T)	Fall Break, no classes, offices open AATYC
October 17 (W)	Classes resume at 8:00am or earlier Last day to change 2 nd 5wk classes from credit to audit
October 20 (Sa)	Last day of 1 st 8wk classes
October 22 (M)	1 st 8wk grades and grade books due by 9:00am 2 nd 4wk classes end
October 22 – 27 (M-Sa)	Mid-term Exams
October 23 (T)	3 rd 4wk classes begin
October 25 (R)	Last day to drop 2 nd 5wk classes
November 2 (F)	Last day to drop regular semester long classes
November 8 (R)	1 st 10wk classes end 2 nd 5wk classes end
November 9 (F)	Last day to change 2 nd 8wk classes from credit to audit 1 st 10wk and 2 nd 5wk grades and grade books due by 9:00am
November 16 (F)	Last day to drop last 10wk classes 3 rd 4wk classes end
November 19 (M)	4 th 4 wk classes begin
November 21 – 24 (W-Sa)	Thanksgiving Holiday, no classes Offices will be open November 21, 2012, Closed November 22, 2012, and November 23, 2012 – TBA

November 26 (M)	Classes resume at 8:00am or earlier
November 28 (W)	Last day to drop 2 nd 8wk classes
December 15 (Sa)	Last day of classes
December 17 (M)	Grades and grade books due by 9:00am
December 17 – January 12 (M-Sa)	Christmas Break, no Classes. Offices will be open December 17 – 21, 2012. Northark will be closed December 24, 2012 – January 4, 2013. Northark will resume normal office hours on January 7, 2013 at 8:00am

Spring 2013 Semester

January 14 (M)	Spring semester classes begin
January 17 (R)	Last day to register for classes till 6:00pm
January 21 (M)	Martin Luther King Holiday, no classes, offices closed
January 22 (T)	Classes resume at 8:00am or earlier
January 23 (W)	Last day to change regular semester long classes from audit to credit
January 24 (R)	Last day to change 1 st 5wk classes from credit to audit
January 28 (M)	Challenge Forms due Last day to change 1 st 6wk classes from credit to audit
January 31 (R)	Last day to change 1 st 8wk classes from credit to audit
February 4 (M)	Last day to drop 1 st 5 wk classes Last day to change 1 st 9 wk classes from credit to audit
February 6 (W)	Last day to change 1 st 10 wk classes from credit to audit

February 8 (F)	1 st 4 wk classes end
February (11)	2 nd 4 wk classes begin
February 18 (M)	Deadline for 2013 Spring Independent Studies 1 st 5 wk classes end
February 19 (T)	1 st 5 wk grades and grade books due by 9:00am 2 nd 5 wk classes begin Last 10 wk classes begin Last day to change regular 16 wk classes from credit to audit
February 25 (M)	Last day of 1 st 6 wk classes
February 26 (T)	1 st 6 wk grades and grade books due by 9:00am Last day to drop 1 st 10 wk classes
March 1 (F)	Last day to change 2 nd 5 wk class from credit to audit
March 4-8 (M-F)	Mid-term exams
March 7 (R)	2 nd 4 wk classes end
March 8 (F)	3 rd 4 wk classes begin
March 11 (M)	Last day of 1 st 8 wk classes Last day to drop 2 nd 5 wk classes
March 12 (T)	1 st 8 wk grades and grade books due by 9:00am
March 18-23 (M-Sa)	Spring Break, no classes, offices open Monday - Friday
March 26 (T)	Last day to drop regular semester long classes
April 1 (M)	1 st 10 wk and 2 nd 5 wk classes end
April 2 (T)	1 st 10 wk and 2 nd 5 wk grades and grade books due by 9:00am Last day to change 2 nd 8 wk classes from credit to audit
April 9 (T)	Last day to drop last 10 wk classes

April 10 (W)	3 rd 4wk classes end
April 11 (R)	4 th 4wk classes begin
April 16 (T)	Last day to drop 2 nd 8 wk classes
May 10 (F)	Last day of classes
May 11 (Sa)	Graduation 10:00am
May 13 (M)	Final grades and grade books due by 9:00am
Summer I 2013	
May 20 (M)	Summer I and Summer 10 wk classes begin
May 27 (M)	Memorial Day, no classes, offices closed
June 20 (R)	Last day of Summer I regular classes
June 21 (F)	Final Summer I grades and grade books due by 9:00am
Summer II 2013	
June 25 (T)	Summer II classes begin
July 4 (R)	Fourth of July, no classes, office closed
July 26 (F)	Last day of Summer II and Summer 10 wk classes
July 29 (M)	Summer II and Summer 10 wk grades and grade books due by 9:00am

Phone Directory

Admissions	505
Adult Ed/GED	198
Advising Center.....	276
AHEC.....	367
Athletic Dept.....	278
Bookstore.....	220
Career Services	520
Career Pathways.....	153
Certification Center	533
CNA Classes.....	141
College Grill.....	277
Community Education.....	100
Disability Service.....	338
Educational Opportunity Center	524
Educational Talent Search	209
Financial Aid.....	266
Honors Program	273
Library (South)	358
Library (North)	368
Lyric Theater	391-3504
Math Lab	213
Nursing Department.....	262
Part-Time Faculty (S)	363
Part-Time Faculty (N)	175
Phi Beta Lambda	327
President’s Office	212
Registrar	241,222
Student Accounts	292
Student Government	204
Student Support Services.....	276
Switchboard(S).....	200
Switchboard (N).....	385
Testing Center	334
Executive Vice-President of Learning.....	316
Writing Center	361
<u>Deans</u>	
Berry, Dr. Laura, Dean of Arts and Sciences	280
Dean of Business and Technology.....	228
Cindy Mayo, Dean of Nursing & Allied Health.....	262
<u>Advisors</u>	
Kim Brecklein	338
Tavonda Brown.....	331
Dr. Douglas Gere.....	204
Rose Halliday.....	314
Dr. Cynthia Horkey	560
Robert Markle.....	272
Kelli Powell.....	296

Full-time Instructors

Angel, Julia	251
Bradshaw, Shawnda	327
Cates, Craig	377
Coone, Tim	224
Day, Debbie.....	369
Ditmanson, Jennifair	535
Domino, Dusty	311
Doster, Joe	380
Ezell, Roy	309
Flud, Tommy	231
Ford, Elizabeth	317
Fowler, Lana	322
Franks, Sara.....	315
Gibbany, Sherry	288
Gillit, Darryl.....	180
Gipson, Amy.....	169
Guyenn, Nona	260
Hall, Bruce	295
Howerton, Dr. Phillip.....	107
Jacobs, Carla	195
James, Danielle	271
James, Jennifer	528
Jenkins, Dr. Clark	258
Jennings, Sherry.....	264
Jonasson, Dr. Mark	281
Johnson, Chad.....	335
Jones, K.C.	125
Jones, Kathryn.....	261
Jones, Kim	519
Keymer, Cheryl	225
Klott, Stacie	343
Knight, James	383
Levy, John.....	189
Lipsmeyer, Joan	320
Mahoney, Mike.....	144
Mahoney, Seychelle	286
Mathis, Pam	298
Melton, Paula.....	128
Moore, Dr. Robin	500
Parker, Kevin	384
Parton, Lita.....	269
Porter, Ann.....	515
Raines, Rick	126
Richards, Sondra	318
Richardson, Jack	191
Thomason, Jerry	287
Tinsley, Kim	127
Tomlinson, Don.....	192
Townsend, Sherri.....	279

Usrey, Jennifer	237
Wilson, Phil	282
Wright, Jamey	371
Woods, Suzanne	319

Dial 870-391-3 and the extension number when off campus.

Advising Center

Students are invited to visit the North Arkansas College Advising Center for assistance with academic advising and career counseling. Academic advising aids students in planning and selecting courses needed to pursue their educational and career goals. The Advising Center is open from 7:30 a.m. to 5:30 p.m. Monday through Thursday, and 7:30 a.m. to 5:00 p.m. on Friday during regular semesters and 8:00 am to 5:00 pm Monday through Friday during summer semesters. Advisors are available by appointment or on a walk-in basis. Students are especially urged to make appointments during the pre-advisement period each semester. Optional advising is available to currently enrolled students who are: (1) students who have accumulated 30 college-level semester credit hours (including transfer work and current semester credits) or (2) Non-degree seeking students (excluding high school students) enrolled in 11 or fewer credit hours during the current semester. Northark **STRONGLY ENCOURAGES** all students to go through the advising process to ensure transferability of coursework and/or that graduation requirements are met.

Arkansas Career Pathways Initiative

Arkansas Career Pathways Initiative (CPI) is a federally grant funded program for low income parents who desire to improve their employment opportunities through education and/or training. Potential clients/students must be the legal guardian of a child under the age of 21 who is living in the home with them on a permanent basis. Also, they must be a current or former TEA recipient, or be receiving benefits from DHS, such as Medicaid, ARKids or food stamps, or be at or below 250% of the Federal Poverty Level.

CPI will provide academic and personal counseling, remediation in preparation for college entrance exams, tutoring, referrals to outside assistance agencies and coordination with other Northark assistance programs, employability skills, training, and job placement assistance. Career Pathways is also designed to assist with financial barriers such as tuition, childcare, and transportation. CPI believes in wrapping its students with total support utilizing all the resources at hand both on campus and in the communities Northark serves.

Students are invited to see how CPI services can help remove barriers to a better, brighter future. CPI offices are located in suite 201, 2nd floor of the Northark Center Campus at 303 N. Main St. Harrison, AR 72601, or call 870-391-3153.

Athletics

Northark has four intercollegiate athletic teams. They are members of the National Junior College Athletic Association and subject to that association's rules and regulations. The Pioneers are the men's basketball and baseball

teams. The Lady Pioneers are the women's basketball and fast pitch softball teams. Admission to Northark games is free to Northark students, faculty, and staff.

Attendance

It is the responsibility of faculty members to advise their classes, in writing, of their attendance and makeup policies. **It is the student's responsibility to discuss any absences and the possibility of makeup work with the instructor as soon as possible.**

Students are expected to attend all class meetings and officially withdraw from courses they are no longer attending. **Faculty will not withdraw students from courses for any reason.** (Please see Withdrawing from Classes below.)

Students must consult the course syllabus for the attendance policy set by individual instructors.

Bookstore

The North Arkansas College Bookstore offers textbooks, study aids, supplies, art materials, and miscellaneous personal items. The bookstore also carries a selection of Northark clothing and other Northark items. The bookstore accepts cash, checks, credit cards, and debit cards. Course textbooks and supplies can be charged to awarded financial aid with adequate remaining coverage for a limited period early in each semester.

The Northark Bookstore is located on the South Campus near the Student Center. The bookstore is open Monday through Friday 8:00 a.m. – 5:00 p.m. During the first week of the semester and final exams, the bookstore will remain open evenings to accommodate students. Book Buyback occurs during final exam week.

Cancellations

Daily class cancellations are published daily on digital media screens located throughout all three campus locations. In addition, class cancellation announcements will appear on the Northark home page: www.northark.edu.

Cashier

Northark cashier stations are located on each campus for student convenience. Each station is open 8:00 a.m. – 5:00 p.m. (Hours are extended during registration). The specific locations and contact telephone numbers are:

South Campus	North Campus	Center Campus
M182	Front Desk	DC01
391-3292	391-3385	391-3100

Students may check their account status and transact account payments at any of the three cashier stations. Additionally, students may cash personal, one-party checks payable to North Arkansas College for up to \$10 per day, provided the student has valid photo identification and no record of insufficient checks within the past six months.

Children on Campus

Parents should attend all children on campus under the age of twelve in order to ensure their safety and welfare. Parents are asked to restrict children to the Student Center area when classes are in session. Students are requested not to bring children to class and should obtain permission from instructors prior to bringing any children to class.

Closing Due to Weather Conditions

In the event of inclement weather, students, faculty, and staff can call (870)743-SNOW (7669) to find out the status of college classes. The snowline will be updated first and will provide the earliest notification. Should inclement weather make it necessary to close the college, the following radio stations will be notified:

KCWD 96.1 FM -- Harrison
KHOZ 102.9 FM -- Harrison

An announcement will only be made if classes are canceled. Every effort will be made to notify the stations by 6:30 a.m. Cancellations concerning day or evening classes will be announced as soon as a decision is made.

The Carroll County Center follows the Berryville Public School System weather closings. Every effort will be made to notify KTHS 107.1 FM Berryville by 6:30 a.m.

Even when the college is not closed, students, faculty, and staff should use their personal discretion to ensure their safety and well being.

College Grill

Sandwiches, soup, salads, and snack foods are available from 7:30 a.m. until 2:00 p.m. at the College Grill located in the Bradley Student Center of the South Campus during the fall and spring semesters. When the College Grill is closed, vending machines are available for snack foods and beverages.

College Success Courses

Northark offers two courses to improve student success. ORT 1003 College Success Skills is required of students whose placement scores require them to take two or more college preparatory courses; ORT 1201 College Seminar: A Pathway to Success is required of all new AA and AS students who do not need ORT 1003. Both courses provide an invaluable introduction to Northark and to college success in general.

First-time AA/AS students enrolled full time who fail to achieve a 1.40 GPA in their first semester at Northark are required to complete either ORT 1003 College Success Skills or ORT 1201 College Seminar, whichever is appropriate, with a "C" or better by the end of their second semester.

Computer Labs

The Information Technology Department at Northark maintains several computer labs that are available for student use. On the South Campus, there are five labs with 24 student stations each in the John Paul Hammerschmidt Business and Conference Center. There are also two labs on the North Campus with a combined total of 49 computers. All of the computers in these labs are equipped with some of the latest hardware and a wide variety of current software titles. These titles include the latest releases of Microsoft software such as Office 2007 Professional Suite and the Visual Studio.NET suite of programming applications. Other labs may contain popular titles such as the latest software applications from Adobe and a host of other educational software titles.

Daily Announcements

The Northark Daily Announcements are published daily on digital media screens located throughout all three campus locations. In addition, announcements will appear on the Northark home page: www.northark.edu. Students should check the web site for important college-related messages and other information.

Delinquent Accounts and Collection Policy

North Arkansas College may deny future enrollment and/or refuse to release transcripts and records until any delinquent account balance or debt to the college is satisfied. Delinquent accounts may also be subject to additional charges, including late fees, processing fees, collections costs, and attorney fees.

Additionally, North Arkansas College may pursue delinquent account collection through in-house efforts, public collection agencies, and/or garnishment of an individual's Arkansas state income tax refund, as allowed by Arkansas Statute 26-36-301.

Disability Services

North Arkansas College is committed to providing the support needed for equal access and equal educational opportunity for each student. Students who have documented disabilities that may affect the pursuit of an education may receive appropriate accommodations by contacting the disability coordinator in Student Services for an appointment. Services for students with disabilities are tailored to meet their individual needs and comply with Section 504 of the Rehabilitation Act of 1973, the American Disabilities Act of 1990 and with subsequent state and federal legislation pertaining to individuals with disabilities and their rights.

Eligibility for accommodations is determined by documentation and student interviews. When you come for your appointment, bring whatever papers you have to document your disability. A high school IEP is usually not sufficient by itself but may be helpful.

All records concerning student disabilities are protected by the Family Education Rights and Privacy Act (FERPA). Your disability documentation and records of accommodations are kept completely separate from your academic records and under normal circumstances are not shared with any persons outside Northark. (Exceptions usually involve danger to you or another person or compliance with court orders.) Disability records do not follow you when you transfer to another college or university and are not shared with employers.

To obtain further information on services and policies or to make an appointment, students should contact Kim Brecklein, 391-3338 for TDD call 391-3111 or email kbrecklein@northark.edu.

Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) is a federally funded TRIO program serving residents of Arkansas in Baxter, Boone, Carroll, Fulton, Izard, Madison, Marion, Newton, Searcy, Sharp, Stone, and Van Buren counties. EOC is designed to assist persons 19 years of age or older with the process of enrolling in the college of their choice. Our EOC Academic Counselors will help with college admissions and financial aid applications, scholarship searches, career counseling, and locating Adult Basic Education classes or GED testing sites. They travel regularly and can visit with prospective students or agencies anywhere within the 12 county service areas. All EOC services are FREE. The Educational Opportunity Center Office is located in room C207 at the Center Campus of North Arkansas College and is open Monday – Friday, 8:00 a.m. – 5:00 p.m. Call (870) 391-3524 or toll free 1-800-257-8690 or visit the EOC website at www.northark.edu.

Emergency Conditions

In the event of a weather emergency or natural disaster, warnings will be issued over the public address systems and the electronic message boards. Northark has the capability to issue text alerts to pre-arranged student cell phone numbers and email addresses. Students, faculty, and staff will be advised to take cover in an appropriate area.

In the event of a fire, alarms will be activated throughout all buildings. Students should follow the published evacuation procedures and routes shown on the area emergency procedure plan.

Emergency Procedures

An emergency procedures plan is located in each classroom. Topics covered include first aid/accidents, fire/explosions, hazardous materials, bomb threats, violent or criminal behavior, natural disasters, and evacuation procedures. Students and staff should consult these plans in order to be prepared in the event of an emergency.

Financial Aid

Northark offers a variety of financial aid programs to eligible students. These include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-study, Academic Competitiveness Grant, and the Federal Student Loan Program. Northark also participates in Arkansas programs including but not limited to the Academic Challenge Scholarship, the Higher Education Opportunities Grant, and the Workforce Improvement Grant. In addition, there are many institutional and private scholarships available to eligible students.

Students interested in applying for federal and state financial aid must complete the Free Application for Federal Student Aid (FAFSA), a student data form, an application for admission, and in some cases verification and income tax information. If applying for a Student Loan, a student must complete a student loan policy, entrance counseling, and a master promissory note. This information can be found on the financial aid section of Northark's website.

Note: Maximum loans during an academic year are \$3,500 for freshmen and \$4,500 for sophomores. Independent students have the option of borrowing up to an additional \$6,000 in an unsubsidized loan per academic year. Dependent students have the option of borrowing up to an additional \$2,000 in an unsubsidized loan per academic year.

Students interested in applying for loans during the summer session(s), MUST contact the Financial Aid Office. However, students who borrowed the

maximum amounts during the previous fall/spring semesters will not have any eligibility during the summer.

For more information or to obtain a FAFSA, a list of scholarships, and/or a copy of the loan policies, contact the Financial Aid Office, South Campus, 870-391-3266.

Grade Point Average (GPA)

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality point
F	0 quality points (computed in GPA)

I, IP, P, NC, W, and AU are not considered in determining GPA.

To compute grade point averages, multiply the quality points of each course grade received by the number of credit hours of that course, then divide the sum of those products by the total number of credit hours for which the quality points were earned. Grades earned in college preparatory courses are included in the computation of current term grade point average but not included in cumulative grade point average.

Example:

ENGL 1013	A = 4 quality points x 3 credit hours = 12 quality points
BIOL 1004	C = 2 quality points x 4 credit hours = 8 quality points
HIST 2003	B = 3 quality points x 3 credit hours = 9 quality points
PE 1161	A = 4 quality points x 1 credit hour = 4 quality points
ART 1003	B = 3 quality points x 3 credit hours = 9 quality points
	14 hours 42 quality points

42 ÷ 14 = 3.0 GPA

Grade Reports

Normally, mid-term and final examinations are held in all courses. The mid-term examination is chiefly to aid the instructor and student in assessing growth. Mid-term deficient grades are posted to Northark's *Campus Connect* for students to review. Instructors have the option of posting all mid-term grades or only deficient mid-term grades to *Campus Connect* for college students; instructors must post all mid-term grades for concurrent credit students.

Final grades are posted electronically on Northark's *Campus Connect* for review. Students can review and print unofficial copies of their current grades

and transcripts through the college's *Campus Connect*. For official transcripts, contact the Registrar's Office, 391-3241.

Grade Symbols

North Arkansas College uses the following symbols:

A —Excellent	F —Failing
B —Good	IP — In progress
C —Average	I —Incomplete grade
D —Lowest passing	

- **AU - Audit** - denotes that the student registers and participates in a course, but desires no credit.
- **W - Withdrawal**
- **P - Passing** - denotes satisfactory achievement in a course where completion of work is all that is required. Credits are earned, but there is no impact on GPA.
- **CR - Credit** - denotes credit earned through exit testing, competency testing, or prior learning.

Graduation

All candidates for graduation must make application by November 1 for fall graduation, March 1 for spring graduation, April 1 for summer graduation if participating in commencement, and June 1 for summer graduation to be sure they have satisfied the requirements for graduation.

To qualify as an associate degree, certificate of general studies, technical certificate or certificate of proficiency graduate from North Arkansas College, a student must:

1. Complete all course requirements for the certificate as outlined in North Arkansas College's current catalog.
2. Achieve a 2.00 cumulative GPA (2.65 cumulative GPA for the AAT Degree).
3. Complete through Northark at least 15 hours of credit for an associate degree or technical certificate or at least 7 credit hours for a certificate of proficiency.
4. Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, or any subsequent issue while continuously enrolled, but they must complete all degree requirements and apply for graduation within four (4) years of the catalog selected. This does not apply to programs that have been deleted from the curriculum. In the case of program deletions, those students majoring in these areas will be notified as soon as possible of this action.

Candidates for the A.A.S., certificate or certificate of proficiency in Crime Scene Investigation or Law Enforcement Administration should follow the program outlined in the catalog.

Academic Honors will be awarded to students graduating with a 3.70-4.00 cumulative grade point average. The cumulative GPA is based on Northark course work taken through the semester in which application the degree is awarded.

For a second degree at North Arkansas College, the student must meet all requirements for that degree under the appropriate catalog.

Grievance Resolution

Academic Grievances: Should a student have a grievance concerning an instructor or method of instructor, the student will follow the procedure described below.

1. The student should attempt to resolve the issue with the instructor.
2. If resolution is not possible with the instructor, the student should speak with the dean.
3. Should the student be unable to resolve the grievance with the instructor or dean, he/she may then file a written grievance within five class days with the Northark Executive Vice President of Learning.
4. If the student wishes to appeal the decision of the Executive Vice President of Learning, the student may appeal to the Institutional Standards and Appeals Committee, whose decision is final.

Non-Academic Grievances: Should a student have a grievance of a non-academic nature, he/she should fill out and sign a Student Complaint Form, which may be obtained in the Advising Office. The student must indicate any action taken to resolve the complaint and note on the form whether proper channels of resolution have been followed. (If the complaint involves an instructor, the student needs to follow the procedures for Academic Grievances above.) The following procedure will be followed:

1. The Executive Vice President of Learning and/or the Vice President of Student Services will review the complaint and render a decision within five class days unless further investigation is needed.
2. If a complaint is filed which requires further investigation, a decision will be made when the Executive Vice President of Learning and/or the Vice President of Student Services determines all information

related to the complaint has been obtained. A disposition should be available in three weeks.

3. If the student wishes to appeal the decision of the Executive Vice President of Learning and/or the Vice President of Student Services, the student may appeal to the Institutional Standards and Appeals Committee (ISA) within 12 days. The decision of the ISA is final.
4. If disciplinary action must be taken against a student, the Executive Vice President of Learning and/or the Vice President of Student Services will make this decision. If the student disagrees, he/she may appeal to the ISA Committee, whose decision is final.

Honors Program

North Arkansas College's Honors Program offers creative and stimulating learning opportunities for exceptional students. Honors sections of general education classes are taught each semester. All honors courses transfer to four-year institutions and/or count toward an associate degree. Honors students work in small classes on individual and group activities. To graduate from the honors program, you need a 3.3 gpa and 18 hours of honors classes, including Critical Thought – PHIL 1103. You may take honors classes without completing the requirements for graduation. The requirements for taking an honors class are: 1) a 22 composite ACT and 3.3 GPA from high school, 2) a 23 ACT English and 3.3 GPA from high school, OR 3) 12 or more college hours with a 3.3 GPA. If you do not meet the requirements for taking an honors class, you may still take a class with permission of the instructor and honors coordinator. For further information and eligibility requirements, contact Sherri Townsend at 391-3279. Honors classes include:

	Fall		Spring
College Algebra	MAT 1223	Art Appreciation	ART 1003
English Composition	ENGL 1013	English Composition II	ENGL 1023
General Psychology	PSYC 2003	Intro. to Sociology	SOC 2013
U.S. History I	HIST 2003	U.S. History II	HIST 2013
Western Civilization I	HIST 1003	Western Civilization II	HIST 1003
World Lit. I or II	ENGL 2213 o2223	Critical Thought	PHIL 1103
		General Biology	BIOL 1004
		Oral Communication	SPCH 1313

Internet Access

All computer labs offer full access to the internet at no charge to the students. However, access to the internet is monitored and privileges could be revoked if the Northark Computer Use Policy is violated. E-mail accounts will be created for all enrolled students through the college's partnership with Google Apps for Education. To find out more about how to access an e-mail account, visit the college's website or one of the members of the IT Services Department.

Please contact a member of the IT Services Department for more information regarding the computing services or facilities at Northark. Department personnel can be found at the following locations: South Campus, on the second floor of the JPH building in room B202 and the third floor of the JPH building in room B301; Center Campus, on the fifth floor in room 503; North Campus, N22.

Learning Assistance Center (LAC)

The Learning Assistance Center (M154) offers individualized tutoring essential to college-level success.

The LAC is generally open to all Northark students Monday through Friday. The exact lab hours are announced at the beginning of each semester.

Math Tutoring

Located within the LAC, math and science tutoring is a free service provided for students experiencing difficulties in math courses from Basic Math to College Algebra and in science courses. Hours of operation are announced at the beginning of each semester.

Writing Center

Located within the LAC, the Writing Center is a comfortable place to write and to talk about writing. This resource provides a full-time writing tutor, computers for student use, and helpful writing resources. In the Writing Center, a student can get help with any stage of the writing process, from prewriting to drafting and revising. Hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Nursing Mothers Room

Northark maintains a lactation room (M105) in order to help women balance their need to return to school or work after childbirth and their need to provide for their infants. The Nursing Mothers Room provides a clean, secure, private environment for women who need to collect breast milk during school or work hours. Mothers may make reservations to use the Nursing Mothers Room at the receptionist's desk at the sundial entrance to the South Campus.

Libraries

The North Arkansas College Libraries are open to all faculty, staff, students and community members within the area served by the college. There is a library on both the South and North campuses, and library staff is available at both locations to offer one-on-one assistance in using library resources, whether print, audio-visual or electronic. A daily courier service allows the print collections to be shared between the two campuses. The libraries use the Library of Congress classification system for their print and audio-visual collections, and a single online catalog provides simultaneous searching of resources on both campuses. The online catalog is accessible through the libraries' website at: <http://www.northark.edu/services/library.aspx>

The combined print collection for both campuses is approximately 25,000 volumes, and students and faculty are encouraged to use the inter-library loan services provided by the libraries for research materials not available locally. The libraries also participate in an Arkansas-wide academic library consortium that, with prior approval, allows students from any participating school to use the libraries of other participating schools. Students interested in exercising this privilege should contact Jim Robb, the Director of Libraries.

The libraries receive current issues of more than 175 periodical titles and have earlier issues of many of those periodicals available in online subscription databases or on microfilm. Access to several online periodical indexes, covering current issues of over 10,000 periodical titles, with more than half available in full-text, is also provided. Northark libraries also offer off-campus access for students and faculty to most of the subscription databases through the campus portal system. Any authorized user of the Northark computer network may access online library materials on-campus. Library staff on either campus can provide assistance in using these resources.

South Campus Library

The South Campus or Main Library, located at 1515 Pioneer Drive, is the study and research center for the college. Its resources support the two-year curriculum of the college and provide a variety of services. The materials available for research include books, periodicals, newspapers, microform, and audio-visual items. Over 30 computer workstations are available for student needs, from word processing to online research. Within the limitations of software licensing agreements, student usable versions of all software taught on campus are available on at least some of the workstations in the library. The library has wireless internet access, allowing users to bring in their own wireless-capable laptops and link to the internet through the college's wireless service. To provide a break from studying the library has a Chat Room where students can read current newspapers and magazines, use their cell phones, catch up on their recreational reading, or just visit with friends. The South

Campus Library also has quiet, well-lighted areas where students, faculty, and community patrons may study.

North Campus Library

The North Campus Library, located at 1320 Spring Road, is a branch of the main library focused on the specific needs of the technical curriculum offered at the North Campus. Resources include books, periodicals, newspapers and microfiche, as well as access to the same online resources available on the main campus. Audio-visual materials may be viewed within the library. Several public access computers are available for word processing and online research. The North Campus Library’s quiet, comfortable atmosphere makes it an ideal place for students, faculty, staff and community members to read and study.

South Campus Library Hours	North Campus Library Hours
<p><u>Monday – Thursday</u> 7:30 am – 9:00 pm</p> <p><u>Friday</u> 7:30 am – 5:00 pm</p> <p><u>Saturday</u> 8:00 am – 5:00 pm</p> <p>Closed Sundays & holidays</p> <p><u>Summer hours</u> Monday-Friday 8:00 am – 5:00 pm</p>	<p>Monday – Friday 7:30 am – 4:30 pm</p> <p>When classes are in session</p>

Lost and Found

Items found on the North or South Campuses will be placed at the main reception desk at that campus. Anyone who has lost an item should check with the switchboard receptionist with proof of ownership.

Notice of Campus Policy Regarding Registered Sex Offenders

North Arkansas College strives to provide a safe environment for its students, faculty, and staff. To increase the safety and welfare of the campus, North Arkansas College seeks to provide timely and appropriate notification of the presence of registered sex offenders in the college community. This notification will be in accordance with current and applicable state laws (*Arkansas Annotated Code 12-12-913*) and be in such a manner that increases safety without creating excessive anxiety among the campus constituencies.

Sexual offenders who are students, employees, or people who carry on a vocation with North Arkansas College are required to register not only with local law enforcement agencies within the campus jurisdiction but also with the appropriate Northark personnel (employees with Director of Human Resources and students with Director of Enrollment Services). Pursuant to state and federal laws, North Arkansas College is authorized to make information regarding sex offenders available to the campus community.

Upon receiving notification from a registered sex offender or from a law enforcement agency having jurisdiction of the presence of a sexual offender on the campus, the college is required to take necessary and appropriate steps under applicable state laws to inform members of the campus community. Before notification of any sex offender, the Director of Human Resources or Director of Enrollment Services will contact the appropriate law enforcement agency, the Boone County Sheriff's Department (BCSD) in most cases, and obtain information to guide the notification process. Notification will be directed by the Director of Human Resources or Director of Enrollment Services, or designee, and based on risk assessment information provided by the State.

- | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level I (Low Risk) | Individuals with no prior history of sexually acting out, and no strong antisocial tendencies, sexual compulsions, or psychological factors impairing judgment. |
| Level II (Moderate Risk) | Individuals with limited or circumscribed prior history of sexual acting out, possess some antisocial personality characteristics, predatory tendencies, or deviant sexual interest or behavior patterns that increase the general level of risk these offenders pose. They may have mild or well-controlled mental disorders and/or developmental disabilities. |
| Level III (High Risk) | Individuals usually have histories of repeat sexual offending, and/or strong antisocial, violent or predatory personality traits. Sexual compulsions are likely to be present, but may be kept under control when relapse prevention plans are followed and treatment is continued. The offense |

patterns of these individuals reflect a relatively high probability of re-offense and/or a risk of substantial injury to victims should re-offense occur.

Level IV (Sexually Violent Predator) Individuals with impaired judgment or control who have sexual or violent compulsions that they lack the ability to control. This may be due to pedophilia or other disorder of sexual attraction, mental illness or personality disorder that distorts thinking, interferes with behavioral control, and predisposes the person to acts of predatory sexual violence.

The Campus Sex Crimes Prevention Act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Personal information of a registered sex offender that may be in a student’s academic or personnel file is not subject to release under the Freedom of Information Act (FOIA).

The Director of Human Resources and/or Director of Enrollment Services will maintain records on all registered sex offenders covered under this policy. Northark is prohibited from having in its employ any level of sex offender in a faculty position or other position that may have contact with students. Any time there is a presence of a student who is a Level III or Level IV sex offender on campus, the Director of Enrollment Services will notify Northark employees and students through normal electronic campus information procedures (e-mail) of the presence of the person and the availability of additional information, if any, about the person(s) in the Enrollment Services Office.

Employee Information	Student Information
North Arkansas College Kris Greening Director of Human Resources Center Campus 303 North Main, Suite 407 Harrison, AR 72601 870-391-3215 kreening@northark.edu	North Arkansas College Charla Jennings Director of Enrollment Services South Campus 1515 Pioneer Drive Harrison, AR 72601 870-391-3221 charlam@northark.edu

Online Learning

Northark students have the opportunity to take many courses online on eRacer, the learning management system available through the Northark Portal. Some courses are offered entirely online, requiring students to come to campus (or another approved proctored site) to take major exams and/or a final exam. Other courses are available in a hybrid format, allowing students to complete a course partially on campus face-to-face with an instructor and partially online. Both fully online and hybrid courses carry a co/pre-requisite of Orientation for Online Learners course (ORT 0010).

Students who would like more information about the online learning program may contact Valerie Martin, 391-3263.

Parking

On the South Campus, general student parking is allowed in the paved upper parking lots A, B, E, and G; in the paved lower parking lot H; and in overflow parking areas F and I. On the North Campus, general student parking is allowed in the paved parking lot B and E, and the overflow parking area C.

Parking lots C and D on the South Campus and parking lots A and D on the North Campus are generally reserved for faculty, staff and visitors.

Vehicles parked in restricted or reserved areas, in fire lanes, in handicapped spaces without a valid permit, or outside of clearly marked parking spaces causing general roadways to be blocked or partially obstructed will be subject to significant parking fines, vehicle towing expense, and/or vehicle storage impoundment fees.

Personal Counseling

Northark realizes that there is more to life than college. Everyone encounters personal problems once in a while. Northark counselors will be happy to help you, or if you would prefer outside assistance, following is a list of counseling agencies in the community:

Family Psychological Center 623 North Walnut Harrison, AR 72601 (870) 743-6225	Harris, Stephen Ph.D. 715 W. Sherman, Suite F Harrison, AR 72601 (870) 741-1200	New Hope Counseling 121 Industrial Park Road Harrison, AR 72601 (870) 743-2056
North Arkansas Counseling Foundation 128 W. Stephenson Harrison, AR 72601 (870) 743-6314	Ozark Counseling Service 720 Goblin Drive Harrison, AR 72601 (870) 741-8216	Vista Health 117 Sawgrass Harrison, AR 72601 (870) 741-2658

Placement Testing

In accordance with Arkansas law, all first time, degree/certificate seeking students are tested in math, English and reading. Students are placed in classes based on these test scores. North Arkansas College accepts ACT, COMPASS and ASSET scores for placement purposes. Northark policy requires that all full-time, degree-seeking students who are placed into college preparatory classes register for those classes upon initial enrollment at the college.

In addition, students who are placed in two or more college preparatory courses are required to take ORT 1003, College Success Skills. Students must complete all college preparatory classes with a grade of "C" or better to advance to the next level.

Registering for Classes

Students are required to register during the period designated for that purpose. A student may not attend any class until individual registration is complete. Students permitted to enter courses after classes have begun will be responsible for all work prior to their entrance. Registration is not officially completed until all admission materials are received and approved, registration forms and course enrollment completed, and applicable tuition and fees **paid** by the payment deadline.

Schedule Changes

Student officially enrolled may drop courses through the extended registration deadline; however, students may only register/add courses that have not yet officially begun. Failure to complete the established procedure will nullify either action. Additional fee charges or reduction may result.

A student may drop a higher lever course and add a lower lever course in the same division or vice versa through the fourth week of classes provided permission is granted by the appropriate Dean.

Security

Northark has an established procedure for students to report criminal actions or other campus emergencies (In accordance with Public Law 101-542, the Crime Awareness and Campus Security Act). All campus emergencies and thefts are to be reported to the Harrison City Police. They may be contacted at (870) 741-5463. In addition, students are encouraged to file a report with the Executive Vice President of Learning or the Vice President of Student Services. Incident report forms may be picked up at the switchboard on either campus or in Student Services.

Solicitation

Public solicitation for private gain is prohibited on campus property. Non-profit and charitable organizations may solicit contributions with prior approval only. The Executive Vice President of Learning must grant approval.

Student Activities

The North Arkansas College staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insights. The Student Activities Sponsor works with students and faculty to present an activity program appropriate to the students' needs. Assistance and guidance will be provided to groups wishing to organize clubs and organizations appropriate to a community college.

Arkansas Licensed Practical Nurse Association

AR LPN Association is a state organization for practical nurses enrolled in a PN program. Its purpose is to develop leadership and technical skills through a program of awareness and motivation. This organization is only open to practical nursing students. Interested students should contact Debbie Dean, Room A100D, 870-391-3369.

Arts Student League

The Arts Student League allows student artists the opportunity to be recognized for individual works and allows all members to experience and appreciate all aspects of art. The ASL also hopes to inspire and expand the appreciation of art throughout the community. For more information contact Dusty Domino, 870-391-3311, Room M100.

Association of Surgical Technologist Student Association (ASTSA)

The Association of Surgical Technologist (AST) is the national professional organization for surgical technologists. Their primary purpose is to ensure surgical technologists have the knowledge and skills to administer quality patient care. The student association promotes attendance of state and national meetings where professional and academic activities are presented. Opportunities for professional growth and development of communication and leadership skills are encouraged. Students may apply for scholarships for education. For more information contact Lita Parton, A108A, 870-391-3269.

Baptist Collegiate Ministries

The primary purpose of Baptist Collegiate Ministries is to deepen the spiritual ties of students. A variety of social functions is a part of the many activities for Christian interaction with students. Interested students should watch for monthly activities. Weekly meetings with a free lunch are held on Tuesdays

12:30 - 1:30 in Room B304 of the JPH Building. For more information contact Barbara Searcy, 870-577-3342.

Career Pathways Leadership Council

The Career Pathways Initiative Student Leadership Council (CPI SLC) is made up of Career Pathways students with the purpose of introducing students to leadership roles as well as developing and participating in community service projects and fundraising events. All money raised during fundraisers is used to help fellow Pathways students with life's unforeseen obstacles. For more information students should contact CPI, 870-391-3153.

Chi Alpha

Chi Alpha Christian Fellowship is a campus ministry dedicated to the spiritual needs and growth of students. Chi Alpha meets Tuesday evenings at 7 pm during the school year and provides a free lunch each Wednesday on the south campus. Other social events such as bowling, game nights, and bonfires happen throughout the year. Students have the opportunity to attend regional, national and international activities that focus on outreach and leadership skills training. It is sponsored by the Assembly of God Ministries. For more information contact Joe Kissel @ 307-760-3687 or K C Jones @ 870-391-3125

Electronics Club

The Electronics Club's mission is to benefit the students enrolled in the Electronics Technology programs at North Arkansas College. The club provides tutoring for students in electronics courses and sponsors scholarships to help electronics students with tuition. The Electronics Club also provides community service by repairing electrical/electronic equipment. For more information, contact Dean Vail, 870-391-3375.

Kappa Beta Delta

Kappa Beta Delta is the International Honor Society for ACBSP Accredited Business Programs. The purposes of this Society are to encourage and recognize scholarship and accomplishment among students pursuing associate degrees in business, management, and administration, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. To be considered for invitation to join Kappa Beta Delta, candidates must have completed 15 semester hours of credit with a minimum of 6 credit hours completed in business courses. The academic ranking of candidates must place them in the upper 20 percent, with a minimum GPA of 3.0 on a 4.0 scale. This is the opportunity to become one of the select few who earn lifetime recognition as the highest national recognition an associate in business student can earn. The Beta Mu Chapter at North Arkansas College was established in January 2011.

Medical Laboratory Technology Club

This North Arkansas College organization is for students in the Medical Laboratory Technology Program. The club holds fundraisers throughout the year to help send students to regional conferences and to the Arkansas Medical Laboratory Educator's Forum Quiz Bowl. The mission of the MLT club is to encourage students to participate in community activities such as health fairs to promote development of their technical skills, professionalism and communication skills with the public and patients. For more information contact Sherry Gibbany at 870-391-3288, Room A110.

Northark Drama

In addition to providing theater experiences for Northark students, the Northark drama department's vision includes the whole community of Harrison, Arkansas. Community members are encouraged to audition for Northark main-stage productions. The goal of the drama program is to include all ranges in productions in order to teach performance and communication skills and instill confidence. Open auditions allow more variety in play selection and create performance opportunities for all ages.

Northark main-stage productions are most often seen at the Lyric Theater on the Harrison square. Information about upcoming events will be posted at www.northark.edu under Students and Clubs and Organizations. Interested students should contact Michael Mahoney, Room M130, 870-391-3144.

Northark FFA

Northark FFA provides students enrolled in agricultural courses and pursuing career objectives in the food, fiber, and natural resources industry or any college student interested in supporting the agriculture industry, agricultural education, or the FFA organization an opportunity to work with others with similar interest. The chapter actively supports the FFA chapters of the local schools by providing workshops, aiding the production of local livestock exhibitions, and providing a central location where career development events may be held.

North Arkansas College Farm Bureau

The North Arkansas College Farm Bureau's main goal is to promote agricultural awareness for everyone. The chapter was formed to give students the opportunity to become involved in Farm Bureau while learning about agricultural issues and policies as well as developing future leaders for the agricultural industry.

Phi Beta Lambda/Students in Free Enterprise (PBL/SIFE)

Phi Beta Lambda is the largest collegiate business student organization in the world. Phi Beta Lambda allows members to develop leadership,

communication and team skills as well as meet and network with others at the local, state and national level.

SIFE is an international organization that brings together a diverse network of students, academic professionals and industry leaders who share the vision of creating a better, more sustainable world. The organization designs projects to help raise the level of knowledge in Market Economics, Success Skills, Entrepreneurship, Financial Literacy Environmental Sustainability and Business Ethics. For more information contact Cheryl Keymer, 870-391-3225.

Phi Theta Kappa

Phi Theta Kappa is an international honor society which promotes scholarship, leadership, fellowship, and service. Members are eligible to compete for scholarships and participate in local, regional, national, and international meetings and institutes. Phi Theta Kappa strives to create an intellectual climate that fosters academic excellence, protect academic integrity, and develop leadership. For more information contact Sherri Townsend at 870-391-3279.

Pioneer Hands Club

The North Arkansas College Pioneer Hands Club encourages North Arkansas College students to participate in opportunities to increase their level of knowledge in agriculture by aiding local producers in the production of food and fiber and by assisting in the conservation of natural resources.

Rad Tech Club

This North Arkansas College organization is for students in the Radiologic Technology Program. Fundraisers throughout the year help to send students to the Arkansas Society of Radiologic Technologists Annual State Meeting where professional and academic activities are presented. Interested students should contact Sondra Richards, 870-391-3318 or Suzanne Woods, 870-391-3319.

SkillsUSA

SkillsUSA is a professional organization for trade, industrial and technical students and instructors. Dedicated to developing well-rounded students and future employees, it provides leadership, citizenship, and character development programs as well as job skill training. Interested students should contact the Director of the Northark Technical Center, 870-391-3513.

Student Government Association

The North Arkansas College Student Government Association (SGA) provides an official voice for students on issues that affect them. The members foster communication and cooperation between students, faculty, staff, and administration and work to improve all facets of the college. Offices and

representatives are elected in September and serve from October 1 to September 30 of the following year. They work on a wide variety of projects and events including student activity events. For more information students should contact Dr. Douglas Gere, 870-391-3204 or Dr. Cynthia Horkey, 870-391-3560.

Student Classifications

Definitions of student classification are as follows:

Freshman – a student who has accumulated 1 - 29 college level credit hours.*

Sophomore – a student who has accumulated 30 or more college level credit hours.*

*College preparatory courses do not count in cumulative credit hours for student classification.

Student Messages

The college does not provide a message service for students. Messages or telephone calls will not be reported to students except in the case of extreme emergency. Callers will be required to state the nature of the emergency.

Student Support Services (SSS)

Student Support Services, a federally funded TRIO program at Northark since 1977, provides eligible participant's assistance in areas targeted to enhance their college success. Numerous studies have shown that students who participate in programs targeting these areas have an enhanced likelihood for success compared to their peers. Areas include but are not limited to:

- Academic advisement and course selection
- Transfer advisement (including tours of 4-year colleges and universities)
- Cultural and education excursions (including an annual spring break trip)
- Career exploration
- Individual or group tutoring
- Peer tutoring and peer mentoring
- Enhanced access to technology
- Personal and social counseling
- Financial aid advisement and workshops
- Summer bridge program
- Personal Finances workshops
- Laptop computer loan program
- SSS supplemental grant program

Students with low incomes, especially if they are also first-generation college students and students with disabilities, are eligible to participate in SSS. Two-thirds of SSS participants must be either disabled or first generation students from low income families. One third of the disabled participants must also be low income students. To be eligible, students must be enrolled or accepted for enrollment. Those interested in participating in Student Support Services should contact Kim Brecklein, 870-391-3338, kbrecklein@northark.edu.

Student Health Issues

Students are responsible for their own health and accident insurance coverage while enrolled at Northark. A student group health insurance plan is not offered to students through the institution. Currently enrolled students may have access to health insurance through a student health insurance policy provided by a private insurance company. Applications are available in the Student Services Office.

In the case of non-emergency accidents or illness, students will be referred to their own physicians or a local health care facility. In an emergency situation, students who have been involved in accidents or are extremely ill will be transported to North Arkansas Regional Medical Center by ambulance. Students will be responsible for all medical expenses incurred during medical emergency and non-emergency situations. All on-campus medical emergency and non-emergency incidents must be reported to the Students Services Office.

Students with pre-existing medical conditions that require special procedures or contacts with relatives or local medical personnel should provide Kim Brecklein (located in M184—Advising Center) with pertinent, up-to-date information concerning the health issue. Examples of health issues that may need to be reported are seizures, heart problems, and fainting.

Students are responsible for their own medications. Institutional personnel will not be responsible for keeping or administering prescription or non-prescription drugs. Non-prescription drugs will not be distributed or dispensed for student use.

The Northark nursing faculty and/or students should not be used as resources for medical issues or emergencies.

Student ID

All Northark students are eligible to receive a student identification card. The student ID card enables students to check out books from Northark libraries and to obtain free admission to the Northark basketball games, other designated Northark events, and discounts at some restaurants in the

Harrison area. Student ID cards are available free of charge in the Student Services Office. Lost or damaged ID cards may be replaced for a fee of \$5.00. Students interested in obtaining a student ID card should inquire at the Information Desk in the Bradley Student Center.

Telephones

The college provides telephones for student use: two pay phones and three college-provided phones for local calling on the South Campus and one college-provided phone on the North Campus. When using the college-provided telephones, dial 9 before dialing the local number. When calling between campuses, dial the three-digit extension number.

Testing and Certification Center

The Testing and Certification Center is located in the South Campus Library. It offers a quiet environment for written or computerized make-up testing, high-stakes professional certification exams, and placement testing. Students should consult the Testing and Certification Center for hours of operation and plan to arrive at least one hour before closing time to allow enough time to finish their tests.

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Crisis Management Team, constitutes an ongoing or continuing threat, the Crisis Management Team will issue a campus-wide "Timely Warning," which will be distributed through campus e-mail to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Crisis Management Team may also issue a PA system announcement and/or post a notice on the college's website at www.northark.edu in the Announcements column on the home page and on the electronic message boards located at entrances at all three campuses, providing the college community with more immediate notification. Additionally, student may register at their individualized college home portal site to receive certain college alert and informational messages via text message.

Transfer of Credits

Transferring Credits to Northark Designated Northark advisors determine the general transferability of credits earned at other institutions to Northark, and each department may determine credit as fulfillment of specific degree requirements. Credit is not granted for remedial course content. Only courses

with earned credit of "C" or better will be accepted for transfer. Credits earned at other institutions will not be calculated in Northark GPAs.

Transferring Northark Credits Northark has transfer equivalency guides from several four-year institutions, and advisors are available to assist students in planning their course work. Students planning to transfer should work with an advisor to ensure that course work taken at Northark meets the requirements of the intended transfer institution. In addition, Northark hosts a Transfer College Day every spring. Representatives from many four-year institutions in Arkansas and surrounding states are available to assist students and to answer questions.

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses among Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer; institutional policies may vary. ACTS may be accessed on the Internet by going to <http://acts.adhe.edu>.

Transcripts

Official transcripts and personal records are confidential information which is in protective custody in the Registrar's Office (M185). Transcripts are released upon the student's signed request.

Veterans' Benefits

There is considerable financial assistance available to veterans and their families. Information may be obtained from the Veterans' Coordinator, Jim Heuer, North Arkansas College North Campus, 870-391-3188. Information is also available from the Department of Veterans Affairs Regional Office, 2200 Fort Roots Drive, Building 65, North Little Rock, AR 72215, 1-800-827-1000 or 1-888-442-4551, or from the web site at <http://www.gibill.va.gov>.

Withdrawing from Classes

Students who wish to withdraw from a class or classes after the end of registration must complete the following steps:

South Campus:

1. Obtain drop form from an academic counselor.
2. Obtain signature of instructor.
3. Return completed form to the Registrar's Office, Room M 185.

North Campus:

1. Obtain drop form in Room 15 or 14.
2. Obtain signature of instructor.

3. Return completed form to Room 15 or 14.

Official withdrawal from any class is not complete until the student has completed the steps above.

Withdrawal by end of registration period:

- No grade recorded on transcript.

Withdrawal by the end of the posted last day to withdraw (for withdrawal dates and deadlines, consult the academic calendar online, in the Northark catalog, or in this planner):

- Receive W on transcript.

Students withdrawing from a class that differs from the fifteen-week regular semester will have the same percentage of time to withdraw with a grade of "W."

Without the instructor's written permission, students may not be reinstated into a class from which they have officially withdrawn. No reinstatement may be made after the final examination period has begun.

Caution: Financial Aid recipients should take note that dropping some/all classes may partially reduce or revoke financial aid and could result in a significant account balance due or, if financial aid residual has already been received, some repayment may be required.

****Failure to attend classes and/or to pay tuition does not constitute official withdrawal. Faculty will not withdraw students for non-attendance.****

Student Conduct

The Board of Trustees of North Arkansas College has the authority to establish rules and regulations which will facilitate the operation of the college and which are in the best interest of the college community. North Arkansas College assumes that, by the act of registering, the student agrees to obey all rules and regulations set forth by the college.

The administration reserves the right to deny participation in the internal life of the college community to any individual or group that knowingly and deliberately violates any campus rule with which they disagree. Students do not have the right to invade the privacy of others, to damage the property of others, to disrupt the regular and essential operation of the college, or to interfere with the rights of others.

The jurisdiction and discipline of the college shall apply to conduct that occurs on property owned, occupied or used by the college; while a student is

attending or participating in any college related activity; or in any location if the conduct adversely affects the student's suitability as a member of the college community or is detrimental to the interests of the institution.

Violation of these policies may result in probation or suspension from any classroom activity. Visitors to Northark's campuses are subject to the same standards of conduct as Northark students; violation may result in visitors being denied access to Northark campuses, services, and events.

Students who are victims of or witnesses to a violation of any of the following policies should fill out an Incident Report Form and return it to office of the Executive Vice President of Learning or the Vice President of Student Services. Forms are available at the switchboards of all campuses and in the Student Services office.

Cellular Phones and Pagers

The use of cellular phones and pagers in the classroom is prohibited at Northark.

Cheating, Plagiarism, Test Tampering

(Please see Academic Integrity below.)

Firearms or Weapons

Carrying and using firearms, ammunition, knives, clubs, or any other assault weapon on college property is prohibited by state statute. Firearms and weapons may not be kept in the building or in vehicles on campus. Discharge of firecrackers or any other type of firework is prohibited.

Gambling

Any form of gambling on campus or at any college-sponsored activity is forbidden by state statute.

Inappropriate Use of Computers

(Please see Computer Use Policy below.)

Intoxicants and Drugs

The use or possession of drugs, intoxicating liquors, and/or beer while on college property is strictly prohibited by state statute. Entering the campus under the influence of drugs or intoxicating liquor is likewise prohibited. (Please see Substance Abuse Policy below.)

Physical or Verbal Abuse

Physical or verbal abuse of any person on the property of North Arkansas College or disregard for the physical well-being or rights of any person on Northark-owned property or any conduct which threatens or endangers the health, safety or well-being of any such person is prohibited.

Sexual Harassment

Sexual harassment will not be tolerated at North Arkansas College.
(Please see Sexual Harassment Policy below.)

Stalking

Arkansas state statute defines stalking as a purposeful “course of conduct that harasses another person and makes a terroristic threat with the intent of placing that person in imminent fear of death or serious bodily injury or placing that person in imminent fear of the death or serious bodily injury of his or her immediate family.” Stalkers use several methods and instruments to harass and threaten their victims: telephone, computer (Internet/E-mail), fax, letters, gifts, following (walking/transport), going to the victim’s home or place of employment, vandalism.

Student Dress

Northark students are expected to dress in a manner appropriate for responsible adults in an educational setting.

Theft

Theft, vandalism, defacement, or damage to property of North Arkansas College, its premises, or the property of other students or members of the Northark community is prohibited.

Threats

Any act of threat, including profane or abusive language, perpetrated for the purpose of harassing or submitting any member of the College to pain, discomfort or indignity, whether in or on Northark property is prohibited.

Tobacco

North Arkansas College is committed to providing its students and employees a safe and healthy environment. Because of this commitment, on October 1, 2005, all college campuses became tobacco free. As of this date, tobacco consumption is no longer permitted on any college property. (Please see Tobacco Use Policy below.)

Vandalism

Students are expected to respect the property of the college and that of others. Damage to or destruction of such property is prohibited.

Academic Integrity

North Arkansas College’s commitment to academic achievement is supported by a strict but fair policy to protect academic integrity. This policy regards academic fraud and dishonesty as offenses requiring disciplinary action.

- **Cheating**
Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- **Facilitating academic dishonesty**

Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

- **Plagiarism**
Intentionally or knowingly representing the words and ideas of another as one's own in any academic exercise.
- **Test Tampering**
Intentionally gaining access to restricted test materials including booklets, test banks, questions or answers before a test is given; or tampering with questions or answers after a test is completed.

Cases of cheating and plagiarism at Northark are considered to be serious offenses and are subject to one or more of the following alternatives:

1. No credit for the assignment or opportunity for make-up.
2. Loss of credit and student will be immediately dropped from the course.
3. Permanent suspension from Northark.

Students may resolve disciplinary action by following this chain of appeal:

Instructor
Dean or Program Director
Executive Vice President of Learning
Institutional Standards and Appeals Committee

Computer Use Policy

To maintain the highest level of computing service to Northark's students and staff, there are certain regulations that must be followed. These regulations are detailed in the Computer Use Policy, www.northark.edu/mcs/policies/index.htm.

This policy helps to enforce national, state, and local laws regarding the use of computers, the Internet, and email. Any misuse of the college's computers could result in a loss of computing privileges. The Information Technology Department monitors the use of each computer and takes the appropriate action when the policy has been violated. For more questions about the Computer Use Policy or to report malicious or suspicious computing practices, please see Rick Williams, Room C503, on the Center Campus or call 391-3233.

Sexual Harassment Policy

Sexual harassment is reprehensible and will not be tolerated at Northark. Therefore, no member of the college community shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- b. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

Sexual harassment encompasses any sexual attention that is unwanted. Examples of the verbal or physical conduct prohibited by the above stated policy include, but are not limited to:

- a. Physical assault;
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- c. Direct propositions of a sexual nature;
- d. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring;
- e. **A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following:**
 - o Comments of a sexual nature;
 - o Sexually explicit statements, questions, jokes or anecdotes.
- f. **A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:**
 - o Unnecessary touching, patting, hugging or brushing against a person's body;
 - o Remarks of a sexual nature about a person's clothing or body;
 - o Remarks about sexual activity or speculations about previous sexual experience.

Students may obtain a copy of Northark's sexual harassment policy in Student Services. All inquiries will be treated confidentially. In addition, any student who believes he/she is a victim of sexual harassment should complete a copy of the Incident Report Form and return it to the Executive Vice President of Learning or the Vice President of Student Services. Copies of this form may be obtained at the switchboard on any campus or from Student Services.

Substance Abuse Policy

In compliance with applicable federal, state, and local laws, and with the belief that substance abuse is detrimental to the functioning of the individual, his/her family, the local community and North Arkansas College, Northark prohibits the possession, use, or distribution of illicit drugs and alcohol on its property or at any Northark sponsored activities.

The above prohibition applies equally to all students, employees and any visitors to the college. As required by law, Northark will evaluate and impose disciplinary sanctions on a case-by-case basis. Such reviews will consider the severity of the individual's action(s), academic/employment record and previous offenses, if any. Northark reserves the right to place students/employees on probation for a period of time determined appropriate by the institution. Subsequent offenses could result in suspension from school/employment or termination of school attendance or employment.

Initial sanctions are not restricted to probation, and Northark reserves the right to suspend individuals on the first offense, if the circumstances indicate such a sanction is appropriate. Northark also reserves the right to require an individual to complete a rehabilitation program before reinstating that individual in school or for employment.

Students and employees should understand that sanctions are not restricted to those imposed by North Arkansas College. Individuals are subject to the penalties imposed by local, state, and federal law. The penalties for possession of and/or trafficking in illicit drugs vary, depending upon the substance(s) involved and quantity and previous offenses, if any. Fines can range from the thousands of dollars into the millions, while imprisonment can be for as long as life.

Long-term counseling or rehabilitation agencies/services are listed below.

Alcoholics Anonymous (also Alateen) 902 N. Maple Harrison, AR 72601 (870) 365-3080 (800) 808-8680	Family Psychological Center Dr. Charles Nichols 623 North Walnut Harrison, AR 72601 (870) 743-6225	Harris, Stephen Ph.D. 715 W. Sherman, Suite F Harrison, AR 72601 (870) 741-1200
Narcotics Anonymous 1-800-338-8750	New Hope Counseling 121 Industrial Park Road Harrison, AR 72601 (870) 743-2056	North Arkansas Counseling Foundation 128 W. Stephenson Harrison, AR 72601 (870) 743-6314
Ozark Counseling Service 720 Goblin Drive Harrison, AR 72601 (870) 741-8216	Vista Health 117 Sawgrass Harrison, AR 72601 (870) 741-2658	

Tobacco Use Policy

The North Arkansas College Board of Trustees established a tobacco-free policy prohibiting tobacco use in any form on any college facility, effective October 1, 2005.

In response to the Arkansas Clean Air on Campus Act of 2009, the following comprehensive policy is adopted. North Arkansas College acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. Northark further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, and in support of a safe and healthy learning and working environment, Northark adopts this 100 percent tobacco-free campus policy to be implemented on August 1, 2010.

1. Smoking or use of any and all tobacco products is prohibited on and in all Northark facilities—all owned or leased properties, and college-owned, leased or rented vehicles. This includes but is not limited to all college sidewalks, parking lots, landscaped areas and recreational areas; at lectures, conferences, meetings and social and cultural events, athletics events, and graduations held at college facilities.
2. Smoking materials must be extinguished and disposed of properly prior to exiting your vehicle. Improper disposal includes but is not limited to:
 - ❖ Spitting smokeless tobacco product.
 - ❖ Littering (i.e., discarded cigarette butts and tobacco packaging, throwing cigarette butts out of windows, etc.).
 - ❖ Anything that creates fire hazard.
3. This policy applies to all administrators, faculty, staff, students, clients, contractors and visitors -- and any and all persons utilizing campus

facilities. The policy is in effect at all times before, during, and after campus hours.

4. For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products, and any other smoking product; and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff or snus, in any form (orbs, sticks, strips, pellet, etc.).
5. The sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos) is prohibited in and on all college facilities and at all college-sponsored events, regardless of the venue.
6. The free distribution or sampling of tobacco products and associated products is prohibited on all college-owned or leased facilities and at college-sponsored events, regardless of the venue.
7. Tobacco industry and related company sponsorship of campus events, including athletic events and athletes, is prohibited.
8. Northark shall not accept any direct or indirect funding, gifts or anything else of value from tobacco companies.
9. Northark officials, faculty, and staff or other persons representing the campus, including campus organizations, shall not accept money or gifts or enter into any arrangement, association, or partnership with representatives of tobacco companies, including:
 - ❖ Sponsorship of campus events by organizations that promote tobacco use and/or allowing them to distribute free, reduced price or fully priced tobacco-related products (shirts, hats, etc) on campus.
 - ❖ All tobacco advertising, such as billboards and signs at athletic events.
10. Companies that manufacture tobacco products are excluded from participating in campus career fairs or other vocational or recruitment activities.
11. All tobacco promotion, advertising, marketing and distribution are prohibited in and on Northark facilities and in any and all Northark publications.
12. Northark shall provide cessation resources information, including the Arkansas Department of Health Free Tobacco Quit line number 1-800-QUIT-NOW. Tobacco treatment programs shall be publicized regularly in student and staff publications, through Student Services, and through other appropriate means.
13. Implementation and compliance:
 - ❖ A campus committee shall develop a plan for communicating this policy to administrators, faculty, staff, students and visitors.
 - ❖ This policy shall be included in the student, staff and faculty handbooks, new employee and student orientation programs, in

admissions application materials and other campus documents where appropriate. The college shall provide a comprehensive marketing and signage effort to ensure that all college visitors, vendors, guests and other people arriving on facilities owned or leased by North Arkansas College are aware of this tobacco-free policy.

- ❖ Tobacco waste management products such as ashtrays, snus trays, and spittoons shall be removed.
- ❖ Violators of the policy shall be issued a verbal reminder of the policy. If the offense continues, a second verbal warning will be issued. If this warning is ignored, the violator, upon conviction, shall be punished by a fine of not less than \$100 or more than \$500. A campus telephone number and e-mail address will be promoted to report violations.
- ❖ All students, faculty and staff share in the responsibility for adhering to and enforcing this policy which is in compliance with the Arkansas Clean Air on Campus Act of 2009 passed by the Arkansas legislature.