NorthWest Arkansas Community College Administrative Policies and Procedures

This document is under review for edits/revisions/deletion. It is recommended you check with the supervising department or Cabinet member if you have questions about the status of a particular policy.

Table of Contents

Section 1: College Organization: Policies and procedures related to the overall College and its mission, the Board of Trustees, College organization and broad institutional subjects.

Section 2: Human Resources: Policies and procedures related to human resource functions, prospective and current employees, employee leave, vacation and other benefits, employment issues, employee discrimination, harassment and discipline.

Section 3: Learning Programs and Services: Policies and procedures related to all learning programs and services provided to credit and non-credit prospective and current students, and academic and faculty policies and procedures.

Section 4: Students: Policies and procedures related to student conduct, student activities, student organizations, student publications and other student matters.

Section 5: College Administrative Operations: Policies and procedures related to business, financial and administrative support operations at the College, including information technology services, physical plant, and public safety.
Section 6: College Advancement: Policies and procedures related to all College advancement, fund raising, marketing and public relations activities.

Section 1: College Organization

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>SECTION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission and Purposes of the College</td>
<td>1-1-1</td>
</tr>
<tr>
<td>General Powers, Duties, and Responsibilities of the President</td>
<td>1-2-1</td>
</tr>
<tr>
<td>Table of Organization</td>
<td>1-2-2</td>
</tr>
<tr>
<td>Administrative Assignments</td>
<td>1-2-3</td>
</tr>
<tr>
<td>College Cabinet</td>
<td>1-2-4</td>
</tr>
<tr>
<td>Inclement Weather or Emergency Closing and Cancelation Policy</td>
<td>1-2-6</td>
</tr>
<tr>
<td>Inclement Weather Safety Policy</td>
<td>1-2-7(1-3)</td>
</tr>
<tr>
<td>Accreditation and Standards</td>
<td>1-3-1</td>
</tr>
<tr>
<td>Membership in Professional Organizations and Associations</td>
<td>1-3-2</td>
</tr>
<tr>
<td>Official Publications</td>
<td>1-3-3</td>
</tr>
<tr>
<td>Ownership of Materials Produced by College Personnel</td>
<td>1-4-1(1-3)</td>
</tr>
<tr>
<td>Official Functions</td>
<td>1-5-1</td>
</tr>
</tbody>
</table>
NorthWest Arkansas Community College Administrative Policies and Procedures

Public Grievances  1-6-1

College Legal Counsel  1-7-1

Mission and Purposes of the College  1-1-1

MISSION STATEMENT

NorthWest Arkansas Community College is a comprehensive, public two-year College that serves and strengthens the community through learning for living.

OBJECTIVES

1. Enable students to earn an associate degree, then successfully pursue their education at other institutions.

2. Enable students to become employed and advance in a variety of occupations through technical and vocational courses, certificates, and degree programs.

3. Support each student as an individual learner through a quality library and educational technology.

4. Support the economic development of individuals, business and industry and the community.
5. Establish preparatory skills development in mathematics, reading, and English for individuals whose previous educational achievements may have been insufficient to allow them to reach their personal or occupational goals or to succeed in college-level course.

6. Establish a cooperative effort with business and industry and local Chambers of Commerce to provide job entry-level skills, by retraining or upgrading job skills leading to more productive employees or to job advancement.

7. Provide student services including, but not limited to, counseling and guidance, career exploration and assistance, and financial aid.

8. Enrich the vocational and intellectual lives of individuals and the quality of life in the community.

9. Enable students to take and pass appropriate licensing and/or certification examinations.

Adopted: September, 2000

General Powers, Duties, and Responsibilities of the President 1-2-1
NorthWest Arkansas Community College Administrative
Policies and Procedures

Policy:

The President shall administer the College in accordance with existing Arkansas law, Coordinating Board for Higher Education regulations, and Board of Trustees' Policy.

President. The President is the chief administrative officer of the institution and the executive officer of the Board of Trustees. The President has final administrative responsibility for and authority over all college related matters, and serves as a bridge of communication between the Board and the College.

The President shall have primary responsibility in the following areas: (1) daily operations; (2) public relations; and (3) planning.

Adopted: September, 2000

Organizational Structure

Policy:
NorthWest Arkansas Community College Administrative Policies and Procedures

The President of NorthWest Arkansas Community College will have completed in full the basic Table of Organization for the College with appropriate sub-tables, when needed. An Organizational chart(s) will be developed by the administration and will be available on the shared "K" drive and other designated locations.

The President is responsible for the overall organizational structure of the College. An organizational flow chart is developed by the President and the President's Cabinet and made available to the campus community through the Intranet (K-drive) and in other designated locations throughout the college.

Adopted: September, 2000

Administrative Assignments 1-2-3

Policy:

The President shall have the responsibility and authority to assign administrative duties to Cabinet members and individuals who are directly responsible to the President. Serving the academic, occupational and developmental needs of the College's constituency is the paramount responsibility of the administrative staff. It is their duty to coordinate and lead the various divisions of the College in order that the mission of the college and common goals of the total learning community will be realized. Each employee under the direction of an immediate supervisor, is expected to carry out the college mission as he/she works within the framework of their individual responsibility.
NorthWest Arkansas Community College Administrative Policies and Procedures

Copies of administrative staff job descriptions are kept in the Department of Human Resources, supervisor's files, and a copy is given to the employee.

________________________________________________________________

Adopted: September, 2000

College Cabinet 1-2-4

Policy:

As a general rule, administration of the college is handled by the President and the President's Cabinet.

Membership of the cabinet will be determined by the President. Weekly meetings, special called meetings, retreats, and individual conferencing among members of the Cabinet provide opportunities for institutional management activities and decision.

________________________________________________________________

Adopted: September, 2000
Inclement Weather or Emergency Closing/Canceling

Closing the College administrative offices, canceling or rescheduling classes may be necessary from time to time due to inclement weather and/or response to emergencies at the College. Decisions on any closings, cancelations or rescheduling shall be made by the NWACC President or the President’s designee.

Inclement Weather

1. The policy that follows immediately below applies to NWACC classes, offices and activities at the following locations:

- Bentonville Campus
- College at the Crossing
- Washington County Center
- Fayetteville Corporate Learning
- Regional Technology Center
- The Jones Trust Center
- The Center for Non-Profits at St. Mary’s
- Farmington Schools Facility
- All other NWACC classes, offices and activities except for the Early College Experience (ECE) classes.

(Please note the separate policy on the following page that applies to the Early College Experience (ECE) classes)
Announcements of decisions to close and/or open and/or change class or office hours will be made by **5:30 a.m.** for daytime activities and **2:00 p.m.** for evening activities through the local media and on the Student Information Line (479-619-4377), the Staff Information Line (479-619-4343), and on the College home page at [www.nwacc.edu](http://www.nwacc.edu). The announcement will also be sent to students and employees who have signed up for the NWACC emergency text message notification system and by email to students and employees.

If necessary, due to impending inclement weather, decisions to close offices, cancel classes or change hours may be made at any time.

Unless announced otherwise, NWACC will be open at the regularly scheduled times. This policy may differ from inclement weather policies of local public school districts because:

1. NWACC does not bus students, as do the public schools;
2. The College has evening classes, but the public schools normally do not;
3. NWACC classes may be canceled, but the College administrative office may be open.

Due to the fact that NWACC has some unique situations to consider, decisions to open and close the College have to be made based on the needs of the College district and cannot necessarily correspond with decisions of local public schools or other area entities.

Should NWACC have to close or delay opening one location (i.e., Bentonville, Bella Vista or WCC) because of weather, all locations will close or delay opening. Only designated essential NWACC personnel should report to work when the College is closed. No other employees should enter any buildings when the College is closed.

Students and employees are encouraged to make decisions regarding reporting to class or to their respective work stations based upon their own individual set of circumstances. The College values the safety of each individual and expects that people will take responsibility for safeguarding their own welfare.
Ozark Regional Transit (ORT) will notify NWACC officials if they plan to cancel or change their schedule to or from NWACC locations due to inclement weather. NWACC officials will forward that information to college employees and students in as timely a manner as possible. Employees and students should contact ORT directly if they have any concerns about the bus schedule.

The policy that follows applies to NWACC Early College Experience (ECE) Career and Technical Classes only.

The decision to cancel any ECE Career and Technical class for inclement weather will correspond to the closing of the facility identified for each ECE Career and Technical class site location listed below.

<table>
<thead>
<tr>
<th>ECE Career &amp; Technical Class Site Location</th>
<th>Corresponding Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical @ Burns Hall, Bentonville</td>
<td>NWACC</td>
</tr>
<tr>
<td>Cosmetology@ CAHD-Rogers</td>
<td>Contact Rogers CAHD</td>
</tr>
<tr>
<td>Criminal Justice@ Kirksey Annex</td>
<td>Rogers Public Schools</td>
</tr>
<tr>
<td>Food Production Mgmt &amp; Services @ Non-Profit Center</td>
<td>NWACC</td>
</tr>
<tr>
<td>Cosmetology@ CAHD-Siloam Springs</td>
<td>Contact Siloam Springs CAHD</td>
</tr>
<tr>
<td>Criminal Justice @ Siloam Springs High School</td>
<td>Siloam Springs Public Schools</td>
</tr>
<tr>
<td>Medical @ Siloam Springs High School</td>
<td>Siloam Springs Public Schools</td>
</tr>
<tr>
<td>Automotive@ Northwest Technical Institute</td>
<td>Springdale Public Schools</td>
</tr>
<tr>
<td>Cosmetology@ CAHD-Springdale</td>
<td>Contact Springdale CAHD</td>
</tr>
<tr>
<td>Medical @ Jones Trucking Center</td>
<td>NWACC</td>
</tr>
<tr>
<td>Dental Assisting@ Regional Technology Center</td>
<td>Fayetteville Public Schools</td>
</tr>
</tbody>
</table>

Should weather conditions necessitate class cancellation, students and parents will be notified by announcements over area television and radio stations located in NWA. Each ECE Career and Technical site may not be listed separately.

We expect and encourage students and their parents to use their own good judgment in making the decision about whether to drive or be transported on local roads during inclement weather. Therefore, the ECE Career and Technical students will be given an excused absent if their home school has cancelled classes for inclement weather for the day and they decide it is unsafe for them to attend a class that has not been cancelled.
NorthWest Arkansas Community College Administrative Policies and Procedures

NWACC Inclement Weather Payroll and Leave Policy

If the College officially closes due to weather related conditions, that decision shall state the hours or days the College shall remain closed. College employees shall be granted Administrative Leave for their normal work hours during the period the College is officially closed. Administrative Leave time does not affect the employees’ vacation, comprehensive time or sick leave bank.

If the College opens at the normal start time or a late-start time during an inclement weather event, employees are encouraged to make their own decisions regarding whether or not they attempt to come to work. If employees arrive at the official normal start time or the official late start time, they shall be given credit for a full day’s attendance. Employees arriving after this time shall be charged the full amount of time involved in the tardiness, and employees not coming to work at all shall be charged a full day’s absence. The hours charged shall come from the employees’ vacation bank.

If the College officially closes during regular College hours due to inclement weather, employees who are allowed to leave early shall be granted Administrative Leave for this time.

**Emergencies**

The NWACC President may decide to close offices, cancel or alter the schedule of classes at any or all locations due to an emergency. If this decision is made media and college employees will be notified via local media outlets and the NWACC emergency text message notification system.
Policy:

NorthWest Arkansas Community College will provide to the extent possible a warning system for inclement weather that threatens college faculties, employees or students.

Some inclement weather events like strong winds, rainstorms or tornados will require students and employees to go to sheltered areas within their respective college buildings. In these cases, students and employees should not evacuate the building, since this may cause injury. Advance planning and a quick response are the keys to surviving inclement weather. The College values the safety of each individual and expects that people will take responsibility for safeguarding their own welfare.

Inclement Weather Safety Procedures:

NorthWest Arkansas Community College Public Safety Department personnel will monitor inclement weather in the area and will respond to all levels of notifications from
the National Weather Service. The procedure will be to notify the College President or administrator in charge, other administrators, College Emergency Coordinators and building occupants of a severe weather warning. If a “take cover warning” is issued by the NWS, building occupants will immediately be notified and should move to sheltered areas. Emergency Coordinators will assist building occupants to get to these areas and to take cover.

The weather notification the National Weather Service uses are the following:

**A Tornado or Severe Weather Watch**

- Conditions are right for the formation of severe storms
- Continue activities, but be alert for changes in the weather.
- Outside activities must be monitored carefully due to lightning and high winds.

**A Tornado or Severe Weather Warning:**

- Department of Public Safety personnel will notify the College President or Administrator in charge, other College administrators and building Emergency Coordinators.
Inclement Weather Safety Policy - Continued

- Department of Public Safety personnel will notify building occupants of the affected facilities to **prepare to move to a designated shelter area or other place of safety**.
- A tornado warning will be a verbal warning made over the Burns Hall or Shewmaker Building public address system or a verbal warning passed on to administrators in charge of the various campus centers.
- This warning means that a tornado has been sighted or the signature of a tornado has been detected by radar.

**A Take Cover Warning**

- If a tornado is spotted and is moving in the direction of a college building, the weather service will issue a “take cover” warning for persons in the path of the storm.
- Even if a tornado is not directed at the exact location of a college building, strong winds, lighting and hail may occur.
- Department of Public Safety personnel will notify the College President or Administrator in charge, other College administrators and building Emergency Coordinators.
- Department of Public Safety personnel will notify building occupants to **move to a designated shelter area or other place of safety**.
- A take cover warning will be a verbal warning made over the Burns Hall and Shewmaker Building public address announcement system or a verbal warning passed on to the administrators at the East Campus or the Washington County Center facilities.
- Once this warning is given, all building occupants should move to one of the places designated in your building as a severe weather shelter. These shelters are indicated by signs in the buildings and on emergency
evacuation maps in the buildings. All interior hallways of buildings away from glass are designated severe weather shelter areas. Emergency Coordinators will be in the buildings hallways to direct occupants to these shelters.

- If you are unable to immediately find a designated shelter area, go to an interior room of the building. DO NOT go outside to reach a shelter area. In addition, follow these guidelines in seeking shelter:

Inclement Weather College Safety Policy (Continued) 1-2-7(3)

SEEK THE NEAREST SEVERE WEATHER SHELTER IN YOUR AREA.

- Go to an **inner hallway** or a smaller **inner room** without windows, such as a bathroom or closet.
- Vacate any exterior rooms and close the doors to those rooms.
- Get away from windows.
- Take shelter under stairwells and tables, if possible.
- Go to the center of the room. Stay away from corners because they tend to attract debris.
- Sit down.
- Cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Updates on the college severe weather status will be made using the 619-4343 and 619-4377 information lines.

Adopted: April, 2005

Accreditation and Standards 1-3-1

Policy:

NorthWest Arkansas Community College shall maintain standards for evaluation as required by the regulations of the Coordinating Board for Higher Education and appropriate accrediting agencies.

The College shall seek accreditation by the appropriate state, regional, and professional bodies. Regional accreditation shall be granted through The Higher Learning Commission of the North Central Association of Schools and Colleges.

Adopted: September, 2000
Revised: July, 2005
Membership in Professional Organizations and Associations 1-3-2

Policy:

Payment of institutional membership in professional organizations and associations may be authorized from College funds upon specific approval of the President or the applicable Cabinet member.

Adopted: September, 2000
Policy:

The administration shall publish such official documents as are necessary for the operation of the College, including catalogs, handbooks, and administrative manuals.

Adopted: September, 2000

Ownership of Materials Produced by College Personnel 1-4-1(1)

Policy:

The President is responsible for implementing administrative procedures regarding ownership of materials produced by college personnel. These procedures should comply with existing copyright laws, should be fair to the employee, and should provide for responsible use of college resources and the professional integrity of the institution.

The administration of NorthWest Arkansas Community College is committed to assisting the efforts of its personnel in being innovative, creative, and effective in guiding students in the learning process. The College attempts to allocate its resources in a manner that will provide full support of efforts to improve instruction.
It is the desire of the College to protect the interests of its personnel and students in relation to original ideas and works which may have monetary value. At the same time, it is important that public funds and property not be used for personal gain.

It is also important the College personnel and students adhere to current laws relating to the use and reproduction of copyrighted materials. This includes digitally stored and/or transmitted materials.

Procedures:

To achieve these ends, the College has drawn up procedures to guide the production and dissemination of instructional and student materials.

Instructional Materials

1. Instructional materials and associated copyrights/patents are the property of the College if they are produced on College time by College personnel whose primary duties include such work. Permission for subsequent use of these materials in off-campus publications must be obtained from NorthWest Arkansas Community College.

2. Instructional materials and associated copyrights/patents which are developed by College personnel acting in the scope of their employment, but in addition to the performance of their primary duties, shall be jointly owned by the College and said developer(s). The College, in return for unrestricted clearance to use and reproduce original materials without further cost, shall transfer to said developer(s) full ownership of copyright/patents in accordance with conditions prescribed in #3 just below.
Ownership of Materials Produced by College Personnel –(Con’t) 1-4-1(2)

3. In the event that materials are sold to entities outside the College, all income will go to the College until all departmental expenditures incurred by the College, including prorated salaries of support staff, supplies and other related expenses are recovered. Reimbursement to the College may be amortized based upon a predetermined schedule reflecting value accrued to the institution. Thereafter, all profits will go to the developers of the materials.

4. Any materials developed by College personnel on their own time, at their own expense, utilizing outside resources, are the sole property of those individuals.

5. No member of the instructional staff shall realize a profit from materials sold solely to NorthWest Arkansas Community College students.

6. In developing materials, College personnel will adhere to all copyright laws.

Student Materials

1. All production expenses incurred by the College in the development of student projects will be properly reimbursed. If the College and student agree, the College may reproduce these materials for use within the College, at its own expense. The College will not have the right to sell the materials to sources outside the College.

2. Any material developed by the student, at his/her own expense, are sole property of the student along with all copyrights.
NorthWest Arkansas Community College Administrative Policies and Procedures

3. If the College agrees initially to fund or later to purchase the student project, College ownership will include all rights for usage and copyright privileges. In this case, the student may retain a copy of his/her project for personal use only and not for sale or distribution.

4. Classroom production, including paintings, sculpture, original musical compositions, and literary works are the sole property of the student and will not be retained by the College unless mutually acceptable arrangements are made.

Ownership of Materials Produced by College Personnel –(Con’t) 1-4-1(3)

5. In order to support academic freedom for the faculty, create opportunities for student expression, and insure administrative accountability, it will be the normal practice for the student and the teacher to decide on these activities. However, in the event it is appropriate under applicable law, these activities may be reviewed by the administration to insure that the content and subject matter are acceptable under factors such as contemporary community standards.

6. In developing materials, students will adhere to all copyright laws.

Legal Reference: United State Code Annotated (U.S.C.A.), Title 17 Copyrights

A.C.A. 19-11-701 et seq.

Adopted: September, 2000
Official Functions

The State of Arkansas has specific guidelines regarding the purchase of food/beverage items. In general, food/beverage purchases for state employees are prohibited by state purchasing regulations.

All requisitions for the purchase of food items and/or services must be approved by Director of Budget & Analytical Services prior to purchase. Food/beverage purchases associated with grants and paid with restricted funds follow the same purchase guidelines and must be included in the approved budgeted expenditures of the grant or restricted fund.

By June of each year, all requests for the purchase of food items or services for the next fiscal year (July 1st to June 30th) must be submitted to the Director of Budget & Analytical Services for approval in the form of a letter. The letter should list the following information:
NorthWest Arkansas Community College Administrative Policies and Procedures

1. Date of the Event,
2. Description of the Event (see official functions below),
3. Justification for need of the expenditure, and list of attendees.

“OFFICIAL FUNCTIONS”

All food/beverage purchases must qualify or meet at least one of the “Official Function” categories listed below to be considered for approval:

1. **Meetings to host official guests of the college.** (Guests of the college include: visitors from other universities, members of the community, societies or organizations, boards, accreditation groups.)

2. **Meetings of official in-house committees and advisory groups which require a working luncheon or employees to work through the lunch hour.**
   (Note: Where these meals are involved, they must be a necessary and integral part of the business meeting, not a matter of personal convenience).

3. **Scheduled official receptions for guests of the college, student honors ceremonies.**

4. **Meetings of an administrative nature which require a working luncheon or employees to work through the lunch hour.**
   (Note: Where these meals are involved, they must be a necessary and integral part of the business meeting, not a matter of personal convenience)
5. **Student Functions**

6. *Meetings with prospective college donors for the purpose of generating good will.*

7. *Receptions for an official purpose* (such as: fundraising events, student organization meetings, commencement exercises, cabinet meetings, board meetings).

In the event that a legitimate need to requisition food items/meals that was not previously included in the approved annual food request letter should arise, the department should send a letter with the information listed above to the Director of Budget & Analytical Services for approval. Upon approval and return of signed letter to the department, a requisition may be generated. The approval letter should be attached to the purchase requisition and submitted to Purchasing Dept. The Purchasing Dept. will not accept or process any internal Purchase Requisition form for any food purchases that does not have the appropriate approval attached (purchase requisitions will be returned to the requisitioning department).

Any questions regarding this policy should be directed to the NWACC Purchasing Department.

**NOTE:** If Official Functions are to be catered, then according to the NWACC food service contract, the firm that has been awarded the college food service contract must be given the first opportunity to provide this service before contacting any outside vendor.
Adopted: September, 2000

Revised: March, 2008

Public Grievances

Policy:

The Board of Trustees and administration wish to be open to public concerns and to insure that responses to questions raised during Board meetings are factual, concise, and based on previous documented action.

While any citizen may present comment at the designated time during Board meetings, topics or questions requiring specific answers must be presented in writing to the College President and Chair of the Board a minimum of one week prior to the Board meeting.

Questions concerning a difference of opinion between staff or faculty and other persons or groups should be handled through proper administrative procedures. Persons or groups must attempt to resolve grievance problems or differences through procedures
NorthWest Arkansas Community College Administrative
Policies and Procedures

and be brought before the Board only when the issue cannot be resolved after exhausting all administrative channels.

Due to the necessity of limiting Board meetings to a reasonable time schedule, and because of the volume of agenda items, the Board has placed a time limit of 2 minutes on comments or questions by any group or individual who appears before the Board. The group may designate more than one individual to speak for the group but the group time limitation will be 2 minutes.

Once written notification is received by the President and the Board Chair, the President will arrange a meeting with the complaining party within 2 work days, if possible, to resolve the issue and/or provide answers to questions raised in the written notification.

Input from employees may be arranged by the College President if such input would be helpful in resolution of the complaint. The president will determine who attends the meeting with the complaining party. Should the complaining party have his/her attorney present, the Board attorney will also attend the meeting.

If no resolution is reached between the complaining party and the President, the President will forward within 2 working days a written report to the Board Chair for further discussion and review at the next Board of Trustees meeting.

________________________________________________________________

Adopted: September, 2000
Policy:

NorthWest Arkansas Community College is represented by legal counsel from the State of Arkansas Office of the Attorney General and by private legal counsel approved by the College Board of Trustees.

Only the College President and the Executive Director for and Compliance with the President’s approval shall initiate contact with legal counsel to discuss college legal matters. As required and with the approval of the College President, other college officials may be asked to discuss college legal issues with College legal counsel.

Adopted: November, 2004
### SUBJECT

<table>
<thead>
<tr>
<th>Subject</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Department</td>
<td>2-4-1</td>
</tr>
<tr>
<td>Employee Records</td>
<td>2-4-2</td>
</tr>
<tr>
<td>Employment Documents and Procedures</td>
<td>2-4-3</td>
</tr>
<tr>
<td>Probationary Employment Period</td>
<td>2-4-4</td>
</tr>
<tr>
<td>Notification of Probationary Period of Employment</td>
<td>2-4-4(A)</td>
</tr>
<tr>
<td>Affirmative Action Policy</td>
<td>2-4-5</td>
</tr>
<tr>
<td>Recruitment and Selection</td>
<td>2-4-6</td>
</tr>
<tr>
<td>Application for Employment</td>
<td>2-4-7</td>
</tr>
<tr>
<td>Qualifications of Personnel</td>
<td>2-4-8</td>
</tr>
<tr>
<td>Appointment of Personnel</td>
<td>2-4-9</td>
</tr>
<tr>
<td>Employment Term</td>
<td>2-4-10(1-2)</td>
</tr>
<tr>
<td>Employment of Relatives</td>
<td>2-4-11</td>
</tr>
<tr>
<td>Interview of Personnel</td>
<td>2-4-12</td>
</tr>
<tr>
<td>Background Check and Authorization Forms</td>
<td>2-4-13(1-3)</td>
</tr>
<tr>
<td>Supplemental Employment for Full-Time Faculty</td>
<td>2-4-14</td>
</tr>
<tr>
<td>Internal Hiring &amp; Transfer Policy</td>
<td>2-4-15(1-2)</td>
</tr>
<tr>
<td>Outside Employment Policy</td>
<td>2-4-16</td>
</tr>
<tr>
<td>Concurrent Employment</td>
<td>2-4-17</td>
</tr>
<tr>
<td>Annual Career Service Payment for State Employees</td>
<td>2-4-18</td>
</tr>
<tr>
<td>Hiring Procedures for Full-Time Employee</td>
<td>2-4-19</td>
</tr>
<tr>
<td>Leave Policy &amp; Procedures</td>
<td>2-5-1</td>
</tr>
</tbody>
</table>
## NorthWest Arkansas Community College Administrative Policies and Procedures

| Absences Without Approved Leave | 2-5-2 |
| Holidays and Leave | 2-5-3 |
| Vacation Leave | 2-5-4(1-2) |
| Sick, Funeral, and Personal Leave | 2-5-5(1-4) |
| Family and Medical Leave Act | 2-5-6 |
| Military Leave | 2-5-7 |
| Professional Leave | 2-5-8(1-2) |
| Court/Jury Duty and Political Activity Leave | 2-5-9 |
| Compensatory Time | 2-5-10(1-3) |
| Employee Wedding Receptions | 2-5-11 |

**Educational Leave Benefit for Full-Time Employees**

| Benefits Administration | 2-6-1 |
| Group Health, Dental, Life and Disability Insurance | 2-6-2 |
| Annual Adoption of Salary Scale | 2-6-3 |
| Salary Schedule for Part-Time Instructors | 2-6-4 |
| Substitute Instructors Salary | 2-6-5 |
| Retirement Benefit Plans | 2-6-6(1-2) |
| Retirement | 2-6-7(1-3) |

### SUBJECT

| Employee Discipline and Grievances | 2-7-1 |
| Administrative Action Affecting Faculty and Staff Members | 2-7-2 |
| Uniform Personnel Administration for Non-Instructional Personnel | 2-7-3 |
| Discipline, and Dismissal of Faculty and Staff Members | 2-7-4(1-3) |
| Employee Grievances – College Policies & Employment Matters | 2-7-5(1-6) |
| Alcohol and Drug Policy | 2-7-6(1-2) |
| Harassment Policy | 2-7-7(1-7) |
| Relationship Statement | 2-7-8(A) |
NorthWest Arkansas Community College Administrative Policies and Procedures

Human Resource Department

The Human Resources Department is responsible for performing, or in some cases generally supervising, the performance of the following functions relating to employment at the College.

1. Recruitment and selection of employees
2. Providing applications for employment
3. Assisting in establishing qualifications of personnel
4. Appointment of personnel to specific positions
5. Terms of employment
6. Employment of relatives
7. Informational interviews with applicants
8. Authorization form for background check
9. Employee orientation
10. Exit interviews
11. Advertising employment opportunities
12. Employee benefit orientation
13. Maintaining official employee personnel files

The Human Resources Office is also responsible for compliance with state and federal labor laws. This office is responsible for administering the institution’s Affirmative Action Policy and completes semi-annual reports to the Arkansas Legislature.

Legal Reference: A.C.A. 6-61 - 521
Adopted: May, 2000
Employee Records

The President authorizes the Vice President of Learning Resources Management, through the Human Resources Office, to establish and maintain adequate personnel records for each employee.

Adopted: May, 2000
Recruitment and employment of all newly created and replacement positions within NorthWest Arkansas Community College will adhere to all Federal and State employment laws. The college shall prohibit discrimination in employment and recruitment due to race, age, color, religion, sex (gender), and national origin in hiring, employment, wages, and termination.

All full-time positions will be posted on the college website and the state’s website per governor’s directive www.arstatejobs.com for a minimum of five (5) days for classified, and ten (10) days for administrative non-classified and faculty.

All requisitions for full-time employment shall be approved by the President or his/her designee.

Positions and salary assignment shall be in compliance with state regulations, the Uniform Compensation and Classification Act and in coordination with the college’s internal compensation plan.

The college’s Office of Human Resources shall be designated as the recipient of all applications for employment to ensure compliance with college standards.

The Office of Human Resources shall work with the college’s administration and search committee’s to ensure fair treatment and fair labor practices are conducted.

All full-time positions shall be employed with the authorized signed employment memorandum with beginning and ending dates commensurate with the college’s fiscal year.

All part-time positions shall be reviewed for renewal at the end of each fiscal year and due to budget availability.

An additional Memorandum of Employment shall be used to document the continued employment of college employees beyond the initial term of employment. The proper and timely execution of a Memorandum of Employment for each employee to be rehired is extremely important, since this is the only document used in this process. The assumption will be made that an employee is to be rehired and continue to be paid unless the Human Resources Office is notified otherwise by the appropriate college department.
Probationary Employment Period

Full-Time New Employees

All new full-time employees, except faculty, will be placed on a six (6) month probationary period. Supervisors will evaluate new employees no later than the end of the first 90 days and may evaluate at any time during the six (6) month probationary period. During the 90-day evaluation meeting the supervisor will discuss whether the employee meets departmental standards to continue employment with NorthWest Arkansas Community College and if not, will develop an individual improvement plan. If the employee is failing to meet college/departmental standards within the probationary period, then the employee or supervisor may terminate employment any time during the six (6) month probationary period.

Current Full-Time Employees

Current full-time employees who transfer to another position within the college will be placed on a three (3) month probationary period. Supervisors will evaluate transferring employees no later than 45 days and may evaluate at any time during the three (3) month probationary period. During the 45-day evaluation meeting the supervisor will discuss whether the employee meets departmental standards to continue employment with NorthWest Arkansas Community College and if not, will develop an individual improvement plan. If the employee is failing to meet college/departmental standards (see specific job description) within the probationary period, then the employee or supervisor may terminate employment prior to the end of the three (3) month probationary period.
College employees with previous satisfactory work history within the college and no documentation supporting gross misconduct may seek out other positions within the college that they may be qualified for.

Selection or consideration of additional placement will continue to be based upon the same employment process extended to any applicant seeking employment with NorthWest Arkansas Community College.

**Extended Probation**

If necessary, at the discretion of the supervisor and approval of the appropriate Cabinet member, the probationary period may be extended up to three (3) months beyond the original six (6) month probationary period or forty-five (45) days beyond the original three (3) months. Probationary periods will not exceed a total of nine (9) months for new employees, or forty-five days beyond the original three (3) months for current transferring employees.

**Disciplinary Probation** (See Progressive Disciplinary Policy)

**Completion of Probationary Employment Period**

An employee’s completion of probationary status is not meant to create, nor should it be construed as creating, a contract of employment.
Notification of Probationary Period of Employment

NORTHWEST ARKANSAS COMMUNITY COLLEGE

NOTIFICATION OF PROBATIONARY PERIOD OF EMPLOYMENT

All new, non-faculty employees employed by NWACC are placed on probationary employment status for six months. All current, non-faculty employees who transfer to a new position will be placed on probationary employment status for three months.

During the probationary period either the employer or the employee may terminate the association giving minimal reason, or giving no reason for termination. At the end of the (3 or 6) month probationary period, the employee’s supervisor must either place the employee on regular employment status, or extend the probationary period for a period of time not to exceed one-half of the original probationary period. The initial employment memorandum for an employee in a probationary status will state "Probationary". At the end of the probationary period, the supervisor will meet with the employee for removal of probationary status, extension, or termination of employment and notify Human Resources in writing of the action.
NorthWest Arkansas Community College Administrative Policies and Procedures

New Employees:
I acknowledge my six month probationary period will commence ____________________________
and is scheduled to end on ____________________________.

Current Employees Transferring to a New Position:
I acknowledge my three month probationary period will commence ____________________________
ad is scheduled to end on ____________________________.

________________________________________
Employee’s Signature

__________________________________
Date

Affirmative Action Policy 2-4-5
NorthWest Arkansas Community College, as an institution of higher learning, is dedicated to the highest ideals of citizenship in a free society. The College seeks to set a proper example by complying fully with all relevant laws enacted at every level of government. Consistent with the American ideal of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement are guaranteed consistent with appropriate laws without regard to

1 Probationary Policy update approved by Cabinet 2/12/07
Effective Date of new policy: 3/1/07
NorthWest Arkansas Community College Administrative

Policies and Procedures

race, religion, color, national origin, sex, or any other such factor. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The President of the College is required to implement this policy through appropriate personnel and by use of effective guidelines.

While compliance with this philosophy rests with each area of the College, the Director of Human Resources will be directly responsible for monitoring and reporting on the affirmative action activities. Such activities as recruitment of students and staff, hiring, training, promotion, salaries, benefits, layoffs and social and recreational programs are covered by this policy.


Adopted: May, 2000
Recruitment and Selection

All applicants desiring positions in the College must file a written application and letter of intent with the Human Resources Office stating the position sought. All permanent full-time positions must be posted a minimum of five days before a person is hired for that position.

Adequate reference information on faculty and administrative applicants shall be obtained prior to the official hiring of any applicant.

Adopted: May, 2000
**Application for Employment**

College applications for employment are available in the Human Resources Office. After the Human Resources Office has received a copy of any application, the application will be presented to the appropriate divisions of the College. Each interview of any prospective employee should be recorded and such record filed in the Human Resources Office.

The Human Resources Office will keep records of applications of persons not hired and persons hired to comply with guidelines of the Affirmative Action Policy and other Federal/State regulations.

---

Legal Reference: Title VI, Civil Rights Act of 1964, Executive Orders No. 11246, 1478; A.C.A. 6-63-103

Adopted: May, 2000
NorthWest Arkansas Community College Administrative Policies and Procedures

Qualifications of Personnel 2.4.8

1. Administrative Personnel

The President of the College will meet the employment requirements set forth by the Coordinating Board for Higher Education and the College Board of Trustees. The Vice President for Learning will have a doctorate degree in an academic discipline. The Vice President for Learning Resources Management shall have an MBA and appropriate experience pertaining to that position. The directors and other administrative staff in their respective divisions will have appropriate academic preparation and experience. The Vice President for Learner Support Services will have a doctorate degree in an appropriate academic discipline. The Director of Corporate and Continuing Education will have the appropriate advanced degree consistent with that discipline.

2. Faculty

The minimum qualifications for a faculty member shall be in accordance with Section 3.8.1 of this Administrative Procedure Manual.

If it becomes necessary to employ a person with less than these qualifications in a critical subject-matter area, the appointment shall be for one semester at a time where an emergency exists.

Adjunct appointments will be made for programs and courses offered jointly with other institutions when College credit is given for the instruction.

Adopted: May, 2000
Appointment of Personnel

The College President is ultimately responsible for the appointment of all college personnel. The responsibility is delegated to the Cabinet and through them to the individual hiring departments. The Human Resources Office is responsible for guiding and assisting the hiring departments, the Cabinet and the President in this process.

College personnel may only be appointed in accordance with applicable State Regulations, the College Appropriation Act and the approved annual operating and biennium budget. Personnel may only be appointed officially by a Memorandum of Employment (See Section 2-4-3).

The Human Resources Office is responsible to verify that all Memorandum of Employment are correct as to employee name, Appropriation Act title, salary or rate of pay, departmental funding code and all other pertinent information.

Legal Reference: SBE 6A-8.771 (7) (a)
Adopted: May, 2000
Revised: July, 2005
NorthWest Arkansas Community College Administrative Policies and Procedures

Employment Term 2-4-10(1)

A. Term

All employees of the College, except the President, shall be employed for a period of not more than one year. The fiscal year runs from July 1 to June 30 of each school year.

B. Non-renewal

The college may choose not to continue an employee’s employment after the end of the employment term. While the normal practice has been to give reasons for non-renewal, the notice for non-continuation may or may not contain any reason. The policy on dismissal of an employee during the employment term is found in Section 2-7-4 of this document.

C. Notice of Non-renewal

An employee of the College holding a full-time faculty position shall be notified of the non-renewal of his/her employment period for the faculty position by February 1 of the year for which the faculty employee is employed. An employee of the College holding an administrative, staff or other non-faculty position may be notified of the non-renewal of his/her employment period for such position at any time.

D. Notice of Appeal

If an employee feels that the non-renewal of his/her appointed position is for a discriminatory reason(s), the employee may appeal the non-renewal decision through the appropriate administrative channels to the College President. The written notice must be submitted within two weeks of the employee’s receipt of the notice of non-renewal. The written notice of appeal must state the reason(s) that the employee believes the non-renewal is discriminatory. If the notice of appeal does not state any reason(s) for the non-renewal being discriminatory, there will be no appeal.

E. Response to Appeal Notice

At least three (3) days before any hearing on the appeal, the College President
shall provide notice to the employee of the reason(s) for his/her non-renewal, if there are specific reasons.

**Employment Term - Continued**

---

**F. Appeal Hearing**

The appeal shall be heard by the College President. The employee shall be entitled to at least five (5) days written notice of the date, time, and place of the meeting at which the appeal will be heard. To the extent possible, the hearing will be held within thirty (30) days of the time that the employee files the notice of appeal with the College President.

**G. Hearing Procedure**

The appeal hearing shall be held at a meeting moderated by the College attorney. An attorney may represent the employee. The employee shall first present his/her case, and then the College’s case shall be presented. Witnesses may be present for each side at the hearing and if called by either side, may be examined by the other side.

**H. Appeal Decision**

On appeal, the President shall decide on discriminatory issues relating to the case. Discriminatory shall refer to the non-renewal decision being made in violation of the employee’s rights under some state or federal statute, law, or constitutional provision. If the College President determines that the decision was discriminatory, then the employee’s position appointment shall be renewed. Otherwise, the decision not to renew the employee’s employment shall be affirmed. The College President’s decision is final unless the employee feels that the President has a conflict of interest in the matter. Then the matter may be appealed to the Board of Trustees. However, any appeal to the Board of Trustees must contain specific evidence, not just opinion, of said conflict of interest in the specific non-renewal matter.
NorthWest Arkansas Community College Administrative
Policies and Procedures

**Employment of Relatives**

**ACT 2262 of 2005 Amends Arkansas Code Title 25, Chapter 16.**

“Prohibits a public official from appointing, employing, promoting, advancing, or advocating for appointment, employment, promotion, or advancement, in or to a position in the state agency in which the official is serving over which the official exercises control or authority, a relative of the public official, after the effective date of the ACT.”

In addition, the ACT provides that no employees who are related shall be placed within the same direct line of supervision whereby (1) relative is supervised by another relative.

If two state agency employees marry after the effective date of the ACT, the violation shall be resolved by the transfer of one of the employees to another position within the agency, to another state agency, resignation of one of the employees with opportunity being given for the two employees to select and agree upon alternatives.

If agreement on the alternative for resolution of the violation is not reached by the employees within sixty days of the notice required under the ACT then the public official shall take action to eliminate the violation. The ACT also established penalties for violation of the provisions of the ACT and requires the Office of Personnel Management of the Department of Finance and Administration to develop and implement rules of administration and enforcement of the provisions of the Act.

All potential employees of NorthWest Arkansas Community College will complete forms applicable to the Governor’s Executive 98-04 detailing if applicable relatives who are employed by the State of Arkansas as Constitutional Officers, State Officials, or a state employee. Each form will be reviewed by the Office of Human Resources for possible review and approval of the college President or his/her designee and will be reported quarterly to the Office of Procurement as required.

---

2 *Cabinet approved 02/12/07*

Legal Reference Act 2262 of 2005
A.C.A. Title 25, Chapter 16
NorthWest Arkansas Community College Administrative Policies and Procedures

While it is deemed as in the best interest of the college and necessary to continue a professional working environment free from acts of favoritism, the college discourages the employment of relatives working in the same department. Exceptions to this policy will be reviewed and/or approved by the college President.

The college recognizes “family member” in accordance with Governor’s Executive order 98-04 to be “Spouse, brother, sister, parent or child of me or my spouse.”

A.C.A. 21-8-402 (4)
A.C.A. 21-8-304
Act 2262 of 2005

Governor’s Policy Directive # 8

Adopted: May, 2000
Revised: July, 2005
Revised: March, 2007

Interviews of Personnel

The College is authorized to pay expenses for persons brought to the campus for the purpose of interviews for administrative and other management positions if the candidate is asked to return for a second interview. Candidates for the office of President may receive travel and/or moving expense reimbursement as authorized by the Board of Trustees.

Adopted: May, 2000
An administrative form for authorizing a background check has been developed by the Human Resources Office. This form shall be used for positions when a background check is deemed necessary by the College President.

Adopted: May, 2000
NorthWest Arkansas Community College Administrative Policies and Procedures

Authorization Form for Background Check 2-4-13(A)

NorthWest Arkansas Community College

S.S. # ______________
Driver's License # ______________
State ______________

Authorization for Background Check

The Fair Credit Reporting Act (April, 1971) requires us to advise you that as a part of our hiring procedure, a routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics, mode of living, and finances. Due to regulations on College vehicle insurance, this review may include information concerning driving record, cancellations, violations, physical impairments, use of vehicles and similar information.

I authorize any licensed physician; medical practitioner; hospital; clinic; or other medical facility; the Veteran's Administration; insurer; the Medical Information Bureau; employer, or consumer reporting agency that has records or knowledge as to: employment, medical care, advice or treatment; with respect to any physical or mental condition about me, my spouse, or my children who are to be insured, to give the information to NorthWest Arkansas Community College, any consumer reporting agency, or its authorized representative.

Upon written request, additional disclosure concerning the complete nature and scope of the report, if one is made, will be provided.

I hereby authorize NorthWest Arkansas Community College to obtain the above information through any consumer-reporting agency, direct visits to my previous employers or community of residence, or other lawful avenues.

I also release any individual, company, partnership, or corporation which employee me, its officers, agents and employees, from any liability for any damage whatsoever for issuing such information. I indemnify NorthWest Arkansas Community College against any liability that might result from such an investigation.
Authorization Form for Background Check - Continued  2-4-13(3)

I understand that any false answer or statements or implications I might make in this application or in any other required document shall be considered sufficient cause to deny employment, or for discharge if already employed.

I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between NorthWest Arkansas Community College and myself for employment or for any benefit. I have received no promises regarding employment, and I understand that no such promise or guarantee is binding on NorthWest Arkansas Community College unless made in writing.

_________________ 20_____    ________________________________
Date          Signature of Applicant

________________________________________
Witness

Legal Reference:  Fair Credit Reporting Act (April, 1971), U.S.C. Title 15, 1681-1681u
Supplemental Employment for Full-Time Faculty 2-4-14

Full-time faculty members may, at the option of the College and on a voluntary basis, be assigned additional "teaching duties" beyond the normal load under a supplemental Memorandum of Employment to be paid according to the part-time faculty salary schedule. The Vice President of Learning is responsible for establishing guidelines to assure the maintenance and quality of instruction in relation to credit hour and contact hour loads, to insure equitable assignments, to conform with accreditation standards and restrictions imposed by the accrediting agency, and to deal effectively with similar issues, both internal and external.

Adopted: May, 2000

Internal Hiring & Transfer Policy 2-4-15(1)

Philosophy and Purpose

NorthWest Arkansas Community College employees value respect, service, learning and communication. Therefore, any internal hiring and transfer procedure at NorthWest Arkansas Community College must respect the individual, serve the greater community, support learning opportunities, promote communication and recognize the value of diversity. Respect, service, learning, communication and diversity are basic to a healthy work environment, a major goal at NorthWest Arkansas Community College.

Therefore, whenever a college employee decides that an open position at the College would enable him or her to continue developing as a professional or whenever a College supervisor believes that a particular college employee would both benefit the college and be benefited by a transfer to a new position within the college, the
NorthWest Arkansas Community College Administrative Policies and Procedures

procedure below must be followed to promote and insure individual respect, the good of the college and interdepartmental communication. Because NorthWest Arkansas Community College is a learning college, it strongly supports employee internal hiring and/or transfers under the following guidelines that will lead to the continuing development of the employee and the greater good of the College as a whole.

Internal Hiring Process

Every department at NorthWest Arkansas Community College has been and will continue to be affected by internal hirings/transfers. To make sure these are positive experiences for the employee and value-based and productive for the college, the following procedure is to be followed:

1) Internal Hirings or transfers college-wide should be weighed against job opportunities for applicants outside the college. Internal hirings or transfers from within should not be used so extensively that reasonable employment practices and statutory requirements are compromised.

2) Before a College department recruits a College employee from another department or discusses with that employee the possibility of hiring with or without promotion, the two affected supervisors along with their respective Cabinet member should confer and agree to support the transfer/hiring. Communication among all appropriate administrators is critical to insure a healthy, productive organization and that the College employee under contract is released from their current Memorandum of Employment to accept a position in another area of the college.
Internal Hiring Process  - (Continued)  

3) When a College employee applies for another position at the College on his/her own initiative, that employee must tell his/her supervisor once the employee has been invited for an interview. Subsequently, the supervisors involved should communicate this information to the College President through the appropriate Cabinet member.

4) If there is disagreement among the supervisors and/or Cabinet members about the potential hiring/transfer, then diligence must be expended to work out a solution satisfactory to all parties that retains the college’s basic values of respect, service, learning, communication and diversity. If the parties involved cannot reach an agreement that promotes these values and that satisfies all parties, then they may appeal to the College President whose decision will be final.

5) As a general rule, a College employee must remain in his/her position for at least six months before requesting/accepting a new position at the College. Any College employee requesting/accepting a new position must give two weeks notice to his current supervisor before changing departments. These rules result from the College’s values of respect, service and communication as well as from the philosophy that all employees serve the greater good of the College community.

Adopted: May, 2000

Revised: July, 2005
Outside Employment Policy 2-4-16

Full-time faculty and staff members at NorthWest Arkansas Community College are expected to devote their working time and efforts primarily to the responsibilities at the College for which they were hired. However, the College recognizes that a limited amount of outside work may be advantageous to all concerned, as long as this employment does not interfere in any substantial way with the employee’s performance nor conflict with his/her college responsibilities. Any full-time college faculty or staff member anticipating outside employment or self-employment should discuss plans to engage in this with his/her supervisor prior to accepting outside employment or becoming self employed as there may be good reasons not to accept another job. Full-time faculty and staff engaged in outside employment (including self-employment) at the time of hire or subsequent to being hired at the College should keep supervisors and Human Resources informed regarding the status of such employment.

Full-time faculty and staff are also asked to complete an Outside/Self Employment form disclosing that they are employed outside the college or self employed and keep this form updated if the nature of that outside employment or self employment changes or ceases.

No employee shall accept or engage in any activity, business or employment, either during or after working hours that would conflict with the College’s interests or diminish the ability of the employee to render the College full support and attention. Further, in the course of engaging in outside employment, the employee should make it clear that
NorthWest Arkansas Community College Administrative
Policies and Procedures

he/she is not acting as an agent of the College, and at no time should facilities or property of the College be used in connection with outside employment.

Questions concerning this policy should be relayed to supervisors or Human Resources.

Adopted: May, 2000

Concurrent Employment 2-4-17(1)

NorthWest Arkansas Community College employee working for two state agencies:

Services concurrently provided by an employee of NorthWest Arkansas Community College employee by two (2) or more institutions/agencies may be allowed if the following guidelines are in place:

Subject to the approval of the Chief Fiscal Officer of the State of Arkansas, an employee may be concurrently employed by the same agency or institution.

All requests should be received by the Office of Personnel Management at least five working days prior to the proposed hire date. (Note: when two agencies or institutions of higher education are involved in the concurrent employment, please allow a minimum of two weeks notice.)
The employee’s combined income cannot exceed the higher of the two positions line item maximum salary.

**NorthWest Arkansas Community College employees working in two capacities for the College:**

Employees who perform services for the College outside regularly scheduled hours of work may be paid additional compensation if such services clearly constitute independent, additional duties not regularly performed by the employee in their primary job within the institution.

College employees will not receive additional compensation for concurrent employment service performed during primary employment regularly scheduled hours of work (including mealtimes and breaks), unless the employee takes annual leave or leave without pay from the primary employer. Current employees working in two different capacities at the College must obtain prior approval from their primary supervisor and designated cabinet member. Persons who are concurrently employed will not be eligible for additional benefits including but not limited to annual leave, sick leave, military leave, or holidays.

Both the secondary employer and the primary employer must determine the appropriate rate of pay based on the Fair Labor Standards Act (FLSA) requirements for non-exempt employees. The secondary employer may be required to pay overtime rates to non-exempt employees. To determine a current employee’s exempt or non-exempt status please contact the College’s Office of Human Resources for verification and review of the current position’s line item maximum.
Concurrent Employment 2-4-17(2)

Concurrent employment shall be limited in duration to the specific time frame approved and cannot exceed twelve months or extend beyond fiscal years.

Arkansas Code 6-63-307
19-4-1601
21-5-201

Adopted: March, 2005

Annual Career Service Payments for State Employees 2-4-18

1. Employees of state agencies and non-faculty employees of institutions of higher education shall become eligible for annual career service recognition payments upon completion of ten (10) or more years of service in either elected positions, classified, or non-classified positions with an agency or institutions with the State of Arkansas. However, the service shall have been in either elected positions or regular full-time positions.

2. Periods of authorized leave without pay and leave of absence for military service when veterans’ reemployment rights are exercised shall not negate eligibility for the payment, provided all other eligibility requirements are met.
3. The Office of Personnel Management of the Department of Finance and Administration shall establish and publish policies and procedures for the administration of career service recognition payments to state employees upon a determination by the chief Fiscal Officer of the State that sufficient funds are available for such purpose.

4. An employee who meets eligibility requirements established by subsection (1) of this section shall become eligible for annual career service recognition payments on the anniversary date of the completion of such service according to the following schedule:

   **STATE SERVICE ANNUAL PAYMENT**
   
   10-14 years of state service $600  
   15-19 years of state service $700  
   20-24 years of state service $800  
   25 or more years of state service $900

5. Career service recognition payments authorized by this section shall be subject to withholding of all applicable state and federal taxes and retirement and shall be included in retirement systems in determining benefits.

---

Adopted: April, 2005
Revised: March, 2008
Position Development

A. The requesting department shall complete a Notice to Announce form. (K: Drive/Human Resources Public).

B. ALL new full-time positions must have the President or his/her designee’s (Cabinet Member) signature of approval before the advertising process begins.

1) For all newly created positions, a Position Analysis Questionnaire (PAQ) must be submitted to Human Resources for rating, salary assignment, and budget and job description creation prior to posting. New positions shall require signed approval from the President or his/her designee.

2) For replacement positions that are created by attrition, a Notice to Announce form signed by the Dean, Director, or Cabinet member will suffice.

3) Provisional positions (Grant funded): contact the Executive Director for Human Resources immediately for instructions. This process may take as long as 30-60 days for approval by the State Legislative Personnel Committee.

D. Notice to Announce Submission to Human Resources

1) Upon receipt of the Notice to Announce form the Executive Director for Human Resources shall identify and assign a position number to the Notice to Announce and forward the information to the Director of Budget and Analytical Services.
NorthWest Arkansas Community College Administrative Policies and Procedures

2) Director of Budget and Analytical Services shall assign the appropriate budget dollars and organizational expense account number to the position and submit the form to Human Resources for advertising.

3) The Employment Specialist shall contact the requesting department upon receipt of the approved Notice to Announce and begin the advertisement of the position.

Advertising

A. All advertisements will follow Affirmative Action policies and procedures and be in compliance with the Governor’s Directive.

B. All full-time vacancies will be published on the state website: www.arstatejobs.com per the Governor’s Directive and the college Website for a minimum of five (5) days for classified, and ten (10) days for administrative/non-classified and faculty.

C. Deadline for external postings (local newspaper publication) is Wednesday at 4:00 p.m. For other publications and trade magazines please contact the Employment Specialist for details.

D. The Office of Human Resources will determine the final wording for the job advertisements, ensuring that all Equal Opportunity/Affirmative Action (EEO/AA), and state guidelines and requirements are met. Knowledge, Skills, and Abilities (KSA’s), minimum educational requirements, and experience shall be consistent and appropriate for the salary guidelines, grades, and positions as set forth in the College’s appropriation act.

E. External job postings in additional publications will be explored upon request and review of the position, and based upon budget availability.

F. All job postings must have a statement “review of applications will begin” and may or may not contain the “open until filled” statement.
NorthWest Arkansas Community College Administrative
Policies and Procedures

G. All applicants must have completed the following:

1) Cover Letter of Intent
2) NWACC application (including position #)
3) Resume (resumes do not replace official state/college application)
4) A minimum of 3 professional references listed
5) Transcripts (if degree is required). Copies of transcripts may be accepted for review; original transcripts are required upon job offer.
6) Electronic applications are located at http://www.nwacc.edu/personnel/Employment1.php

H. Separate applications are required with the assigned position number for each position processed.

I. Unsolicited and incomplete applications will not be considered for review. Note: Every attempt is made by the Employment Specialist to contact applicants missing professional references and additional documentation to encourage packet completion for job consideration prior to closing date.

J. Applications are assigned to the specific job announcement/position number in Banner for tracking purposes and Affirmative Action/Equal Employment Opportunity reporting.

K. Once the position has closed, two working days will be required for the Office of Human Resources (HR) processing. This allows HR to receive all applications mailed by the postmarked date and to prepare packets for committee review.

Search Committee Creation/Assembly

A. The Search Committee Chair is identified at the time the Notice to Announce is prepared by the department. In searches for full-time faculty, the Dean will identify the Search Committee Chair.
B. The Search Committee Chair may not be the immediate supervisor of the advertised position, but the supervisor may serve on the search committee.

C. The Search Committee should represent a minimum of no less than three reviewers including one member representing minorities/diversity. (This may be a member of the college’s Affirmative Action/Diversity Committee or a member of the college community representing diversity.)

It is recommended that representation on search committees shall include at least 1 classified, 1 administrative, and 1 faculty representative if possible.

In searches for full-time faculty, the Search Committee members will be selected by the Search Committee Chair and the department faculty. The Faculty Search Committee shall include at least one faculty member from a different division.

D. Search Committee responsibilities during the period of recruitment/advertising shall include the following:

1) The Search Committee members are selected by the department and Search Committee Chair.

2) The Search Committee will review the job description with Chair.

3) A Review of the search/interview process by the committee shall include:
NorthWest Arkansas Community College Administrative Policies and Procedures

a) Appropriate Interview Questions to Ask
b) Review of the Bonafide Occupational Qualifications (BFOQ).
c) Preparation of Rating Grid for application review
d) Preparation of Interview Questions
e) Rating Grid for the Interview Process
f) Establishment of timeline for review of applications, interviews, selection, and committee’s final recommendations
g) A copy of the established timeline should be submitted to the Employment Specialist in the Office of Human Resources

First Review of Applications

A. The Office of Human Resources will screen all applicants for minimum requirements as established by the position’s Position Analysis Questionnaire (PAQ) and job description before submission to the search committee. A summary listing of all applicants and those that meet minimum requirements will accompany the search committee review packet. The Search Committee Chair, Division Dean, and/or Associate Vice President may review the files of those candidates who were judged not to have met the minimum requirements.

B. If a determination is made by Human Resources and the Search Committee Chair that a sufficient pool has not been obtained, a re-opening of the position may be required (less than 3 candidates meeting minimum requirements). At the President’s discretion, this may be waived.

C. If it has been determined that a sufficient pool of candidates has been achieved, the search committee will begin the review. The committee members will contact the Employment Specialist to make an appointment to view the applications in the Office of Human Resources. The Division Dean, Associate VP, and VP may also view the application pool as needed.

D. A review and rating sheet evaluation of each application will be conducted by each search committee member in the Office of Human Resources.
NorthWest Arkansas Community College Administrative Policies and Procedures

E. Each reviewer will submit a completed rating sheet to the Employment Specialist for tabulation upon completion of the review.

F. Upon the completion of the search committee’s ratings, a summary tabulation of all qualified candidates will be submitted to the Search Committee Chair by the Employment Specialist. Based on tabulations of the committee’s reviews, the search committee will select the top candidates for interviews.

G. Normally, no less than a minimum of the top three candidates shall be selected for interview.

Interview Process

A. Interview appointments are made by the Search Committee Chair. For full-time faculty positions, the initial interview with the search committee will be conducted by telephone.

B. The search committee shall review each candidate during the interview process by completing a rating grid prepared in advance by the committee.

C. The search committee shall rate each candidate individually without discussion.

D. All rating grids should be submitted to the Employment Specialist for tabulation. All tabulated results will be submitted to the Search Committee Chair for review.

E. For full-time faculty positions, the Division Dean will conduct reference checks on the top candidates from the telephone interview and provide appropriate information from the reference check to the Search Committee Chair.

All documentation of reference checks must be submitted to Human Resources for appropriate recording.
NorthWest Arkansas Community College Administrative Policies and Procedures

F. Each search committee should recommend a minimum of three (3) candidates if possible, to the appropriate Dean, Director, Supervisor, Cabinet member and/or President. The recommendation should include comments regarding the strengths and weaknesses of the recommended candidates including the final rating grid results.

Final Selection.

A. For full-time faculty selection, the finalists shall be interviewed on campus by the search committee. The interview will include a demonstration of teaching effectiveness. Finalists will subsequently be interviewed by the appropriate Divisional Dean, Associate Vice President for Student Learning, and Executive Vice President for Student Learning.

B. For all non-academic classified and non-classified employees the three (3) finalists shall be interviewed by the appropriate Supervisor, Director, Department Head, and/or Associate Vice President.

C. Final recommendations for hire must include the following
   • For full-time faculty
     • Must be interviewed by the President or his/her designee before final offer.
   • Full-time Administrative(Non-Classified) and Classified positions
     • Must have appropriate Cabinet member approval before final offer is made.

D. Final interviews for faculty candidates will be coordinated with the appropriate Cabinet member and/or President. Final interviews for non-faculty shall be coordinated with the Dean/Department Head and appropriate Cabinet member if appropriate.
NorthWest Arkansas Community College Administrative Policies and Procedures

E. Once the final candidate has been selected, a memorandum must be generated by the appropriate department and shall include all the following signatures prior to submission to Human Resources as follows:

- **Full-Time Faculty:**
  - Department Head/Dean, Executive VP for Learning or his/designee, President’s signature or his/her designee.
- **Full-Time Administrative (Non-Classified) or Classified:**
  - Director/Department Head/Dean, Cabinet Member, President or designee.

F. All records pertaining to the candidate’s search process must be submitted to the Employment Specialist for filing.

**Memorandums for Full-Time Faculty, Administrative, or Classified Employees:**

A. All employment memorandums must include approved title, appropriate fund, org, and position number.

B. Signed memorandums for new full-time employees must be submitted to Human Resources before an offer of employment is made for verification of position, salary range verification and employment date.

D. All offers of faculty full-time employment will be made by the Executive Director for Human Resources. All offers of non-academic classified and non-classified employees shall be made in coordination with the Executive Director for Human Resources and the departmental supervisor (*Exceptions may be made at the discretion of the President*).

E. All new, full-time employees will begin employment either on the first or the sixteenth of the month. All new full-time employees shall attend
new employee orientation during the morning of the first day of employment. *(No exceptions to this rule without prior approval from the President. Executive Limitation EL-207, approved 9/11/2006.)*

F. No new employee either full or part-time will begin employment without providing authorization to work in the United States **prior** to beginning employment with the college.

*Note: In the event of an emergency vacancy of a full-time position, at the President’s discretion an expedited hiring procedure may be followed to fill a full-time position on a temporary basis.*

Adopted: March 2008
NorthWest Arkansas Community College Administrative
Policies and Procedures

Leave Policy & Procedures 2-5-1

All leaves from duty must be approved prior to their taking, the one exception being sick leave. Departments may use the “Request for Leave” form or other appropriate form to document approval for leave. Leave must be taken at the convenience of the college and approved by the employees' immediate supervisor, except for sick leave which must be approved the day the employee returns to work.

Any employee may secure a leave of absence during the year when it is necessary to be absent from duty as approved by the immediate supervisor and the appropriate Cabinet member. All absences of employees from duty for good reason shall be covered by leave duly authorized and granted and actually reported and recorded. The record of such leave shall be kept in the Human Resources Office.

No leave except military leave shall be granted at one time for a period greater than one year. Automatic renewal of leave shall not be allowed, and a new application for leave may be filed at the expiration of leave and new leave may be granted at the discretion of the President.

Leave taken by all employees is officially documented and reported every two weeks using a Time & Leave Register form. The “Leave Taken” section of this form will be completed, dated and signed by all full-time college employees, except nine-month faculty, every two weeks and turned in to the college payroll department through the department secretary. Nine-month faculty only needs to complete this form if they take sick leave during the two-week period.

Employees are responsible to turn in their signed time & leave register to their supervisor or department secretary by 12:00 noon the first working day after the 15th of each month or by 12:00 noon the first working day after the last day of the month. The department supervisor or secretary will deliver these completed and approved forms to the Payroll Office by 2:00 PM on the same day.

Legal Reference:
U.S.C.A., Title 29, Sections 200, et seq.;
A.C.A. 21-4-101 et seq.

Adopted: May, 2000
NorthWest Arkansas Community College Administrative
Policies and Procedures

Revised: July, 2005
Absences without Approved Leave 2-5-2

Any employee who is absent from duty without approved leave shall forfeit compensation for the time of such absence, and his/her continued employment is subject to cancellation by the College President if this becomes excessive or no reasonable explanation for the leave is given.

Adopted: May, 2000
Holidays and Leave

Holidays:

Holidays for the College will be in accordance with the College Calendar. All offices will be closed on these days, unless otherwise authorized by the College President. The College may require employees to work on any of the established legal Holidays. In this event, those employees who worked on the legal holiday are entitled to equivalent time off at a later date.

Leave. Full-time College employees are entitled to leave only as provided in the Administrative Procedures Manual. Leave time cannot be taken before it accrues. Unless otherwise provided herein, all leave time must be approved by the immediate supervisor and verified by the Human Resources Office. The College President is authorized to make rare exceptions to College leave policy under emergency or extenuating circumstances.

Leave Without Pay. Any employee (including faculty) may be granted leave without pay, including temporary disability, upon approval from the immediate supervisor and the appropriate Cabinet member. Based on A.C.A. 21-4-210, Leave of Absence Without Pay, and OPM Policy Statement Section 8.0, the employee must take vacation leave before leave without pay. Further, based on OPM Policy Statement Section 2.11, on file in the Human Resources Office, the employee may take compensatory time before leave without pay is taken.

**Disciplinary Leave Without Pay. The College President may place an employee on disciplinary leave without pay. Such policy shall be "non-discriminatory."

Legal Reference: Leave Policy - Arkansas State Agencies, A.C.A. 21-4-200 et seq. A.C.A. 21-4-210
OPM Policy Statement section 8.0 and section 2.11
**Attorney General Opinion #83-4 (January 10, 1983)

Adopted: May, 2000
Vacation Leave. All full-time twelve-month “Educational and General Classified Employees” are eligible for vacation leave with full pay. Vacation leave shall accrue each year in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrued Work Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>at least 1 day</td>
<td>but less than 3 years</td>
</tr>
<tr>
<td>3 years</td>
<td>5 years</td>
</tr>
<tr>
<td>5 years</td>
<td>12 years</td>
</tr>
<tr>
<td>12 years</td>
<td>20 years</td>
</tr>
<tr>
<td>20 years</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

A. Through 3 years: Employees must have completed three (3) full years of employment before movement to the next higher accrual rate.

B. 4 through 5 years: Employees must have completed three (3) full years of employment and be starting their fourth (4th) year.

C. 6 through 12 years: Employees must have completed five (5) full years of employment and be starting their sixth (6th) year.

D. Over 20 years: Employees must have completed twenty (20) full years of employment and be starting their twenty-first (21st) year.

All Annual Leave is cumulative; however, no employee shall have over 30 days accumulated on December 31st of each year. Accrued leave may exceed 30 days during the calendar year, but those days in excess of 30 will be forfeited if not used by December 31st of each year.

Accrued leave shall be granted by the immediate supervisor at such time or times as will least interfere with the efficient operation of the College. Classified employees transferring between state agencies shall retain up to 30 days of accumulated annual leave.*
Change of positions in the leave schedule shall be determined on the basis of complete years of service. Seniority for re-instated employees will be brought forward in completed years of service only.

Employees classified by the State of Arkansas as “Twelve Month Educational and General Administrative Positions” and “Twelve Month Educational and General Academic Positions” accrue twenty (20) days or one hundred sixty (160) hours of paid vacation time per year, earned at the rate of 13.33 hours per month. Annual vacation leave earned during a calendar month will not be considered to be earned by an active employee until the last working day of the month. Earned vacation leave hours will be posted to the employee’s accumulated vacation accrual on the last working day of each month. Vacation leave must be earned before it can be used.

Annual vacation leave is cumulative; however, no employee shall have over 30 days accumulated on December 31st of each year. Accrued leave may exceed 30 days during the calendar year, but those days in excess of 30 will be forfeited if not used by December 31st of each year.

Vacation leave is not granted to employees in Nine-Month Educational and General Academic positions.

Legal Reference: Leave Policy - Arkansas State Agencies, A.C.A. 21-4-200 et seq.

A.C.A. 21-4-210

OPM Policy Statement section 8.0 and section 2.11

*Attorney General Opinion #90-303 (December 20, 1990)

Adopted: May, 2000  Revised: July, 2005
Sick, Funeral and Personal Leave 2-5-5(1)

1. Sick Leave

Sick leave for full-time employees (including faculty) shall accrue on the basis of (1) day for each completed month of service; however, no employee shall have over 120 days (960 hours) accumulated on December 31st of a year. Accrued leave may exceed 120 days (960 hours) during the calendar year, but those days in excess of 120 days (960 hours) will be forfeited if not used by December 31st of each year.

Sick leave for permanent part-time employees (including faculty) shall accrue on a pro-rated basis in the same proportion as time worked.

Any employee who works a minimum of 1000 hours per year in a regular salary position shall accrue sick leave. Employees who work less than full time but more than 1000 hours per year accrue sick leave in the same proportion as time worked. (Act 835 2003, Act 836 2003 Section 105.3.1) This policy does not apply to work study positions or employees who are in temporary extra help positions.

Sick leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month, and the leave must be earned before it can be used. For accrual purposes only, employees will accrue half their monthly accrual of sick leave if employed on the first (1st) working day of the month and work through the 15th of that month. Employees will accrue half their monthly accrual if employed on the 16th of the month and work through the last working day of that month. If the 16th falls on a weekend or holiday, accrual begins on the first 1st working day thereafter. (Section 105.3.3)

Employees can not borrow from anticipated future accruals.

An employee may not earn sick leave when on leave without pay for ten (10) or more cumulative days within a calendar month. (Section 105.3)
Employees of a school district, and educational cooperative, a state education agency, or a two year college who leave the school district; educational cooperative, state education agency, or two year college and accept employment in another school district, and educational cooperative, a state education agency, or a two year college shall be granted credit in the new school district, education cooperative, state education agency or two year college for any unused sick leave accumulated by the employee while employed by the former employer, but not to exceed a maximum of 90 days (720 hours). The accumulated and unused sick leave credit shall be granted to the employee upon furnishing proof in writing from the former employer of the employee. The provisions of this section shall apply to employment with another school district, educational cooperative, stated education agency, or two year college on or after July 1, 1997. (ACA 6-17-1206)

2. Sick Leave Uses:

The use of sick leave is contingent upon the occurrence of one of the events listed below. If the event never occurs, the employee is not entitled to the sick leave benefits.

Sick leave may be used for only the following purposes: (ACA 21-4-501 through 504 and ACA 19-4-1607 (b) (2) and 19-4-1613 (a))

a. When the employee is unable to work because of sickness or injury; or for medical, dental or optical treatment.

b. Death or serious illness of a member of the employee’s immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws or any individual acting as a parent or guardian of an employee.
Absences due to sick leave, except in the case of maternity leave, shall be charged in the following order: (1) earned sick leave (2) earned annual leave (3) leave without pay (Section 105.50)

Employees who are on sick leave for five or more consecutive days must furnish a certificate of illness from an attending physician. A certificate from a Christian Science practitioner listed in the Christian Science Journal may be submitted in lieu of a physician's certificate.

Requests to use sick leave for purposes of medical, dental or optical examinations, hospital stays, funerals, etc. should be made in advance (Section 105.3.14)

Notification of absence due to illness shall be given as soon as possible on the first day of absence to the employee's supervisor.* Application for sick leave is to be filed within two days after the employee returns to work. If an employee fails to make proper notification for use of sick leave, such absences may be charged to annual leave or leave without pay with approval of a College Cabinet member.

*Employees of NorthWest Arkansas Community College will be required to report absence from work within (1) one hour of their regularly scheduled time to report to work.
3. Funeral Leave

See sick leave policy 2(b)

4. Maternity Leave

Maternity leave shall be treated as any other leave for sickness or disability. Accumulated sick leave and annual leave if requested by the employee, shall be granted for maternity use, after which leave without pay may be used. Maternity leave will also be granted in compliance of the provisions of the Family Medical Leave Act of 1993.

Replacement of employees on maternity leave shall be normally for the duration of the leave only. Under extenuating circumstances, at the discretion of the President, a replacement may be employed for a period longer than the maternity leave. Both parents are entitled to maternity leave for the birth or adoption of a child in accordance to the Family Medical Leave Act provisions of 1993.

5. Personal Business Leave

Twelve Month Employees:

In accordance with the Office of Personnel Management there is no provision for additional time for personal business leave. Leave for personal business may be granted under annual leave and will be deducted from the employee’s accrued annual leave balance accordingly.
NorthWest Arkansas Community College Administrative Policies and Procedures

Nine Month Faculty

Nine month faculty will accrue 8 hours of sick for each month worked during the academic year (September through May) for a total of 72 hours. In addition to the 72 hours of sick leave accrued, nine month faculty will also be granted 8 hours of personal leave each semester for reasons not covered under the sick leave policy. Personal leave time will not be cumulative from semester to semester, nor reimbursable upon termination of the employee.

Act 835 2003, Act 836 2003

Adopted: May, 2000

Revised: March, 2005
NorthWest Arkansas Community College Administrative
Policies and Procedures

Family and Medical Leave Act 2-5-6(1)

Family and Medical Leave Act - The Family and Medical Leave Act of 1993 (FMLA) (Title 29, Part 825 of the Code of Federal Regulations) became effective on August 5, 1993. The Act states employers of 50 or more employees shall provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees within a 12-month period. The 12-month period is defined as that time measured forward from the date any employee's first FMLA leave begins. An employee is eligible if the employee has been employed for at least 12 months (or 52 weeks) by the Employer, and has worked at least 1,250 hours during the 12-month period prior to the time leave would begin under this policy, and if there are at least 50 employees within 75 miles of the employer's work site. Justified reasons for FMLA leave are:

A. The birth of a son or daughter, and to care for the newborn child;
B. The placement with the employee of a son or daughter for adoption or foster care;
C. The care of the employee's spouse, son, daughter, or parent with a serious health condition; and
D. A serious health condition that makes the employee unable to perform the functions of the employee's job.

In the case of birth or adoption, this eligibility shall expire at the end of the 12-month period beginning on the date of a child's birth or placement.

Details of the College FMLA policy are located on the “K” drive. This should be consulted for specific answers to questions.

The Human Resources Office coordinates compliance with this act for affected employees of NorthWest Arkansas Community College. Further information on definitions of “Serious medical conditions”, limitations, and procedures for filing FMLA Leave is available in the Human Resources Office Handbook and in the Family and Medical Leave Act.

NorthWest Arkansas Community College has the right and responsibility to appropriately designate FMLA Leave.
Family and Medical Leave Act 2-5-6(2)

“It is the Department of Labor’s position that if the leave is FMLA qualifying, it is the employer’s right and responsibility to designate such leave and the employee does not have the option of refusing such designation.” Regs. 825.208. Further questions on this subject may be addressed to:

R.L. Gray, Investigator, United States Department of Labor, 501-442-4205


U.S. Dept. of Labor – Employment Standards Administration

Adopted: May, 2000
Military Leave

Employees who are members of the National Guard or any of the reserve branches of the Armed Forces shall be granted two weeks leave annually, plus necessary travel time for annual training requirements. Said leave shall be granted as additional vacation time. Each employee who requests military leave shall furnish a copy of his orders for his personnel file to qualify for this benefit.

Any employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within 90 days after the effective date of his release from active duty shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. The right of re-employment shall conform with all federal government rules and regulations.

Any employee who enlists or re-enlists for a second consecutive tour of military duty shall be deemed to have forfeited his re-employment rights.

Personnel called to duty in emergency situations by the Governor of Arkansas or by the President of the United States shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave with pay shall be granted in addition to regular vacation time.

"Emergency situations" shall mean any case of invasion, disaster, insurrection, riot, breach of peace, or imminent danger thereof, threats to the public health or security, or threats to the maintenance of law and order.

Legals Reference:

A.C.A. 21-4-212
Public Law 93-508 (December 1974);
Public Law 94-286 (May 1976)
U.S.C. Title 10 Section12304

Adopted: May, 2006
Professional Leave 2-5-8(1)

Professional leave is defined as leave granted to an employee (including faculty) to engage in activities which will result in his/her professional benefit, or advancement, including earning of College credits and degrees, or that will contribute to the profession of teaching or to the benefit of the institution. Extended professional leave is such leave extending for more than thirty (30) consecutive days. Professional leave or extended professional leave ordinarily will be initiated by the employee and will be primarily for professional development purposes.

A. Professional Leave with Compensation. The College President may authorize professional leave with compensation to any employee when a substitute is not required for the employee during such leave.

Professional leave with compensation for travel may be awarded only if the travel is a required part of graduate or postgraduate course work offered by an accredited and recognized institution of higher learning. This leave is subject to the following conditions:

1. All records and reports have been completed as required by the President.

2. There will be no compensation received by the employee other than that received from the college unless specifically authorized by the President.

B. Professional Leave Without Compensation. The College President may authorize professional leave without compensation.

Extended professional leave shall not be granted for more than one calendar year.

Requests for professional leave for graduate study must be initiated by the individual faculty member through his immediate supervisor and thence through normal administrative channels. Crucial need and benefit to be derived in fulfilling the employee's assigned duty shall be demonstrated.

Requests must contain a statement of specific programs together with the
objectives to be achieved and a statement explaining its value to NorthWest Arkansas Community College.

**Professional Leave**

Requests for special professional leave must be initiated by the individual faculty member through his/her immediate supervisor, and thence through normal administrative channels. Crucial need and/or evident benefit to be derived in fulfilling the employee's assigned duty shall be demonstrated.

Requests, which include travel, shall specify the nature and extent of the travel, together with a full substantiation of the relation of the travel to the purpose of the special professional leave.

C. Duty leave is defined as leave granted to employees (including faculty) to be absent temporarily from their duties and places of employment for the purpose of performing other educational services as assigned by the College President. Employees will receive their regular pay, and expenses may be allowed at the discretion of the College President. Employees shall not be assigned temporary duty for the purpose of improving rank.

**Legal Reference:**

A.C.A. 21-4-200 et seq.; A.C.A. 21-4-210
OPM Policy Statement section 8.0 and section 2.11
Attorney General Opinion #83-4 (January 10, 1983)
Act #567 of 1975 -
Attorney General Opinion #90-303 (December 20, 1990)

**Adopted:** May, 2000
Jury Duty & Political Leave

Jury Duty: Any employee, who serves as juror or is subpoenaed as a witness to give a deposition in a court or hearing not involving personal litigation or service as a paid witness outside the scope of state employment, is entitled to receive normal and full compensation in addition to any fees paid for such services. If the employee provides reasonable notice to the college of the required proceedings, the employee shall not be subject to discharge from employment, loss of annual or sick leave days or accrual rates, or any other form of penalty.

Court and jury leave will not be considered annual leave.

Employees who work night shifts and are required to serve in court during the day or are subpoenaed as a witness to give a deposition in a court hearing, not involving personal litigation or service as a paid witness outside the scope of state employment, shall be allowed to take court and jury leave on the night shift of the day on which they served.

Political Activity Leave. Employees of the College have a right to participate in political activity. However, political activity must be on the employee's own time and not during regularly scheduled work hours. Employees may elect to take vacation leave or personal business leave in order to engage in political activities. An employee may apply to take leave without pay to engage in political activities, and the immediate supervisor, appropriate Vice President (or Dean), and the President shall consider the amount of time requested for leave without pay and the expected effect of such employee's absence on the College in deciding whether to grant such leave. An employee planning to seek political office or to assume a major role in a political campaign shall discuss such with the employee's immediate supervisor, appropriate Vice President (or Dean) and College President before seeking the office or assuming the role. If the immediate supervisor, appropriate Vice President (or Dean), or College President feels the plans will interfere with the employee's assigned duties and responsibilities to the College, the employee may request a review by the College President. If the request is approved, an adjustment in work hours and salary may be made.
NorthWest Arkansas Community College Administrative Policies and Procedures

Legal Reference: A.C.A. 21-4-200 et seq.; A.C.A. 21-4-210

OPM Policy Statement section 8.0 and section 2.11

Act 567 of 1975

Adopted: May, 2000

Revised: March, 2008

Compensatory Time 2-5-10(1)

Under the Fair Labor Standards Act and Arkansas Code 19-4-1612 compensatory time may be given to non-exempt employees for work performed in excess of a forty (40) hour work week. Further, it is held to be the policy of the State of Arkansas, “that any overtime work necessary to the continued effective operations of the state shall be managed in the most efficient and economic manner possible.”

In accordance with Section 110.1.6, NorthWest Arkansas Community College will have the option of paying overtime in a combination of cash and compensatory time at the rate of time and one-half. NorthWest Arkansas Community College will recommend payment for overtime worked only when employees are required to work special events outside of their regularly scheduled forty (40) hour work week. All other time worked in excess of 40 hours will be earned compensatory time.
Compensatory time whether it be in the form of time earned for work performed, or cash compensation (overtime), will be reimbursed for work performed in excess of forty hours in the work week. Vacation or sick time taken shall not be considered as time worked in the forty (40) hour work week.

Nonexempt employees are eligible for compensatory time in lieu of cash overtime payment. All non-exempt employees (except for categories of fire fighters and law enforcement whose positions receive partial overtime exemptions performing qualifying non-exempt work within a work week) will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 hours.

Compensatory or overtime may be earned only with the prior approval of the President, or his/her designee. With prior approval, all compensatory time of fifteen (15) minutes or more must be accounted for, whether earned or used. Employees of NorthWest Arkansas Community College will be required to submit a request to earn overtime/compensatory time for approval prior to working in excess of forty hours. Once approved, the request to earn overtime/compensatory time must be submitted to payroll with the appropriate time sheet. Compensatory time earned or taken shall be included as a separate category on the employee’s time sheet. All compensatory time earned should be taken within the following 30 day period of accrued time.

Employees wishing to use compensatory time shall submit a request for leave form and shall be paid at the base rate of his/her current grade. Compensatory time shall be used first in lieu of sick leave and/ or annual leave until the balance is depleted.

In the event of termination of employment, an employee will receive cash payment for any compensatory/overtime accrued which has not been used at a rate not less than;
NorthWest Arkansas Community College Administrative Policies and Procedures

1. The average regular rate received by an employee during the last three years of his/her employment; or

2. The final regular rate of pay received by an employee, whichever is higher.

The two categories of non-exempt employees are:

A. Those who normal work period is a 40 hour work week, and:

B. *Those employees who, by virtue of their job activities are considered:
   1. Seasonal
   2. Fire Protection, or
   3. Law Enforcement

*Employees in Category B may not be on a regularly scheduled 40 hour work week, but have pre-established periods from 7 to 28 days in length.

Employees in Category A cannot accrue more than 240 hours in compensatory time off in a fiscal year.

Employees in Category B cannot accrue more than 480 hours in compensatory time off in a fiscal year.

Employees in either category that exceed the maximum accrual must be compensated in cash payment at the rate of time and one-half for any hours in excess of the 240/480 limit.

Exempt employees may be eligible for compensatory time if work performed is that of a non-exempt nature. A request must be submitted to the Office of Personnel Management to review the materials and determine if the nonexempt category is justified. Once the review is complete and if work performed meets the U.S. Department of Labor’s “Quick Test” it will be recommend that overtime
compensation at the rate of time and one-half be given the employee, an exception will be made for that class or position only within that agency.

Arkansas Code 19-4-1612

Adopted: May, 2000
Revised: February, 2005

Employee Weddings/Receptions Held on Campus 2-5-11

NorthWest Arkansas Community College generally does not allow the use of college facilities for weddings and wedding receptions, however, special consideration will be made for the rental of specific campus venues for NWACC employees only. This policy does not apply to employees' dependents or other family members. These areas include the Wal-Mart Auditorium, the Atrium at the Shewmaker Center, and the Bogle Plaza. The non-profit room rate fee of $25 per room will apply. The user agrees to the terms and conditions contained in the NWACC Facilities Rental Agreement. In addition to those terms and conditions the following special restrictions and regulations shall apply:

1. The room use fee includes basic set-up that can be completed during normal work hours. College staff will only set up college owned furniture. College-owned furniture shall not be moved between buildings. All special requests shall be presented to the Special Events Coordinator (SEC) for consideration and will be evaluated with the potential for additional fees.
2. Employee weddings and receptions shall be scheduled on a first requested - first reserved basis. Events may not be booked more than twelve months in advance and are subject to the priority of regular College events.
3. The College’s catering service shall be utilized when catering services are required and reserves the right of first refusal. An exception will be made for the purchase of a wedding cake.

4. The Employee shall be responsible for contracting with and paying at least one security person and one janitorial person for their event at NWACC. These individuals shall work as independent contractors and shall be on hand a sufficient number of hours before, during and after the event to provide the services needed. NWACC shall provide the employee with a list of persons who can perform these functions and the appropriate hourly rates of pay and, if requested, shall assist the employee in contacting these individuals.

5. The College reserves the right to restrict the use or rental of grounds, facilities, equipment, and/or services at any time it so determines. The College is generally closed for the following: Memorial Day Weekend, Fourth of July, Thanksgiving Weekend, Winter Break (through New Year's Day), Labor Day Weekend, and Martin Luther King Jr. Day.

6. Possession or consumption of alcohol or narcotics of any kind are prohibited on campus.

7. NorthWest Arkansas Community College maintains a smoke-free environment. Smoking is prohibited in all College buildings and is only permitted on College grounds in designated areas. At the Shewmaker Center, this area is northeast of the east entrance. Smoking is prohibited in Bogle Plaza and the Parking Garage.

8. No rice or birdseed may be distributed or thrown on campus grounds, nor may any fireworks or sparklers be used on campus grounds. Bubbles may only be used in the parking lot.

9. Users of College facilities may not remove or displace furniture, equipment or apparatus. College buildings and equipment must not be marred or defaced in any manner. No College-related signs, banners, posters, etc. may be removed from any walls or ceilings anywhere at any time, even if the intent is to replace them following the event.

10. Parking is limited to the designated parking lots. All cars illegally parked will be ticketed or towed at the owner's expense.

11. The number of occupants must be limited to the safe capacity of the room or facility as determined by law. The user of College facilities is required to limit attendance so as not to exceed the designated capacity of the requested facility.

12. First aid services, if needed, are the responsibility of the user.

13. Users must arrange any special security needs through the SEC. Depending on the size or type of activity, additional security services may be required at an
additional fee to the user. The SEC will determine the need for additional security.

14. Use of decorations, scenery, exhibits, banners, posters, bleachers, platforms, and any other equipment must receive prior approval from the SEC. No scenery, decorations, or combustible material may be brought onto College grounds without prior approval. Any device capable of producing an open flame, including candles is prohibited.

15. A $75 fee, payable to the NorthWest Arkansas Community College Foundation Music Account, will be collected for use of the piano at the Shewmaker Center. The piano may be moved from the atrium to the auditorium, but not to any other location.

16. An authorized officer, agent, or employee of the College may eject or cause to be ejected from the College any person or persons causing a disturbance or interfering with the peaceful use of College facilities.

17. Any user of College facilities shall not obstruct the sidewalks, entries, passage vestibules, elevators, or access to restrooms or other public utilities.

18. The College reserves the right to require any user of College buildings, grounds, facilities or services to reimburse the College for any destruction, damage, defacement or loss (including extraordinary cleaning expenses) to College buildings, properties, facilities or services resulting from user’s activities in such buildings, properties, facilities or services.

19. For additional information, please contact NWACC Special Events Coordinator

Adopted: January 2008

Educational Leave Benefit for Full-Time Employees 2-5-12

Full-time employees of any branch, department, board, bureau, commission, or state-supported institution of higher education of the State of Arkansas shall be granted eight (8) hours of children’s educational activity leave per calendar year. Unused children’s educational activity leave may not be carried over to the next calendar year, and is not compensable to the state employee at retirement.

All state employees are entitled to eight (8) hours of leave during any one calendar year for the purpose of attending or assisting with the educational activities of a child. The definition of “child” means a person enrolled in a pre-kindergarten through grade 12 who is of the following relation to the state employee:
NorthWest Arkansas Community College Administrative Policies and Procedures

a. Natural Child
b. Adopted Child
c. Stepchild
d. Foster Child
e. Grandchild
f. Ward of the state employee by virtue of the state employee having been appointed the person’s legal guardian or custodian; or
g. Any other legal capacity where the employee is acting as a parent for the child.

“Educational Activity” shall be defined by any school-sponsored activity which includes without limitation:

a. Parent-Teacher Conference
b. Participation in school-sponsored tutoring
c. Participation in a school-sponsored volunteer program
d. Field trip
e. Classroom program
f. School committee meeting
g. Academic competition; and
h. Assisting with athletic, music, or theater programs.³

All full-time eligible employees of NorthWest Arkansas Community College shall identify the “Educational Leave Benefit” on the college Leave Request Form with approval by the appropriate supervisor in advance of the leave date.

Adopted: March, 2008

³ Act 1028 of 2007 as Amends Arkansas Code Title 21, Chapter 4, Subchapter 2
NWACC policy created 03/01/2008
Benefits Administration

The Human Resources Office is responsible for administering the benefits package for the College. The Human Resources Office periodically conducts orientation sessions to educate employees on the benefits available to them relating to the following areas.

1. Group Hospitalization Insurance
2. Group Dental, Life and Disability Insurance
3. Retirement Plans
4. Post-Retirement Health Insurance Options
5. Other Benefit Plans

The Human Resources Office does not make decisions for employees regarding benefit coverage selections. The employees make the decisions themselves. The office does provide information, explanations and company contacts so the employee can make these decisions wisely.

Adopted: May, 2000

Group Health Insurance, Dental Insurance, Life and Disability

The College pays a portion of the cost of the premium of group health insurance for full-time employees based on the rates in effect during the fiscal year and subject to annual review and re-approval. The College and the eligible employee also share the cost of the premium for dependents covered in the group health insurance plan based on a formula reviewed and re-approved annually. Only full-time employees as stated in an employees Memorandum of Employment may participate in the group health insurance plan as defined in the current plan documents. Those employees who work less than thirty (30) hours per week or the equivalent for faculty or are temporary, such as extra help or work study employees, will not be eligible to participate. Full-time employees are those who are paid from a full-time position line item in the NorthWest Arkansas Community College Appropriation Act and meet the 30 hours per week (or equivalent for faculty) test.

The College pays the cost of group Life and Disability Insurance for full-time employees based on the rates for an employee up to $20,000 of coverage, subject to annual review
and re-approval. Employees may purchase additional group supplemental life insurance and life insurance for spouses and dependent children.

The College and eligible employees share the cost of the premiums for full-time employees and eligible dependents covered in the group dental insurance based on a formula reviewed and re-approved annually.

The college may offer additional employee benefits from time to time, either fully paid by the college, paid partly by the college and employees or paid entirely by the employees.

Adopted: May, 2000

Revised: July, 2005
Annual Adoption of Salary Scale  2-6-3

The President of the College shall annually require the preparation of salary schedules for instructional, administrative, classified, work-study, and all other employees, consistent with the schedule adopted by the appropriate State agency. The schedule so adopted shall be the sole instrument used in determining the annual, monthly, bi-weekly, daily or hourly compensation of such employees. The schedule shall clearly show the method of computing compensation for employees and may or may not contain a salary increase for college employees, depending on the financial condition of the college.

If a particular type of employee is not covered by a particular schedule, the College President shall determine the salary of that person in consultation with the appropriate administrator.

Summer Session salaries for individuals on the full-time faculty salary scale shall be based on the part-time scale.

Under special circumstances, when resources are available, and when allowable, additional salary increases may be awarded in the same fiscal year as the annual salary increase for NorthWest Arkansas Community College employees.

It is understood that the college is not required to provide an annual salary increase but will attempt to do so consistent with good fiscal policy. However, in order to reward current employees and attract future employees, the college will attempt to give annual salary increases whenever possible.

Adopted: May, 2000
Legal Reference: A.C.A. 6-63-204; 6-63-205
Salary Schedule for Part-Time Instructors

Payment for part-time instruction is semi-monthly, direct-deposited into the instructor’s bank account. There are four (4) salary installments per academic semester or one payment for each of the summer semesters. Salary for associate faculty members will be according to an established scale. Allied Health and Nursing part-time faculty will not be subject to this scale but will be paid according to contact hour.

Associate faculty is limited to 18 load hours over an academic year. However, the Vice President for Learning has the authority under extenuating circumstances to approve up to 20 load hours over an academic year. Associate faculty may teach 3 or 4 credit hours per summer term unless that additional teaching assignment will result in the faculty member’s salary exceeding the state’s annual line-item maximum for part-time faculty.

If a part-time instructor holds a degree below the Doctorate, but has additional specialized training or experience which would normally provide a degree of competency not found in a person having only the basic degree, then the College President may approve, upon the recommendation of the Vice President for Learning, an additional salary amount per load hour. An example of this might be a person holding the Bachelor's Degree with a CPA Certification.

Revised: July, 2005
Substitute Instructors – Salary

When a full-time faculty member is unable to teach class because of illness, the department or division will handle the classes through the standard practice of faculty members covering for other faculty until such time as that practice proves a hardship on the faculty substitutes or until the learning is being compromised.

At that time, the department/division will hire a substitute instructor according to the following guidelines:

1. A completed application for employment and other necessary personnel records must be on file before the substitute can begin teaching.

2. The substitute will be paid according to where he or she falls on the part-time pay scale.

3. The total amount paid will be pro-rated according to how many class periods the substitute teaches (for example, a substitute with a master’s degree teaching 4 class sections of 2 different 3-hour courses that meet 32 times during the semester would be paid $386.515 x 6 divided by 4/32).

4. The absent faculty member will be charged sick leave for the duration of the illness that necessitated the substitute.

5. The affected department/division will pay the substitute out of the department’s part-time/extra help budget. In a situation in which the substitute’s salary will exceed available funds in the department/division’s part-time/extra help budget, the chair can appeal to the Vice President for Learning for contingency funds.

6. In the case that the faculty member has no sick leave accrued (as is the case for all associate faculty, for example), the amount paid the substitute will be deducted from the absent faculty member’s salary.

Adopted: May, 2000
1. SOCIAL SECURITY

All employees of the College are covered by Social Security. The Social Security contribution rate is determined by federal regulations and subject to change by regulation/law. In addition to Social Security, NorthWest Arkansas Community College currently has three major retirement benefit plans.

2. ARKANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (APERS)

Benefit and contribution provisions in APERS are established by State law and can be amended only by the Arkansas General Assembly. The College contributes an amount in accordance with the provisions established by the Arkansas General Assembly. The schedule of contributions is listed below in section V of this policy.

NWACC has established a non-contributory plan for its employees based upon legislation. The exception to the non-contributory rule for NWACC employees occurs only if an employee transfers from another state agency where he/she belonged to APERS and was a 6% contributing member. In this instance, the State will allow that employee to continue as a contributory member.

3. ARKANSAS TEACHER RETIREMENT SYSTEM (ATRS)

Benefit and contribution provisions are established by State law and can be amended only by the Arkansas General Assembly. The Arkansas Teacher Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for ATRS.

ATRS has contributory and non-contributory plans. ATRS is not an option for classified employees employed unless the employee is already an ATRS member. The ATRS plan document provides updated information regarding eligibility requirements.

Eligible individuals may participate in either the TIAA/CREF Plan or the Arkansas
NorthWest Arkansas Community College Administrative
Policies and Procedures

Teachers Retirement System, (ATRS) as provided for in Act 436 of 1967.

4. TEACHERS’ INSURANCE AND ANNUITY ASSOCIATION/ COLLEGE RETIREMENT EQUITIES FUND (TIAA/CREF)

NWACC’s Alternate Retirement Plan is Teachers’ Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF), as authorized by the Arkansas Code Annotated. This is a defined contribution plan and is administered by TIAA/CREF, which was adopted as of February 1, 1990.

Subject to the conditions stated in the TIAA/ CREF regulations, all new college employees are eligible to participate in the Alternate Retirement Plan. An employee may elect to be non-contributory or contributory. There is also a third, or Supplemental, option in this plan whereby the employee may contribute more than the 4% designated below. However, the institution will not match any contribution above the contracted 4%.

All employees involved will receive material from TIAA/CREF detailing all options procedures and benefits available in this plan.

Amendment. While it is expected that this alternate retirement Plan will continue indefinitely, Northwest Arkansas Community College reserves the right to modify or discontinue it at any time.

5. CONTRIBUTIONS

Contributions to the three Retirement Plans shall be made as percentages of the regular salary in accordance with the following schedule:
## NorthWest Arkansas Community College Administrative Policies and Procedures

<table>
<thead>
<tr>
<th></th>
<th>By the Participant</th>
<th>By the Institution</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATRS Cont.</td>
<td>6%</td>
<td>14%</td>
<td>20%</td>
</tr>
<tr>
<td>Non-Cont.</td>
<td>0%</td>
<td>14%</td>
<td>14%</td>
</tr>
<tr>
<td>TIAA-CREF Cont.</td>
<td>4%</td>
<td>10%</td>
<td>14%</td>
</tr>
<tr>
<td>Non-Cont.</td>
<td>0%</td>
<td>6%</td>
<td>6%</td>
</tr>
<tr>
<td>APERS</td>
<td>5%</td>
<td>11.01%</td>
<td>16.01%</td>
</tr>
</tbody>
</table>

Adopted: May, 2000

Legal Reference: A.C.A. 24-7-801 et seq.; A.C.A. 24-3-102
Retirement

2-6-7(1)

Full Retirement

When the combined sum of age and years of continuous full-time service to the College equals 70, an employee upon written application to the Office of Human Resources and with the approval of the President may be eligible for retirement benefits provided that the employee has a minimum of (10) ten years of continuous full-time service to NorthWest Arkansas Community College.

Upon the President's approval the retiree may:

- Subject to allowances and conditions of the health insurance provider, a retiree may elect to remain with the College's group health insurance plan at his/her own expense including eligible dependent coverage, if applicable, until the retiree reaches age 65 or Medicare eligibility. At the time the employee reaches age 65 or Medicare eligibility, the dependents will be eligible for continuation of coverage as provided under COBRA.

- Subject to allowances and conditions of the dental insurance provider, elect to remain with the College’s group dental insurance plan at his/her own expense including eligible dependent coverage, if applicable, for as long as the retiree so chooses and pays premiums in a timely manner.

- Be eligible for benefits under the provisions of the NWACC’s retirement plan and to be covered under the group life insurance policy with a reduction of benefits in accordance to the existing plan document.
NorthWest Arkansas Community College Administrative Policies and Procedures

Retirement annuities will be provided based on the specific definitions of the employee’s elected retirement plan. Current retirement plans are: Arkansas Public Employee’s Retirement System (APERS), Arkansas Teacher Retirement System (ARTRS), and Teachers Insurance Annuity Association (TIAA-CREF). Specific annuities will be unique to each employee’s years of service and final average salary.

Phased Retirement

Introduction

Pursuant to Act 296 of 1995, the NorthWest Arkansas Community College’s Early/Phased Retirement Plan is designed to provide incentives for qualified non-tenured faculty and staff to effect a saving in personnel salaries and fringe benefits when it is determined by the Board of Trustees that such saving will provide for more efficient operation of the college.

In compliance with Act 296 of 1995 and in the interest of providing the opportunity of phased retirement for eligible college employees by providing salary savings and other advantages for the college, NorthWest Arkansas Community College has established a voluntary Phased/Early Retirement Program.

NorthWest Arkansas Community College recognizes the right of eligible faculty and staff to remain full and active employees of NWACC until he/she elects to retire. Participation in this plan is completely voluntary and no eligible employee will ever be discriminated against in any way or by any means if he/she does not elect to participate in the Plan. However, to participate in the Plan, a full-time employee of the College must relinquish all rights to full-time employment.

Eligibility:

The NWACC Phased Retirement Program (PRP) provides the opportunity for full-time employees (faculty and staff), who are at the minimum 55 years of age and have completed (5) five years of continuous full-time service to voluntarily retire by reducing their workload and changing from full-time to half-time employment at the College for one year, renewable on an annual basis for up to three years.
NorthWest Arkansas Community College Administrative

Policies and Procedures

Phased Retirement Program (PRP) consists of a (50%) half-time workload (for faculty a minimum of two courses), and (50%) half-time salary based on the employee’s base salary in the final year of full-time service excluding any overloads, stipends or extra forms of supplemental pay. Eligible College employees electing to retire under the phased retirement program will be prohibited from any future full-time employment at the College and shall be eligible only for part-time employment.

- **For employees under age 65:**
  Subject to allowances and conditions of the health insurance provider, a retiree may elect to remain with the College’s group health insurance plan at his/her own expense including eligible dependent coverage until the retiree reaches age 65 or Medicare eligibility. At the time the employee reaches age 65 or Medicare eligibility, the dependents may be eligible for continuation of coverage as provided under COBRA.

- **For employees already 65 and/or Medicare eligible:**
  If the employee is already 65 and/or Medicare eligible at the time of applying for phased retirement, the employee will no longer be eligible for coverage under the College’s health insurance plan. However, the employee may elect continued health insurance coverage for eligible dependents as provided by COBRA.

  Employees who are age 65 and retiring under this plan may also elect to be reimbursed up to $1200.00 annually for documented Medicare supplemental insurance premiums for up to three years, as long as the employee continues employment with the College on a (50%) half-time basis.

- **For all eligible retiring employees:**

  **Dental Plan:**
  Subject to allowances and conditions of the dental insurance provider, all eligible retirees may elect to remain with the College’s group dental insurance plan at his/her own expense including eligible dependent coverage, if applicable, for as long as the retiree so chooses and pays premiums in a timely manner. Failure to pay
premiums as designated by the College shall result in termination of benefits after 60 days.

**Life Insurance:**

Employees eligible for retirement shall continue the College’s paid life insurance at the following schedule according to the terms and agreement of the College’s policy:

- **Age 65** - Reduction (35%) of the College paid life insurance policy from $20,000 to $13,000.

- **Age 70** - Additional reduction (25%) of the original amount to $8,000.

- **Age 75** – Additional reduction (15%) of the original amount to $5,000. *Life Benefit terminates at age 99.*

**Voluntary Products:**

Voluntary products may be portable/convertible subject to the terms and conditions of each policy. (See Human Resources for information).

**Retirement:**

Retirement annuities will be provided based on the specific definitions of the employee’s elected retirement plan. Current retirement plans are: Arkansas Public Employee’s Retirement System (APERS), Arkansas Teacher Retirement System (ARTRS), and Teachers Insurance Annuity Association (TIAFF-CREF). Specific annuities will be unique to each employee’s years of service and final average salary.

**Miscellaneous Benefits:**

College employees who are eligible under any of the College’s retirement plans shall be granted access to the following:
NorthWest Arkansas Community College Administrative Policies and Procedures

College Library, Fitness Center, College sponsored productions: (Plays, concerts, art exhibits), Tuition Waiver (college employees who are under age 60 years of age and ineligible for the “Golden Waiver” may elect up to three (3) hours of tuition per semester. (Semester shall include fall, spring, and summer sessions.)

Special Conditions:

Employees who are on leave without pay (LWOP), receiving Long-Term Disability (LTD) benefits, worker’s compensation, or engaged in litigation with the College are not eligible for the Early/Phased retirement plan.

College employees who are funded from Grant Funds shall be excluded from this retirement agreement unless the external funding is adequate to fund the employee’s early retirement costs within the guidelines of the grant. This provision shall not commit the College to employ an individual previously employed on external or grand funds.

If the total number of qualified applicants for early retirement would require funds in excess of the legislated limitation or the funds available in a fiscal year, the individuals will be prioritized by service time to the institution, highest age, and by the highest savings to the institution. In addition, consideration shall be limited subject to the affected department or program having sufficient full-time employees to meet the College’s operational needs. (Legislative limitations are one percent (1%) of personnel costs during the preceding fiscal year.)

If the College determines that it would be financially unsound, the early retirement plan may not be offered in a particular year.

The College reserves the right to modify the Phased/Early Retirement Program from time to time as determined by the President and Board of Trustees.

As required by Act 296 of 1995, the total early retirement incentives approved under this policy must result in a net savings to the College and be reported annually to the Legislative Joint Auditing Committee.
NorthWest Arkansas Community College Administrative Policies and Procedures

Application Process/PRP

- The employee will determine whether to apply for PRP.
- Formal application may be made to the employee’s department head by February 1st of each year. (Exceptions may be made with President’s approval).
- The department head will verify through Human Resources the employee’s qualifying conditions, i.e. age, years to full-time service with NWACC.
- If the employee does not meet the said criteria and application is denied, the department head will immediately notify the employee in writing.
- If the employee meets the criteria, the department head and employee will agree upon a half-time work plan and submit to HR for completion of a phased retirement general release. As required by the ADEA, the employee has forty-five calendar days to sign and return the agreement and release to the department head.
- The release will be sent to the President for final approval.
- The employee will meet with Human Resources to complete required paperwork.
- The new employee memorandum will be generated by the department head.
- Any exceptions to this program may only be made by the President.
- If a PRP approved employee works a minimum of 1,000 hours or more per year, they may earn leave pro-rated upon their regular workweek. Example: reduction to half time would = 4 hours per month in sick leave from 8 hours earned regularly by a full-time employee.

Phased Retirement Academic Procedures Regarding Faculty

1. Procedures regarding office space and non-instructional duties for PRP faculty.

   A. 5 hours a week office hour requirement for PRP faculty.

   B. Committee assignment shall not exceed one required committee. Individual PRP faculty members may volunteer to serve on more committees as desired or approved.
C. Faculty entering phased retirement (also emeritus) would move to a designated shared office space where available.

2. Definition and administration of 50% load for approved PRP faculty.

A standard 9 month load is 30 load hours, so 15 load hours is required for 50% phased retirement in 9 months. For faculty teaching 3 hour load courses, this would be 3 courses fall semester and two in the spring semester, at the discretion of the appropriate Academic Dean. In science, which has 5 hour load courses (Lecture and Lab combined), this would mean 2 science lab courses fall semester, and 1 spring semester, again at the discretion of the Academic Dean.

3. PRP employees would be eligible to apply for Emeritus status at the time he/she fully retires. Any long term faculty member in good standing is eligible, once they fully retire, if they meet the guidelines set forth by the standard Emeritus status policy. However, Emeritus status is a privilege that must be applied for and approved by the President.

4. Overload pay for PRP faculty.

Phased retirement faculty may teach additional courses beyond the 15 load hour commitment (an overload), but pay would be at the standard associate faculty pay rate, and no additional sick leave will be earned for these hours. Overloads would be approved at the discretion of the appropriate Academic Dean.

PRP faculty may not teach their entire 15 load hour commitment in one semester. PRP faculty would be eligible for an overload beyond 7.5 hours in the fall semester, once it is confirmed with the appropriate Academic Dean that the spring semester teaching load will equal or exceed 7.5 load hours as well.

5. Ineligibility for release time for PRP faculty for special duties.

Faculty who are granted phased retirement would not be eligible, as a rule, for release time from the 50% load hour teaching requirement. Therefore, phased retirement faculty would not be eligible to receive release time to serve as subject area coordinators or as department chairs. Phased retirement faculty would be eligible to receive overload pay (above the 15 required teaching load hours for a 9 month period) at the associate faculty pay rate for special assigned duties that support the college. Special assigned duties are subject to the approval by the appropriate Academic Dean, Associate Vice
NorthWest Arkansas Community College Administrative
Policies and Procedures

President of Learning, and at the discretion of the Executive Vice President of Learning and/or the President.

Adopted: April, 2006
Revised: June, 2007
Revision to Phased Retirement Policy/Language June 2008
Legal Reference:  A.C.A. 24-7-801 et seq.
Employee Discipline and Grievances

The Human Resources Office is responsible for administering policies relating to employee relation’s discipline and grievances. These policies include the following:

1. Administrative Action Affecting Faculty and Staff Members
2. Uniform Personnel Administration for Non-Instructional Personnel
3. Discipline and Dismissal of Faculty and Staff Members
4. Employee Grievances Other than Contractual Matters
5. Alcohol and Drug Policy
6. Harassment Policy
7. Employee Grievances Involving Contractual Matters

The Human Resources Office is also responsible for administering policies regarding Harassment or Discrimination.

Adopted: May, 2000
Administrative Action Affecting Faculty and Staff Members  2-7-2

In significant matters other than employment term issues, or in the event a member of the faculty or staff is charged by civil authorities with a serious violation of law, the President of the College shall ascertain the facts of the case to the best of his/her ability including the possible use of an ad hoc fact-finding committee. Upon his determination of the facts, the President shall take action, which may range from a reprimand to suspension without pay pending final disposition of the case as provided by state law and Coordinating Board for Higher Education regulations.

Adopted May, 2000
Uniform Personnel Administration for Non-Instructional Personnel 2-7-3

All personnel of the College are entitled to fair and equitable employment policies. The Human Resources Office will establish a program of uniform personnel administration, including a means of satisfactorily resolving complaints and grievances for non-instructional personnel.

Adopted: May, 2000
Discipline and Dismissal of Faculty and Staff Members 2-7-4(1)

1. Grounds for Discipline or Dismissal

   Grounds for discipline or dismissal of faculty and staff employees of the College shall include, but not be limited to, incompetence in performing the employee's duties, refusal to comply with College policies, procedures, and administrative directives, insubordination, willful neglect of duty, drunkenness which detrimentally affects job performance or the image of the College, use or possession of illegal drugs, conviction of any crime involving moral turpitude, or any act or statement which would be detrimental to the welfare, objectives, or philosophy of the College.

2. Discipline

   Discipline of an employee of the College may include, but not be limited to, verbal warnings, written warnings, probation, and suspension, with or without pay. The discipline of an employee shall be set by the employee's immediate supervisor; however, all discipline shall be reported to the President of the College within five (5) working days, and no employee shall be suspended without the advance approval of the President of the College or his/her designee. An employee of the College may appeal the imposition of discipline upon him/her to the supervisor of his/her supervisor. Until the appeal is resolved to the satisfaction of all parties, the appeal may continue up the supervisory ladder to the President of the College. Nothing herein shall prevent the President of the College from imposing discipline on an employee over whom the President is not the immediate supervisor.

3. Dismissal

   Only the President of the College may officially notify an employee of dismissal proceedings.

   A. Report of Cause

      Any person within the College community who believes that reasonable cause for dismissal of a College employee exists shall state in writing the
NorthWest Arkansas Community College Administrative Policies and Procedures

specific reasons therefore and deliver such writing to the President of the College.

B. Investigation and Resolution

The President shall investigate whether cause for dismissal exists. If appropriate, the President shall attempt to resolve the problem through preliminary conferences, discussions, confidential mediation, and/or the appointment of an advisory committee. Only the President may decide to create an advisory committee. The committee, if established, shall be composed of three (3) members, one of whom shall be appointed by the President, one of whom shall be appointed by the individual whose dismissal is being considered, and one of whom shall be appointed by the other two members; provided that no members of the committee shall be connected to the department of the employee whose dismissal is being considered. The committee shall act informally and attempt to affect a resolution between the employee and the college administration.

C. If a resolution is not achieved or if the President, after an investigation, determines that there is no need to attempt to achieve a resolution, the President shall formulate a statement of the grounds for dismissal after consulting with the College’s attorney. The statement shall be sent to the employee involved by personal delivery or by registered or certified mail.

D. If the employee or faculty member feels that the President has a conflict of interest in the matter of dismissal, the President’s decision may be appealed to the Board of Trustees. However, any appeal to the Board of Trustees must contain specific evidence, not just opinion, of said conflict in the specific matter of dismissal.

4. Name-Clearing Hearing
If an employee of the College otherwise acquiesces in a dismissal decision but feels that the reason for his/her termination is a stigmatizing charge, which is critical of his/her character and, thus, may hamper his/her ability to obtain future employment, then the employee may request a name clearing hearing before the President. In order to obtain a name clearing hearing, the employee must request such a hearing in writing to the President of the College within ten (10) days of the effective date of his/her termination. If a name clearing hearing is not requested in writing within such time, the right to such name clearing hearing shall be waived.

The purpose of the name clearing hearing will be for the employee to present facts which dispute the stigmatizing charge. Neither the President nor any other official of the College shall be required to present any opposing evidence but may do so at his/her election. The President will not be called upon to make any decision following the name clearing hearing as the purpose of the hearing will be simply to allow the employee to provide evidence to clear his/her name.

The name clearing hearing shall be held in compliance with the requirement of the Arkansas Freedom of Information Act. In the event the employee contests his/her termination, he/she shall have right to a name clearing hearing as he/she will be expected to present all evidence against the stigmatizing charge at the dismissal hearing.

Legal Reference:  (A.C.A.) 25-19-101 et seq
Adopted: May, 2000
NorthWest Arkansas Community College Administrative Policies and Procedures

**Employee Grievances – College Policy & Employment Matters 2-7-5(1)**

College employees should make every attempt to resolve problems they encounter at work informally, through discussion with the other persons involved, and in a spirit of goodwill and cooperation. If college employees address potential problems early, they are less likely to escalate into grievances. An employee’s supervisor or department head may be able to help you resolve complaints and other problems informally and with as little disruption and distress as possible.

In the event that a problem cannot be resolved informally, the following grievance procedure is available to college employees.

**Definitions:**

- **Day:** A regularly scheduled workday, excluding holidays.
- **Grievance:** Unless excluded below, a grievance is a complaint of a college employee against the college concerning:
  - the interpretation, application, or claimed violation of a specific term or provision of College policy, or
  - other matters which affect the employment relationship of the college employee to the college.

Excluded from the procedure are complaints relating to:

- wages and salaries;
- matters involving reappointment, performance evaluation, and promotion which do not concern a claimed failure by the College to follow established policy; or
- termination

**Grievance committee:** The President shall select three employees to serve as a grievance committee for any grievance appealed to the grievance committee pursuant to this policy. The grievance committee shall hear all evidence relevant to the grievance, make findings, and make recommendations to the President based on its findings. The Committee shall not be bound by official rules of evidence and shall have no subpoena power.
Grievance officer: The grievance officer is the individual responsible for assisting all college employees during the grievance process and for overseeing all procedural matters and paperwork pertaining thereto. The grievance officers shall be designated by the President.

Rights and Responsibilities

Each grievance shall be handled promptly and impartially, without fear of coercion, discrimination, or reprisal. Each participant in a grievance shall do his or her part to protect this right.

At the end of the procedure for each grievance, the grievance officer shall a) close the grievance record for permanent retention by the Human Resources Office, and b) submit a written summary of the grievance to the Director of Human Resources.

Informal Resolution Procedure

Grievant’s responsibility: The grievant shall first attempt to resolve the grievance informally with his or her immediate supervisor and, as necessary, with the immediate supervisor of her or his immediate supervisor.

Supervisor’s responsibility: All supervisors, to the best of their ability, are required to inform, listen to, and counsel with employees on all matters affecting them and to resolve informally, if possible, all grievances. In the event the informal attempts to resolve the grievance are not successful and the grievant wishes to pursue the matter, s/he shall initiate a meeting with the grievance officer.
Grievance officer’s responsibility: The grievance officer shall work with appropriate parties in an attempt to resolve the grievance informally. If the process fails to bring about a satisfactory resolution, the grievant may initiate the following formal grievance procedure.

**Formal Grievance Procedure**

**Step I** – The grievant must contact the grievance officer to initiate the formal grievance procedure. The grievant shall submit to the grievance officer a written statement of the facts and the resolution sought. The statement must be signed and dated by the grievant. The grievance officer shall:

- determine if there is a grievance as defined herein;
- advise the grievant of the steps to be followed in the formal grievance procedure; and
- advise the grievant of his or her right to:
  - use the grievance procedure;
  - receive copies of all documentation, regardless of form, during all steps of the grievance procedure.

If the grievance officer determines that there is no grievance as defined herein, the Director of Human Resources shall make a final determination on that issue. If the final determination is that there is no grievance as defined herein, the staff employee will be encouraged to pursue further informal discussion of the problem.

Within five days of receipt of the grievance statement, the grievance officer shall transmit a copy of the grievance to the grievant’s immediate supervisor.
Within five days of receipt of the grievance statement, the supervisor shall either (1) set a date for a formal meeting or (2) respond to the grievant in writing.

**Meeting Option**

The supervisor shall contact the grievance officer and arrange a time and a place for a meeting. The grievance officer shall inform the grievant.

The supervisor, the grievant, and the grievance officer and any other person(s) deemed appropriate shall meet at the time and place arranged and discuss the grievance with the goal of agreeing upon a resolution of the grievance.

Whether a resolution was agreed upon at the meeting or not, the grievance officer shall write a summary of the meeting and submit copies to the supervisor and the grievant.

The supervisor shall prepare a written statement addressed to the grievant and containing items agreed upon in the meeting and the supervisor’s proposal for resolution of the grievance. The written statement shall be submitted to the grievance officer, who shall transmit it to the grievant.

**Written Response Option**

The supervisor shall prepare a written response addressed to the grievant and containing the supervisor’s proposal for resolution of the grievance and the reasons for
the course of action proposed. The written statement shall be submitted to the grievance officer, who shall transmit it to the grievant.

**Step II** – If the grievant is not satisfied with the written statement prepared by the supervisor, the grievant will have five days in which to provide the grievance officer with a written request for a review of the grievance by the grievant’s director or department head. (If the immediate supervisor is a director or department head, the grievance will move to Step III in the process.)

Within five days of receipt of the written request for review of the grievance, the grievance officer shall transmit the grievance statement and all pertinent documentation to the grievant’s director or department head.

Within five days of receipt of the grievance statement, the director or department head shall either (1) set a formal meeting or (2) respond to the grievant in writing.

**Meeting Option**

The director or department head shall contact the grievance officer and arrange a time and a place for a meeting. The grievance officer shall inform the grievant.

The director or department head, the grievant, and the grievance officer and any other person(s) deemed appropriate shall meet at the time and place arranged and discuss the grievance with the goal of agreeing upon a resolution of the grievance.
Whether a resolution was agreed upon at the meeting or not, the grievance officer shall write a summary of the meeting and submit copies to the director or department head and the grievant.

The director or department head shall prepare a written statement addressed to the grievant and containing items agreed upon in the meeting and the director or department head’s proposal for resolution of the grievance. The written statement shall be submitted to the grievance officer, who shall transmit it to the grievant.

**Written Response Option**

The director or department head shall prepare a written response addressed to the grievant and containing the director or department head’s proposal for resolution of the grievance and the reasons for the course of action proposed. The written statement shall be submitted to the grievance officer, who shall transmit it to the grievant within five days.

**Step III** – If the grievant is not satisfied with the written statement prepared by the director or department head, the grievant will have five days in which to provide the grievance officer with a written request for a review of the grievance by a grievance committee.

Within five days of receipt of the written request for review of the grievance, the grievance officer shall initiate formation of a grievance committee pursuant to the procedure described in the Definitions section above.
Within five days of the formation of the grievance committee, the grievance officer shall:

- call the grievance committee members together to:
  - advise the committee members of their responsibility to select a committee chairperson; and
  - provide the grievance record to the grievance committee.

- Establish a mutually agreeable time and place for the hearing; and
- Notify all parties of the time and place of the hearing

Within ten days of its meeting with the grievance officer, the grievance committee shall:

- hear all evidence relevant to the grievance; and
- determine whether, in the opinion of the committee, College policies and procedures were followed.

The grievant, grievance committee, and the College representative may request the presence at the hearing of anyone having information pertinent to the grievance.

Within two days of the conclusion of the hearing, the grievance officer shall transmit the grievance record to the President. The President shall review the committee's findings as provided below or designate a Vice President of the College to perform the review.
Within five days of the conclusion of the hearing, the grievance committee shall submit in writing to the President or Vice President the committee’s proposal for resolution of the grievance and the reasons for the course of action proposed.

The President or Vice President shall prepare a written statement addressed to the grievant containing the decision for resolution of the grievance and the reasons for the decision. The President’s or Vice President’s decision shall be considered final, and no further administrative review shall be available to the grievant.

A copy of the grievance committee’s proposal for resolution of the grievance shall be attached to the written statement. The written statement shall be submitted to the grievant, with a copy to the grievance officer.

The grievance officer shall inform the grievant’s immediate supervisor, dean, director or department head, of the action required to carry out the decision of the President or Vice President.

Legal Reference: OPM 135.0.0; Executive Order 86-1
Adopted: May, 2000
Alcohol and Drug Policy 2-7-6(1)

It is the policy of NorthWest Arkansas Community College to maintain an educational and working environment which is free from the influence of unlawful drugs. Therefore, to comply with the Drug-Free Workplace Act of 1988, U.S.C.A. Title 41, Section 701 et seq., and the State of Arkansas *EO-89-2, it is the policy of NorthWest Arkansas Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on college premises or at any college function is prohibited. NorthWest Arkansas Community College’s alcohol and drug policy is consistent with The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). Any student or employee violating this policy will be subject to discipline up to and including termination. (See Section 2-7-3)

Individuals who violate this policy will be subject to a number of sanctions imposed both by the College and by the state and federal criminal justice systems.

The specifics of NWACC’s Alcohol and Drug Policy are:

1. NorthWest Arkansas Community College will not differentiate between drug users and drug sellers. Any student or employee who possesses or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the college premises will be subject to discipline up to and including termination or expulsion.

2. The term “controlled substance” includes any drug listed in 21 U.S.C.A. Section 352 (d) and 812 and other federal or state regulations. Generally, these are drugs which have a high potential for abuse including, but not limited to, heroin, marijuana, cocaine, “crack” amphetamines, barbiturates, LSD, PCP, and “designer drugs” such as “Ecstasy” and “Ice”. They also include “legal drugs” which are not prescribed by a licensed physician.

3. Each employee is required by law to inform NorthWest Arkansas Community College if convicted for violation of any federal or state criminal drug statute when such violation occurred on the college premises. Each employee is required to report such conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. In the case of an employee, NorthWest Arkansas Community College must notify the U.S. government agency with which any contract has been made or from which any grant has been received within ten days after receiving notice from the employee or otherwise receives actual notice of such a conviction.

5. If a student or employee is convicted of violating any criminal drug statute while engaged at NorthWest Arkansas Community College, he/she will be subject to discipline up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution. (See Section 2-7-3)

6. Alcoholic beverages shall not be used in any College educational or recreational building.

7. There shall be no use of alcoholic beverages at any and all College functions.

8. An all-college function is defined as a function that any student or employee may freely attend.

9. Alcoholic beverages shall not be used at any College-sponsored student social function. A social function is defined as any event given by or for a College-affiliated organization.

10. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.
NorthWest Arkansas Community College Administrative
Policies and Procedures

11. A copy of this NorthWest Arkansas Community College Alcohol and Drug policy is made available in the College catalog to students.

12. All employees of the College are encouraged to attend a Drug-Free Workplace in-service presentation on an annual basis, per federal law. If unable to attend, employees will be mailed a copy of material presented.

*The Personnel Handbook details the State Criminal Penalties for drug and alcohol related offenses, as do the legal reference listed below:

Legal Reference: U.S.C.A. Title 41 – Section 701 et seq.; 21 U.S.C.A. 352 (d);
21 U.S.C. 844 (a); 853 (a); 881 (a); 18 U.S.C. 922 (g)
Public Law 101-226 (Drug Free Schools and Communities)
Adopted: May, 2000
Revised: July, 2005
Harassment Policy 2-7-7(1)

1. Purpose

This policy is established to prevent harassment of the employees and the students of NorthWest Arkansas Community College.

2. Policy

NorthWest Arkansas Community College does not tolerate any form of harassment related to a person's race, color, sex, religion, national origin, age, or disability, whether it is harassment of:

1. an employee by another employee,
2. a student by another student,
3. an employee by a student,
4. a student by an employee,
5. an employee by a non-employee/non-student, or
6. a student by a non-employee/non-student.

It is the goal of this policy to stop harassment before it becomes actionable harassment. Therefore, all unwanted, unwelcome, or offensive conduct related to a person's race, color, sex, religion, national origin, age, or disability is prohibited even though the conduct does not arise to the level of creating a tangible job detriment for an employee being harassed or a tangible educational detriment for a student being harassed.

The College shall take all reasonable steps to stop all forms of harassment brought to the College's attention and to protect the person being harassed from further harassment or retaliation. If an employee or student engages in harassment, he/she will be subject to discipline up to and including termination. If a non-employee/non-student engages in harassment, then the right of such non-employee/non-student to come onto College property may be limited or terminated.

It is the express duty of all supervisory employees of the College to report all observed conduct that appears to constitute harassment of an employee or student. However, any employee or student may report harassment. No supervisory employee of the College may have a dating or romantic relationship
with any College employee over whom he/she has direct or indirect supervision without first doing the following:

A. Reporting such intention to have a dating or romantic relationship to his/her supervisor.

3. Signing the Dating and Romantic Relationship Statement (2-7-8-A) by both the supervisor and the subordinate that they are voluntarily entering into the dating or romantic relationship, which agreement shall be a form agreement prepared by the College administration for such purposes.

3. Definition

Harassment is generally defined as any unwanted, unwelcome, or offensive conduct related to a person's race, color, sex, religion, national origin, age, or disability that is offensive, disparaging, or degrading to the person or which makes the person's work or education environment hostile.

Sexual harassment may include a wide range of behaviors from the actual coercing of sexual relations or favors to the forcing of sexual attention, such as sexist comments or jokes, including verbal, written or physical conduct, on an unwilling person, whether male or female. Harassment does not have to be sexual in nature in order to be sexual harassment if the harassment is based on the person's gender.

Harassment on the basis of race, color, religion, national origin, age, or disability (i.e. all forms of harassment other than sexual harassment) may include, but is not limited to, slurs, jokes, and other verbal, written, or physical conduct.

It is the express policy of NorthWest Arkansas Community College that no person may use internal College mail, U.S. Postal Service mail, any form of express mail, facsimile transmission, e-mail, telephones, College bulletin boards, or the walls of any College office or classroom to communicate, disseminate, or display any form of harassing communication or harassing material.
Students who are enrolled in classes offered through NorthWest Arkansas Community College may be expected to participate and cooperate in classroom, laboratory, clinical, or tutorial situations requiring close proximity or physical contact with other students or instructors. Physical contact may occur in a variety of learning environments such as laboratory or clinical settings that require a student physically to come in contact with an instructor or another student as part of the teaching/learning process. Such required activities will not be considered sexual harassment. Students who may be uncomfortable with specific learning situations are urged to consider which programs or classes they wish to take.

Administrators, counselors and faculty are available for any questions a student may have about a specific learning situation.

4. Information and Training About Harassment

The College shall make information about this Harassment Policy available to employees and students by publishing the policy in the employee handbook and student handbook and by posting notices throughout the College. Employees and students may also seek advice about whether particular conduct is prohibited by this Policy by posing questions to the Director of Human Resources or the Associate Vice President for Learner Support Services.

In addition, the College shall hold periodic training sessions with the employees and cover this Harassment Policy in such sessions. Furthermore, the College shall provide specialized training for all supervisory employees on identifying and handling harassment situations.

5. Procedure To Resolve Harassment

A. Introductory Matters

One purpose of this procedure is to try to solve minor problems before they become serious problems. Therefore, persons who are subjected to unwanted, unwelcome, or offensive behavior which does not rise to the level of harassment as defined above or by law may still use this procedure to get the behavior stopped.

The purpose of this procedure is to determine if the behavior has occurred
and, if it has occurred, to arrange for the behavior to stop. However, information obtained from this procedure may be used in a disciplinary proceeding.

For purposes of convenience, the person who complains about harassment shall hereafter be referred to as the "Complainant", and the person about whom the complaint is made shall hereafter be referred to as the "Respondent".

B. Reporting Harassment

Any form of harassment or suspected harassment may be reported to the office of the Director of Human Resources or to the office of the Associate Vice President for Learner Support Services or employees who experience an event of harassment at a time other than standard business hours may report the harassment by phone or in person to the college Public Safety Officer on duty in Burns Hall on the college campus. The college Public Safety Officer who receives such a report shall (1) record information about the event and the identities of the persons involved, (2) take action to stop the event if it is ongoing, and (3) prepare a report for delivery to the office of the Director of Human Resources or to the office of the Associate Vice President for Learner Support Services on the next business day.

In order to assure that action is taken quickly to resolve any harassment, the harassment should be reported as soon as possible. A delay in reporting harassment may make it difficult for the College to investigate or resolve the harassment.

C. Informal Procedure

Confronting the Harasser: Anyone who is subjected to harassment or to unwanted, unwelcome, or offensive behavior should (but is not required to) first try to resolve the problem with the person engaging in the harassment or behavior by informing such person that the harassment or behavior is not wanted. If the harassment or behavior continues, then the Complainant should submit a complaint as provided below.

Mediation Meeting: After receiving a Complaint as provided below, the
NorthWest Arkansas Community College Administrative

Policies and Procedures

Associate Vice President for Learner Support Services or the Director of Human Resources, as the case may be, shall, before beginning an investigation, determine if both the Complainant and the Respondent are willing to engage in mediation. This determination should be made as quickly as possible, and a failure by either party to agree to mediation within one (1) working day of first being contacted about mediation shall be deemed an election not to participate in mediation. If either party is not willing to engage in mediation, then the investigation shall be undertaken.

On the other hand, if both the Complainant and the Respondent are willing to use mediation, the Associate Vice President for Learner Support Services or Director of Human Resources should, within ten (10) working days of receiving the complaint, hold a mediation meeting attended by both the Complainant and the Respondent. The Associate Vice President for Learner Support Services or Director of Human Resources shall assist both parties in reaching an understanding, which resolves the problem with a focus on changing current and future behavior. College counselors and staff trained to help with such problems may be called on to assist with the mediation. The mediation meeting may be adjourned from time to time by the Associate Vice President for Learner Support Services or Director of Human Resources if progress, in the opinion of the Associate Vice President for Learner Support Services or Director of Human Resources, is being made. If the Complainant and the Respondent agree to a resolution of the matter with the concurrence of the Associate Vice President for Learner Support Services or Director of Human Resources, then the procedure ends. If not, then the Associate Vice President for Learner Support Services or Director of Human Resources shall undertake the required investigation.

D. Formal Procedure

Complaint: A Complainant should submit in writing any complaint of harassment or of unwanted, unwelcome, or offensive behavior, which complaint shall be expressed in reasonable terms and shall contain:

a. The cause for the complaint (i.e. the time, date, possible witnesses, and detailed description of the event).

b. A reasonable corrective action desired.

c. Sufficient information upon which to base a decision.
In extenuating circumstances or if the Complainant prefers, the complaint may be verbal, not written. In case of a verbal complaint, the person receiving the complaint shall create a document detailing the complaint.

Submitting Complaint: A student Complainant should submit his/her complaint to the Office of the Associate Vice President for Learner Support Services. An employee Complainant should submit his/her complaint to the Office of the Director of Human Resources. A Complainant who is both a student and an employee may submit his/her complaint to either office. In addition, a student or an employee may submit his/her complaint to any supervisory employee of the College, who shall thereafter submit the complaint to the office of the Associate Vice President for Learner Support Services, or the office of the Director of Human Resources, whichever is appropriate. The submitting of a harassment complaint shall not be considered a violation of the chain of command procedure.

Instruction to Respondent: Upon the Associate Vice President for Learner Support Services or Director of Human Resources' first contact with the Respondent, the Respondent shall be instructed (1) that if any of the alleged conduct or behavior is ongoing, then it is to end immediately and (2) that no retaliatory action may be taken against the Complainant for filing the complaint.

Report of Proceedings: The Associate Vice President for Learner Support Services or Director of Human Resources shall within one (1) working day of receiving a complaint report that fact to the College President. The Associate Vice President for Learner Support Services or Director of Human Resources shall, until a written report on the investigation is submitted, advise the College President every ten (10) working days about the status of the mediation or investigation.

Investigation: The Director of Human Resources or the Associate Vice President for Learner Support Services shall act as an investigator unless his/her objectivity is impaired, in which case, the College President may appoint an alternate investigator. The investigator shall interview the Complainant, the Respondent, any witnesses identified by the Complainant and Respondent, and any other persons deemed appropriate by the investigator. The investigator's written report, with appropriate documentation and recommendations, shall be submitted to the College President and shall address the following issues:
NorthWest Arkansas Community College Administrative Policies and Procedures

a  Whether the Complainant has been subjected to harassment or unwanted, unwelcome, or offensive conduct or behavior.
b  If the conduct or behavior is ongoing, how the conduct or behavior can be stopped.
c  If the conduct or behavior has stopped, whether the conduct or behavior can be expected to reoccur.
d  How the conduct or behavior can be prevented in the future.
e  Whether the matter should be referred to the appropriate person for possible disciplinary action.
f  Anything else that is relevant to the particular case.

President's Decision:

Within ten days after receiving the investigator's report, the President shall review the findings as provided herein or designate a Vice President of the College to perform the review. The President or Vice President shall prepare a written statement relating to the investigation and recommendations containing her/his decision and the reasons for the decision. The President's or Vice President's decision shall be considered final.
6. Disciplinary Action

If any disciplinary action is taken, it will be taken in accordance with relevant Administrative Procedures. Those are Procedure 2-7-3 for employees and the appropriate procedure in Section 4 for students.

7. Unfounded Accusations

The College will not retaliate against any Complainant in a bona fide harassment case even though the accusations are subsequently determined to be unfounded.

Legal Reference: Civil Rights Act of 1991
29CFR Section 1604 11(a)-(f)

Adopted: May, 2000
NorthWest Arkansas Community College Administrative Policies and Procedures

Relationship Statement Form 2-7-8(A)

NorthWest Arkansas Community College

Dating or Romantic Relationship Statement

The undersigned (a supervisor and a person under the supervisor's direct or indirect supervision) hereby state the following:

1. They intend to enter into a dating or romantic relationship.

2. This intent is voluntary on the part of both of the undersigned.

3. Neither of the undersigned have been forced, coerced, pressured, or threatened to enter into the dating or romantic relationship.

4. Both of the undersigned are familiar with the College's Harassment Policy.

5. Both of the undersigned acknowledge that a copy of this Statement will be filed in each of their personnel files.
NorthWest Arkansas Community College Administrative Policies and Procedures

_________________________________________   _________________________________
Date                                               Supervisor

_________________________________________   _________________________________
Date                                               Non-Supervisor
### Section 3: Learning Programs and Services

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>SECTION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Academic Policies</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>3-1-1</td>
</tr>
<tr>
<td>Exceptions to the College Calendar</td>
<td>3-1-2</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td>3-2-1</td>
</tr>
<tr>
<td>Developing Courses and Programs</td>
<td>3-2-2</td>
</tr>
<tr>
<td>Course Change Proposal Form</td>
<td>3-2-2 (A)</td>
</tr>
<tr>
<td>Proposal Guidelines</td>
<td>3-2-2 (B)</td>
</tr>
<tr>
<td>General Degree Requirements</td>
<td>3-2-3</td>
</tr>
<tr>
<td>Associate of Arts Degree</td>
<td>3-2-4</td>
</tr>
<tr>
<td>Associate of Science Degree</td>
<td>3-2-5</td>
</tr>
<tr>
<td>Associate of Applied Science Degree</td>
<td>3-2-6</td>
</tr>
<tr>
<td>Associate of General Studies</td>
<td>3-2-7</td>
</tr>
<tr>
<td>Certificates</td>
<td>3-2-8</td>
</tr>
<tr>
<td>Substitution of Specific Courses</td>
<td>3-2-9</td>
</tr>
<tr>
<td>Petition for Course Substitution: Graduation</td>
<td>3-2-9(A)</td>
</tr>
<tr>
<td>Petition for Course Substitution: ADA</td>
<td>3-2-9(B)</td>
</tr>
<tr>
<td>Request for Degree Modification: ADA</td>
<td>3-2-9(C)</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Documentation of Reasonable Effort (student): ADA</td>
<td>3-2-9(D)</td>
</tr>
<tr>
<td>Documentation of Reasonable Effort (instructor): ADA</td>
<td>3-2-9(E)</td>
</tr>
<tr>
<td>Documentation of Effort (tutor): ADA</td>
<td>3-2-9(F)</td>
</tr>
<tr>
<td>Non-credit Community Education</td>
<td>3-2-10</td>
</tr>
<tr>
<td>Honorary Posthumous Degree</td>
<td>3-2-11</td>
</tr>
<tr>
<td>Course Load and Overload for Students</td>
<td>3-3-1</td>
</tr>
<tr>
<td>Student Course Load and Overload Limits</td>
<td>3-3-2</td>
</tr>
<tr>
<td>Academic Overload Approval</td>
<td>3-3-2(A)</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>3-4-1</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>3-4-2</td>
</tr>
<tr>
<td>Grade Change Form</td>
<td>3-4-3(A)</td>
</tr>
<tr>
<td>Late Withdrawal Appeal</td>
<td>3-4-4</td>
</tr>
<tr>
<td>Late Withdrawal Appeal Form</td>
<td>3-4-4(A)</td>
</tr>
<tr>
<td>Academic Clemency</td>
<td>3-4-5</td>
</tr>
<tr>
<td>NWACC Academic Clemency Petition</td>
<td>3-4-5(A)</td>
</tr>
<tr>
<td>Academic Standing: Warning and Suspension</td>
<td>3-4-6</td>
</tr>
<tr>
<td>Academic Acceleration</td>
<td>3-5-1</td>
</tr>
<tr>
<td>Accelerated Programs for High School Students</td>
<td>3-5-2</td>
</tr>
<tr>
<td>Step Ahead Forms</td>
<td>3-5-2(A-F)</td>
</tr>
<tr>
<td>Credit by Exam or for Non-Traditional Experiences</td>
<td>3-5-3(1-4)</td>
</tr>
<tr>
<td>Distance Education</td>
<td>3-5-4(1-5)</td>
</tr>
</tbody>
</table>
Guidelines for Calculation of GPA for Graduation:

1. Multiply each course's grade points by the number of units for that course.
2. Add the products from step 1 for all courses of the same level.
3. Divide the sum from step 2 by the total number of units for all courses of the same level.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Points</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>4.0</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>3.0</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3.5</td>
<td>3</td>
</tr>
</tbody>
</table>

GPA = (4.0*4 + 3.0*3 + 3.5*3) / (4 + 3 + 3) = 3.67

Additional Guidelines:

1. Grades are determined based on the instructor's evaluation of the student's performance.
2. Grades are assigned based on the level of achievement in the course.
3. In cases of repeated courses, the highest grade earned is used in the calculation.

Policy: Grades are used to determine eligibility for graduation and the calculation of GPA. Students who do not meet the minimum GPA requirement will not be eligible for graduation.
NorthWest Arkansas Community College Administrative Policies and Procedures

Mission & Vision___ 3-10-1  
Programs 3-10-2  
Developing Customized___ 3-10-3  
Professional Expectations 3-10-4  
Faculty Requirements & Expectations 3-10-5(1-3)  
Common Course Syllabus 3-10-6  
Course Evaluation Form___ 3-10-7

SUBJECT  
SECTION NUMBER

Class Attendance & Participation Credit 3-11-1  
Class Attendance & Participation/Non-Credit 3-11-2  
Participants Due Process Procedure 3-11-3  
Registration 3-12-1  
Drop/Add/Withdrawals 3-12-2  
Tuition Payment 3-12-3  
Cancellations & Refunds 3-12-4  
Delinquent Accounts 3-12-5  
Computer Lab Use 3-13-6  
Confidentiality Policy 3-13-7(1-3)  
Confidentiality Policy Form 3-13-8(A)

Admissions
Admissions
New Student & Special Admissions
Transfer Admissions
Concurrent Enrollment Admissions
International Student Admissions
Procedures for Applying for F1 (Student Visa)
Resident Alien Admission
Foreign Students Not Requiring Student Visa

Registration

Placement Testing Requirements
Placement Test Interpretation Chart
Scheduling of Class(es)
Auditing a Class(es)
Residency Classification
Immunization Requirements
Withdrawal from Class(es)
Testing Center Fees for Proctored Tests

Financial Aid

Financial Aid File Management
Financial Aid Programs
Procedures for Awarding PELL Grant
Procedures for Awarding FSEOG
Procedures for Awarding Federal Work-study
Procedures for Institutional Scholarships
Satisfactory Academic Progress
Application Process

Tuition & Fees

Press Control+Home to return to top
NorthWest Arkansas Community College Administrative
Policies and Procedures

Tuition/Fees Refunds 3-17-1
Federal Financial Aid Repayment 3-17-2(1-2)
Purging Students for Non-Payment 3-17-3

Student Records

Student Records 3-18-1
Family Education Rights & Privacy Act (FERPA) 3-18-2(1-3)
Safeguarding Student Records 3-18-3
Electronic Access to Student Records (this is only a procedure)
Transcripts 3-18-4
Records on Hold 3-18-5
Records Retention and Disposal 3-18-6(1-5)
Off-site Access to NWACC Information Systems 3-18-7(1-2)
Banner & Extender Access from Off-Campus Sites
Full-time Employees Email and Work Phone Numbers & FERPA 3-18-8

Academic Calendar 3-1-1

Policy:
The academic calendar at NorthWest Arkansas Community College is developed on a biennium basis by a scheduling committee appointed by the Vice President for Student Learning and the Vice President for Learner Services. The proposed calendar is then reviewed by the Faculty Senate, which provides input and recommendations to the Vice Presidents, who finalize the academic calendar. The Enrollment Management and Human Resource Services offices add to the academic calendar additional dates.
NorthWest Arkansas Community College Administrative Policies and Procedures

that clarify procedures related to registration and specify other institutional dates such as employee holidays. This becomes the institutional calendar, which is placed on the shared K-Drive. A shortened version of the calendar for students is placed in the College catalog and course schedules.

The academic calendar will follow all state guidelines for contact hours per credit hour.

On or about July 1 of each year, the Vice President for Student Learning and the Vice President for Learner Services in consultation with appropriate officials draws up an annual institutional calendar listing forthcoming dates for activities such as faculty business meetings, textbook adoptions, and advising periods. This calendar is also placed on the shared K-Drive.

Adopted: September, 2000
Revised: May, 2006
Revised: Nov. 2008

Exceptions to College Calendar

Policy:
The academic calendar at NorthWest Arkansas Community College is developed on a biennium basis by a scheduling committee appointed by the Vice President for Student Learning and the Vice President for Learner Services. The proposed calendar is then reviewed by the Faculty Senate, which provides input and recommendations to the Vice Presidents, who finalize the academic calendar. The Enrollment Management and Human Resource Services offices add to the academic calendar additional dates that clarify procedures related to registration and specify other institutional dates such as employee holidays. This becomes the institutional calendar, which is placed on the shared K-Drive. A shortened version of the calendar for students is placed in the College catalog and course schedules.

The academic calendar will follow all state guidelines for contact hours per credit hour.
On or about July 1 of each year, the Vice President for Student Learning and the Vice President for Learner Services in consultation with appropriate officials draws up an annual institutional calendar listing forthcoming dates for activities such as faculty business meetings, textbook adoptions, and advising periods. This calendar is also placed on the shared K-Drive.

Adopted: September, 2000
Revised: May, 2006
Revised: Nov. 2008

Instructional Programs

Policy:

As a comprehensive community college, NorthWest Arkansas Community College offers a variety of course and degree options to enable students to meet their educational goals and to pursue life-long learning. These courses and degree options involve basic knowledge, skills, and the tools of critical thinking and problem solving that prompt and serve intellectual inquiry and that lead to advancement in education or employment.
Proposals for new certificate and degree programs must follow guidelines established by the Arkansas Higher Education Coordinating Board and implemented by the Arkansas Department of Higher Education. For more information about these guidelines and the calendar for submitting proposals, please see the academic subsection of the ADHE web page at [www.arkansashighered.org](http://www.arkansashighered.org).

Adopted: September 2,000
Revised: May, 2006

**Developing Credit Courses and Programs 3-2-2**

**Policy:**

Additions, deletions, or revisions to existing credit courses or academic programs may be made by following the procedures found in the VP for Student Learning procedures manual available on the K drive.

Proposals for degree or certificate additions or deletions follow ADHE program proposal guidelines form 3-2-3(A). The procedures for securing approval for new programs or modifying existing programs can be found in the AVP for Student Learning procedures manual on the K drive. All new credit programs must be reported to the Learning Commission.

Adopted: September, 2000
Revised: Nov. 2008
General Degree Requirements

Policy:

The following degree requirements apply to any degree granted by NorthWest Arkansas Community College:

A. Completion of at least 15 semester hours in residence at NorthWest Arkansas Community College (Certain professional programs may have more specific and/or extensive residency requirements). B. Cumulative grade point average of 2.0 out of a possible 4.0 in all courses submitted for graduation. A student may repeat a course for credit as often as he/she wishes, but no course will be counted more than once for graduation. D. Satisfactory settlement of all financial obligations.

Note: Students should complete an application for graduation to alert Student Records of their intent to graduate and to participate in commencement exercises. Students who need seven or fewer hours to graduate may petition to walk in the May commencement exercises.
Degree Requirements: Associate of Arts

Policy:

The following are degree requirements for the Associate of Arts, a transfer degree:
A. Six semester hours of English composition.
B. Fifteen semester hours in the social and behavioral sciences, which must include 3 hours in US history or government and 3 hours in western civilization.
C. Three semester hours of mathematics, College algebra or a higher-level mathematics.
D. Eight semester hours of laboratory science.
E. Two semester hours of health or physical education activity courses.
F. A total of nine hours selected from the fine arts and humanities, including two broad survey courses, one of which must be literature.
G. Three semester hours in speech.
H. Three semester hours in a computer-based course to demonstrate literacy.

Thirty-five of these forty-nine hours comprise the state core curriculum requirements and cannot be changed (6 hours of English, 9 hours of social/behavioral sciences, 3
hours of mathematics, and 8 hours of laboratory sciences, 6 hours of fine arts and humanities, and 3 hours of speech). The other requirements round out what faculty feels define what an AA graduate should know and be able to do. Any proposed changes in the non-state-required part of the degree follows the policy for course and program changes outlined in Section 3-2-2.

For students to graduate and be awarded a degree or certificate all general degree requirements must be satisfied.

_______________

Adopted: September, 2000
Revised: Nov. 2008

Degree Requirements: Associate of Science 3-2-5

Policy:

The following are degree requirements for the Associate of Science:
A. Six hours of English composition.
B. Three hours of speech/oral communications.
C. Six hours of humanities and fine arts.
D. Nineteen hours of College-level mathematics and laboratory sciences.
E. Three hours of American history or government.
F. Six hours of social/behavioral sciences.
G. Three hours of life skills (computer or health).
H. Variable number of hours in science or math, depending on major, to complete the 62 hours. As with the AA degree, the process of revising the non-core part of the AS degree (basically items G and H) follows the process for course changes outlined in Section 3-2-2,

For students to graduate and be awarded a degree or certificate all general degree requirements must be satisfied.
Degree Requirements: Associate of Applied Science 3-2-6

Policy:
The Associate of Applied Science is a technical degree, designed for employment with the following requirements:
A. Fifteen hours of state-mandated core courses in English Composition I, English Composition II or Technical Writing, College Algebra or Survey of College Mathematics or math for AAS General Education, a computer-based course, and social sciences elective.
B. A minimum of 45 credit hours of courses within a designated major.

Since AAS degree requirements within a designated major generally stem from a combination of program accreditation requirements and program advisory committee recommendations, proposals for changes in the major coursework will often begin with on or both of these bodies before progressing through the curriculum committee and faculty (Section 3-2-2).
For students to graduate and be awarded a degree or certificate all general degree requirements must be satisfied.

Adopted: September, 2000
Revised: Nov. 2008

Degree Requirements: Associate of General Studies

The Associate of General Studies Degree (AGS) program is designed to meet employment or personal enrichment goals of the student. It has the following requirements:

A. 18-19 hours of general education core courses including English, communications, math, social/behavioral sciences and computers.

B. 41-42 hours of general and technical studies electives selected in conjunction with an advisor.

C. Students will be required to demonstrate mastery of skills and knowledge in at least one specific area or discipline.

For students to graduate and be awarded a degree or certificate all general degree requirements must be satisfied.
Certificates

Policy:

Certificates are designed for students who wish to develop their technical skills without taking the general education courses required for an Associate of Applied Science degree. The credit-hour requirements for certificates vary, depending on the type of certificate. The Arkansas Department of Higher Education has defined three different certificates:

A. Technical Certificate -- This certificate can be part of an AAS or a stand-alone program ranging from 24 to 36 credit hours. Students must demonstrate competency in oral and written communication and in mathematics.

B. Advanced Certificate -- Admission into an advanced certificate program requires that the student already have at least an associate degree and/or national certification in a specialty area. Requirements are 24-36 hours of advanced technical courses.
C. Certificate of Proficiency -- A certificate of proficiency takes one semester to earn and is comprised of between 7 and 16 credit hours of coursework. Students must demonstrate mastery of skills and knowledge against specific performance standards.

Adopted: September, 2000
Revised: Nov. 2008

**Substitution of Specific Courses**

**Policy:**

Students may request course substitutions in two circumstances:

1. A course other than the one specified in the curriculum will fit a student’s career goals better.

2. A course other than the one specified in the curriculum will meet a student’s particular learning needs under ADA guidelines more effectively while still meeting curricular competencies.

**Procedures:**
NorthWest Arkansas Community College Administrative Policies and Procedures

The process students follow to request a course substitution for purposes of enhancing career goals is to meet with their advisors and fill out a Petition for Course Substitution (See Form 3-2-9(A)). The request, which may not include requests for substituting general education requirements, must be approved by the appropriate division chair and the Executive Vice President for Student Learning, then filed with the Dean of Enrollment Management.

The process students follow to request a course substitution under ADA guidelines is to secure the appropriate Forms (3-2-(B-F) from the Office of Disability Services, then petition directly to the Academic Standards Committee, who will review the request and make a recommendation to the Executive Vice President for Student Learning.

Adopted: September, 2000

Revised: May, 2006
Petition for Course Substitutions Courses- Graduation 3-2-9(A)

NORTHWEST ARKANSAS COMMUNITY COLLEGE
AUTHORIZATION FOR COURSE SUBSTITUTIONS/NON-TRADITIONAL LEARNING EXPERIENCES

DATE: _______________________
(Please print clearly or type)

NAME ______________________________________________________________   ________
Last)                          (First)                          (Middle)                          (Social Security Number)

Educational Objectives:  ____AA Degree  _____AS Degree ______________________  AAS Degree ________________
Major                          Major

AUTHORIZATION FOR THE FOLLOWING:

ACCEPT  ____________________________
Course, (if from another school state what school)Test or Learning Experience  Credit hours

FOR:

Course, Test or Learning Experience

Credit hours

ACCEPT  ____________________________
Course, Test or Learning Experience

Credit hours

FOR:

Course, Test or Learning Experience

Credit hours

ACCEPT  ____________________________
Course, Test or Learning Experience

Credit hours

FOR:

Course, Test or Learning Experience

Credit hours

COMMENTS:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

SIGNATURES:  (Both signatures required)

APPROVED:  _____________________________________________   __________________________________
(Division Dean/Department Head)                        (Date)

APPROVED:  _____________
________________________________
________________________________
(Vice President for Learning)                        (Date)

DOCUMENTATION MUST BE ATTACHED.
NorthWest Arkansas Community College Administrative Policies and Procedures

Substitution of Specific Courses: ADA 3-2-9(B)
NorthWest Arkansas Community College

Procedure for Handling Degree Modification Requests from Students with Disabilities

Summary

Step One

• Student contacts Office of Disability Services
• Student gathers documentation of disability and/or reasonable effort.
• (It is the responsibility of the student to deliver Documentation of Reasonable Effort forms to appropriate individuals, such as instructors and tutors.)
• The Director for the Office of Disability Services summarizes the appropriate information on the Request for Degree Modification form.

Step Two

• Director forwards documentation to chair of Degree Modification Committee.

Step Three

• Committee meets with student.

Step Four

• Committee makes decision and notifies student.

1. "More documentation needed." 2."Request approved" 3."Request denied"
NorthWest Arkansas Community College Administrative Policies and Procedures

Student gathers more information  Modification Team meets
Committee meets again.  with student to determine
                  appropriate modification.

• Student may appeal the committee's decision to the Vice President for Learning.
• The Vice President's decision is final.
• All documentation related to the request for a degree modification, including a Degree Modification Request Outcome Form, is placed in the student's permanent file in the Registrar's office.

Notes:
This procedure is for handling degree modification requests for students with disabilities.
Routine course substitution requests are handled by the appropriate division chairperson.

It is the responsibility of the chairperson of the Degree Modification Committee to ensure that copies of documentation related to a student's request for the Degree Modification, including a Degree Modification Outcome Form, are placed in the student's permanent file in the Registrar's office.

Any degree modifications approved by the committee relate only to degrees received from NorthWest Arkansas Community College and not to degree from any other educational institution.
Petition for Course Substitutions: ADA 3-2-9(C)

NorthWest Arkansas Community College

Request for Degree Modification

Part 1: To be completed by Student

Student's Name ___________________________ S.S.# ___________________________

Mailing Address __________________________________________________________

Phone ________________________________

I request the following Degree Modification: __________________________________

Describe the reasons you are requesting a Degree Modification. Include a brief description of how your disability impacts your ability to complete the degree requirement (course) that you are requesting to be modified. (Continue on back if necessary.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please check the supporting documentation you have submitted:
NorthWest Arkansas Community College Administrative Policies and Procedures

Transcript(s) Notes Reasonable Effort Forms
Grade report(s) Completed Homework Drop Form(s)
Other (specify)

Student's signature Date

Part II: To be completed by the Coordinator for the Office of Disability Services.

Student's disability:

Supporting documentation on file in the Office of Disability Services:

Educational/Psychological Evaluation Report Statement of Disability Form
Psychological Reports Medical Records

Description of Disability:

Additional Information:
NorthWest Arkansas Community College Administrative Policies and Procedures

Coordinator's Signature     Date

Part III: For Official Use Only

Approved

Denied
NorthWest Arkansas Community College Administrative
Policies and Procedures

Petition for Course Substitution: ADA(student) 3-2-9(D)

NorthWest Arkansas Community College
Documentation of Reasonable Effort
(To be completed by Student)

Dear: ________________________________
(Name of student)

To assist the Degree Modification Committee in discerning whether you have made a
genuine and reasonable effort to successfully complete ____________________,
please answer the following questions. (name of class)

The committee will use your responses to determine if your request for a degree
modification is justified, if it is, then the best type of modification will be recommended.

1. Attendance Record: I attended this class __________ out of __________ days.
   If you missed any classes, please explain why you missed them. __________
   __________
   __________

Press Control+Home to return to top
NorthWest Arkansas Community College Administrative
Policies and Procedures

2. Did you complete all assignments and participate in class activities?________________________

If you did not complete all assignments, explain why.________________________

______________________________________________________________________________

Describe how you participated in class.________________________

______________________________________________________________________________

3. How many hours per week did you study for this class, outside of class-time? ______

4. If you were entitled to any accommodations due to a documented disability, did you utilize these accommodations? ______ If not, why not? ____________________________

______________________________________________________________________________

Describe the accommodations you did use and how you used them.______________

______________________________________________________________________________

5. Describe the support services which you utilized (for example, tutoring, videos, computer tutorials, study guides, teacher-prepared supplemental materials, etc.).
Include how often you used each and for what length of time (for example, tutor: twice a week for one hour for ten weeks).

___________________________________________________________

___________________________________________________________

6. Describe anything else which you did that will demonstrate to the committee that you made a genuine and reasonable effort to pass this class.

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Student's signature

Date

Please return completed form to the Coordinator for the Office of Disability Services.
NorthWest Arkansas Community College

Administrative Policies and Procedures

Petition for Course Substitutions: ADA (instructor) 3-2-9(E)

NorthWest Arkansas Community College

Documentation of Reasonable Effort

(To be completed by Instructor)

Dear: ________________________,

(Name of Instructor)

In the ________ semester of __________, _______________________________

(Fall/Spring) (Year) (Name of student)

Was enrolled in your ___________________________ class. This student is now requesting a

(Name of class)

degree modification for this class. In order to help discern if the student made a genuine and reasonable effort to successfully complete the class, please answer the following questions. The Degree Modification Committee will use your responses to determine if the student's request is justified, if it is, then the best modification will be recommended.

1. Attendance Record: The student attended ______________________ out of _______ days.
   Comments: ____________________________________________________________
   ____________________________________________________________
2. Did the student complete assignments and participate appropriately in class activities?____
   Comments: __________________________________________________________
   __________________________________________________________

3. If the student was entitled to any accommodations due to a documented disability, did the student utilize these accommodations?__________Which accommodations were used and how were they used?
   __________________________________________________________
   ________________________________
   Comments: __________________________________________________________

4. Did the student utilize available support services (for example, tutoring, videos, computer tutorials, study guides, teacher-prepared supplemental materials, etc.)? ____
   ________________________________
   Which services were used and how were they used? ________________________________
   ________________________________
   Comments: __________________________________________________________
5. In your professional opinion, did this student make a genuine and reasonable attempt to pass this class? __________ Please include the rationale for your answer. ______________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

6. Other comments: ______________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Student's signature ___________________________ Date __________

Please return completed form to the Coordinator for the Office of Disability Services.
Dear: ________________________________,

(Name of Tutor)

In the_________ semester of ______, ______________________________

(Fall/Spring) (Year) (Name of student)

Was enrolled in________________________class. This student is now requesting a

(Name of class)

Degree modification with regard to this class. In order to help discern if the student made a genuine and reasonable effort to successfully complete the class, please answer the following questions. The Degree Modification Committee will use your responses to determine if the student's request is justified, if it is, then the best type of modification will be recommended.
1. How often did you tutor the student? ________ Times a week for ________________ hours/minutes for ______ weeks.
Comments:____________________________________________________________________
_____________________________________________________________________________

2. During these tutoring sessions, did the student participate actively? ___
____ Please explain.____________________________________________________________________
_____________________________________________________________________________

3. To the best of your knowledge, did the student attempt to complete all assigned work? ________
Comments:____________________________________________________________________
_____________________________________________________________________________

4. To the best of your knowledge, did the student utilize prescribed accommodations and support services? ________ Which accommodations and services were used and how were they used? ________
Comments:____________________________________________________________________
_____________________________________________________________________________

5. In your professional opinion, did this student make a genuine and reasonable attempt to pass this class? ________ Include rationale for your answer. ________
_____________________________________________________________________________
_____________________________________________________________________________
NorthWest Arkansas Community College Administrative Policies and Procedures

6. Other comments: ________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Tutors signature ____________________ Date ____________________

Please return completed form to the Coordinator for the Office of Disability Services.
Non-Credit Community Education

Policy:

As part of its mission, NorthWest Arkansas Community College offers a variety of non-credit educational opportunities for the community. The major types of non-curricular community education are these: short-term courses contracted through Corporate and Continuing Education to meet the specific needs of businesses and industry (See Section 5), short-term continuing education courses and workshops that relate to specific degree programs (Allied Health, Criminal Justice, etc), and enrichment activities that promote lifelong learning in the College and community (such as Kids’ College, College at the Crossing and professional development opportunities for faculty and staff). All of the non-credit courses are coordinated by Corporate and Community Development. Any faculty or staff member may, through the division/department chairperson of his/her area, propose a community education course, which goes to the Dean of Corporate and Community Development.

The community may also request to use College facilities for various short-term activities. Coordination of facilities falls under the jurisdiction of the Events Specialists in the Office of Public Relations and Communication.

Revised: July, 2005
Revised: May, 2006
An Honorary Posthumous Degree may be awarded to the family of the deceased student, at the request of the immediate family member, if the deceased has met 45 or more hours toward a degree and has an overall GPA of at least a 2.00.

Adopted: February, 2008
Normal Course Load and Overload for Students

Policy:

A full-time academic load at NorthWest Arkansas Community College is 12-18 credit hours. Within each semester (fall, spring and summer) many sessions may be offered starting and stopping at different times. Students are advised to limit their enrollment in these shorter sessions especially during the summer term. Students wishing to register for more than the allowed credit hours must have the signed approval of the Vice President for Student Learning or designee.

Adopted: September, 2000
Student Course Load and Overload Limits 3-3-2

Policy:

The normal load for a student during a regular term is 15 credit hours. Six hours are considered a normal load for a summer term. Eighteen hours is the maximum, which may be carried during a regular term. A student who wishes to take an additional course may request permission from an academic division/department head or the Executive Vice President for Student Learning, but in no case may the total exceed 21 hours. Seven credit hours is the maximum allowed during a summer term without special permission, but in no case may the total exceed 10 hours.

Procedure:

To request approval for an academic overload, the student fills out the Academic Overload Approval Form 3-3-2(A) and submits it to an academic administrator. Students are not permitted to register for the overload without the signed form.

Adopted: September, 2000
Revised: May, 2006
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ACADEMIC OVERLOAD APPROVAL

FALL_____________ SPRING_____________ SUMMER_____________
YEAR YEAR YEAR

____ DEGREE SEEKING _______ NON-DEGREE SEEKING

______________ MAJOR

_________________________________________
NAME SS/ID NUMBER

PROPOSED COURSES:

REASON OVERLOAD NEEDED FOR THIS SEMESTER (i.e., reason you
can’t delay taking a class):

JOB HOURS:

_________________________________________
STUDENT DATE

_________________________________________
CHAIR OF ACADEMIC DIVISION/DEPARTMENT OR VICE PRESIDENT FOR LEARNING DATE
Class Attendance 3-4-1

Policy:

The following philosophy, adopted by NorthWest Arkansas Community College credit faculty, serves as a guide on class attendance.

Students are expected to attend all classes. Faculty are required to take attendance. Some instructors may choose to use attendance as part of grading for a particular course. Instructors have the authority to lower a grade or fail a student based on attendance. If an instructor chooses to use attendance as part of grading, the specific attendance policy will be distributed with other course information at the beginning of the semester. It is the student’s responsibility to know the policy and to comply. Students unable to continue attending class should fill out the appropriate withdrawal forms with the Office of Student Records (See Section 4-2-8). Students who do not officially withdraw will likely receive a failing grade due to their absences.

Faculty must also notify the Student Records office and the Financial Aid office of students who are on the class rosters but are not attending classes within the first five days of the academic session.

Adopted: September, 2000
Revised: July 2005
Revised: Approved January 2009
NorthWest Arkansas Community College Administrative

Policies and Procedures

**Grading Policies**

**Policy:**

NorthWest Arkansas Community College uses the following grading symbols which correlate to quality points used in calculating grade point averages:

- **A** – excellent, 4 quality points
- **B** – good, 3 quality points
- **C** – average, 2 quality points
- **D** – lowest possible passing grade, 1 quality point
- **V** – Verified Prior Learning Credit
- **FA** - failure due to non-attendances (see definition below)
- **F** - failing
- **W** – withdrawal

The Department of Education defines an Unauthorized Incomplete or FA grade as a grade awarded to students who did not officially withdraw from the course, but failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

- **AU** – audit, which denoted registration and attendance in courses, not no credit will be awarded.

- **I** – incomplete. The following criteria govern the awarding and successful completion of an Incomplete:
  
  1. A student or his/her authorized representative must initiate an Incomplete.
  2. A student must have been carrying at least a “C” in the course before the situation that prompted the request for the Incomplete.
  3. The student was in compliance with all course requirements.
  4. The maximum time allowed to complete a course for which a student earned an Incomplete is the end of the next non-summer term.
  5. If the student does not complete the course work by the date stipulated on the contract, then the “I” becomes an “F”. Students who need to attend class to make up incomplete work will need to re-register for the class.
An Incomplete Contract must be prepared and signed by the student, instructor, and the division chair for students to receive an “Incomplete” in a course.

IP – in progress (for courses that extend beyond the normal semester dates).

Any grade change that occurs after the student receives his/her grade report from the Student Records office must be approved by the Vice President for Student Learning.

Adopted: September 2000
Revised: July 2005
Revised: May 2006
Revised: Approved Jan. 2009
NorthWest Arkansas Community College Administrative Policies and Procedures

Grade Change Form 3-4-3-(A)

NorthWest Arkansas Community College
One College Drive, Bentonville, AR 72712

(479) 636-9222

Grade Change Form

This form must be completed, signed and filed with the Registrar’s Office before any change can be made on permanent records.

NAME: ________________________________
SS#_______________________

Line # _______ DEPT/COURSE# _______ COURSE TITLE_________________CREDIT HRS._______

SEMESTER GRADE WAS GIVEN (CIRCLE ONE) FALL SPRING SUMMER YEAR:_______________

CHANGE THIS GRADE FROM ______________________TO

_________________________

REASON(S) FOR GRADE CHANGE________________________________________________________

_________________________

INSTRUCTOR’S SIGNATURE ____________________________________

DATE_________________

VICE PRESIDENT FOR LEARNING SIGNATURE ____________________________
Late Withdrawal Appeal

Policy:

A student may petition for a “W” after the designated deadline to withdraw has expired if one of the following events has occurred:

a. Illness or injury to the student or family member.
b. Involuntary work schedule change or transfer.
c. Death of a member of the family of the student.
d. Jury duty or direct involvement by the student with legal action or military responsibilities.
e. Called to active duty.
f. Other documented extenuating circumstances

NWACC is authorized to consider grade changes to a “W” only when extenuating circumstances existed and prohibited the student from officially withdrawing from the course by the appropriate deadline or close after the withdrawal deadline. In no instance is NWACC authorized to deal with grade changes to a “W” which question the professional judgment by the faculty member of the student's performance in the course.

Petitions for a “W” may be submitted only until the end of the next major semester following the semester for which the petition is submitted. A major semester is defined as the fall or spring semester. Since information concerning procedures and dates for withdrawal is widely publicized, NWACC will not consider petitions for student who claims the “did not know” withdrawal procedures and dates. Documentation must accompany each petition or the appeal will not be considered.

Revised: 5/27/99

Approved: January 2009
Late Withdrawal Appeal Form

NorthWest Arkansas Community College
Department of Student Services
Late Withdrawal Appeal Form

Student’s Name__________________________________________
S.S.Number___________________
Mailing address_______________________________________________________________
___________ Street City                        State
Zip
Instructor’s Name__________________________________________
Course number and title____________________________________
Semester/Year____________

The Department for Learner Support Services does not recommend withdrawing from classes after the deadline except under limited circumstances. However, when this form and any other supporting documents are returned to the Department for Learner Support Services, consideration will be given for late withdrawal approval. Specific information obtained from the instructor often is critical in order for a decision to be made by the appeal committee. It is the responsibility of the student to obtain the instructor’s comments, gather any supporting documentation, and return this form to Dr. Linda Dayton, Vice President for Student Support Services, NorthWest Arkansas Community College, One College Drive, Bentonville, AR 72712.

PART I: To be completed by the student.
Describe the reasons and circumstances for your request to drop a course after the drop deadline:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Press Control+Home to return to top
NorthWest Arkansas Community College Administrative Policies and Procedures

Please check the supporting documentation that you have attached.

- Medical records
- Letter from employer, instructor, or other individual
- Legal documents
- Other

________________________________________________________________________

Student’s signature Date

Part II: To be completed by the instructor.

Please circle your responses to the following questions and add any comments that might be helpful:

Yes No Was the first test grade given prior to the drop deadline?
Yes No Did the student have a passing average in your class before the drop deadline?
Yes No Does the student have a passing average at the present?
Yes No Has the student demonstrated satisfactory attendance?
Yes No Were you aware of any circumstances that might justify this student’s absence from class or inability to adequately complete the course?
Yes No Do you think this drop after the deadline date is justifiable?

Instructor’s comments

________________________________________________________________________

________________________________________________________________________

Instructor’s signature Date
Academic Clemency

Policy:

Academic clemency may be granted to NorthWest Arkansas Community College returning students who have not been enrolled in any institution of higher education for a period of three years prior to the term for which academic clemency is requested.

Procedure:

The following guidelines apply to the granting of clemency:

1. Returning students may petition for clemency using Form 3-4-5(A) following one term in which the student demonstrates the resolve to succeed academically by earning a grade point average of 2.0 or higher in six (6) or more credit hours.

2. Academic clemency may be granted for up to four (4) previous terms at NWACC where the semester GPA was below 2.0.

3. Academic clemency will cover all credits attempted during the term or terms for which clemency is granted.

4. The student’s transcript will contain the student’s entire academic record. Courses for which clemency is granted will be inscribed with the note “Academic Clemency Granted (date).”

5. Courses for which clemency is granted cannot be used in computing the grade point average, for meeting requirements for prerequisites, or for
meeting graduation requirements.

6. Academic clemency does not affect the GPA calculation for the purpose of financial aid. All previous credit hours attempted will be counted toward a satisfactory GPA to receive grants, loans, or scholarships.

7. Academic clemency may be used only one time by a NorthWest Arkansas Community College student.

8. Academic clemency is final and irreversible.

Legal Reference: Arkansas Act 1000 of 1991

Adopted: September, 2000

Revised: May, 2006
NWACC ACADEMIC CLEMENCY PETITION

Please complete the information below and return this form to the Admission & Records Office. Also, please attach a copy of your NorthWest Arkansas Community College transcript.

_____ YES _____ NO Have you used any courses, that will be included in the clemency period, as prerequisites for a class you are enrolled in now?

_____ YES _____ NO Have any course included in the clemency period been used to satisfy degree requirements for any degree at NorthWest Arkansas Community College?

_____ YES _____ NO Have you ever utilized academic clemency at NorthWest Arkansas Community College before?

If you answered YES to any question above, you are not eligible to petition for academic clemency.
Name: ______________________________________  SS#
________________________________________

Address:
________________________________________
________________________________________
________________________________________

Telephone: _________________________________ Major:
________________________________________

Please list the semester(s) for which you are requesting academic clemency:

Semester: _____________________________ Year ______________ GPA
________

Semester: _____________________________ Year ______________ GPA
________

Semester: _____________________________ Year ______________ GPA
________

Semester: _____________________________ Year ______________ GPA
________
Please list all colleges attended: (If official transcripts are not on file in the Admissions & Records Office then you must attach official copies to this form.)

<table>
<thead>
<tr>
<th>Name of Institution Attendance</th>
<th>Location</th>
<th>Dates of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have read the Academic Clemency Policy and agree to the stipulations. I certify that the above information is true and correct. I understand that falsification of any information will disqualify me for academic clemency.

_____________________________________     __________________________
Signature                                      Date

5/28/02
Academic Standing: Warning and Suspension

Policy:

All NWACC students are expected to make satisfactory progress in all courses taken at NWACC and are subject to the Academic Standing Policy.

A student's academic standing is determined at the end of each fall and spring semester on the basis of cumulative and/or semester grade point average. A student's academic standing determines reenrollment status and establishes conditions associated with reenrollment or denial of reenrollment.

Good Standing: A 2.0 cumulative grade point average (C average) is considered satisfactory progress and is required to be in good standing.

Academic Warning: Any student whose NWACC cumulative grade point average falls below the required 2.0 cumulative GPA mark will be placed on academic warning. The student will receive notification from the Advising Center, and students are required to meet with an academic advisor in the Advising Center. Students on Academic Warning will be limited to enrolling in 13 credit hours. Academic warning students will also be advised to repeat classes in which a grade of D or F was earned. If the student's semester GPA, at the end of the academic warning semester, is at least a 2.0 GPA but the cumulative GPA is still below 2.0, the student will continue on academic warning. The academic warning status will be removed when the cumulative GPA is at 2.0 or above. A student may remain on academic warning indefinitely but will not be able to graduate until he/she meets the required 2.0 cumulative GPA.

Academic Probation: Any student whose NWACC semester GPA, at the end of the academic warning semester, is not 2.0 GPA and the cumulative GPA is still below 2.0, will be placed on Academic Probation. Students on Academic Probation will have holds placed on their accounts until they meet with an academic advisor. In addition, students placed on Academic Probation will be required to successfully complete Student Services interventions.
Academic Suspension: A student on academic probation who does not meet the minimum 2.0 semester GPA for the academic probation semester will be placed on academic suspension and will be administratively dropped from any further classes. Students will not be allowed to enroll in classes for 1 major (fall/spring) semester. After the suspended semester, students must reapply for admission and will be readmitted on academic warning.

Students readmitted on academic warning follow the same guidelines as other students under the academic warning status, with the exception of the amount of credit hours they can take during their readmitted semester. Students readmitted from academic suspension are limited to a maximum of 13 credit hours in their first semester back.

Students placed on academic suspension for a second time will not be allowed to enroll in classes for 1 academic year.

Transfer Students: Incoming transfer students who are on warning, probation, or suspension from another institution will be admitted to NWACC and not be placed on academic warning. These students will have the same opportunity to prove success as other incoming students. Transfer students will be subject to the same requirements for continued enrollment at the end of their first semester at NWACC as students that have only attended NWACC.

Readmitted Students: Students who left NWACC on academic warning and return will be admitted on academic warning. Students suspended from NWACC may be readmitted after their suspended term(s) on academic warning.

Appeals: Students who have been placed on academic suspension may appeal. Extraordinary circumstances may have contributed to academic deficiencies. Appeals must be submitted to the Vice President for Learner Services. An appeal form may be obtained from the Office of the Vice President for Learner Services.

Adopted: June, 2007
Revised: May, 2009
Academic Acceleration

Policy:

Believing that student learning should not be bound by time, space, role, or organizational efficiency, NorthWest Arkansas Community College strives to provide opportunities for students to learn outside the traditional classroom.

Approved

Accelerated Programs for High School Students

Policy:

High school students may be admitted to NorthWest Arkansas Community College on an early admissions basis under the provisions of concurrent enrollment, advanced placement, technical advanced placement, and youth apprenticeship.

1. Concurrent enrollment provides the opportunity for students age 14 and above to earn College credits while still in high school. Students may be able to have the College credit count toward high school graduation as well and, in some cases, take a College class right on their own high school campuses through NorthWest Arkansas Community College’s Step Ahead program. Forms 3-5-2(A-E) detail the approval process for high schools and their students to participate in the Step Ahead Program.

2. By policy of the Arkansas Department of Higher Education, Arkansas students who score a 4 or a 5 on a national Advanced Placement
NorthWest Arkansas Community College Administrative

Policies and Procedures

examination must be given College credit for the relevant college course. NorthWest Arkansas Community College awards credit to students who score a 3 or above on Advanced Placement examinations that parallel specific courses at the College. To receive credit, students present official notification of Advanced Placement examination scores to the Registrar’s Office. Questions about the credit to be awarded are referred to the appropriate department/division head.

3. NorthWest Arkansas Community College faculty and staff have articulated certain high school classes with specific requirements of some of the College’s AAS degrees. Once a student has enrolled at the College as a degree-seeking student, he or she may request credit for the articulated courses but must do so within 18 months of high school graduation. (See form 3-5-2(F)

4. Students who have participated in the youth apprenticeship program while in high school may continue the apprenticeship as an NorthWest Arkansas Community College student, receiving both academic credit and a course tuition waiver for the second year of enrollment at the College.

Legal Reference: A.C.A. 6-60-202

Adopted: September, 2000
Step Ahead Form

NorthWest Arkansas Community College  College Credit Options for High School Students

Students who wish to earn college credit and who are enrolled in Step Ahead classes for which college credit equivalency had been established should complete this form. Instruction is provided on the high school campuses. A schedule of Step Ahead classes will be available early each semester at participating high schools.

Requested term of enrollment (check only one) _____Fall  _____Spring  _____ Summer  II  20__

S.S. No.

__________________________Name_________________________________________  Last

First                         Middle

Current Mailing Address__________________________________________________________

City__________________________State

Zip__________________________

Have you attended Step Ahead classes before? _____No  _____Yes

Are you a dependent of a full-time employee at NWACC? _____No  _____Yes

Home Phone Number _____________________________  _____No  _____Yes

Sex  ___ Male  ___ Female  Date of Birth _____/_____/

Mo.  Day  Yr.
NorthWest Arkansas Community College Administrative Policies and Procedures

<table>
<thead>
<tr>
<th>HIGH SCHOOL EDUCATIONAL INFORMATION</th>
<th>Anticipated date of high school graduation ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please check high school listed below:</td>
<td>month/day/year</td>
</tr>
<tr>
<td>___ 42162 Benton County Christian</td>
<td>___ 040175 Bentonville</td>
</tr>
<tr>
<td>___ 040875 Gentry</td>
<td>___ 040930 Gravette</td>
</tr>
<tr>
<td>___ 041995 Pea Ridge</td>
<td>___ 042105 Prairie Grove</td>
</tr>
</tbody>
</table>

Office use only
Placement Test: ACT, SAT, ASSET or COMPASS--Test Scores

Please list the course(s) you wish to enroll in this semester.*
Please list name(s) of any individual that you authorize educational information to be released to:

Approval from high school official required-(NWACC will not accept without this signature). This student has our approval to take the course(s) listed above and has the appropriate prerequisites, placement scores & GPA.

The above (i.e. Line #) information is listed on the “Course Information Sheet” available from your teacher or counselor.
NorthWest Arkansas Community College Administrative Policies and Procedures

This release is valid for the duration of my enrollment as a Step Ahead student with NWACC. Once I stop attending NorthWest Arkansas Community College, college credit courses or reach 18 years of age, this release is no longer valid.

Certification by Student: I certify that the information given is complete to the best of my knowledge. I understand that false information given is grounds for denial of admission or immediate suspension if enrolled. I agree to abide by the rules and regulations of the college regarding conduct and other obligations.

Signature of Student __________________________________________ Date ______________________

Signature of Parent/Guardian __________________________________________ and/or

__________________________________

Required if student is under 18 years of age

Step Ahead Form (continued) 3-5-2(A)
TAXPAYER INFORMATION

If the student will be claimed as a dependent on another individual’s income taxes, you must complete the following taxpayer information.

*If you do not complete the taxpayer information, the college will assume the student is the taxpayer.*

Taxpayer's Social Security Number ___________ - _______ - __________

Last Name_____________________________  First Name________________________

Address_______________________________  City   ____________________________

State____________________  ___   Zip   _____________________

Signature_____________________________  Date________________
NorthWest Arkansas Community College Administrative Policies and Procedures

Step Ahead Form ___________________________________________ 3-5-2-(B)

NWACC Step Ahead Program
On-Site Concurrent Course Requests for School Year 2005-2006

High School ________________________________________________
High School Contact _________________________________________ Phone _____________

<table>
<thead>
<tr>
<th>Fall Semester 2005</th>
<th>Course</th>
<th>Sections</th>
<th>Proposed Instructor</th>
<th>Day(s) and Time</th>
<th>Projected Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester 2006</th>
<th>Course</th>
<th>Sections</th>
<th>Proposed Instructor</th>
<th>Day(s) and Time</th>
<th>Projected Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: NorthWest Arkansas Community College Division Chairs must approve all new instructors and new courses.
High School Principal ______________________________________ Date ___________

*An NorthWest Arkansas Community College Application packet must be attached for each new faculty member.
## NorthWest Arkansas Community College Administrative Policies and Procedures

### Step Ahead Form 3-5-2-(C)

NorthWest Arkansas Community College Step Ahead Program
Approval of Concurrent Course Requests for School Year 2005-2006

<table>
<thead>
<tr>
<th>High School</th>
<th>NWACC Division</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Fall Semester 2005

<table>
<thead>
<tr>
<th>Course</th>
<th>Sections</th>
<th>Instructor</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Stipulations: ______________________________________________________

#### Spring Semester 2006

<table>
<thead>
<tr>
<th>Course</th>
<th>Sections</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Stipulations:_______________________________________________________

NWACC Division Chair(s) ____________________________ Date________

_______________________________________________________ Date________

NWACC Vice President for Learning ____________________________ Date________

*Submit this form to each Division Chair along with the request forms for each high school. Division Chairs will complete this form and return to Diana Johnson.

Step Ahead Form 3-5-2(D)
NorthWest Arkansas Community College Administrative Policies and Procedures

Concurrent/Step Ahead Enrollment

Academic Overload/GPA Approval

____________________________            _______________________________
SS#                                      Name

Fall ______  Spring ______  Summer ______
Year    Year    Year

_______________________________  _______________________
High School                        Cumulative GPA

Proposed Courses:

Reason request for overload or GPA approval for this semester (STUDENT MUST COMPLETE THIS SECTION):
High School Instructor and/or counselor comments (REQUIRED):

Job Hours: ______________

_________________________________________  ______________________
Student's signature  Date

_________________________________________  ______________________
NWACC Vice President of Learning  Date

COMMENTS:

PLEASE SUBMIT A HIGH SCHOOL TRANSCRIPT AND PLACEMENT TEST
NorthWest Arkansas Community College Administrative Policies and Procedures

SCORES WITH THIS APPROVAL REQUEST.

Step Ahead Form 3-5-2(E)

Concurrent Enrollment Agreement

NorthWest Arkansas Community College

2003-2004

NorthWest Arkansas Community College (NWACC) agrees to offer concurrent enrollment credit for approved courses at _____________________High School for the academic year of 2003-2004.

NorthWest Arkansas Community College will provide support to the secondary institution through faculty liaisons provided by the academic departments, college credit to the students for successful completion of the college coursework, and administrative support through the registrar, admissions, and fiscal affairs departments.

____________________High School will provide classroom facilities, administrative support, and in some cases instructors whose credentials qualify them to be approved by the appropriate NorthWest Arkansas Community College departments to teach college-level courses.
Financial arrangements are these: NorthWest Arkansas Community College will charge students only one-half the tuition rate for the classes plus a $1.00 per hour student services fee ($47.00 per credit hour), waive the $10.00 admission application processing fee for each student, and absorb their labor costs associated with the program.

NorthWest Arkansas Community College will absorb their labor costs associated with the program. If NorthWest Arkansas Community College pays for one or more instructors, the high school will absorb the classroom use fees. If NorthWest Arkansas Community College does not pay any instructor salaries, then the College will pay the high school a room use fee according to the schedule below. To receive the room use fee, Decatur High School must invoice NorthWest Arkansas Community College through the Coordinator of New Student Relations.

<table>
<thead>
<tr>
<th>Credit hour class</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$100.00</td>
</tr>
<tr>
<td>3</td>
<td>$150.00</td>
</tr>
<tr>
<td>4</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

NWACC: Decatur Public Schools

________________________  ________________________
President                  School Superintendent

________________________  ________________________
Date                        Date
## Technical Advanced Placement Application

### COLLEGE & CAREER CONNECTIONS

APPLICATION FOR FREE CREDIT

NORTHWEST ARKANSAS COMMUNITY COLLEGE

**Student Name**

**Date**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>High School</th>
<th>Month &amp; Year Graduated</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Social Security #</th>
<th>Birth date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Address</th>
</tr>
</thead>
</table>
## NorthWest Arkansas Community College Administrative Policies and Procedures

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**NWACC OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>High School Course</th>
<th>Grade</th>
<th>Dept.</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

__________________________

**Student's Signature**
The student must bring this form along with an official high school transcript to NorthWest Arkansas Community College for registration within 18 months of high school graduation in order to receive NorthWest Arkansas Community College credit hours for the course. Please return completed form to John Honey.

8/15/2003
College Credit by Exam or for Non-Traditional Experiences 3-5-3(1)

Policy:

Because learning may be obtained outside the traditional classroom, NorthWest Arkansas Community College offers students a variety of ways to obtain credit for this extracurricular learning.

Students who have gained knowledge contained in certain courses offered by the College may petition for credit by examination.

This credit-by-examination may be earned in one of three ways:
1. CLEP Examination;
2. DANTES Subject Tests; and
3. Departmental Examination.

Examination fees will be charged according to testing fees published in the College catalog. Credit from these sources will not be granted for more than one-half of the total credit hours required to complete a certificate or degree. Students receiving credit by examination must be enrolled at the College at the time credit is awarded. This credit will appear on the student’s transcript as earned credit without any indication of grades or quality points. Students can not take a departmental exam if currently enrolled in the courses. Students successfully completing the departmental exam will be charged the appropriate tuition for the course before credit is awarded.

If the course for which the student seeks credit is one of the general education courses listed below, then the appropriate examination will be given through the CLEP program. Students may also request course credit by obtaining a minimum score on certain DANTES Subject Tests. In a few situations in which there are no appropriately corresponding national tests, NorthWest Arkansas Community College departmental examinations are given. Advisors have a list of these in-house exemption tests.

___________________________________________________
Adopted: September, 2000
Revised: May, 2006
Approved: January 2009
NorthWest Arkansas Community College Administrative
Policies and Procedures

College Credit by Exam or for Non-Traditional Experiences 3-5-3-(2)

College Level Examination Program (CLEP)

NorthWest Arkansas Community College departments have set on a trial basis the following minimum re-centered scores on CLEP examinations for the courses indicated. These scores are in keeping with the recommendations of the American Council of Education.

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>NorthWest Arkansas Community College Course Designations</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Govt.</td>
<td>PLSC 2003</td>
<td>50</td>
</tr>
<tr>
<td>American Hist. I</td>
<td>HIST 2003</td>
<td>50</td>
</tr>
<tr>
<td>American Hist. II</td>
<td>HIST 2013</td>
<td>50</td>
</tr>
<tr>
<td>Calculus w/Elem.Func.</td>
<td>MATH 2554</td>
<td>50</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MATH 1204</td>
<td>50</td>
</tr>
<tr>
<td>Freshman Col. Comp.</td>
<td>ENGL 1013</td>
<td>50</td>
</tr>
<tr>
<td>(Essay required)</td>
<td>ENGL 1013 &amp; 1023</td>
<td>60</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENGL 2113</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>ENGL 2113 &amp; 2123</td>
<td>60</td>
</tr>
<tr>
<td>General Biology</td>
<td>BIOL 1544</td>
<td>50</td>
</tr>
<tr>
<td>General Biology II</td>
<td>BIOL 1014</td>
<td>50</td>
</tr>
<tr>
<td>General Chem. I &amp; II</td>
<td>CHEM 1104 &amp; 1124</td>
<td>50</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSYC 2003</td>
<td>50</td>
</tr>
<tr>
<td>General Sociology</td>
<td>SOCI 2013</td>
<td>50</td>
</tr>
<tr>
<td>Intro. Accounting</td>
<td>ACCT 2013 &amp; 2023</td>
<td>50</td>
</tr>
<tr>
<td>Prin. Macroeconomics</td>
<td>ECON 2313</td>
<td>50</td>
</tr>
<tr>
<td>Prin. Microeconomics</td>
<td>ECON 2323</td>
<td>50</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>MATH 1213</td>
<td>50</td>
</tr>
<tr>
<td>West. Civ. To 1650</td>
<td>WCIV 1003</td>
<td>50</td>
</tr>
<tr>
<td>West. Civ. Since 1650</td>
<td>WCIV 1013</td>
<td>50</td>
</tr>
</tbody>
</table>

Dantes
NorthWest Arkansas Community College Administrative Policies and Procedures

<table>
<thead>
<tr>
<th>Dantes Test</th>
<th>Required Minimum Score</th>
<th>NWACC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Algebra</td>
<td>47</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Art of Western World</td>
<td>48</td>
<td>1 sem. Art History</td>
</tr>
<tr>
<td>Human/Cultural Geography</td>
<td></td>
<td>48 Human Geography</td>
</tr>
<tr>
<td>Intro to Law Enforcement</td>
<td>45</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>49</td>
<td>Intr. to Crim. Just.</td>
</tr>
<tr>
<td>Intro to World Religions</td>
<td>49</td>
<td>World Religions</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>46</td>
<td>Technical Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(verified with dept. essay)</td>
</tr>
</tbody>
</table>

College Credit by Exam or for Non-Traditional Experiences 3-5-3(3)

Veterans: Physical Education Credit
Veterans may, at their written request, receive physical education credit based on military service. Credit will be granted according to the following scale: 6 months active duty, one hour credit; 12 months active duty, two hours credit; 18 months active duty, three hours credit; and 21 or more month’s active duty, four hours credit. Application for this credit should be made through the Director of Veteran Affairs Counselor.

Elective Credit
Opportunities for elective credit may be granted through four options beyond classes listed in the College catalog. Students who wish to consider these options for elective credit applicable toward an Associate of Arts (A.A.) degree or Associate of Science (A.S.) should consult with the appropriate Division Chairperson or the Vice President for Learning.

1. Elective credit granted through distance learning.
   Up to 12 hours of elective coursework taken through a form of independent distance learning at any accredited institution may be granted, providing the courses are freshman/sophomore level, and the student meets the residency and all other requirements for graduation from NorthWest Arkansas Community College.
NorthWest Arkansas Community College Administrative Policies and Procedures

2. Elective credit granted through Interdisciplinary Honors Study. Up to 9 semester hours of elective credit may be granted for interdisciplinary honors study. The student arranges a project with at least two faculty members and the Vice President for Learning. Students must have completed 30 hours with a cumulative grade point average of 3.0 or higher.

3. Elective credit granted through Public Service. Up to 6 semester hours of elective credit may be granted through active participation in public service arranged with local agencies, faculty and the Vice President for Learning. Students must have completed 30 hours with a cumulative grade point average of 3.0 or higher to participate.

4. Elective credit granted through Cooperative Education and Internships. Up to 6 hours of elective credit may be granted for a cooperative vocational academic project supervised by a local employer, a faculty member and the Vice President for Learning. Students may also receive up to 6 hours of elective credit for approved internships. Participating students must have previously completed 15 hours with a cumulative grade point average of 2.5 or higher.

College Credit by Exam or for Non-Traditional Experiences 3-5-3(4)

Independent Study

Credit may be awarded through Independent Study at NorthWest Arkansas Community College to students with a grade point average (GPA) of 3.0 or higher. Independent Study options are available in all areas. A student interested in Independent Study should discuss a topic with an instructor in advance of registration. Final approval is then granted by the appropriate Division Chairperson.

Approved: January 2009
NorthWest Arkansas Community College Administrative Policies and Procedures

Distance Learning 3-5-4

NorthWest Arkansas Community College has adopted the following policy for distance learning at the College.

1. Student Access

A. Requirements: Distance learning students will be subject to the same admission, registration, and prerequisite requirements as traditional students.

B. Tuition & Fees: Students taking distance learning classes will be charged the normal tuition based on residency status, plus an additional technology fee. Distance learning students will be subject to all other NorthWest Arkansas Community College fees but will be exempt from those that are charged for specific on-campus services.

C. Support Services: Northwest Arkansas Community College will ensure that students enrolled in distance learning classes have access to the equivalent resources and services available to students in the same class on the College campus. Student accommodations required by the Americans with Disabilities Act [ADA] will be provided as required by law.

2. Distance Learning Course Development

A. Distance Learning courses may be developed by qualified faculty upon approval by the division Dean and the Vice President for Student Learning. The faculty developer must be trained in best practices for course development, and work with an assigned mentor during the development period. The completed course must be reviewed and final approval given by the Vice President for Student Learning before the course is released for student use.

B. Faculty may be compensated for distance learning course development. Instructors who wish to be compensated must request approval in advance from the division Dean and the Vice President of Student Learning.

C. If the class is a new course never before taught at NWACC, the course is subject to the approval of the college’s Curriculum Committee and/or the Arkansas Department of Higher Education.
D. For new compressed video classes, a written agreement must be entered into between NWACC and the remote site. Video classes received from other sites will require the Vice President for Student Learning's approval and approval from the corresponding College division.

3. Competition:

NorthWest Arkansas Community College will not knowingly compete with the offerings of other state supported educational institutions in Arkansas in their immediate locations. Video courses from other institutions that compete with College offerings will not be accepted unless permitted by the Vice President for Student Learning or the College President.

4. Cooperative Agreements:

All cooperative agreements related to distance learning between NorthWest Arkansas Community College and other institutions will be negotiated according to the standard College procedures for such agreements. The Vice President for Student Learning must approve any cooperative agreement which use distance learning facilities at the College.

Adopted: September, 2000
Revised: 2002
Revised: May, 2006
Revised: March, 2009
Calculation of GPA for Graduation

Policy:

The grade point average for graduation will include all classes completed at NWACC. Students who have earned at least a 3.5 on 24 or more hours of coursework taken at NorthWest Arkansas Community College will be eligible to graduate with honors.

Note: In order to implement this change commencement will have to be moved to the Friday after finals are done in order to calculate the grade point average.

Adopted: Sept. 2000
Revised: Nov. 2008

Time of Official Graduation

Policy:

NWACC awards diplomas three times a year -- at the end of the fall, spring, and summer terms. Commencement, however, is held only once a year in May. Diplomas are mailed to the graduates when Student Records verifies that they have completed all degree or certificate requirements.

Adopted: September, 2000
Revised: Nov. 2008
Completion of Graduation Requirements After Transfer

Policy:

A student who has taken at least 15 credit hours in residence at NorthWest Arkansas Community College and transfers to another accredited institution may upon successful completion of all degree credits be awarded the associate degree from NorthWest Arkansas Community College. (Certain professional degree programs may have more specific and/or extensive residency requirements.)

The transferred student wishing to graduate from NorthWest Arkansas Community College would have his/her transcript showing the completion of the remaining courses sent to the College’s Office of Admissions and Student Records, then file for graduation. The student must also settle any outstanding financial obligations with the College and participate in the AAGE outcome assessment.

Adopted: September, 2000
Revised: Nov. 2008
Arkansas Assessment of General Education 3-6-4

Arkansas Act 874 of 1993 requires students who have earned 45 College credit hours to take the Arkansas Assessment of General Education before they can be granted junior standing. To fulfill this requirement, NorthWest Arkansas Community College’s Testing Center schedules multiple times in November and April when students can take the CAAP examination, the test chosen by the Arkansas Department of Higher Education to measure student mastery of College-level general education skills.

Legal Reference: Arkansas Act 874 of 1993
Adopted: September, 2000
Commencement Week Requirements and Activities

Policy:

Because commencement celebrates graduation, an important event in the lives of NorthWest Arkansas Community College students and their families, students graduating in May with degrees and full-time faculty are required to participate in the annual May Commencement. In the event of unavoidable conflicts with the time and/or place of Commencement, a student or a faculty member can submit a written request to the Executive Vice President for Student Learning to be excused from participating.

Other Commencement Week activities are Honors Convocation, rehearsal for Commencement, and the Nursing Program's Pinning Ceremony. The Executive Vice President for Learning and the Associate Vice President for Learner Services work together to coordinate the events of Commencement Week.

Adopted: September, 2000

Revised: May, 2006
Academic Environment

Policy:

NorthWest Arkansas Community College strives to develop its reputation as a high-caliber community of learners. Recognizing that academic freedom for both faculty and students supports a learning community in which intellectual inquiry thrives; the College follows policies that protect this freedom basic to higher education.

NorthWest Arkansas Community College faculty and students have also written a Student/Faculty Statement of Rights and Responsibilities, found in both the Faculty Handbook and the Student Handbook. Observing the six tenets of this statement should prevent problems from arising, but in the event a right is infringed or a responsibility abrogated in a manner serious enough to threaten the learning environment, policies and procedures addressing academic grievances have been established.

Adopted: September 2000
Revised: September, 2008
Academic Freedom

Policy:

All members of the faculty are entitled to academic freedom as generally defined in the 1940 Statement of the Principles of Academic Freedom and Tenure formulated by the Association of American Colleges and the Association of University Professors. Relevant provisions of this statement are as follow:

1. A teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the college.

2. The teacher is entitled to freedom in the classroom in discussing the subject being taught, but she/he should be careful not to introduce into the teaching controversial matter which has no relation to the subject and should not permit personal prejudice to interfere with his/her grading of the students on their performance in the class.

3. The College instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When she/he speaks or writes as a citizen, she/he should be free from institutional censorship or discipline, but the instructor's special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge his/her profession and institution of his/her utterances. Hence she/he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that she/he is not an institutional spokesperson. The instructor shall not use the classroom to promote personal political views or theories at the expense of other established views and/or theories. Academic freedom also extends to students who have the right to expect quality instruction in all classes. In addition, each student has the right to fair evaluation from each instructor. The student has the right to a complete explanation of the evaluation procedure at the beginning of each course. Furthermore, she/he has the right to reasonable access to each instructor for assistance as may be needed.

Legal Reference: Association of American Colleges and the American Association of University Professors, Statement of Principles of Academic Freedom and Tenure, 1940
Adopted: September, 2000
Revised: September, 2008
Academic Appeals 3-7-3 (1)

Policy:
Recognizing that both students and faculty have rights regarding academic matters, Northwest Arkansas Community College sets forth the following grievance procedure. This procedure serves the purpose of providing the student with redress and due process while protecting faculty rights to freedom of instruction and providing a mechanism for problem solving and achieving an equitable resolution to academic grievances as quickly as possible. An academic grievance will only be accepted during the semester the alleged incident occurred or the regular academic semester (Fall or Spring) following the alleged incident. This procedure also allows for grievances concerning equal access issues or the provision of educational accommodations for students with disabilities.

To submit an appeal, students should follow the procedures published in the NWACC catalog.

________________________________________________________________________

Adopted: September 2000
Revised: January 2008
Revised: September 2008
NorthWest Arkansas Community College Administrative Policies and Procedures

Academic Dishonesty 3-7-4-(1)

Definition

Ensuring students understand the core value of academic honesty is an overarching goal of all faculty and staff at NWACC. Academic honesty means students do their own work and do not represent others' work as their own. To help clarify, the following principles defining academic honesty from Charles Lipson's book, Doing Honest Work in College (University of Chicago Press, 2004, pg. 3) are provided:

—When you say you did the work yourself, you actually did it.

—When you rely on someone else's work, you cite it. When you use their words, you quote them openly and accurately, and you cite them too.

Violations of Academic Honesty

Examples of academic dishonesty include but are not limited to the following:

1. Any alteration of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
5. Stealing, buying, or otherwise obtaining information about an examination not yet administered.
6. Any collaboration on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself to take an examination. (Criminal Misrepresentation/Cheating).
8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
10. Sabotage of another student's work.
11. Falsification or forgery of or on any College form or document.
NorthWest Arkansas Community College Administrative

Policies and Procedures

12. Submission of altered or falsified data as experimental data from laboratory projects, survey research, or other field research.

13. Any willful act of dishonesty that interferes with the operation of the academic process.

14. Facilitating or assisting in any act of academic dishonesty.

15. Plagiarism (subsequently defined)

Plagiarism

Plagiarism results when a student presents the words or ideas of someone else as if they were his/her own. If the words of someone other than the writer are reproduced without acknowledgment of the source, or if someone else’s ideas are paraphrased in such a way that leads the reader to believe they originated with the writer, then plagiarism has occurred. Plagiarism can be either intentional or unintentional. Intentional plagiarism is the knowing, deliberate copying or downloading or buying of information with the intent of passing it off as original with the writer. Intentional plagiarism is a very serious form of academic dishonesty that can lead to suspension from the College. Unintentional plagiarism is the misrepresentation of information through ignorance or carelessness. It is the responsibility of all Northwest Arkansas Community College students to understand what plagiarism is, and to learn the proper methods of documentation so as to avoid this form of academic dishonesty.

Adopted: September 2000

Revised: January 2008

Revised: September 2008
Academic Honors

Policy:

To recognize those who have excelled in an academic environment, NorthWest Arkansas Community College sponsors an annual Honors Convocation. At this spring ceremony, the outstanding graduates of each program are recognized along with other students who have contributed in significant ways to the continuing development of NorthWest Arkansas Community College as an outstanding community College.

At the end of the fall and spring semesters, the College also compiles a list of students whose grades have earned them a place on the President's List or the Dean's List. These students are sent letters commending them for their achievement. To earn a place on the President's List, a student must have earned between a 3.90 and a 4.0 on 12 or more credit hours of coursework; to earn a place on the Dean's List, the student must have earned between a 3.5 and a 3.89 on at least 9 credit hours.

High-achieving students are also eligible for induction into Gamma Beta Phi, a national honor and service society and Phi Theta Kappa, a national two-year college honor society and be eligible to participate in NWACC Honors program.

Adopted: September, 2000

Revised: September 2008
Faculty Employment 3-8-1

Policy:

NorthWest Arkansas Community College strives to hire and reward quality faculty through a positive work environment and compensation commensurate with faculty qualifications and responsibilities.

Adopted: September, 2000
Revised: May, 2006
NWACC Learning College Statement

Policy:

NorthWest Arkansas Community College is a learning-centered, comprehensive Community College.

Learning-centered means that our shared primary goals as faculty (and all instructional administrators also teach) are to do whatever we can to provide students access to learning and to help students attain their learning goals. Translated to “daily operations”, these goals mean that faculty may be asked to teach at 7 in the morning or 7 at night, whenever the students need them. These goals mean that a faculty member may be requested to teach in Springdale or Gentry, on Saturday afternoon, or through compressed video or the Web. They mean that full-time faculty hold regular office hours (either in-person or electronically), advise students, sponsor student activities, and cheer students on at commencement. “Learning-centered” means as well that all faculty are learners and are provided opportunities and resources for professional development.

Comprehensive means that NorthWest Arkansas Community College is more than a “Junior College” and more than a “Technical College” and more than a “Workforce Development Program.” The College is ALL of these things and more: it provides the first two years of baccalaureate degree, two-year professional degrees, and specific courses in response to business and industry needs. It also provides a Kids College, community enrichment courses, a multi-faceted adult education program, and recertification programs for area providers. Faculty are generally hired into one of these “learning clusters” but are supported if they want to “cross-train” and work in more than one area. Learning is, after all, multi-disciplinary.

Community College means that NorthWest Arkansas Community College provides a variety of learning opportunities for citizens in its “community tax district” Rogers and
NorthWest Arkansas Community College Administrative
Policies and Procedures

Bentonville/Bella Vista school districts) and its “community service area” (Benton and Washington Counties). It is the philosophy and practice of community colleges everywhere to say to its community members: “Tell us what you need to learn, and we will provide you access to this learning.” Community college also means that NorthWest Arkansas Community College is not a university. Instead of balancing research with teaching and service as university faculty do, NorthWest Arkansas Community College faculty focus on teaching and service. They have the distinct pleasure of working directly with students in well-designed and well-equipped classrooms to help students meet their diverse educational goals.

In summary, a community college is an exciting place to teach and to learn, and because it must remain responsive to the community it serves, it is always developing into something new and better. We invite you to become part of this dynamic learning process at NorthWest Arkansas Community College by applying for a faculty position.

Adopted: September, 2000

Faculty Qualifications

Minimum qualifications to teach at NorthWest Arkansas Community College are:

1. For an academic faculty member teaching college transfer courses, a master’s degree in the subject taught or at least 15 graduate hours in the subject taught if the master’s is in a different area.
2. For an occupational faculty member, appropriate training for employment as a professional in the field plus seven years of experience in the field taught, at least one year of which was supervisory experience.
3. For a faculty member teaching developmental courses, at least a bachelor’s degree in the subject taught is required.

Hours above the master’s degree for purposes of determining salary include only those that fit into one of the following categories:

1. Graduate hours in the teaching field.
2. Other graduate or advanced hours in the teaching field or in a clearly related
supporting field which have been individually approved at the College.
3. Other carefully selected graduate hours which contribute significantly to the individual faculty member’s teaching skills and which have been individually approved at the College.
4. In extremely rare instances, such as a master’s degree in nursing, clearly superior occupational or educational experiences can be evaluated to place occupational faculty members above the minimum qualifications level.

**Years of experience presented to qualify an individual for placement above the minimum qualifications level may not also earn additional salary based on years of experience.**

Years of experience include a total of not more than six years of experience* earned outside the institution with:

1. Post-secondary teaching experience credited on a year-for-year basis.
2. Other teaching experience credited on a two-for-one basis (no credit is given for graduate assistant teaching experience unless the applicant can document that the teaching as a graduate assistant involved absolute responsibility for all aspects of the teaching, in which case the teaching is credited on the following basis: 10 courses = 1/2 a year).
3. Directly related non-teaching employment experience (above that required for minimum qualifications) credited on a two-for-one basis.

All applicable years of experience at NorthWest Arkansas Community College will apply up to the maximum number of years allowed.

*In instances in which the teaching discipline of the faculty member is in a high-demand, high-salary field, the division/department chair may request permission to bring the faculty member in at Level 8 rather than Level 6. The chair must justify the request with market data showing the competitive need to offer a higher salary.
Faculty Appointment, Reappointment and Dismissal

Policy:

By state Law, the Board of Trustees is responsible for the annual appointment of full-time faculty. However, through the Carver Model of Governance, this responsibility has been delegated to the Executive Vice President for Student Learning in consultation with the appropriate department/division chair. Renewal of contracts will be handled by the appropriate administrators through memoranda of employment. In the absence of a tenure policy, each appointment will be for one academic year. The academic year is defined as the period from the beginning of the fall term to the end of the succeeding spring term. A notice of non-reappointment for the following year must be given to full-time faculty by February 1.

Adopted: September, 2000
NorthWest Arkansas Community College Administrative Policies and Procedures

Faculty Load and Duties 3-8-5 (1)

Policy:

The normal teaching load for full-time faculty (excluding nursing, allied health, adult education and Corporate and Community Education which follow their own load policies) with correlating salaries for associate faculty is 15 load hours per semester.

Load hours per semester will be calculated as follows:

One lecture contact hour equals one load hour. One non-lecture laboratory contact hour equals 2/3 load hour.

Examples of combination load hours are:

- lab science (3 hours lecture, 3 hours lab) = 5 load hours
- art studio (2 hours lecture, 4 hours lab) = 4 2/3 load hours
- extended math or composition (3 hours lecture, 1 hour lab) = 3 2/3 load hours
- private music lesson for full-time faculty (1 lab hour) = 2/3 load hour
- music ensemble (1 hour lecture, 3 hours lab) = 3 load hours
- theater: musical or dramatic
(2 hours lecture, 6 hours lab) = 6 load hours

journalism: newspaper production

(2 hours lecture, 6 hours lab) = 6 load hours

As new courses are added to the curriculum, they will be assigned a load hour value by the Curriculum Committee, which will then be approved by both the faculty and the Executive Vice President for Student Learning following the established procedure of the Curriculum Committee.

Questions about load value will be addressed by the Executive Vice President for Student Learning.

The instructor’s supervisor is responsible for assigning a full-time load in instructional or other approved duties to meet contractual obligations for each semester.

A. Since the number of preparation also affects the work schedule of a faculty member, the normal number of preparations per academic year should not exceed seven (7). The appropriate division/department chair is charged with the responsibility of monitoring the number of preparations for each faculty member to see that it does not exceed seven per academic year.
B. Overloads

Full-time faculty who teach more than 15 load hours during the fall or spring semesters are eligible for overload pay at the part-time faculty rate. They may also receive a supplemental contract to teach summer-term classes at the part-time faculty rate. The total compensation for a faculty member of salaries earned through the regular, overload, and supplemental contracts cannot exceed the state-designated line-item maximum for full-time nine-month community college faculty plus the percentage allowed by state law for summer teaching.

Part-time faculty may not teach more than 10 load hours during each of the fall and spring semesters nor more than 5 load hours during each of the summer terms.

Compensation cannot exceed the college-mandated line-item maximum for a nine-month part-time community college faculty plus the percentage allowed by state law for summer teaching.

C. Independent Study
Independent study operates on a volunteer basis between a full-time instructor and a student. The intent is to provide an opportunity for students to work on special academic projects under the guidance of a full-time
faculty member. Independent study credit may be granted from one (1) to four (4) hours, depending on the length and the complexity of the project, and the subject should be something other than that of a regular course. A faculty member who wishes to offer a student an independent study must obtain the permission of his/her chair. Supervising independent study carries no extra salary but is a positive factor during the annual evaluation process.

D. Load equivalencies and Compensation for Teaching Distance Learning Courses

Faculty members who wish to develop distance learning courses as part of their regular College duties may requests a one-semester, one-course load reduction to develop these materials. The request must be approved by the appropriate division/department chair, the Vice President for Learning, and the Distance Learning Coordinator. (See Administrative Procedures 3-5-3 for details on teaching in the Distance Learning Program and 1-4-1 on ownership of materials produced as part of distance learning).
E. The Vice President for Learning, in conjunction with the division/department deans or chairs, shall be charged with the responsibility for assuring equitable work loads which will allow the accomplishment of instructional and institutional objectives.

As one portion of this process, each faculty member will prepare a list of duty hours for each semester. This list will include those hours spent in class and class-related activities and those hours when a faculty member will be based on the following components:

A. 15 teaching load hours, as defined above.

B. 10 clock hours of class preparation/evaluation.

C. Some combination of the following that equals 15 clock hours.
   1. Class-related office hours.
   2. General student development services, such as advising and registering students.
   3. Three “committee” hours a week (“committee” is defined broadly as committee work, club sponsorship, work on advisory boards, tutoring, etc).

The listing of duty hours will be posted on each faculty member’s office door for the benefit of students. In addition, the members of each class should be informed of the faculty member’s office hours at the beginning of each semester see form 3-8-5(A).
As a second portion of this process, the division/department chairs in conjunction with the Executive President for Student Learning, will prepare annually a summary of College involvement for each faculty member. This summary shall include instructional load, hours when the faculty member is normally available for conferences, and a listing of committees, task forces, and/or projects in which the faculty member is involved.

G. The teaching loads for division/department chairs will be load hours over the calendar year. The teaching load for the Executive Vice President for Student Learning and the Associate Vice President for Learning will be six load hours over the calendar year.

H. Reasonable and prudent exceptions to A-G above may be made with the approval of the Executive Vice President for Student Learning.

Faculty Load and Duties (continued) 3-8-5(4)

I. Classes with Low Enrollment

From time to time there will be a need for classes to be offered with low enrollments. Classes must average approximately fourteen (14) students in order for them to be economically prudent. The Executive Vice President for Student Learning may approve enrollments of less than 9 for programmatic reasons, i.e., a particular course is needed to move students toward graduation in a timely manner.

Adopted: September, 2000
NORTHWEST ARKANSAS COMMUNITY COLLEGE

INSTRUCTOR SCHEDULE

Please Note: The information listed here is used by the VP of Instruction, Burns Hall Front Desk & Personnel. CIRCLE PHONE NUMBERS & E-MAIL ADDRESSES WHICH CAN BE GIVEN TO STUDENTS. Please turn into Dr. Hodges within the first two weeks of the beginning of a session. Thank you.

PLEASE CIRCLE: FALL SPRING SUMMER I SUMMER II
YEAR______

INSTRUCTOR:
_________________________________________________________ PT or FT

VOICE MAIL/MESSAGE PHONE (Include the whole number to dial from off campus):

___________________________________________Ext.__________________

HOME PHONE:_____________________________________

(If you do not plan to check your voice mail twice a week, please leave a number where you can be contacted by the school. Thank you.)
E-MAILS: ________________________________________________________
(List preferred one for college use FIRST.)

OFFICE HOURS:

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>CLASS</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TUESDAY   |      |       |          |
|           |      |       |          |
|           |      |       |          |

| WEDNESDAY |      |       |          |
|           |      |       |          |
|           |      |       |          |

| FRIDAY    |      |       |          |
|           |      |       |          |

| SATURDAY  |      |       |          |
|           |      |       |          |

OFFICE LOCATION: BUILDING: ______________ ROOM #

Press Control+Home to return to top
Faculty Rank 3-8-6(1)

Policy:

Recognize and promote meritorious faculty service at NorthWest Arkansas Community College.

The purpose of faculty rank is to:

Initial Appointment at NorthWest Arkansas Community College: When a faculty member, full or part-time, is first employed at the College, that faculty member has junior faculty status. He or she is appointed as either an instructor (or adjunct instructor) or an assistant professor (or adjunct assistant professor), depending on previous teaching experience in higher education and on educational attainment. If the new faculty member has more than six years of College teaching experience and more than the minimum entry-level educational requirements for the position, then he or she will enter as an assistant professor.

Third-Year Review for Instructors and Adjunct Instructors: During the regular evaluation process of the third year of employment at the College, a faculty member’s supervisor may recommend him or her for assistant professor status, if the faculty member’s performance has been meritorious in the area of teaching, teaching-related service, and professional developments.

Change to Senior Faculty Status, Level 1: When a faculty member has been here five years, then that faculty member is eligible for consideration during the regular evaluation process of senior faculty status, Level 1. Senior faculty status results not only from longevity but also from meritorious annual evaluations in the areas of teaching (by far the most important), service to the College and professional growth and development. If the faculty member’s supervisor and the Executive Vice President for Student Learning concur that the faculty member’s performance has been meritorious,
then that faculty member will achieve senior faculty status Level 1, which carries with it a $500 annual longevity stipend ($250 for part-time faculty)* and the rank of associate professor or adjunct associate professor.

Change to Senior Faculty Status, Level 2: When a faculty member has been here ten years, then the faculty member is eligible for consideration for senior faculty status, Level 2. The same process and criteria described above apply to this level, which carries with it an additional $250 or $500 annual longevity stipend* and the rank of professor or adjunct professor.

Appeal: Any faculty member denied a change of status may appeal that decision to the Executive Vice President for Student Learning who will appoint within 7 days a review panel to reconsider the decision and to make a recommendation to the Vice President. The panel will be comprised of two academic division chairs and two representatives from the faculty senate, all outside the faculty member’s department. The decision of the Executive Vice President for Student Learning will be final in such cases.

Adopted: September, 2000
NorthWest Arkansas Community College Administrative Policies and Procedures

Change of Faculty Status 3-8-6(A)

NORTHWEST ARKANSAS COMMUNITY COLLEGE
CHANGE OF FACULTY STATUS

Name: __________________________________________________________

Current position:_________________________ Department/Division: __________

Date of initial appointment:______________ Today’s Date:______________

Number of years employed at NWACC:__________ Current Status:___________

____ Full-time

____ Part-time

Number of courses taught during this time period (part-time faculty need a minimum
of 20 sections over a five-year period to be considered for a change in status) _______

**Verification of meritorious service for the period described above:

______ Teaching exceeds or meets expected standards

______ Teaching-related service exceeds or meets expected standards (minimum
standards are these: all faculty are expected to meet with students outside
class; full-time faculty are active participants on NorthWest Arkansas
Community College committees and serve as faculty advisors)
Professional development is ongoing and directed toward annual goals the faculty member sets (all faculty are expected to participate in department/division meetings and in faculty and college-wide meetings as their work schedule allows; full-time faculty are expected to participate in in-service activities; all faculty need to demonstrate that they are staying current in their discipline).

Lead Faculty for faculty member's discipline

Division/Department Chair

Approval of change of Status:

Vice President for Learning

Received in personnel office by (personnel officer)

** Please attach relevant annual evaluation summaries.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Fulbright Teacher Exchange Program 3-8-7

Policy:

NorthWest Arkansas Community College strongly supports the Fulbright Teacher Exchange Program. Faculty at the College may participate in the program upon the approval of the College President. In deciding whether to approve or not a particular instructor’s request to participate in the program, the President shall consider the needs of the College, the benefits to the College, and the current participation of other College faculty. If the instructor’s request to become a Fulbright teacher is approved, then the College shall pay the instructor’s salary and fringe benefits while the instructor is participating in the program and shall follow Fulbright Program guidelines in making arrangements for and supporting the international faculty member sent to NorthWest Arkansas Community College in exchange.

Adopted: September, 2000
Emeritus Faculty 3-8-8

Purpose:

The Faculty Emeritus program is intended to recognize and reward a retired Faculty member for outstanding teaching and job performance, and service to the college. The program provides an opportunity for the retiree to continue service to the college after retirement for two years. This designation shall represent a high honor and not be viewed as an automatic designation for years of service. Those individuals receiving the designation shall represent NWACC’s best full time instructors whose services the college wants to reward and maintain.

Eligibility

Employees with a minimum of 15 years of full-time continuous employment classified as a faculty position shall be eligible to apply for Faculty Emeritus status, to be conferred upon retirement from the college.

Procedures

A faculty committee shall be established to review and recommend applicants for Faculty Emeritus status. Selection criteria shall include consideration of the applicant’s record of professional excellence, leadership roles, programs, and initiatives. The faculty committee will forward the name(s) of the selected candidate(s) to the Executive Vice President for Learning. The Executive Vice President for Learning will recommend the candidate(s) to the President for approval.
Program Benefits

An employee with Faculty Emeritus status shall have access to associate faculty office space, use of college computers on campus, telephones, fitness center, discounted tickets to NWACC drama and musical events, and other privileges as may be granted to retired and/or Emeritus staff.

Faculty Emeritus designees selected to teach part-time credit courses shall be paid on a pro-rata pay, based on the nine (9) month faculty entry rate for the degree held by the employee with no teaching experience for a period up to two years immediately following retirement:

___________________________________________________

Adopted: September 2000

Revised: March, 2006
Faculty Governance 3-8-9 (1)

Policy:

The Faculty Council
In fall 1999, NorthWest Arkansas Community College faculty established a faculty leadership council (called the Faculty Council) made up of members elected or who volunteer from each of the following instructional areas. Divisions may choose not to have representation (or voice) on the council.

- Allied Health
- Nursing
- Science & Math
- Social & Behavioral Science
- Communication & Arts
- Business & Computer Information
- Adult Education
- Academic Skills
- Associate Faculty-At Large
- Liaison with Student Services
- Applied Technology

The faculty council meets two times a semester or as needed. The Faculty Council is not a decision-making body (like a senate for example). It is a leadership body that facilitates the action of the College faculty as a whole. The faculty as a whole makes decisions on issues under their responsibility or approves recommendations that then go to other entities in the College organization. The faculty council will have deliberative duties through deciding what issues are appropriate to some before the faculty as a whole for action. The Faculty Council’s responsibilities include:

Serving as a contact point for faculty members to channel their concerns to their colleagues.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Serving as a faculty contact point for administration when dealing with issues that cross division lines (concern the faculty as a whole).

Deliberating on issues and deciding if a response by the faculty is vital. Helping prepare proposals for the faculty action (vote).

Providing leadership in gathering faculty input on issues and facilitating consensus opinion.

Providing a means for communicating the expressed position (opinion or consensus) of the faculty on issues affecting them and on the educational process at NorthWest Arkansas Community College.

Promoting community, camaraderie, and esprit de corps among the faculty and within the larger College family.

Setting the agenda and leading faculty business meetings (a formal meeting where actions on proposals with limited discussion).

ELECTING THE FOLLOWING OFFICERS AND CREATING ANY NEW OR ADDITIONAL OFFICERS AS DEEMED NECESSARY FOR OPERATIONS THAT YEAR.

Chair
Prepare the agenda for and facilitate the faculty council meetings & faculty business meetings. Serve as a contact person for administration or other non-faculty parties who want to communicate with the faculty as a whole.

Secretary
Take minutes of council & faculty meetings. Type minutes and distribute them for approval (on-line).
This structure allows for two types of meetings. In Faculty Council meetings, faculty members can bring up issues for dialogue in an informal/social setting. When issues are raised, the group present will decide if faculty action is needed. In many cases, sharing information and points of view can help address the concern. If faculty action is needed, then a proposal will be presented in the next faculty business meeting. The faculty business meetings are more formal proceedings where proposals are presented to the whole faculty for action with limited discussion.

Rationale
A Faculty Council structure provides the College faculty as a whole a voice and an opportunity to initiate action on issues of concern. Most issues are adequately handled through the administrative structure and existing chain of command. The council provides a means for faculty to initiate, dialog and come to consensus on issues that concern faculty across divisions. Having the ability to call faculty-only meetings should provide a greater freedom to express opinion than in meeting chaired by supervisors. The ability to express faculty positions with unified voice may be helpful in influencing policy while protecting individuals.

Annual Faculty Banquet
Since 1995, the faculty has organized an annual banquet. This focus on this tradition has been to celebrate teaching and to honor faculty who have served five years (10 semesters) at NorthWest Arkansas Community College. Five-year faculty receives a medallion to be worn with graduation regalia. The new faculty council has taken lead in organizing this event and identifying those who are eligible for service awards.

Adopted: September, 2000
Policy:

Periodically at the direction of the President, a committee will be appointed to study NorthWest Arkansas Community College full-time and part-time faculty salaries in relation to regional salaries of secondary and post-secondary teachers. The purpose of this periodic review is to remain competitive with regional institutions in hiring the best faculty and to make sure that the College faculty are compensated appropriately.

The FY 2003 faculty salary scale stipulates entry-level salaries based on educational level and teaching experience up to Level 6, with credits up to Level 8 based on concrete market data that show certain positions are hard-to-fill based on regional salaries. It also continues the same salary scale for associate faculty that was approved for FY 2000, which gave a 14.1% raise to all part-time faculty (See Section 3-8-9(2)).

The Salary Scale Committee that recommended the above entry rates and schedule for associate faculty also recommended the following formula to figure the raise for continuing full-time faculty: Base salary × 1.25% + $300 = adjusted base rate for additional experience. That figure is then multiplied by the state-recommended cost-of-living adjustment in figuring the salary for the subsequent year.

In the event that budget precludes both the COLA and the experience adjustment, the committee recommended the cost-of-living adjustment take precedence.

Adopted: September, 2000
## NWACC Faculty Scale

<table>
<thead>
<tr>
<th></th>
<th>B</th>
<th>B+</th>
<th>M</th>
<th>M+12</th>
<th>M+24</th>
<th>M+36</th>
<th>M+48</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>35,625</td>
<td>36,325</td>
<td>37,325</td>
<td>37,998</td>
<td>38,678</td>
<td>39,365</td>
<td>40,059</td>
<td>40,759</td>
</tr>
<tr>
<td>1</td>
<td>36,298</td>
<td>36,998</td>
<td>37,998</td>
<td>38,678</td>
<td>39,365</td>
<td>40,059</td>
<td>40,759</td>
<td>41,467</td>
</tr>
<tr>
<td>2</td>
<td>36,978</td>
<td>37,678</td>
<td>38,678</td>
<td>39,365</td>
<td>40,059</td>
<td>40,759</td>
<td>41,467</td>
<td>42,182</td>
</tr>
<tr>
<td>3</td>
<td>37,665</td>
<td>38,365</td>
<td>39,365</td>
<td>40,059</td>
<td>40,759</td>
<td>41,467</td>
<td>42,182</td>
<td>42,903</td>
</tr>
<tr>
<td>4</td>
<td>38,359</td>
<td>39,059</td>
<td>40,059</td>
<td>40,759</td>
<td>41,467</td>
<td>42,182</td>
<td>42,903</td>
<td>43,632</td>
</tr>
<tr>
<td>5</td>
<td>39,059</td>
<td>39,759</td>
<td>40,759</td>
<td>41,467</td>
<td>42,182</td>
<td>42,903</td>
<td>43,632</td>
<td>44,369</td>
</tr>
<tr>
<td>6</td>
<td>39,767</td>
<td>40,467</td>
<td>41,467</td>
<td>42,182</td>
<td>42,903</td>
<td>43,632</td>
<td>44,369</td>
<td>45,112</td>
</tr>
<tr>
<td>7</td>
<td>40,482</td>
<td>41,182</td>
<td>42,182</td>
<td>42,903</td>
<td>43,632</td>
<td>44,369</td>
<td>45,112</td>
<td>45,863</td>
</tr>
<tr>
<td>8</td>
<td>41,203</td>
<td>41,903</td>
<td>42,903</td>
<td>43,632</td>
<td>44,369</td>
<td>45,112</td>
<td>45,863</td>
<td>46,622</td>
</tr>
<tr>
<td>9</td>
<td>41,932</td>
<td>42,632</td>
<td>43,632</td>
<td>44,369</td>
<td>45,112</td>
<td>45,863</td>
<td>46,622</td>
<td>47,388</td>
</tr>
<tr>
<td>10</td>
<td>42,669</td>
<td>43,369</td>
<td>44,369</td>
<td>45,112</td>
<td>45,863</td>
<td>46,622</td>
<td>47,388</td>
<td>48,162</td>
</tr>
</tbody>
</table>

**1st Quartile**

**2nd Quartile**

**3rd Quartile**
### NorthWest Arkansas Community College Administrative Policies and Procedures

<table>
<thead>
<tr>
<th></th>
<th>43,412</th>
<th>44,112</th>
<th>45,112</th>
<th>45,863</th>
<th>46,622</th>
<th>47,388</th>
<th>48,162</th>
<th>48,944</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>44,163</td>
<td>44,863</td>
<td>45,863</td>
<td>46,622</td>
<td>47,388</td>
<td>48,162</td>
<td>48,944</td>
<td>49,733</td>
</tr>
<tr>
<td>13</td>
<td>44,922</td>
<td>45,622</td>
<td>46,622</td>
<td>47,388</td>
<td>48,162</td>
<td>48,944</td>
<td>49,733</td>
<td>50,531</td>
</tr>
<tr>
<td>14</td>
<td>45,688</td>
<td>46,388</td>
<td>47,388</td>
<td>48,162</td>
<td>48,944</td>
<td>49,733</td>
<td>50,531</td>
<td>51,336</td>
</tr>
<tr>
<td>15</td>
<td>46,462</td>
<td>47,162</td>
<td>48,162</td>
<td>48,944</td>
<td>49,733</td>
<td>50,531</td>
<td>51,336</td>
<td>52,149</td>
</tr>
<tr>
<td>16</td>
<td>47,244</td>
<td>47,944</td>
<td>48,944</td>
<td>49,733</td>
<td>50,531</td>
<td>51,336</td>
<td>52,149</td>
<td>52,971</td>
</tr>
<tr>
<td>17</td>
<td>48,033</td>
<td>48,733</td>
<td>49,733</td>
<td>50,531</td>
<td>51,336</td>
<td>52,149</td>
<td>52,971</td>
<td>53,800</td>
</tr>
<tr>
<td>18</td>
<td>48,831</td>
<td>49,531</td>
<td>50,531</td>
<td>51,336</td>
<td>52,149</td>
<td>52,971</td>
<td>53,800</td>
<td>54,639</td>
</tr>
<tr>
<td>19</td>
<td>49,636</td>
<td>50,336</td>
<td>51,336</td>
<td>52,149</td>
<td>52,971</td>
<td>53,800</td>
<td>54,639</td>
<td>55,485</td>
</tr>
<tr>
<td>20</td>
<td>50,449</td>
<td>51,149</td>
<td>52,149</td>
<td>52,971</td>
<td>53,800</td>
<td>54,639</td>
<td>55,485</td>
<td>56,340</td>
</tr>
</tbody>
</table>

**4th Quartile**

**Exceeds Max**

<table>
<thead>
<tr>
<th>Step Increase</th>
<th>1.00%</th>
<th>+</th>
<th>300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lateral Shift</td>
<td>1.00%</td>
<td>+</td>
<td>300</td>
</tr>
</tbody>
</table>
## NorthWest Arkansas Community College Administrative Policies and Procedures

### Comp Committee

- **80%**: 37,325
- **90%**: 41,990
- **100%**: 46,656
- **110%**: 51,322
- **120%**: 55,987

### Arkansas 2004-05 Line Item Max

- **Max**: 62,829

### Increase Amounts Not including COLA

<table>
<thead>
<tr>
<th></th>
<th>B</th>
<th>B+</th>
<th>M</th>
<th>M+12</th>
<th>M+24</th>
<th>M+36</th>
<th>M+48</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>673</td>
<td>673</td>
<td>673</td>
<td>680</td>
<td>687</td>
<td>694</td>
<td>701</td>
<td>708</td>
</tr>
<tr>
<td>2</td>
<td>680</td>
<td>680</td>
<td>680</td>
<td>687</td>
<td>694</td>
<td>701</td>
<td>708</td>
<td>715</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NorthWest Arkansas Community College Administrative Policies and Procedures

<table>
<thead>
<tr>
<th></th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>782</td>
<td>789</td>
<td>797</td>
<td>805</td>
<td>813</td>
</tr>
<tr>
<td>17</td>
<td>789</td>
<td>789</td>
<td>797</td>
<td>805</td>
<td>813</td>
</tr>
<tr>
<td>18</td>
<td>797</td>
<td>797</td>
<td>805</td>
<td>813</td>
<td>821</td>
</tr>
<tr>
<td>19</td>
<td>805</td>
<td>805</td>
<td>813</td>
<td>821</td>
<td>830</td>
</tr>
<tr>
<td>20</td>
<td>813</td>
<td>813</td>
<td>821</td>
<td>830</td>
<td>838</td>
</tr>
</tbody>
</table>

Revised: March 2007
Sabbatical Leave

Purpose

A sabbatical leave may be granted for any faculty activity which, in the judgment of the Cabinet, will contribute to personal and professional growth. It will be the responsibility of the employee to demonstrate clearly how a particular work, study, or travel plan will accomplish this objective.

Definition

Sabbatical leave requests may be made by faculty on a nine (9) month contract. Faculty members who have served seven (7) years of continuous, full-time employment may be eligible for consideration of a sabbatical leave. An approved, uncompensated long-term leave (more than one month) shall not be counted towards the seven (7) years required for sabbatical leave eligibility.

Eligibility

During the seventh (7) year of service, or any later year, an eligible faculty member is entitled to apply for sabbatical leave.

Sabbatical leave is non-cumulative; as an example thereof, an eligible employee who has fourteen (14) years uninterrupted continuous full-time service with the college will not be eligible for two sabbatical leaves.
A person who has received a sabbatical leave shall not be eligible to begin another sabbatical leave until he/she has completed seven (7) years of continuous full-time service as defined.

Conditions

A written plan for the period of leave shall accompany the request for sabbatical and directed to the President for his/her consideration in the timeframe as follows:

Sabbatical requests will be reviewed annually and must be submitted by February 1 to be considered for the following fiscal year.

(Exception: Application deadline for FY 2007 will be May 1, 2006)

Sabbatical leave may be granted for a one semester, or an entire academic year. Sabbatical leaves will be granted at regular salary for one-half the contract work year or one-half regular salary for a full contract year. Regular salary is defined as the employee’s base pay at the time of the request for leave. If the requested sabbatical leave spans more than one fiscal year, the employee will be eligible for consideration for any Cabinet approved salary adjustments upon return from sabbatical.

Employee benefits shall continue during the sabbatical leave on the basis of the regular base salary to the extent permitted by the applicable insurance carrier and as provided by the College. The employee will continue to be responsible for payment of his/her share for benefits to be paid by the tenth of each month. However, other benefits and
NorthWest Arkansas Community College Administrative Policies and Procedures

all provisions of this agreement relating to any other leave shall not apply. (Examples: FMLA)

Failure to meet the terms and conditions outlined in the sabbatical leave application will obligate the employee to reimburse the college for salary and fringe benefits paid on behalf of the employee during his/her leave. Such reimbursements shall be paid within 30 days from notice of the President or his/her designee for repayment.

An employee receiving a sabbatical leave is required to return to NorthWest Arkansas Community College for a period of one contract year following the sabbatical leave. If an employee fails to return for a period of one contract year following the sabbatical leave, the employee will reimburse the college for salary paid plus fringe benefits during his/her sabbatical leave.

A written report by the employee on sabbatical leave regarding the use of the leave is to be presented to the appropriate Vice President for approval. The date of the report to be determined by the sabbatical leave conditions as set with each employee.

The employee will take the leave the year it is granted. The college at its discretion may offer to grant the requested sabbatical at a time more convenient to the college.

In the case where the employee applies for and receives sabbatical leave to be employed for work at another institution or company, he/she shall not receive salary in excess of the employee’s current annual base salary paid by NWACC. If the employee receives full compensation from outside employment, no payment shall be made on behalf of NWACC.
The President shall determine the number of sabbaticals annually, not to exceed four (4) sabbatical leaves each year with a maximum of two (2) per semester.

Procedures

A faculty committee will be established to review and recommend applicants for sabbatical leaves. The committee will forward the name(s) of the recommended candidate(s) to the President for Cabinet review and approval.

Adopted: March, 2006

Planning and Assessment in Instruction

“New visions of effective curriculum, instruction, and learning demand new attention to systematic assessment” (J. L. Herman). Recognizing the importance of assessment to a learning-centered College and responding to outside agencies’ calls for accountability, NWACC is developing an institutional effectiveness plan, which will link assessment, planning, and budget.

Program reviews and assessment of student learning are important pieces of this developing plan. In addition, all instructional areas prepare annually a list of their accomplishments and goals, which are then given to the Strategic Planning Committee to use as additional data in the institution’s strategic plan.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Adopted: September, 2000

Academic Program Reviews 3-9-2

Each Arkansas state-supported institution of higher education must develop a ten-year Plan of Program Reviews, submit biennial reports about the programs reviewed to the Arkansas Department of Higher Education by November 1, 2000 and every two years thereafter and respond to any resulting concerns or suggestions from ADHE. The biennial report will indicate any significant findings and the implementation plan for program improvement.

Legal Reference: Arkansas Code 6-61-214; AHECB Resolution, February 6, 1998
Adopted: September, 2000

Faculty Evaluation 3-9-3

Each state institution of higher education must review annually the performance of each faculty member. The institutional plan for annual faculty review shall describe the process, including details about how individual faculty members are reviewed, instruments or review activities involved, and the various steps and approvals of the assessment at each level of the institution’s organization and administration. See Forms 3-9-3(a-g) for the information the faculty member provides for the evaluation. The components of peer evaluation, the nature of the classroom visit, and the summary evaluation sheet compiled by the faculty member’s supervisor. The results of the evaluation are shared with the faculty member, then submitted to the personnel office.
NorthWest Arkansas Community College Administrative Policies and Procedures

through the Executive Vice President for Student Learning.

______________________________________________________________________

Legal Reference: Act 244 of 1989 (ACA 6-61-219)
Adopted: September, 2000

Faculty Evaluation Form 3-9-3-(A)

NORTHWEST ARKANSAS COMMUNITY COLLEGE
ANNUAL FACULTY SELF-EVALUATION: PROFESSIONAL PROFILE
DUE DECEMBER 15, of each year.
Please update your professional profile by answering the following questions and returning by the date indicated to your division chair/department head. This summary of facts related to how you were assigned and/or chose to serve as a faculty member since your last evaluation will help your supervisor in his/her objective review of your performance.

### 1. Teaching

<table>
<thead>
<tr>
<th>No. of load hours taught</th>
<th>Preceding Spring</th>
<th>Preceding Summer</th>
<th>Current Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. No. of course preps.  

<table>
<thead>
<tr>
<th></th>
<th>Preceding Spring</th>
<th>Preceding Summer</th>
<th>Current Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. No. of new course preps. or delivery options tried  

<table>
<thead>
<tr>
<th></th>
<th>Preceding Spring</th>
<th>Preceding Summer</th>
<th>Current Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. No. of students  

<table>
<thead>
<tr>
<th></th>
<th>Preceding Spring</th>
<th>Preceding Summer</th>
<th>Current Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Est. No. of hours per week spent conferencing with students  

<table>
<thead>
<tr>
<th></th>
<th>Preceding Spring</th>
<th>Preceding Summer</th>
<th>Current Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Est. No. of hours per week spent ______ ______ ______ grading or working with students on course/college projects

7. Retention percentage overall ______ ______ ______ (to be activated summer 1999)

1. Changes made in course curriculum or teaching methods as a result of personal/department assessment of student learning:

What goals do you have for yourself as a teacher next year?
II. Teaching-Related Service During Past Spring/Summer & Current Fall

1. Names of committees you served on:

No. of committees you chaired: ____________ Estimated No. of hours per semester spent on committee work: ____________

2. Estimated No. of hours per semester spent on advising and registering students: ____________

3. Please list below student organizations or activities you were involved in this past year:

Estimated No. of hours per semester spent on student organizations or activities: ____________

4. Please list below special projects, programs, or other services to the college or community you have been involved with (such as grant writing,
lecture series, WDI class, service learning, musical or dramatic performance, work with discipline-related community organization, etc.):

5. Please explain the ways in which you have worked to further the overall breadth and goals of your department/division by cooperating/volunteering (such as serving as a lead faculty, teaching a night class, working on common course materials, attending events sponsored by other department members, etc.):

6. What goals do you have for your teaching-related service for the next year?
III. Professional Development During Past Year

1. Percentage of department/division and discipline-specific meetings you have been able to attend during the past year: __________

2. Percentage of faculty and college-wide meetings you have been able to attend during this past year: ______________

3. List the in-service activities at the College you have attended during the past year:

   List the professional development activities you have attended off-campus during the past year:
4. Cite examples of how you are staying current in your teaching field (such as attending conferences, taking classes, reading journals, researching on the web, etc.)

5. What professional development goals do you have for next year?

Feel free to add any other information that you would like included in your file.
NORTHWEST ARKANSAS COMMUNITY COLLEGE
ANNUAL FACULTY EVALUATION SUMMARY

Faculty Member: ________________________________
Chair/Director: ________________________________
Date: ________________________________________

Items on which the evaluation summary is based:

_____ Student evaluation of instruction
_____ Peer evaluation
_____ Classroom observation
_____ Self evaluation

1. Evaluation of Teaching
   _____ Exceeds expected performance
   _____ Meets expected performance
   _____ Needs some improvement to reach expected performance
   _____ Consistently below expected performance

2. Evaluation of Teaching-Related Service
   _____ Exceeds expected performance
NorthWest Arkansas Community College Administrative Policies and Procedures

1. Performance Evaluation Criteria

- _____ Meets expected performance
- _____ Needs some improvement to reach expected performance
- _____ Consistently below expected performance

2. Evaluation of Professional Development

- _____ Exceeds expected performance
- _____ Meets expected performance
- _____ Needs some improvement to reach expected performance
- _____ Consistently below expected performance

3. Recommendations

- _____ Continue employment with recognition for outstanding service in exceeding in two of the three categories above (such as change in faculty status, certificate of merit, etc.)
- _____ Continue employment
- _____ Continue employment with professional development plan recommended (please attach plan) required and review of progress in six months (please attach plan)

4. Comments by faculty member
NORTHWEST ARKANSAS COMMUNITY COLLEGE
STUDENT EVALUATION OF THE INSTRUCTOR AND COURSE

Directions: Please do not mark on this paper. Write the instructor's name, and line number on the Scantron form. Also, mark your responses and record your comments on the Scantron form. When finished, give both documents to the monitor. Use a pencil only.

Use the following scale to rate each item.

a=strongly agree,  b=agree,  c=disagree,  d=strongly disagree,  e=not applicable

Items 1 through 15 apply to the instructor.

1. The instructor planned and organized this course well.
2. This instructor seems knowledgeable about the subject matter of this course.
3. I would recommend a course taught by this instructor to other students.
4. This instructor presents concepts in a manner that helps me learn.
5. Course requirements are clear.
6. This instructor is prepared for each class.
7. The instructor creates an atmosphere where ideas, questions, and comments can be exchanged freely and easily.

8. The instructor seems interested in teaching this course.
9. The instructor is available outside class if I have questions.
10. This instructor provides the techniques and information necessary for understanding course material.
11. My work is evaluated in ways that are helpful to my learning.
12. The instructor challenges me to think.
13. The instructor communicates well.
14. Grading in this course is fair.
15. Course assignments help me learn on my own.

The following items apply to the course, the textbook, and other components of your experience in taking this class. Mark (e) if you believe an item is not applicable to this course.

16. The textbook is helpful for my understanding of the course.
17. This course has improved my oral communication skills.
18. This course has improved my writing skills.
19. My reasoning and problem solving abilities have improved because of this class.
20. I have acquired a basic understanding of the subject area of this course.

EvalFormSp99.doc
PEER EVALUATION

Instructor:__________________________________________________________

Peer (Evaluator):____________________________________________________

Date: ______________________________________________________________

Please comment on each item below (and any other relevant course-related materials).

Course Outlines and Syllabi:

Tests/Evaluation process:

Textbooks/Instructional materials:
Other Items (Please specify):

Evaluator’s Comments:

This report has been reviewed and discussed with me.

____________________________________________________________________
Instructor’s Signature       (Date)       Peer’s Signature       (Date)
Faculty Evaluation Form

NORTHWEST ARKANSAS COMMUNITY COLLEGE
OPTIONAL CLASSROOM OBSERVATION BY PEER OR SUPERVISOR

Instructor: ____________________________________________

Peer or Supervisor (Evaluator): ____________________________

Date: __________________________________________________

Please record your comments on various aspects of instructional effectiveness which you observed during your classroom visit:

Subject knowledge:

Communication:

Rapport with students:
Management:

Teaching Methods:

Student response:

Time on task/Level of attention:

Amount of participation:

Pace of class:

Kinetic Observation (Body, Voice, Face):

Additional comments or observations:

Evaluator’s Comments:

This report has been reviewed and discussed with me.
NorthWest Arkansas Community College Administrative Policies and Procedures

Instructor's Signature  (Date)  Peer's Signature  (Date)
Assessment of Student Learning

Policy:

All institutions accredited by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, must develop an assessment program that is structured, systematic, on-going, and implemented. Specifically, the program to assess student learning should emerge from and be sustained by a faculty and administrative commitment of excellent teaching and effective learning; provide explicit and public statements regarding the institution’s expectations for student learning; and use the information gained from the systematic collection and examination of assessment data both to document and improve student learning. A strong assessment program is founded on a plan that is widely accepted and routinely updated, it is ongoing, and it is related to other planning and budgeting processes (Handbook of Accreditation, 1997).
**Student Learning Assessment**

A definition of student learning assessment:

A process of measuring what students know (cognitive), think (attitudinal) and can do (behavioral) to see if it matches what faculty intended for them to know, think and do in order to document and improve student learning.

How is assessment any different than the tests, quizzes, assignments, etc. already given in classes? Grades reflect individual student accomplishment of a number of different intended learning outcomes. NorthWest Arkansas Community College's assessment program focuses on the aggregate accomplishments by students of specific intended educational outcomes at the program and institutional level. The accomplishment of these outcomes reflects on the effectiveness of an educational program - not an individual student or instructor.

Figure 1 illustrates the process of student learning assessment. Note that the process is ongoing, cyclical and dynamic. In each cycle, changes can be made to instruction, outcomes or the measurements.
THE ASSESSMENT PROCESS HAS THREE ELEMENTS:

1. Assess (measure) student learning
2. Analyze the results of the measure
3. Adjust to the feedback by making changes to the outcomes, instruction or assessment instruments.

If student learning is to be measured, then it is assumed that a certain level of learning is expected. The expectations of what a student should learn are called intended learning (or educational) outcomes. Intended learning outcomes are descriptions of what academic departments intend for students to know, think and do when they have completed their course, degree or program. Other terms such as goals, competencies, indicators or objectives can also be used to describe these intended learning outcomes. For the sake of simplicity and clarity, the term outcome will be used, though the other terms may be more technically correct.
NorthWest Arkansas Community College Administrative

Policies and Procedures

At NorthWest Arkansas Community College, four different levels of intended student learning outcomes exist in a hierarchy: institutional, program, course, and classroom. The table below describes the differences in the levels of outcomes.

2. Level | Number | Specificity | Determined by
---|---|---|---
Institutional | few | very general | Assessment team with faculty consensus
Program | a few more | less general | Program faculty
Course | more | more specific | Faculty who teach the course
Classroom | many | very specific | Individual instructors

Regardless of the level, intended educational outcomes should be…

- **Linked** to institutional mission and/or higher level outcomes.

- **Results oriented** They focus not on what we as instructors will do, but what students ought to know, think, and do. They explain what students should gain from the program/ courses/ degree.

- **Measurable.** Measurable means being able to make a general judgment on whether students know, think, or do what we intend for them.

- **Reasonable** (not too high or too low).

- **Set first** before identifying assessment tools.
Institutional Level Assessment

In 1994, a committee of faculty developed general education goals in an effort to be more explicit about what the college expects from NorthWest Arkansas Community College graduates. In 2000, the assessment committee proposed some refinements to the outcomes that, after additional input from faculty, were approved. Faculty understand that higher education includes much more than knowledge of facts and concepts. Higher education should also promote scholarship, the examination of values and the exercise of higher level thinking skills. The intended learning outcomes (we call them “institutional outcomes”) express the faculty’s view of the purpose of higher education.

The outcomes can be separated into two groups. The first group of institutional outcomes describes the overarching purpose of the two types of associate degrees offered by NorthWest Arkansas Community College. The Associate of Applied Science degree (AAS) is designed to prepare students to become employed and advance in a variety of occupations. The Associate of Arts (AA) and Associate of Science (AS) degrees are designed for students who plan to earn a bachelor's degrees at another institution. The differences in the following two outcomes reflect the different purposes of these degrees.
NorthWest Arkansas Community College Administrative
Policies and Procedures

- Students are prepared to enter, continue to work, or to advance within their fields of study.

- Students are prepared to succeed in a four-year college program.

The second group of institutional outcomes describes general education expectations. These general education outcomes prepare students to pursue life-long learning. Regardless of the degree, all graduates are intended to achieve these outcomes. These skills will be developed across the curriculum. Whether or not there is a specific curriculum, all of the general education outcomes are addressed to some degree in most courses.

- Students develop higher order thinking skills.
Higher education goes beyond memorization and basic comprehension. Students must be able to apply, analyze, synthesize, and evaluate what they learn. While most first and second year college courses lay a foundation of basic knowledge of the subject matter, students will also be challenged to use their intellect, to think critically, to solve problems and/or to wrestle with complex issues.

- Students gain greater awareness of cultural perspectives.
One of the traditional benefits of a college education has been to expand one's understanding of the world by presenting students with diverse ideas and attitudes. In the pluralistic society in which we live, being aware of cultural perspectives is essential. An important element of this understanding is recognition of one's own culture and the impact it has on one's perspective. Across the curriculum, students will be exposed to different cultural perspectives to enhance their ability to understand and interact with others.

- Students increase academic skills.
Education doesn't end with graduation. Students must be able to continue learning either formally through transfer or informally by keeping up-to-date in their profession or
for personal interest. The following academic skills are essential for both learners and workers. Here is what NWACC graduates can do:

Write
- Students can write a clear, coherent, well-organized essay, which is substantially free of errors.
- Students can write practical documents such as letters, memos, and reports.

Read
- Students can read selections at the appropriate level of education and describe the main ideas and supporting details.
- Students can evaluate written materials objectively.

Speak
- Students develop effective oral communication skills. A college graduate should be able to speak effectively. Most NWACC students will develop public speaking skills to inform and persuade others. Some professional program students will focus on interpersonal communication skills essential in performing job-related duties. All students should have opportunities to improve their oral communication skills across the curriculum through class presentations and small group activities.

Use Math
- Students can perform basic computational skills.
- Students can use algebraic skills to simplify expressions and solve equations.
• Students can apply computational and algebraic skills to problems in science, business, and technical areas.

Use Computers
• Students can use computers proficiently.
Because of society's increasing use of computer technology, college graduates must be able to use the computer. Employers are expecting computer skills in those they hire. For most students, being proficient means being able to create, update and manipulate word-processing, spreadsheet, and database documents. Students will be capable of using e-mail for communication and the Internet for research. Other students will gain different cultural proficiency in specific computer applications related to their field of study.

Research and Communicate Information
• Students can use traditional and electronic sources to locate information needed to produce a well-written information-based document.
In pursuit of life-long learning, students must be able to locate the information they need on their own. With the ever expanding amount of information available (particularly over the Internet), students must be able to evaluate the reliability and relevance of information. A college-educated person should also be able to organize, synthesize, and cite findings properly when communicating them in written form.

The assessment committee has the responsibility of evaluating the institutional outcomes. They use instruments such as the CAAP exam, UA transfer data, and graduate surveys in addition to data collected from programs to determine if our students are accomplishing these outcomes. They prepare an annual report with their findings and recommendations. They also provide support to the academic divisions on program level assessment.

Program Level Assessment
Each academic program has adopted at least one program-level learning outcome and a plan of assessing student achievement of that outcome. An academic program is
defined as any Associate degree, academic skills curriculum or adult education curriculum (GED and ESL). The faculty who teach in these areas, under the leadership of the division chairs, lead faculty, and program coordinators, drive all aspects of assessment. Faculty craft the outcomes, choose the tools, and interpret the results, and formulate the response to the results. Faculty should contact their division chair or the learning assessment coordinator to obtain a copy of program outcomes and assessment plans.

**Connecting Assessment to the Classroom**

The assessment plan recognizes that most student learning takes place in the context of a particular class. Institutional level and program level outcomes must be communicated and mastered in this context. In an effort to make the connection between institutional level learning expectations and the classroom, each NorthWest Arkansas Community College course has a course outline. The course outline serves

**Assessment of Student Learning (continued)**

NorthWest Arkansas Community College course has a course outline. The course outline serves as a guide for instructors as they set up their syllabus. Course outlines list the course description, text, and topics to be covered as well as general objectives. Like the text and topics, general objectives are common to all sections of the course regardless of the instructor. The objectives provide consistency in content and purpose for courses. Most importantly, general course objectives serve as course level expressions of institutional and program level learning outcomes.
NorthWest Arkansas Community College Administrative
Policies and Procedures

The Role of Faculty in Assessment

NorthWest Arkansas Community College desires that the assessment process emanate from and be sustained by the faculty. Faculty can “emanate and sustain” assessment through activities such as:

1. Taking advantage of opportunities for training in assessment.

2. Learning what is and is not considered good practice of assessment.

3. Thoughtfully considering and discussing with peers the reasons for and uses of measuring student academic achievement across entire academic programs.

4. Becoming familiar with the institution's overall assessment program.

5. Helping develop explicit and measurable objectives (intended outcomes) for department programs These objectives are what faculty agree students will have learned when successfully completing a program (iii cognitive, affective, and behavioral domains).

6. Articulating department goals and objectives for learning to students and the public.

7. Choosing assessment measures and performance criteria that are appropriate to the intended outcomes (objectives).

8. Helping administer and grade certain assessment measures.

9. Helping produce summaries of assessment results.
NorthWest Arkansas Community College Administrative Policies and Procedures

10. Using assessment results to document and improve student learning.

11. In response to assessment results, making recommendations for improvements in teaching, curriculum, professional development, library holdings, student services, equipment, and personnel.

12. Helping prioritize recommendations and develop program plans and budgets.

13. Investigating the use of better instruments.

14. Helping prepare appropriate reports for other faculty, students and administrators.

15. Supporting the division chair is his or her responsibilities for the department's part in the overall assessment plan.

16. Periodically serving on the assessment committee.

The success of the assessment of the student learning process rests ultimately with the College President. The responsibility of overseeing the process has been delegated to the Vice President for Learning who is aided by the Instructional Directors, program coordinators, Learning Assessment Coordinator and Assessment Committee. To learn more about the assessment process, please refer to the 1995 Self Study, Building Today for Our Students’ Tomorrows (Vol.II, pp.1-25), the NorthWest Arkansas Community College Assessment Handbook, or contact the Learning Assessment Coordinator.

Legal Reference: NCA Statement on Assessment and Student Academic Achievement, October, 1989 Adopted: September, 2000
Corporate & Continuing Education Mission & Vision

Policy:

Vision

With an image of excellence and diversity driven by customer needs rooted in technology and supported by strong partnerships, Corporate & Continuing Education intends to be the automatic resource for workforce development in the region.

Mission Statement

Corporate & Continuing Education supports economic development by:

- Delivering innovative training solutions and business results.
- Aligning individual performance employer's strategic initiatives
- Providing individuals in the workforce the opportunity for job enrichment and advancement leading to higher quality of life for everyone in NWA.

Adopted: March, 2005
Policy:

All courses in Corporate & Continuing Education are specifically designed to aid the advancement and effectiveness of local company employees in areas that specifically affect their jobs. The Center’s services fall into 11 major categories. Courses are listed by area of expertise.

1. Financial Literacy
2. Hispanic Workforce Initiatives
3. Information Technology (computer training)
4. Manufacturing Technology
5. Quality Management Certification/Management Certification and Human Resources
6. Resource Management Certification
7. Retail Marketing Analyst Certificate
8. Ropes Challenge Course
9. Safety Training
10. Training Assessment and Organizational Development
11. Consulting Services

Adopted: March, 2005
Developing Customized Programs 3-10-3

Policy:

1. Initial contact between Corporate & Continuing Education and client is made.

2. Based on information provided in the initial contact, a needs assessment process is initiated to determine a course of action.

3. A proposal is written by Corporate & Continuing Education to the client.

4. The proposal is accepted (or rejected).

5. If accepted, a Memorandum of Agreement is signed between the company and Corporate & Continuing Education.

6. Program development begins.

7. The program is delivered.

8. The program is evaluated.
   a. by participants – Course Evaluation Form
   b. by the company – Post Training Impact Form

9. New opportunities are identified.
Professional Expectations

Policy:

Corporate & Continuing Education’s expectation of its staff/faculty and participants is to be prepared when conducting CCE business, to be respectful to all including partners of the program, and to uphold the highest integrity and ethical standards when providing or receiving CCE services.

1. A professional attitude is always expected of the staff and faculty in the programs. Staff/faculty shall be organized and prepared before classes, respectful to all participants, and exude a positive attitude at all times.

2. Participants are expected to conduct themselves in a highly professional manner when participating in any program. Participants are to be organized/prepared for class, respectful of Corporate & Continuing Education faculty/staff and other students, and exude a positive attitude in class. Participants are expected to follow “Due Process “when addressing
NorthWest Arkansas Community College Administrative Policies and Procedures

issues/concerns and uphold ethical standards when working in class and with all partners at CCE.

3. In addition, academic dishonesty will not be tolerated and will be handled as outlined in the NorthWest Arkansas Community College Handbook.

Adopted: March, 2004

Faculty Requirements and Expectations 3-10-5(1)

All corporate & Continuing Education faculty are expected to be professional and attend to the following:

1. to be in charge of the class.

2. to follow the curriculum outline of the class as it has been defined by our customers/clients/partners. If you have an idea about a deviation (unscheduled field trip, speaker, etc.), this must be cleared through the Corporate & Continuing Education Office.
3. to have a weekly instructional outline taken from the course syllabus. This outline should include the content of the session, the suggested activities, and the approximate time to be allowed for each activity.

4. to prepare for each class by having all the materials you need in class each week, thoroughly understanding the content of the session, anticipating hard concepts to grasp, creating backup plans should an activity you have planned not “work”.

5. to instruct for the contracted number of instructional hours. If you have to miss a class due to illness or some emergency, you must find a time (convenient to the class) to reschedule the hours you missed.

6. that your role of instructor at Corporate & Continuing Education is primarily one of facilitation. While you are considered to be the expert, your role is to create active learning experiences in class that will lead participants to the learning objectives of the day.

7. that the primary mode of learning in a Corporate & Continuing Education classroom is active and application oriented. Participants should be engaged in a wide variety of learning activities that include lectures, role-playing, case studies, demonstrations, self-guided learning, etc.

8. to maintain a sense of humor and a considerate attitude.

9. to communicate with participants much like you would your neighbor, should he or she you to teach them something.

10. to dress professionally and appropriately when representing Corporate & Continuing Education and NorthWest Arkansas Community College.
11. to learn the names of the people in your class no later than the second class session. In addition, you should learn something about each participant as soon as possible. (Where they work; why they are taking the class what they expect to learn; what their greatest concern about the class might be, etc.)

12. to introduce new participants into the class if they enroll late. It is important that everyone feel comfortable in the class.

13. when participants are working on projects in class, use this time to walk around the room observing, asking questions, being engaged in the project and process.

14. to recognize your role of instructor at Corporate & Continuing Education is primarily one of facilitation. While you are considered to be the expert, your role is to create active learning experiences in class that will lead participants to the learning objectives of the day.

15. to understand that the primary mode of learning in a CCE classroom is active and application oriented. Participants should be engaged in a wide variety of learning activities that include lectures, role-playing, case studies, demonstrations, self-guided learning, etc.

16. to come to class at least 15 minutes early to prepare the classroom (clean up, if necessary, from previous class), collect all instructional materials, supplies, other necessary items, set up any equipment you may need.

17. to keep attendance in each class and keep current on any administrative task that your class calls for. If certificates are to be given, names should be turned into the staff no alter than the fourth class session.

18. to begin each class by stating what the learning objectives are for the session.
19. to make sure participants get information they might have missed due to absences.

20. to devise some way of communicating with each person in your class relative to the day’s instruction (what was good; what could be improved; in what areas, if any, are you fuzzy?) In other words, reach closure at the end of each class.

21. to open each class with an opportunity for participants to voice questions about the material being covered.

Common Course Syllabus   3-10-6

Policy:

I. Course and Prefix Number

II. Course Title

III. Credit

IV. Semester and Year'

V. Instructor

VI. Office Location

VII. Office Hours
NorthWest Arkansas Community College Administrative Policies and Procedures

VIII. Course Description
IX. Course Objectives
X. Texts, Readings, and Instructional Resources
XI. Course Requirements, Evaluation Procedures and Grading Policies
XII. NorthWest Arkansas Community College Statements on Disabilities, etc.

Adopted: March 2005

Course Evaluation Form - By Instructor

Instructor

1. How would you rate the technical preparation for this course? 1 2 3 4 5
NorthWest Arkansas Community College Administrative Policies and Procedures

2. How would you rate the attitude of trainees concerning this course?

   1  2  3  4  5

3. In general, how would you rate the support provided by Shewmaker Center?

   1  2  3  4  5

   technical preparation for

4. How would you rate the time allotted for this course?

   1  2  3  4  5

5. How would you rate the instructional environment?

   (Did the classroom environment hinder your instruction?)

   1  2  3  4  5

6. Please rate the following materials:
   Text

   1  2  3  4  5

   Instructor Guide

   1  2  3  4  5

   Handouts

   1  2  3  4  5

   Transparencies

   1  2  3  4  5
NorthWest Arkansas Community College Administrative
Policies and Procedures

Videos 1 2 3 4 5
Other 1 2 3 4 5

7. How can we improve the quality of our services to you as an instructor?

8. How can this course be changed to be more effective, and what additional materials do you need to make this course more effective?

Please return this survey in the envelope provided to ______________

Thank you for your time in completing this survey.
NorthWest Arkansas Community College Administrative Policies and Procedures

Class Attendance and Participation/Credit 3-11-1

Policy:

1. Participants must understand the demands each course will require for successful completion. Regular attendance, a positive attitude, and completion of all assignments and tests are expected from each participant.

2. Corporate & Continuing Education reserves the right to grade all participants enrolled in a class on participation and attendance in addition to regular grading policies as outlined in the syllabus.

Adopted: March, 2005
Class Attendance and Participation/Non-Credit 3-11-2

Policy:

1. Participant must understand the demands each course will require for successful completion. Regular attendance, a positive attitude, and completion of all assignments and tests are expected from each participant.

2. Corporate & Continuing Education reserves the right to grant certification based on student participation and attendance in addition to regular certification policies as outlined in the syllabus.

Participants Due Process Procedure 3-11-3

Policy:

The following is an appropriate means for seeking resolution to any questions or to any issues that may arise during the semester:

1. Review all documentation provided such as mail outs, college handbook or course syllabi to identify answers to concerns or questions.

2. If there is a question or issue regarding the course curriculum or instructor, then the participant must immediately contact and discuss the issue with
NorthWest Arkansas Community College Administrative Policies and Procedures

the instructor. Please do this after #1 has been followed and you are unsuccessful finding an answer to the question/problem.

3. If the question is regarding an administrative or financial issue, please contact the Corporate & Continuing Education main office at 936-5175.

4. If any issues could not be resolved with the above steps, participants may contact the program coordinator for further resolution. The participant may be required to submit in writing issues and concerns to the program coordinator. A meeting may be scheduled between the participant, program coordinator and the instructor, if applicable.

5. The coordinator will contact the participant with a decision and/or solution to the issue.

6. Participants not satisfied with the result may appeal the decision to the Dean of Corporate & Continuing Education.

Registration Process 3-12-1

Policy:

Early registration is strongly encouraged to avoid disappointment. Classes are filled on a first come, first served basis.
Register in one of these four convenience ways:

**Phone:** Corporate & Continuing Education at (479) 936-5175

**FAX:** (479) 936-5198

**Mail:** Completed registration form and payment to:

Corporate & Continuing Education
NorthWest Arkansas Community College
One College Drive
Bentonville, AR 72712

**Web:**

**Course Payment:**

Payment should be made at least 10 working days before the class date in order to guarantee your space. Late registrations (within 10 days prior to class) must be made in person with payment due at the time of registration.
**NorthWest Arkansas Community College Administrative Policies and Procedures**

**Drop/Add/Withdraw**

**3-12-2**

**Policy:**

Participants may drop or add a **credit** class as indicated in the table below:

<table>
<thead>
<tr>
<th>Length of class</th>
<th>Drop/ADD w/100% Refund costs</th>
<th>Drop w/50% Refund minus book costs</th>
<th>Drop w/o a &quot;W&quot; on Transcript</th>
<th>Drop w/ a &quot;W&quot; on Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>15+ weeks</td>
<td>By the start of the 2nd week of class</td>
<td>By the start of the 3rd week of class</td>
<td>By the start of the 3rd week of class</td>
<td>By the start of the 12th week of class</td>
</tr>
<tr>
<td>7-14 weeks</td>
<td>By the start of the 2nd week class</td>
<td>By the start of the 3rd week of class</td>
<td>By the start of the 3rd week of class</td>
<td>1 month before the class ends</td>
</tr>
<tr>
<td>1-6 weeks</td>
<td>24 hours prior to 1st class</td>
<td>N/A</td>
<td>N/A</td>
<td>By the start of the 2nd class</td>
</tr>
</tbody>
</table>

All dates assume that given deadlines are by the end of the business day at 4:30 p.m.
Participants who wish to withdraw from a class should first consult with their instructor. If a participant wishes to proceed with the drop, then a "Drop/Add Form" must be filled out and signed by the participant and the program coordinator. The program coordinator will sign the form only after the participant has spoken with the instructor.

Refunds may be issued if a participant officially withdraws within the specified refund time frames. An official withdrawal is complete when the "Drop/Add" form has been completed and signed by the program coordinator, and the signed form is processed by Corporate & Continuing Education through the Admissions & Records Office at NorthWest Arkansas Community College.

Participants who would like to obtain a refund after the withdraw timeline must first submit in writing their intent and reason for obtaining the refund to the program coordinator. A meeting may be scheduled between the participant and the instructor, if applicable.

If a participant paid in cash or by check, refunds will be mailed in approximately 4-6 weeks from the day of final processing with Admissions & Records Office at NorthWest Arkansas Community College. It is important to have the participant's current address on file with the Admissions & Records Office. If a participant paid by credit card, the refund will be credited to the credit card that the tuition was charged.

Participants enrolled in a class that has been cancelled may receive a 100% refund of tuition and damage-free books.
Participants who are on a scheduled payment plan will be responsible for any tuition fees owed according to the drop/add deadlines outlined in B - #1.

**Tuition Payment**

3-12-3

**Policy:**

Each participant is responsible for paying the tuition fees on the designated dates. A minimum of half the tuition is due at the time of registration and the remainder is due by 4:30 p.m. on Friday of the first week of credit classes.

If you need to make arrangements for tuition payments, please contact the Corporate & Continuing Education office immediately.

If a participant does not pay the tuition on the designated deadline and payment arrangements have not been made, then the participant will be purged from his/her classes.

All tuition may be paid by cash, check, money order, or with a major credit card (Discover, MasterCard, or Visa) during the business hours of 8:00 a.m. to 4:30 p.m. If a company is paying a participant’s tuition, then a letter stating exactly what the company is paying will be required at the time of registration.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Cancellation and Refunds

Policy:

*Cancellation by Corporate & Continuing Education:*

The CCE reserves the right to cancel any class based on minimum enrollment requirements. A full refund will be given to registrants.

*Cancellation by the Participant:*

Course fees are refundable if cancellation notice is received up to five working days prior to the course.

Cancellations after that time are subject to a $10 administration fee. Registrations cancelled within 24 hours of the class, as well as "no shows" are non-refundable.

*Cancellation by Client:*

In the event the company elects to cancel the services of the center, the agreement will be terminated. However, the company will be responsible for any outstanding services rendered up to and including the day of termination.
Policy:

The Corporate & Continuing Education makes every effort to collect all delinquent accounts. Notices are mailed by the 10th of each month by the CCE Business Manager. Issuing collection letters, using collection agencies and turning accounts into the State of Arkansas for set-off is done at the discretion of the CCE Business Manager.

Three notices are issued before collection letters are sent. The first two notices are marked as reminders and the third notice is marked as past due.

If no payment or communication is received from the owing party, a collection letter is sent stating the amount owed, the semester that the debt was incurred and the consequences of having an account placed on hold (see attached example).

Policy:

In order to maintain and track software licenses and maintain technology equipment we need your help. Please follow these guidelines to install software, remove software, report any malfunctions, etc.:
NorthWest Arkansas Community College Administrative Policies and Procedures

1. No programs will be installed without permission from the IT coordinator.

2. No programs will be removed without permission from the IT coordinator.

3. Every Friday the computer hard drive will be reverted to the default settings. This means that any information saved on the hard drive will be lost. If it is necessary to work on data on the hard drives, please notify the IT coordinator.

4. **All** disks must be checked by the virus scanner before beginning loading data onto the hard drive or network drive.

5. The user name and password will always be the student number.
   a. Example - User ID: Student3
   b. Password: Student3

6. Before calling to report a computer malfunction, please reboot the computer. Often problems can be eliminated by this step.

7. Please remind students to help keep our lab clean by disposing of their trash.
NorthWest Arkansas Community College Administrative Policies and Procedures

8. No drinks in open containers are allowed. Please ask students to bring drinks in bottles or with containers with lids.

9. Computers are intended for educational use only. Students are not allowed to download instant messaging programs or visit inappropriate internet sites.

Retail Link Confidentiality Policy 3-13-2(1)

Policy:

Corporate & Continuing Education is a division of the NorthWest Arkansas Community College that specializes and supports the educational needs and services of the local business community. It is our mission to be the premier provider of workforce learning in northwest Arkansas, in order to strengthen the economic development of the area

I. Retail Link Proprietary Knowledge

A. User ID and Passwords

1. Participants in the Retail Programs will be issued a retail link User ID and password for each semester registered, as appropriate.

2. Participants utilize the same User ID and password throughout the semester as issued by the appropriate faculty member. Therefore, faculty will be responsible for issuing User IDs and passwords to each participant.

3. Password sharing between participants will be necessary in some cases, so participants shall save all work to include a first name initial and complete last name. This will be necessary to receive credit for all work assignments in class.
4. Before issuing a User ID and password, all participants and faculty must sign a "Retail Link Agreement" contract and NorthWest Arkansas Community College "Proprietary Usage Agreement" specifically for the NWACC Retail Link Testing site (see attachments).

B. System Maintenance
1. Retail Link contains live POS data that will undergo regular maintenance and frequent updates through Wal-Mart Information Systems Division. The maintenance occurs at 8 p.m. CST each evening and will take up to 2 hours to complete. Retail Link Testing Site cannot be accessed through these hours.

2. Corporate & Continuing Education Administrator will reset all passwords one week after the end of the semester. Participants will be issued a new User ID and password in the following semester, as appropriate.

C. Proper Usage
1. Participants shall log into their User ID and password at a secured site out of the classroom at any time, except the maintenance hours listed above in Section B. The User ID and password are available to the participant to do homework or explore the testing site for educational purposes only.

2. No third party shall be given Retail Link data, User ID, or password from the testing site. This includes, but not limited to, spouses, siblings, friends, or coworkers. However, the restriction does not
NorthWest Arkansas Community College Administrative Policies and Procedures

include faculty or Corporate & Continuing Education Administrators. All passwords are traceable and monitored for multi-usage.

3. If accessing the testing site at a location other than the Corporate & Continuing Education Labs, participants must practice complete discretion. Viewing the testing site must be done in a location where the site cannot be in open view by others.

A. Violation of Policy

1. Any violation to this policy will result in revoking Retail Link access to the testing site and prevent obtaining access approval in the future at employment with a Wal-Mart supplier or at Wal-Mart Corporation. Once the privilege is revoked, it is very difficult to obtain access approval again.

2. Participants who violate this policy will be expelled from the program without a refund and will be withdrawn from all currently enrolled class(es) resulting in an "F" for all semester classes.

3. Violations will be reported directly to the Coordinator of the Retail Programs, Dean of the Corporate & Continuing Education Center, Registrar at NorthWest Arkansas Community College and Wal-Mart ISD.

If you should have any questions or concerns regarding this policy, please contact the Corporate & Continuing Education Center at 936-5175
I, __________________________, have received the Retail Link Usage Policy from Corporate & Continuing Education/NorthWest Arkansas Community College. I understand the terms regarding the usage and privilege of the testing site as a participant in the Retail Programs at the Corporate & Continuing Education Center.

____________________________  

Participant's Signature     Date

Last Revised 2/12/02
RETAIL LINK ® AGREEMENT

This Agreement is made and entered into
between__________________________________________

hereinafter referred to as "Student," and WAL-MART STORES, INC., A Delaware
corporation with its principal place of business at 702 SW 8th Street, Bentonville,
Arkansas 72716, hereinafter referred to as "WAL-MART".

WHEREAS, Student wishes to receive certain confidential and proprietary information
from WAL-

MART for the purpose of understanding, evaluating and using RETAIL LINK® computer
applications and services, hereinafter "RETAIL LINK®" and

NOW, THEREFORE, in consideration of the mutual promises herein set forth,
the parties agree as follows:
1. **CONFIDENTIAL INFORMATION.** For the purposes of this Agreement, "Confidential Information" shall mean information received by Student that is not generally known in the industry in which Wal-Mart is or may become engaged, or which would logically be considered confidential and/or "Proprietary" about RETAIL LINK®, including information relating to or derived from the data received through those systems and the applications, research, development, plans and processes related to those systems.

For a period of five years from the date of last service to WAL-MART, involving RETAIL LINK®, all confidential information shall remain in confidence by Student and shall not be disclosed to or through any third party, and shall be protected with the same degree of care as Student normally uses in the protection of its own confidential and proprietary information. Student further agrees not to use confidential and/or proprietary information received from WAL-MART for any purpose, except as is necessary for the purpose of fulfilling Student's business agreements with WAL-MART.

The restrictions herein shall not apply with respect to confidential information which:

a. is already available to the public;

b. becomes available to the public through no fault of Student;
NorthWest Arkansas Community College Administrative Policies and Procedures

c is already known to Student as shown by written records in Student's possession

at the time that the confidential information was received from WAL-MART; or

Nothing in this Agreement shall alter the prior confidentiality obligations of WAL-MART and Student.

2. PROPRIETARY INTEREST, Nothing in this Agreement shall be construed to grant Student a license to any Confidential Information disclosed or to any patents, patent applications or copyrights derived from the Confidential Information disclosed. Student specifically agrees and understands that all products or any of the ideas and expressions related to RETAIL LINK® and all physical embodiments thereof and material developed in relation thereto by WAL-MART pursuant to the Agreement between the parties for Student to provide services to WAL-MART are and shall remain the property of WAL-MART. Software developed independently by Student for its own internal use in processing and integrating data received through RETAIL LINK® shall become
and remain the property of Student. Such software shall remain confidential under the terms of this Agreement.

3. **TERM.** This Agreement shall become effective as of the date first written below, and shall continue in effect for so long as Student and WAL-MART are engaged in a business relationship involving RETAIL LINK® and shall automatically terminate at the conclusion of such relationship, provided, however, that termination of this Agreement shall not relieve Student of any of the obligations set forth in Paragraph 1 with respect to Confidential Information. All such obligations shall continue until the expiration of the period set forth in Paragraph 1. WAL-MART has the absolute right to revoke and terminate this Agreement at any time, without cause, by giving 30 days written notice. Either party may terminate this Agreement immediately in the case of a breach of one or more of the promises or terms contained herein.

2. **ORDERLY TERMINATION.** Upon the termination or expiration of this Agreement, Student and WAL-MART retains the right to request the return of all
papers, programs, materials, documents and other properties of the other held by each during the term of this Agreement.

5. **GOVERNING LAW.** The parties mutually acknowledge and agree that this Agreement shall be construed and enforced in accordance with the laws of the State of Arkansas, without regard to the internal law of Arkansas regarding conflict of laws. The parties mutually consent and submit to the jurisdiction of the federal and/or state courts of Benton County, Arkansas and any action or suit concerning this Agreement or related matters shall only be brought by the parties in federal or state court with appropriate subject matter jurisdiction in Benton County, Arkansas. The parties mutually acknowledge and agree that they shall not rise in connection therewith, and hereby waive, any defenses based upon venue, inconvenience of forum or lack of personal jurisdiction in any action or suit brought in accordance with the foregoing. The parties acknowledge that they have read and understand this clause and agree willingly to its terms.

6. **INJUNCTIVE RELIEF.** Student acknowledges that the use or disclosure of the Confidential/Proprietary Information in a manner inconsistent with the Agreement will cause WAL-MART irreparable harm and that WAL-MART will
have the right to equitable and injunctive relief to prevent the unauthorized use or disclosure and to such damages as are occasioned by such unauthorized use or disclosure.

7. **TITLES.** The titles used herein are for the convenience only and shall not be considered in construing or interpreting any of the provisions of this Agreement.

8. **WARRANTY.** WAL-MART MAKES ON WARRANTIES AND STUDENT RECEIVES NO WARRANTIES, EXPRESS OR IMPLIED, AND THERE ARE EXPRESSLY EXCLUDED ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WAL-MART SHALL HAVE NO LIABILITY WITH RESPECT TO ITS OBLIGATIONS UNDER THIS AGREEMENT FOR DIRECT, ACTUAL, CONSEQUENTIAL, EXEMPLARY, OR INCIDENTAL DAMAGES ARISING OUT OF CONTRACT, NEGLIGENCE, OR STRICT LIABILITY IN TORT OR WARRANTY EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
9. **TAXES.** In the event any taxing agency, federal, state or local, imposes a tax upon the electronic data transmitted by the use of the Retail Link software, then payment for said taxes shall be the sole responsibility of Student.

10. **STUDENT’S DUTIES AND LIMITATION OF LIABILITY.** Student will appoint one person as a Technical Site Administrator ("TSA"). The TSA will be responsible to terminate a password in the event of an employee of Student with Retail Link® access leaving Student's employ, or in the event of a breach or potential breach of Retail Line's® access and/or confidentiality. TSA will also notify WAL-MART immediately in those instances. Student will not permit any third party to use RETAIL LINK®. All employees from Student accessing the Retail Link® site will be required to furnish his/her social security number. This social security number will be used for employment verification to confirm the status as an employee or Student, and the last four digits of same will be used as identification when a call is placed to the Retail Link® Help Desk.
Student voluntarily enters into this license and willingly agrees to assume all risks involving a breach of RETAIL LINK’S® accessibility and/or confidentiality. TSA will be responsible for site contact information within the RETAIL LINK® system as required by WAL-MART. This will include, but not be limited to, name, address, phone number, Email address of the Chief Financial Officer, Chief Logistic Manager, Chief Executive Officer, TSA. Student will ensure that its employees will not share passwords with any other person, whether employees of Student or not. TSA will immediately notify WAL-MART if an employee is sharing their password and will terminate that person’s password.

11. **PUBLICITY.** Student agrees not to make any public announcement regarding the existence of this Agreement or its terms.

12. **GENERAL.**

(a) Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms, and further agrees that this is the complete and exclusive statement of the Agreement between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this Agreement. This Agreement may not be modified or altered except by written instrument duly executed by both parties.
NorthWest Arkansas Community College Administrative

Policies and Procedures

(b) No action, regardless of form, arising out of this Agreement may be brought by Student more than two years after the cause of action has arisen.

(c) The Student may not assign or sub-license, without the prior written consent of WAL-MART, its rights, duties or obligations under this Agreement to any person or entity, in whole or in part.

(d) The waiver or failure of WAL-MART to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.
Agreement dated _________ day of ____________________, 200__.

Agreed to: ____________________________________ WAL-MART STORES, INC

__________________________________________
"Student" 

__________________________________________
"WAL-MART"

By: Randy Salley
Title: Vice-President, WAL-MART

Date: ________________________________

Revised 6/5/03
NorthWest Arkansas Community College Administrative

Policies and Procedures

Admissions 3-14-1(1)

Policy:

NorthWest Arkansas Community College's philosophy is to provide educational opportunities for all citizens within its geographic area. However, the college recognizes that an optimum balance between accessibility and quality standards must be maintained.

NorthWest Arkansas Community College reserves the right to deny admission, readmission or registration to any student who has violated the Student Code of Conduct, has not made academic progress, or when the college is unable to provide the services, courses or program needed to assist the student realize their educational objectives.

The typical student population seeking admission to a community college presents a wide range of aspirations, levels of motivation, and capabilities. In order to attain the desired balance between accessibility and quality standards, procedures are needed to constructively address this diversity. Each student's educational goal, previous academic experience, placement test scores, and interview should be evaluated and should serve as the basis for development of their educational plan. Some students seeking admission will be under prepared in certain subject areas and will require developmental courses prior to attempting college-level work.

For general admissions to NorthWest Arkansas Community College you must meet the following requirements:

Graduate from an U.S. high school with a diploma equivalent to the Arkansas General Diploma
NorthWest Arkansas Community College Administrative Policies and Procedures

OR

Received the Arkansas High School Diploma or GED

AND

Meet language and computation competencies. Students may be required to successfully complete pre-requisites, academic skill courses, English as Second Language courses, Adult Basic Skills courses and/or GED courses before enrolling in credit classes.

Students can also be admitted under "special" admission requirements. Admissions procedures will be established for the following classification:

a) New Student
b) Special Student
c) Transfer Student
d) Concurrent Student
e) International Student
f) Resident Alien

Admission to the College does not insure admittance to a particular course or program of study. Students may be required to take prerequisites and/or academic skill courses before enrolling in certain classes. Certain programs have special admission requirements and enrollment limitations, in addition to the regular admission requirements for the College.

These special requirements will be listed with the courses of study, where appropriate. Special procedures governing admissions may also be applied in instances of statutory requirements and/or requirements by a licensing, registering or certifying board.
NorthWest Arkansas Community College reserves the right to deny admission, readmission or registration to any student who has violated the Student Code of Conduct, has not made academic progress, or when the college is unable to provide the services, courses or program needed to assist the student realize their educational objectives.

Procedures:

For New, special, Transfer, Concurrent, International and Resident Alien Students:

1. The student completes an Application for Admissions.
2. The student returns the application to NWCC with the application fee.
3. The Office of Admissions sends an acceptance letter outlining procedures for orientation and registration.
4. The Office of Student Records creates a file for the student’s application and other educational documents to include official transcripts, test scores, and MMR records.
NorthWest Arkansas Community College Administrative
Policies and Procedures

New Student and Special Admission

Policy:

New Student:

A student who has graduated from high school or who has successfully completed the General Education Development test (GED) or received an Arkansas High School Diploma and has never attended a college or university will be classified as a new student with all the appropriate rights of admission and placement.

Special Student:

A student admitted under “Special” admission is one who is 18 years of age or older and has neither graduated from high school nor completed the GED or received an Arkansas High School Diploma. A special admission student will not be eligible to participate in federally funded financial aid programs and may enroll in classes only up to twelve (12) semester hours.

Revised: May, 2006
Policy:

A student admitted as a “transfer” is one who has successfully completed courses at another regionally accredited College or university.

a) NorthWest Arkansas Community College will accept for transfer only College level credits earned at a regionally accredited College or university and only those courses with earned credit of “C” or better will be accepted. Students may be requested to supply college catalogs with descriptions of courses being transferred from out-of-state institutions.

b) Credits earned at other institutions will not be calculated in the GPA used for graduation at the College.

c) Transfer credit will be accepted for only college level courses for which the College offers equivalent courses. Transfer courses for which the College offers no equivalent courses will be evaluated for possible general elective credit.

d) Credit for work that is remedial in course content will not be granted towards degree requirements.

e) Students who wish to appeal acceptance of a transfer course may do so by contacting the Academic Dean related to the program of study.

Procedure:

If the Dean approves the course, an Authorization for Course Substitution form is completed and signed by the Dean and the Vice President for Learning Support Services. The signed form is sent to the Student Records Office, where the credit will be awarded towards the degree.
Concurrent Enrollment Admission 3-14-4

Policy:

In accordance with Arkansas Act 60 of 1989 a student may be admitted under "Concurrent Enrollment" admission who is currently enrolled in high school (grades 9-12). Concurrent enrollment provides enrichment and academic acceleration opportunities for outstanding high school students who demonstrate the ability to do satisfactory college-level work while still enrolled in high school. In some cases, students may take concurrent classes in their own high schools through NorthWest Arkansas Community College’s Early College Experience Program.

a) Students may not enroll in academic skill courses.

b) Students will not be eligible to participate in institutionally or federally funded financial aid programs.

c) Concurrently enrolled high school students will be expected to earn a grade of C or better, in each college course attempted, in order to continue concurrent enrollment at the College.

Students accepted into the concurrent enrollment program will be limited to a maximum of seven (7) credit hours a semester of on-campus concurrent courses. On-campus courses would include any college credit course offered at an NWACC operated facility or through distance learning to the general college population.

Students enrolled in high school based concurrent enrollment courses or career & technical courses that award college credit can take credit hours in addition to the seven on-campus credit hours because these programs are part of their regular high school course load.

Students must meet minimum test score and GPA requirements set by the college and the state for the concurrent classes.

As part of the registration process, it is the responsibility of the secondary institution to
recommend students for concurrent enrollment or Early College Experience admissions and to verify their eligibility for college level courses. The secondary school is also responsible for selecting and approving college course work, which would also satisfy the student’s high school graduation requirements. NWACC does not decide how credit will be applied toward high school graduation at the home high school. Concurrently enrolled high school students are precluded from enrollment in developmental courses.

Adopted: September, 2002
Revised: May, 2006
International Student Admission

Policy:

International students must meet all NorthWest Arkansas Community College admission policies and provide required documentation as found in the guidelines established by the Vice President of Learner Development. International students are students who are not U.S. citizens as categorized below:

Resident Aliens - international students who have been granted permanent resident status by Immigration and Naturalization Services. In addition to following regular admission policies, these students must provide the Admissions & Records Office with a copy of their Legal Permanent Residence Card.

Foreign Students - international students who are applying for an I-20 from NorthWest Arkansas Community College to obtain a Student (F-1) Visa.

Admission Procedures:

Prospective students contact the Office of International Admissions and receive an application packet. (See required documents for admission attached)

Applicants pay non-refundable $35.00 international application fee to cashier.

Applicants make an appointment with the International Student Admissions Officer when they have all documentation ready to submit.

International Admission Officer verifies eligibility of applicant and issues I-20. Applicant receives F-1 student visa status from the INS.

Office of International Admissions retains a file with all documentation.

Visiting Students—international students who currently hold a valid visa.
NorthWest Arkansas Community College Administrative Policies and Procedures

Prospective students contact the Office of International Admissions and receive an application packet. (See required documents for admission attached)

Applicants pay non-refundable $35.00 international application fee to cashier.

Applicants make an appointment with the International Student Admissions Officer when they have all documentation ready to submit.

International Admission Officer verifies eligibility of applicant and issues I-20. Applicant receives F-1 student visa status from the INS.

Office of International Admissions retains a file with all documentation.

**Visiting Students**—international students who currently hold a valid visa.

**Admission Procedures:**

Prospective students must supply the Office of International Admissions with documents which indicate their legal status in the U.S.

If the prospective student or their spouse, or their parent (if the student is a minor) is working in the U.S., that student will not be charged international tuition rates. The Director of International Admissions will indicate that on the student application form.

If there is any question about whether or not a student should be charged international tuition rates, the Director of International Admissions will consult the Associate Vice President for Learner Support Services to make a determination.

Visiting student records will be kept in the student’s file in the Office of International Admissions.
Procedures for Applying for F1 (Student Visa) 3-14-5(A)

Requirements

- All applicants must present a minimum TOEFL score of 500 (paper-based) or 173 (computer based)
  Exception:
  (a) Applicants who have completed an approved general academic college level course with a grade of “C” or better in the U.S. (official transcript required).
  (b) Applicants who have a current I-20 from another accredited college.
  (c) Applicants who have a signed endorsement of English proficiency from the Spring International Language Center at the University of Arkansas in Fayetteville.

- Copy of Visa

- Authenticated/Translated transcripts of all academic records (high school and college).

- Application for Admission.

- Financial Statement.

- Supplemental Information Form.

- Non-refundable application fee of $35.00.

- Proof of Health Insurance which includes a repatriation component. Must be presented before enrolling in classes.
NorthWest Arkansas Community College Administrative
Policies and Procedures

- MMR immunization shot record (measles, mumps and rubella). MMR may be acquired after arrival in the U.S.

Conditions:

- All of the above documentation must be presented at the time of application.

- All students must be placement tested prior to registration (COMPASS, ACT or SAT). This can be done on campus after your arrival.

- All documents must be submitted to the Office of International Admissions at least one month prior to the first day of class to receive consideration for admissions.

Procedures for Applying for F-1 (Student Visa) cont.

- International students will not be eligible to participate in federally funded financial aid programs.
- Applicants may call (479) 619-4234 for an appointment with the International Student Admissions Director, Dale Montgomery when they have documentation ready to submit. E-mail: dmontgom@nwacc.edu

NOTE: NWACC does not have transportation services or on-campus housing. Students are responsible for securing transportation and housing needs.

Revised: January, 2006
Resident Alien Admission

Policy:

Resident Aliens are students who have been granted permanent resident status by Immigration and Naturalization Services. In addition to following regular admission policies, these students must provide proof of resident alien status by one of the following ways: resident alien card, "green card"; a copy of the letter from the U.S. Department of Immigration and Naturalization Services that approves your residency status; or a receipt showing proof of filing for residency. An employment authorization card is not sufficient. Enrollment will not be allowed without proof of residency status, proof of application for residency status or INS paperwork. Students who are in the process of obtaining permanent residency must contact the Director of International Admissions before enrolling for classes.

Revised: May, 2005
Foreign Students Not Requiring A Student Visa Admissions

Policy:

Foreign students who hold a valid visa other than an F-1 visa must meet the following requirements:

Prospective students must supply the Office of International Admissions with documents which indicate their legal status in the U.S.

If the prospective student or their spouse, or their parent (if the student is a minor) is working in the U.S., that student will not be charged international tuition rates. The Director of International Admissions will indicate that on the student application form.

If there is any question about whether or not a student should be charged international tuition rates, the Director of International Admissions will consult the Associate Vice President for Learner Support Services to make a determination.

Student records will be kept in the student's file in the Office of International Admissions.

Students must follow regular admissions policies.
Registration

Policy:

Students will register for classes according to instructions and deadline dates contained in the Schedule of Classes published prior to the beginning of each semester. Registration is considered complete when the student has paid tuition and fees or when payment has been officially authorized by the Financial Aid Office or Business Services Office. Students with past due obligations to the College may not register for classes until such obligations are resolved to the satisfaction of the College.

The College reserves the right to deny registration to any individual who has violated the Student Code of Conduct, as defined in policy (4-7-3) and is currently suspended from the College, who is not making academic progress or when the College is unable to provide the services, courses, or programs needed to assist a student in meeting his/her educational objectives.

Procedures:

For New, Currently Enrolled, Special, Transfer and International Students:

Registrations periods will be offered for fall, spring, and summer semesters.

Students may choose to web register or register in person. For students who choose to web register will:

a. Receive a P.I.N. (Personal Identification Number) in person from the Admissions or Student Records office.

b. Students may register on the web during the open registration periods at www.nwacc.edu.

Students who register in person will:
NorthWest Arkansas Community College Administrative Policies and Procedures

a. complete, sign, and date a registration form.
b. The Office of Student Records will enter all registration data into BANNER.
c. The paper record will be maintained in the Office of Student Records for one year. At which time the form is destroyed.

The electronic BANNER record will be maintained infinitely.

The dates for registration will appear on the institution calendar, which is published in the College catalogue.

Students are academically and financially responsible for all classes in which they enroll.

_______________________________

Revised: May, 2006
NorthWest Arkansas Community College Administrative
Policies and Procedures

Placement Test Requirements

Policy:

Legal Requirements: In accordance with Arkansas State Law, all first-time entering freshmen are required to demonstrate academic preparedness through a standardized placement test prior to advisement, and subsequent registration.

Assessment Domains:

Placement tests assess individual skill levels in reading, writing, and mathematics. Reading test scores are required of all first time college students; additional testing may be required of some students that use English as a second language. Writing and mathematics test scores are required for English and math course placement. Assessment of current skills provides appropriate course placement and facilitates the accomplishment of academic goals.

Limitations: NorthWest Arkansas Community College accepts ACT, SAT, and COMPASS test scores that are no more than 5 years old.

Testing Services: NorthWest Arkansas Community College administers the COMPASS placement test for prospective and current for a fee.

Testing Fees: A non-refundable testing fee is required prior to scheduling any testing through the College Testing Center. A fee receipt is required to schedule any testing. Refunds will not be issued to students/clients who fail to show for a scheduled fee based test. New fees will be applied when the test is rescheduled by the individual. Exceptions can be made due to extenuating circumstances such as death of a family member or sudden accident involving the student. Exceptions would require an appeal in writing with documentation to the Coordinator of the Testing Center.

A student may test up to 3 times in one semester prior to initial placement in course sequence. An additional testing fee will be required prior to scheduling additional test.
Legal Reference: Section 23 of Act 1101 of 1991 (A.C.A. 6-61-110)
Revised: May 2006
Revised: April 2009
Scheduling of Class(es) 3-15-4(1)

Policy:

Students at NorthWest Arkansas Community College are responsible for scheduling their classes and to be aware of all schedule changes. The College reserves the right to cancel, combine, and change the time, day or location of any class or instructor without obligation.

Adding a Class:

A student may add a credit class through the first two working days of a regular semester (Fall or Spring) for a 1st 8 week or 16 week classes; and the first working day of a Summer term for 1st 5 week and 8 week classes. For classes beginning later in the term (2nd 8 week of Late Start Classes) students may register through the first day of class.

Dropping a Class:

The last day to drop a class with a “W” will be determined by the Dean of Enrollment Management. The dates for dropping a class for a regular semester (Fall or Spring) or for a summer term will be published each year in the Academic Calendar within the College catalog and the schedule of classes.

A student who withdraws from all courses at any time during the semester will not be considered enrolled for that semester. A “W” grade is recorded on the student’s permanent record if the drop occurs after the last day to drop and not receive a “W” and prior to the withdrawal date from a 16, 12 or 8-week class.

Procedures:

1. Students may change their schedule on the web during the open registration periods or a student may complete a drop/add form and submit it to the Student Records Office.
2. A student may add a credit class during the first two days of the sixteen-week semesters; and the first day of either summer term. A student may drop a class through the eleventh week of a sixteen-week semester and the fourth week of a summer term.

3. The data will be entered on BANNER; and the date the class has been added or dropped will be indicated.

4. The dates for dropping or adding a class will appear on the academic calendar which is published in the College catalogue and class schedule.

5. All forms are placed alphabetically in the labeled filing cabinets. After each semester/term ends, these forms are boxed and stored. After a one-year period, these forms are shredded.

Complete Withdrawal Forms are housed in the Student Records Office. After the registration, add/drop forms are boxed, the Complete Withdrawal forms are merged. After a one-year period, these forms are also shredded.

The shredding of these forms will follow the schedule below:

**Get new Retention Policy ???**

For state auditing purposes, one past academic year will be kept on file at all times. For example, Fall 2004, Spring 2005, Summer 2005. These documents will be destroyed June 2006.
Auditing a Class(es) 3-15-5

Policy:

A student may enroll to audit a credit class. No credit will be received for the course, but a grade of AU will be recorded on the permanent transcript. Regular tuition and fees will be charged for the course, and refunds will be authorized only by the Refund Appeals Committee. A student may change a course from credit to audit or from audit to credit through the last day of the first week of class. Audits can only be awarded during the semester in which the class is taken. A student must receive permission from the instructor to change from audit to credit.

Procedures:

1. Students who choose to audit a class, must register in person at the Student
2. The “audit” column of the add/drop form will be marked to indicate the student wishes to audit a class.

3. The audit will be entered on BANNER by the Student Records Office.

4. The last day to declare one’s intent to audit or to change from audit to credit is the last day of the first week of classes of each semester or term.

Revised: May, 2005

Residency Classification 3-15-6 (1)

Policy:

1. A student should be classified as an in-state resident for tuition purposes only if his or her legal residence is located in Arkansas. This means that Arkansas is the legal place of residence of the student for all purposes and that the student demonstrates by good faith acts the intent to make Arkansas his or her permanent home. In order to be classified as a resident for tuition purposes, legal residence in Arkansas is required for at least six continuous months prior to the first day of class of the semester in which the student is enrolling. Mere physical presence in Arkansas is not sufficient to establish residency or demonstrate future intent.

2. If a student’s legal residence is in one of the contiguous counties to NorthWest Arkansas Community College’s service area (Adair and Delaware counties in
Oklahoma and Barry or McDonald county in Missouri) the student will be charged
at the in-state tuition rate, subject to the same conditions as stated above.

3. In those situations where the student’s residency status is dependent on the place
of residence of the parent(s), the definition in (1) should govern the determination
of parental residency. For parents, neither mere physical presence in Arkansas
with children nor mere ownership of property in Arkansas is sufficient to establish
residency but should be taken into consideration along with other relevant
factors.

4. The legal residence of a minor student (as defined in 5 below) is the same as
that of (a) the parents(s); or (b) the parent to whom custody has been awarded by
judicial decree; or (c) the parent with whom the minor resides if there has been a
separation without a judicial decree; or (d) the legal adoptive parent; or (e) the
natural guardian with whom the minor resides. Act 692 of 1997 (A.C.A.
6-60-210) provides, in part, that for the purpose of admission and enrollment in a
public institution of higher education any minor child (defined as “a child under
twenty-one 21 years of age”) of a legal resident of Arkansas shall be considered a
legal resident of Arkansas.

5. Students 21 years of age or older but who are still claimed as dependents on
their parents/guardian’s tax return may elect to use their parent/guardian’s
residency as their own. The student must demonstrate dependency status by
submitting their parent/guardian’s most recent signed tax return, and the student
must be listed as a dependent. The constraints listed in (3) apply.

6. Appointment of a guardian by a state other than Arkansas will establish the legal
residence of a minor student as that of the out-of-state guardian. Establishment of
guardianship or adoption to evade tuition or fees will not be recognized.
Minors who have been emancipated by the laws of their legal state of residence, or who have reached the legal age of majority, have the power to acquire a different legal place of residence, but the previously established legal residence continues in force until a new legal residence is clearly established. Marriage constitutes emancipation for all minors.

To acquire a legal residence in Arkansas, an individual must have established a legal home of permanent character, resided in Arkansas for six continuous months and have no present intention of changing residence to a location outside Arkansas.

10. Determination of legal residence for tuition purposes shall be based on review by NorthWest Arkansas Community College officials of all relevant circumstances which together may reasonably demonstrate legal residence and state of mind regarding residency intent.

11. Students who are otherwise not residents of Arkansas may not establish legal residence in Arkansas by the mere fact of receiving mail at an Arkansas address or postal box.

12. Members of the armed forces who are stationed in Arkansas pursuant to military orders, along with their unemancipated dependents, are entitled to classification as in-state residents for tuition purposes.

13. Students who moved to Arkansas for the primary purpose of accepting or maintaining full time employment may qualify for in-state tuition immediately.

14. Students need to complete the Request from Employer for Residency Verification form and submit it to the Admissions Office.
NorthWest Arkansas Community College Administrative Policies and Procedures

It is the responsibility of each student, at the time of registration, to seek the proper residency classification for tuition purposes. Any residency classification which is made by the institution may be appealed to the Director of Admissions. This individual shall receive evidence and take other appropriate steps to render a decision and provide notice of that decision to the student. Each student who appeals his or her residency status shall be provided written notice of the decision. For successful appeals (e.g. those in which tuition is reduced) a schedule-bill print is sufficient written notice.

A student whose geographic origin is outside the state of Arkansas has the burden of establishing proof that he/she should be classified a resident of Arkansas for tuition purposes. Evidence must be provided in writing and verified under oath by the student.

Anyone who knowingly gives erroneous information in order to evade payment of out-of-state tuition or fees shall be subject to dismissal by the college. Initial classification as an out-of-state student shall not limit the right of any student to be reclassified later as a resident of Arkansas for tuition purposes, provided that the student can establish proof of legal residence in Arkansas.

The above guidelines will be followed to establish a student as an in-district resident for tuition purposes. This means that Bentonville or Rogers public school districts is the legal place of residence of the student for all purposes and that student demonstrates by good faith acts the intent to make Bentonville or Rogers school districts his/her permanent home. In order to be classified as an in-district resident for tuition purposes, legal residence in Bentonville or Rogers school districts is required for at least six continuous months prior to the first day of classes of the semester in which the student is enrolling. Mere physical presence in Bentonville or Rogers school districts is not sufficient to establish residency or demonstrate future intent.
Procedure to Establish Residency:

For In-district, Out-of-district, Contiguous county, and Out-of-state residents.

1. The prospective student shall submit to the Admissions or Student Records office at least one of the following documents:
   
   a) Current Arkansas driver’s license  
   b) Personal property tax assessment  
   c) Rental property lease agreement  
   d) Real estate contract  
   e) Vehicle registration  
   f) PO Box rental receipt with verified physical address and date of rental.  
   g) Letter from County Clerk with date registered to vote and physical address.  
   h) Completed and signed “Employer Residency Verification” form, available at the Admissions Office (or certified letter from employer covering the same information).

2. Any one of the above documents dated six months prior to the beginning of a semester may serve as proof of residency. In circumstances in which a student residency remains unclear (i.e. student presents conflicting documentation), NorthWest Arkansas Community College reserves the right to request additional documentation to establish residency.

3. The student’s name and physical address (not PO Box) must be displayed on the documentation with a date six (6) months prior to the first day of class of any semester or term.
4. The Admissions or Student Records Office changes all residency codes in BANNER and tuition amounts are charged accordingly.


Revised: April, 2005

Immunization Requirements

Policy:

1. All students born on or after January 1, 1957, will submit acceptable proof of immunization against measles and rubella during their first semester of enrollment at NorthWest Arkansas Community College.

2. Immunization records must be on file in the Student Records Office by the conclusion of the fourth week of classes. If a student cannot produce acceptable immunization documentation for measles and rubella, the student must obtain a new vaccination.

3. The immunity record will be entered into BANNER as a permanent record.

4. Students who do not submit an immunization record will have their account placed on "hold" and will not be allowed any computer transaction until compliance with Act 141 is completed.

5. If a student fails to comply with Act 141, the Dean of Enrollment Management may recommend to the Associate Vice President for Learner Support Services suspension of the student.

6. A student cannot register for a second semester without proof of immunization. To be acceptable, immunization documents must meet ALL of the following
criteria.

a) It must clearly show the student’s name.

b) It must show the month and year the student was vaccinated for measles and rubella.

c) It must bear the signature of a doctor or public health department representative.

d) The date of latest MMR vaccination must be on or after the student’s first birthday and must be on or after January 1, 1968.

Legal Reference: A.C.A. 6.60.501-504, Act 141
Revised: May, 2006

Withdrawal from Class(es) 3-15-8

Policy:

Students who wish to withdraw from a class or classes should follow the official NorthWest Arkansas Community College withdrawal procedure established by the Dean of Enrollment Management.

The grade of “W” will not appear on a student’s transcript if the class is dropped on or before the 11th day of classes during the fall or spring semester, or on or before the 5th day of classes in the summer session. A student who withdraws from a class after the above mentioned dates shall receive a letter grade of “W” on the official transcript if the drop is made within the specified time period according to the official academic calendar.

A student may petition for a “W” after the designated deadline has expired through
the Office of the Vice President for Learning if the following events have occurred:

a) Illness or injury to the student or immediate family member.

b) Involuntary work schedule change or transfer.

c) Death of a member of the immediate family of the student.

d) Jury duty or direct involvement by the student with legal action or military responsibilities.

e) Called to active military duty.

f) Unusual extenuating circumstances beyond the student’s control.

A Late Drop Appeal Committee, appointed by the Vice President for Learning is authorized to consider grade changes to a “W” only when extenuating circumstances existed and prohibited the student from officially withdrawing from the course by the appropriate deadline. In no instance is the committee authorized to deal with grade changes which question the professional judgment by the faculty member of the student’s performance in the course. Petitions for a grade change may be submitted only until the end of the next major semester following the semester for which the petition is submitted. A major semester is defined as the Fall or Spring semester.

The use of professional judgment to hear an appeal that does not fall within one of the above mentioned events will be afforded to the Vice President for Learning.

**Procedures:**

The student will complete a drop form and submit it to the Student Records Office.

1. A student may drop a class through the eleventh week of a sixteen-week semester; and the fourth week of a summer term.
2. The Office of Student Records will enter the data on BANNER and will indicate the class has been dropped. The BANNER record will be permanently maintained. The paper form will be maintained for one year and then destroyed.

3. The grade of “W” will appear on the student’s transcript. The dates for withdrawing from a class with a “W” will appear on the Institutional calendar, which is published in the college’s catalogue and the class schedule.

Testing Center Fees and Refunds For Proctored Tests

Policy:

Fee based tests, excluding COMPASS, will be paid for in advance by the individual requesting the testing services. To receive a refund for the testing fee, individuals must cancel the test 48 hours prior to the testing appointment. If the individual fails to keep the appointment for the scheduled test, new fees will be applied when the test is rescheduled.

Students may appeal for the refund through the Office of the Vice President for Learner Services if extenuating circumstances caused them to miss their testing appointment. To appeal, the individual must complete a refund appeal form and attach all necessary documentation.

Adopted: April 2009
NorthWest Arkansas Community College Administrative

Policies and Procedures

Financial Aid File Management

Policy:

Objectives:

- Identify, maintain, and safeguard records required for processing financial aid.
- Ensure compliance with state and federal retention requirements.
- Retain records for the period of time established by the approved Records Retention Schedule.
- Identify and protect vital and historical records.
- Properly destroy records that are no longer needed.

Policy Statement:

Records are retained by Northwest Arkansas Community College for as long as they are necessary to conduct business, to meet legal requirements, to support audits, and to comply with government regulations.

Definitions:

- Documents and records - all paper and non-paper formats that pertain to students who have applied for aid but may or may not have received financial aid.
- Incomplete files - files that potential financial aid students did not complete, may or may not have attended the college.
- Never attended files - and ISIRS - records of potential financial aid students that have filed for aid but have never attended.
- Financial Aid Year - July 1 to June 30 of each year.

Records Retention Schedules:
NorthWest Arkansas Community College Administrative Policies and Procedures

- Records retention schedules identify all records maintained and how long the record is to be kept.
- Approved retention schedules are the College’s policy and are the legal justification for destroying records.
- Approved retention schedules are the College’s policy and are not to be distributed outside of the college without the written approval of the Financial Aid Director.

Records Destruction:

- Official records are not to be destroyed prior to meeting the retention period requirement, nor should they be kept beyond the assigned retention period unless a change is requested and approved.

Records Destruction Hold:

- Any employee who receives notice of a pending or potential civil action, criminal action or governmental or regulatory investigation or similar proceeding (whether by service of citation, summons, subpoena or otherwise), must immediately place a Hold Alert on records for scheduled destruction.

Destruction Method and Time Frame:

- Financial Aid will store student's files that have been awarded aid for five (5) financial aid years and then shredded.
- Incomplete files, never attended files and ISIRS - will be kept for one (1) financial aid year and then shredded.
- Upon destruction date all documents will be shredded.
- Files will be shredded in September of each year.

Revised: May, 2006
Student Financial Aid Programs

Policy:

1. Federal/State:

   NorthWest Arkansas Community College will participate in all federal and state student aid programs. The College will comply with all regulations which govern the various programs.

2. Institutional Programs:

   Based on the availability of resources, the Administration may elect to authorize funds for student assistance programs from general or student activity revenue.

3. Students who apply for financial aid at NorthWest Arkansas Community College will be required to complete all appropriate application materials. Awards will be distributed to students based on the criteria established for the award and the availability of funds.

Procedures:

Awarding PELL Grant

1. The Financial Aid Office receives electronically the student’s Student Aid Report (SAR).

2. Students are then sent a tracking letter stating information that is needed to start completing their file to process aid.

3. If corrections are needed on the SAR the Financial Aid Office makes the corrections electronically. A student may also return their corrections to the processor themselves.
NorthWest Arkansas Community College Administrative Policies and Procedures

4. A student’s file must have the following items:
   - Student Aid Report (SAR)
   - Student Data Form
   - The student must be pursuing a degree or certificate in order to receive financial aid
   - Federal tax documents, W2s, any schedules
   - Verification Worksheet
   - Supporting documentation for clarification
   - NSLDS report

5. If a transcript or letter stating that the student is in default at the previous institution from receipt of Title IV funds, no further aid from Title IV can be given. The student must arrange repayment and be cleared by the other institution(s) and a new Financial Aid Transcript has been received.

6. Academic transcripts from all previous post-secondary institutions must be received prior to receiving aid to measure Satisfactory Academic Progress.

7. Satisfactory Academic Progress is figured on all students. Students not eligible to receive federal funds due to ineligibility status will be notified by mail.

8. PELL awards should never exceed total scheduled award. Amounts on PELL annual payment charts are for full-year awards and must be divided by 2 semesters.

9. An award letter is generated stating PELL eligibility to students meeting all requirements
NorthWest Arkansas Community College Administrative Policies and Procedures

Awarding Federal Supplemental Opportunity Grant

1. FSEOG grants will be prioritized by first awarding eligible students with zero EFC.

2. Federal financial aid awards are made according to the date all required documents are received in the financial aid office. No awards will be made until the student's file is complete.

3. FSEOG funds will be disbursed until funds are depleted.

4. FSEOG accounts will be reconciled with the Fiscal Affairs Office.

Awarding Federal Work-study

The Federal Work-Study (FWS) Program encourages the part-time employment of undergraduate students who need the income to help pay for their cost of education, and encourages FWS recipients to participate in community service activities.

To be eligible for a Federal Work-Study job, a student must meet all federal aid eligibility requirements.

To be considered for the work-study program, the student must:

- have submitted the Free Application for Financial Aid (FAFSA) to the Department of Education,
- have completed and returned all required documents and forms to the NWACC Financial Aid Office
- have unmet financial needs as determined by review of his or her completed financial aid.
NorthWest Arkansas Community College Administrative Policies and Procedures

The Director of Financial Aid and the Vice President for Learning Resources Management analyze the following:

Federal work-study allocations 75%

plus

Institutional portions + 25%

equals

Total Work-Study Allocations 100%

To Secure A Federal Work-Study Student

1. Work-Study Supervisor completes “Request for Federal Work-Study Students” and a job description for the requested position prior to May 1, 2005.

2. The Dean of Enrollment Management and the Director of Human Resources will establish rate of pay for the job description.

3. The work-study budget committee approves positions within the federal work-study allocation for the upcoming year.

4. Financial Aid will notify work-study supervisors of budget committee decisions.

5. Work-study supervisor will post vacant positions on the Virtual Career Center of the NorthWest Arkansas Community College web site.
NorthWest Arkansas Community College Administrative Policies and Procedures

6. Students post resume on the Virtual Career Center and contact work-study supervisor.

7. Work-Study Supervisor interviews applicants for the positions.

8. Work-Study Supervisor selects student to hire.

9. Work-Study Supervisor notifies all students interviewed that a selection has been made and tells selected applicant to go to Financial Aid for processing.

10. Student goes to Financial Aid and completes W-4s, Employment Eligibility Verification (I-9), Direct Deposit Authorization, agrees to comply with school policy. Student should bring identification and a voided check or deposit slip to the Financial Aid Office for processing.

11. Financial Aid Officer will give the student a Federal Work-Study Student Assignment sheet signed by the officer.

12. Work-Study Supervisor and Student sign Assignment sheet and return to Financial Aid. Financial Aid Officer will make a copy of the Assignment sheet for the student and for the supervisor.

13. Student may begin work. Send copy of work schedule to Financial Aid.
For Institutional Scholarships

1. Students may secure an internal scholarship application from NorthWest Arkansas Community College’s Financial Aid Office or from the web site www.nwacc.edu.

2. Completed applications that conform to Institutional Scholarship Eligibility are submitted to the financial aid office scholarship committee. Scholarships are submitted to the department offering the scholarship monies for their review.

3. Student applications are reviewed for completeness and scanned into web extender by the Financial Aid Office. Applications are then placed in the scholarship folder on the K:drive for scholarship committees access.

4. Students selected as scholarship recipients are mailed an award notification.

Revised: May, 2006
NorthWest Arkansas Community College Administrative
Policies and Procedures

Satisfactory Academic Progress 3-16-4(1)

Policy:
Federal Regulations require students to maintain Satisfactory Academic Progress (SAP) while working towards an approved degree or certificate program at NWACC. Students are required to submit complete official transcripts from all institutions previously attended. Only the hours transferred into NWACC will be counted as part of a student’s Satisfactory Academic Progress. Academic progress will be reviewed prior to a student’s initial enrollment period and at the end of each semester.

To be in Good Standing for Financial Aid a student must:

- successfully complete at least 67% of all attempted credit hours and
- maintain an overall grade point average of at least 2.00 and
- attempt no more than 95 credit hours for associate degrees requiring 64 hours

A student will be placed on Financial Aid Probation if they

- do not successfully complete 67% of all attempted credit hours or
- have an overall grade point average of less than 2.00

---

4 The Record’s Office will review each complete and official transcript and conduct a transcript evaluation to determine which hours will transfer into NWACC. All hours deemed transferrable by the Record’s Office will be counted toward the student’s Satisfactory Academic Progress.

5 Associate degrees requiring more than 64 credit hours and certificate programs requiring less than 60 hours will be calculated at 1.5 times the number of hours required for completion of the degree or certificate.
A student will be placed on **Financial Aid Exclusion** if they

1. attempt 95 or more credit hours for associate degrees requiring 64 hours
2. fail to successfully complete 67% of credit hours attempted or have a GPA of less than 2.0 for the semester, while on **Financial Aid Probation**

**How does Financial Aid Probation affect my financial aid?** Students on **Financial Aid Probation** may still receive federal (PELL, SEOG, ACG, student loans and work-study) and state (AWIG) funds. Your course completion rate, GPA and number of attempted hours will be monitored closely to ensure you are meeting the minimum standards each semester.

**How can I be removed from Financial Aid Probation?**

A student will be removed from **Financial Aid Probation** and placed in **Good Standing** when their **cumulative** GPA and **course completion** rate meets the minimum standards.

Students will remain on **Financial Aid Probation** until their **cumulative** GPA and course completion rate meets the minimum standards as long as their **semester** GPA and course completion rate meets the minimum standards.
How does Financial Aid Exclusion affect my financial aid?

Students on Financial Aid Exclusion are not eligible to receive federal (PELL, SEOG, ACG, student loans and work-study) or state funds.

How can I be removed from Financial Aid Exclusion?

For condition 1, the only way to be removed from Financial Aid Exclusion is to have a Financial Aid Appeal approved.

For condition 2, a student may be removed from Financial Aid Exclusion one of the following ways:

- Students may be reinstated to Good Standing once their cumulative GPA and course completion rate meets minimum standards.
- Students may be reinstated to Financial Aid Probation by successfully completing a minimum of 6 credit hours at NWACC on their own with grades of “C” or better and no withdrawals.
- Students may file reinstated with an approved Financial Aid Appeal.

How do I file an Appeal?

- Obtain a Satisfactory Academic Progress Appeal Form from our office or print it from our financial aid webpage at www.nwacc.edu.
- Complete all requirements listed on the Appeal Form.
- Submit Appeal form and all requirements to the Financial Aid Office.
Financial Aid Satisfactory Academic Progress Appeals are reviewed by the Financial Aid Appeals Committee which normally meets weekly. Their decision is final and the student will be sent a response to their NWACC email account.

The Financial Aid Office will send notification of Financial Aid Probation or Financial Aid Exclusion to the student’s NWACC email account as soon as their completed financial aid file has been reviewed. Notice of Financial Aid Exclusion may be issued for past semesters based on an evaluation of the student’s previous academic record.

- Students must submit complete official transcripts. If a transcript is received with in progress grades, a student will be required to submit a second official transcript with the completed grades.
- It is the student’s responsibility to notify the Financial Aid Office of any grade changes.
- For repeated courses, only the highest grade received is counted in the attempted and completed hours and calculated in the student’s GPA.
- A student may repeat a course two times.
- Financial Aid is not awarded for courses that are audited.
- Incomplete grades are counted as attempted but not completed hours and are not counted in the student’s GPA.
- Financial Aid will be awarded for up to 30 credit hours of remedial course work.
- Students who change their degree and/or majors or who are pursuing a second degree are subject to the maximum number of hours attempted rule.

Legal Reference: Federal Financial Aid Monitor

Adopted: December 2004

Revised: March 2006

Revised: January 2008
Application Process 3-16-5

Policy:

Students who apply for financial aid at NorthWest Arkansas Community College will be required to complete all appropriate application materials and a standardized Application for Federal Student Aid for the appropriate year. Awards will be distributed to students based on the criteria established for the award and the availability of funds. Each student receives assistance on an individual basis with consideration being given for unique situations and circumstances.

Revised: May, 2006
Tuition/Fee Refunds

Policy:
A refund and/or repayment may result when a student officially withdraws from all classes, drops out, is expelled or otherwise fails to complete the period of enrollment.

Students receiving financial aid, the refund will be repaid to the appropriate fund according to the following distribution priority, which is statutorily prescribed:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PELL Grant program
4. Federal SEOG program
5. Other Title IV aid programs
6. Other Federal sources of aid
7. Other state, private, or institutional aid
8. The student, if any portion of the refund remains after repayment of the above funds.

Policy:

The following repayment policy will be applied to all students who totally withdraw from all classes after receiving federal financial aid for educational costs, other than costs per credit hour.

A repayment obligation occurs if the funds the student received for educational expenses exceed the educational costs for the portion of the enrollment term the student completed. If any portion of the cash payment of financial aid funds cannot be attributed to the cost of education, then that portion is to be returned to the fund from which it was received.

NorthWest Arkansas Community College will notify students of any overpayment obligation and it is the student’s responsibility to make prompt repayment. Students who fail to repay will not be eligible for additional financial aid funds at any institution until this obligation has been met. The repayment will be returned to the proper program according to the following distribution priority.

1) Unsubsidized Federal Stafford Loan
2) Subsidized Federal Stafford Loan
3) Federal PELL Grant
4) Federal SEOG programs
5) Other Title IV aid programs
6) Other federal sources of aid
7) Other state, private, or institutional aid

Procedures

Steps for Authorization of Repayment
NorthWest Arkansas Community College Administrative Policies and Procedures

1. Calculate the date of the student's total withdrawal or otherwise fails to complete the period of enrollment for which he/she was enrolled.

2. Determine withdrawal date and complete the following worksheets:

   a) Withdrawal record
   b) Refund calculation
   c) Send a memo to the Fiscal Affairs Office, along with copies of the worksheets, stating the refund amount to be returned to the appropriate federal program(s).

1. File original worksheets in student's file.
2. Change payment voucher or other applicable documents for accounting purposes.

Revised: May, 2006
Purging Students for Nonpayment

Policy:

Tuition and fees for classes are due before classes begin each term. Students who have not set up a payment plan or paid their tuition by this date will be removed from their classes on the 6th class day.

Student registering after this date will also be removed from classes if they do not pay their tuition or set up a payment plan 24-hours after registration.

To reinstate, enrollment students will need to get a form from the Associate Vice President for Learner Services. The student is responsible for paying tuition and fees after being reinstated in classes.

Adopted: May, 2005
Student Records

Policy:

Student records are defined as information provided by a student for college use in the education process and includes:
- Application for Admissions
- Transcripts
- Test Scores
- Immunization Records
- Data Change Forms
- Resident Alien Card (when applicable)
- Other Documentation
NorthWest Arkansas Community College gives notice that the following types of student information will be guarded as confidential and will not be released without the student’s prior written permission or under circumstances approved by written College policy or by state or federal law.

- Grades
- Transcript information
- Placement Test Scores
- Probation or Suspension Status
- Enrollment Status
- Address
- Phone Number
- Financial Aid Status
- Financial Payment Information
- Schedule Information
- Degree Plan
- Advanced Placement Status
- Attendance Record
- Appointment Information
- Veteran Status
- Handicap Information
- Degree Awarded

Revised: May, 2006
Family Education Rights and Privacy Act 3-18-2(1)

Policy:

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day NorthWest Arkansas Community College receives a request for access.

   Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading.

   Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Enrollment Management and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. An appeal committee will review the request.

   If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

   Documents or information will be disclosed without consent of disclosure to school officials with legitimate educational interests. A school official is a person...
employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as an agent (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks or a person serving on the Board of Trustees.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school, public or private, in which a student seeks or intends to enroll or to a school, public or private, in which NWACC has a legitimate partnership with.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NorthWest Arkansas Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

   Family Policy Compliance Officer
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Properly identified representatives from federal, state, or local government agencies may be given the following information if expressly requested:

- verification of date and place of birth
- school or division of enrollment and class
- dates of enrollment
- degree(s) earned, date, major, honors received
- addresses and telephone numbers
- name and address of parent or guardian
Concerning release of further information, it should be noted that government investigative agencies as such have no inherent legal right to student files and records. When additional information is requested, it normally shall be released only on written authorization from the student. If such authorization is not given, the information shall be released only by way of court order or subpoena.

Only those items determined by the institution to be matters of public record shall be released in response to telephone inquiries. Such items include:

- student's name
- date of birth
- major
- whether or not the student is currently enrolled
- school or division of enrollment and class
- dates of enrollment
- degree(s) earned, date, major, honors received

Legal Reference: Family Educational Rights and Privacy Acts of 1974,
Amended: Nov. 21, 1996
Revised: May, 2006
Revised: June, 2007
Safeguarding Student Records 3-18-3(1)

Policy:

Security log on passwords are required for each employee of NorthWest Arkansas Community College to access student’s electronic records.

Staff is in-serviced regarding the data that can be released to a third party.

Information that can be released to a third party, without the consent of the student, is listed in the College catalog.

All information requested for research purposes must be requested through the Office of Institutional Research and will be released only after college procedures have been followed.

Procedures:

Staff members may access the release of information from SPACMNT

- Business Office Cashiers
- Financial Aid Officers
- Admissions & Records Staff
NorthWest Arkansas Community College Administrative
Policies and Procedures

Advisors

The Release of Information forms are available from the K drive at
\Student_Services\Enrollment Management\Admissions and Records\Admissions and Records Private\Admissions and Records form.

- All completed forms must be returned to the Student Records Office.
- The staff member will record the information on SPACMNT
- Fiscal Affairs Cashiers and Advisors will have query only ability.

To view:

- SPACMNT
- Comment Type should be INF
- Next Block
- All release types will be recorded under the comments.

Signed forms will be kept in the student's admissions and records file.

The student must authorize any release of records, including enrollment verifications. Staff should review the SPACMNT screen to confirm that the student has signed a release.

A. To confirm enrollment for a current semester, staff must wait until after the 80% refund period.

B. If it is prior to the 80% refund deadline, staff can confirm that the student has early registered at NorthWest Arkansas Community College.
NorthWest Arkansas Community College Administrative Policies and Procedures

C. All official enrollment verifications should be stamped with the Registrar's signature and college seal.

Revised: May, 2006

Transcripts 3-18-4

Policy:

The Student Records Office will maintain a student’s academic record of course work completed at the College. Transcripts will be released only after receipt of a written request signed by the student. Transcripts issued directly to the student will be marked unofficial. Transcripts will not be released for students whose records are on hold.

Official transcripts from other institutions cannot be released to any individual or institution. NorthWest Arkansas Community College student’s transcripts may be released to appropriate college professional staff members for advising or institutional research purposes. Any release of student transcript information will be approved and documented by the registrar.

Procedures:

1. The form to release a transcript will be completed and submitted to the Office of Student Records.

2. Students must show a picture identification to receive their transcript.
NorthWest Arkansas Community College Administrative Policies and Procedures

3. Transcripts are produced on a walk-up requested basis.

4. Transcripts will be mailed to any address the student authorizes by signature.

5. Unofficial transcripts are produced for college officials who have a legitimate educational interest and if the official needs to review the educational record to fulfill his or her professional responsibility.

Revised: May, 2006

Records on Hold 3-18-5

Policy:

If a student’s records have been placed on hold for any reason, he/she will not be allowed to do any of the following until the hold is removed:

1. Drop or add any class during the semester.
2. Enroll in courses in subsequent semesters.
3. Obtain a transcript or other academic record.
4. Obtain test scores.
5. Pick up a diploma.
6. Receive an end of term grade report.

Procedures:
Any College employee who has authorized access to BANNER can put a hold on a student’s account.

The reason for the hold is entered on BANNER and is accessible to all authorized staff.

The student whose account placed on hold will not be allowed to register for classes or receive a transcript until the hold is removed.

______________________________
Revised: July, 2007

**Records Retention and Disposal** 3-18-6(1)

**Policy:**

The Dean of Enrollment Management is responsible for the retention and disposal of all student-related records. The Dean will insure that the information collected, stored, and disseminated is consistent with fair information practices as established by applicable state and federal statutes.

The Dean will monitor all systems which contain personally identifiable information in order to protect each individual’s right to privacy, to assure that all collected information is used only for the purpose for which it was intended, and to provide every feasible safeguard to protect student record privacy.

The Dean or designee will follow the Student Records, Retention and Disposal Schedule in keeping with the recommendations of the American Association of
NorthWest Arkansas Community College Administrative Policies and Procedures

Collegiate Registrars and Admissions Officers (AACRAO) in order to maintain appropriate student records.

Procedures:

Document Retention and Processing

Most documents are received through the Service Window or by mail and they are sorted and placed in the alphabetical cart behind the front desk. Each of the staff is responsible for processing the forms received at the window. During busy times the forms will be collected in a cart behind the customer service window to be processed during slower periods. After ACT test scores are entered, high school transcripts dated May 2002 or after are put in a folder to be processed for conditional admissions.

Applications for Admissions

Applications are entered into Banner by the Admissions Office. Acceptance letters are generated by the Admissions office on a daily basis. Before scanning, the applications are checked against the letter generation process then the application goes to Student Records for scanning.

Students who apply but do not enroll
NorthWest Arkansas Community College Administrative
Policies and Procedures

A report needs to be run at the end of each semester to identify students admitted one year ago, who have not registered. After one year, the applications are deleted from the Xtender. Any transcripts and other documentation are kept for an additional year, in case the student returns during that period.

For state auditing purposes, one past academic year will be kept on file at all times for students who apply but do not enroll. Applications, medical records, military documents, test scores, data change forms and resident alien cards (refer to Retention Schedule A in the AACRAO’s Retention of Records Guide) when applicable from the previous academic year will be destroyed on June 30 of the following academic year for students applying to the college but not attending.

For example: 2003-04 applications for students not attending will be destroyed January 30, 2005.

Students who Apply and Enroll for Classes

Refer to Retention Schedule B in the AACRAO’s Retention of Records Guide. All admissions documentation including Application for admissions, military documents, test scores, medical records, and resident alien cards will be maintained for 5 years after graduation or date of last attendance excluding recruitment materials.

Registration, Add/Drop Forms

All registration, add/drop forms are placed alphabetically in the labeled filing cabinets between BH 2118 and BH 2117. After each semester/term ends, these forms are boxed and stored in the Student Records Office storage closet.
Complete Withdrawal Forms are housed in Institutional Research. At the end of each semester, add/drop forms are boxed for storage; the Complete Withdrawal forms are merged with add/drop forms at this time.

For state auditing purposes, one past academic year will be kept on file at all times.

The destruction of these forms will follow the schedule below:

- Fall 2004: Shred June 2005
- Spring 2005: Shred June 2006
- Summer 2005: Shred June 2006
- Fall 2004: Shred June 2006

**Transcript Request Forms**

When a transcript request form has been received, it is placed in the tray labeled, REQUESTS FOR TRANSCRIPTS TO BE PROCESSED AND MAILED. If the student has requested that we hold the transcript until grades have been processed, then the request is placed in the tray labeled, HELD TRANSCRIPTS. All staff is responsible for managing the processing of transcripts.

Once processed, the requests are placed in the expandable folder labeled, COMPLETED TRANSCRIPT REQUESTS.
For state auditing purposes, one past academic year will be kept on file at all times.

The destruction of these forms will follow the schedule below:

- Fall 2004: Shred June 2005
- Spring 2005: Shred June 2006
- Summer 2005: Shred June 2006
- Fall 2004: Shred June 2006

**Enrollment Verifications**

For state auditing purposes, one past academic year will be kept on file at all times.

The destruction of these forms will follow the schedule below:

- Fall 2004: Shred June 2005
- Spring 2005: Shred June 2006
- Summer 2005: Shred June 2006
- Fall 2004: Shred June 2006
Destruction of Records Calendar

Always keep the past academic year in place for the state auditors.

Recruitment records can be destroyed after the student enrolls or one year after application term if student doesn't enroll.

The following documents may be destroyed in June of the following academic year or according to the schedules listed above for the specific document.

Application materials for students who apply but do not attend:
Registration and Drop/Add Forms
Enrollment Verification Forms
Transcript Release Forms
Degree audit authorizations
Requests to audit a class

The following documents must be maintained for 1 year after graduation or last date attended:

Applications for graduation
Personal Data forms
The following documentation must be maintained for 2 years after graduation or last date attended:

Withdrawal authorizations

The following documentation must be maintained for 3 years after graduation or attendance:

Veteran Administration

The following documents must be maintained for 5 years after graduation or last date attended:

Advanced placement records
Applications for admission or readmission
Correspondence, relevant date
Entrance examination reports/test scores
Medical Records
Military documents
Placement test scores
Residency classification forms
Other test scores
NorthWest Arkansas Community College Administrative Policies and Procedures

Transcripts – other colleges
Transcripts – high schools
International Student Documents
Curriculum change authorizations
Degree Audit Records

International Student Forms (I-20 etc)
Graduation authorizations
Name Change authorizations
Transfer Credit Evaluations

The following documents are permanent and should never be destroyed:

Academic Records (including narrative evaluations, competency assessments, course substitutions, appeals and waivers). (Archived 5 years after graduation or last date attended)
Change of grade forms (Archived 5 years after graduation or last date attended)
Class rosters/lists (Archived after 3 years)
Graduation Lists (Archived immediately)
Catalogs (Archived immediately)
Commencement Program (Archived immediately)
NorthWest Arkansas Community College Administrative Policies and Procedures

Degree Statistics
Grade Statistics
Race/Ethnicity Statistics
Schedule of classes (Archived immediately)

Requests for Formal Hearings (Archived 5 years after graduation or last date attended –LDC not student records)

Requests for Disclosures of Personally Identifiable Information (Archived 5 years after graduation or last date attended)

Student statements on content of records regarding hearing panel decisions (Not Student Records)

Written decisions of hearing panels (Not Student Records)

For any questions on document retention refer to AACRAO’s Retention of Records Guide.

Off-site Access to NWACC Information Systems  3-18-7(1)

Policy:

Computer access to NorthWest Arkansas Community College’s information systems is becoming web-based. This presents many challenges for employee workload and data security, including the following:

- Management of comp time and related work issues.
- Security and privacy issues including adherence to the Family Educational Rights and Privacy Act (FERPA).
- Growth of web-based applications used in Recruitment, Admissions, Student Records, Financial Aid, Finance and Human Resources.

NorthWest Arkansas Community College hereby adopts the following policies governing off-site access to NWACC information systems. These policies will become a part of a larger policy on electronic communications and web usage policies on campus.

Security

Off-site/off campus access to web-based applications in Banner and Xtender is limited by position and job roles in the college. The spreadsheet following this policy statement (4-4-8(A)) lists various positions and the off-site access rights of each position.
A nightly program will be run to identify all people accessing the information systems from an off-site location. This report would be reviewed by administrative personnel in enrollment management, business office, and human resources to look for unauthorized or potentially liable access.

All documents or information printed off-site containing information on people other than the user must be destroyed by shredding the document. NO documents shall be placed in a waste receptacle without being shredded.

E-mailing documents

Because all web based documents can be emailed to others easily and pose the threat of violating a student’s or employee’s privacy. All faculty, staff and administrators need to have the mandatory wording as a footnote to all external and internal emails sent from the college.

“This message is intended solely for the recipient to whom it is addressed. If you are not the intended recipient, do not disclose, distribute or copy this email. Please notify the sender immediately that you are not the person for whom this email was intended and delete this email from your system.”

Training

All faculty, staff, and administrators must attend a mandatory, annual FERPA training each September or February or lose all access to NWACC information systems.
NorthWest Arkansas Community College Administrative Policies and Procedures

Definitions

Off campus – Not on one of NWACC’s campus sites including but not limited to Bentonville campus, College at the Crossings, Adult Education Center, and Regional Technology Center.

This policy does not apply to the Banner Self-Service products which include Web for Faculty, Web for Employee, Web for Finance and Web for Student (Eaglenet).

________________________________________________________________

Adopted: December, 2005

Full-time Employee Email and Work Phone Numbers and FERPA 3-18-8

The Family Educational Rights and Privacy Act (FERPA) provides students with the right to have all directory information remain confidential. However, employee records are separate from student records and are not covered by FERPA. Though a student may request student directory information remain confidential, he/she may not request directory information related to their employment remain confidential (i.e., work phone and email).

Therefore, an employee who is also a student may place a hold on their personal email and phone information by contacting Student Records office, but may not withhold their work email and phone information.

________________________________________________________________

Adopted: December, 2005
## Section 4: Students

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>SECTION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Activities</strong></td>
<td></td>
</tr>
<tr>
<td>Campus Activities</td>
<td>4-1-1</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>4-1-2</td>
</tr>
<tr>
<td>Guidelines for Recognition of Organizations</td>
<td>4-1-3(1-6)</td>
</tr>
<tr>
<td>Responsibilities of Student Organization Advisors</td>
<td>4-1-4(1-2)</td>
</tr>
<tr>
<td>Service Learning</td>
<td>4-1-5</td>
</tr>
<tr>
<td>Student Publications</td>
<td>4-1-6</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td></td>
</tr>
<tr>
<td>General Student Services</td>
<td>4-2-1</td>
</tr>
<tr>
<td>Veterans’ Services</td>
<td>4-2-2(1-2)</td>
</tr>
<tr>
<td>Students Activated for Military Service</td>
<td>4-2-3(1-2)</td>
</tr>
<tr>
<td>Disability Services</td>
<td>4-2-4(1-2)</td>
</tr>
<tr>
<td>Student Health</td>
<td>4-2-5</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>4-2-6</td>
</tr>
<tr>
<td>Student Housing</td>
<td>4-2-7</td>
</tr>
<tr>
<td>Student Employment</td>
<td>4-2-8</td>
</tr>
<tr>
<td>Career Development</td>
<td>4-2-9</td>
</tr>
<tr>
<td>Infectious Disease Policy</td>
<td>4-2-10</td>
</tr>
</tbody>
</table>
General

Student/Faculty Rights and Responsibilities  4-3-1
Due Process and Student Conduct Violations  4-3-2(1-2)
Judicial Committee  4-3-3(1-3)
Student Conduct Code  4-3-4(1-2)
Code of Ethical Conduct for Professional Programs  4-3-5
Student Discipline Records  4-3-6
Student Complaints  4-3-7
Substance Abuse  4-3-8(1-3)
Canvassing and Solicitation  4-3-9
Bulletin Board Postings  4-3-10
Social Security Number Requirements  4-3-11

Non-Students, Children & Minors on Campus  4-3-12
Student Right To Know  4-3-13
Sexual Assault  4-3-14
Public Laws  4-3-15
Recreational Equipment on Campus  4-3-16
Student I.D. Card  4-3-17
Internship Policy at NWACC  4-3-18
Internship Agreement Form  4-3-19
Policy:

The NorthWest Arkansas Community College administration recognizes that extracurricular programs and activities provide out-of-class learning opportunities for the students. The Office of the Associate Vice President for Learner Support Services and Learner Development or her designee is, therefore, given authority to coordinate the planning and implementation of campus activities.

Revised: May, 2006
Student Organizations 4-1-2

Policy:

Membership in student organizations shall be open to currently enrolled students at NorthWest Arkansas Community College without regard to race, religion, or national origin. The Associate Vice President for Learner Support Services and Learner Development will have the responsibility of making sure that anti-discrimination policies are observed by all campus organizations.

When any student group wishes to engage in a sustained program, use College facilities on a regular basis an annual registration of the group as an official student organization is required. Qualification for student organization will be administered under the jurisdiction of the Office of the Associate Vice President for Learner Support Services and Learner Development or her designee. Once officially recognized, an organization is entitled to all rights and privileges afforded other NorthWest Arkansas Community College organizations.

Organizations recognized by the College must follow all college policies and procedures.

Revised: May, 2006
Guidelines for Recognition of Organizations 4-1-3(1)

Policy:

To be a recognized student organization at NorthWest Arkansas Community College requires the approval of the Associate Vice President of Learner Support Services and Learner Development and the Director of Campus Activities. Once officially recognized, an organization is entitled to all rights and privileges afforded other college organizations. Student organizations must renew their registration annually.

The administration of the College is committed to fulfilling the requirements of Title IX and section 504 of the Rehabilitation Act. NorthWest Arkansas Community College is committed to non-discrimination of persons with disabilities. Student organizations must examine their policies and bylaws to ensure that they reflect a non-discrimination policy towards persons with disabilities.

Membership requirements for an organization must comply with non-discrimination regardless of race, age, sex, religion, color, national origin, creed, handicap and marital or parental status.

Definition of Student Organizations

Student organizations - a group with at least 10 currently enrolled credit students at the time of recognition. The organization must maintain this membership requirement while recognized.

Forming an Organization

These procedures must be followed in order to form a new club/organization at NWACC.
NorthWest Arkansas Community College Administrative Policies and Procedures

1) Obtain a copy of the NorthWest Arkansas Community College StudentOrganization Handbook from the Director of Student Activities and Organizations, Mary Odima, located in Student Center – Room 114 J.

(Office hours are: 8:00 a.m. to 4:30 p.m.)

2) Ask two faculty/staff members to be advisors to assist the new organization. Ensure they have a copy of the Handbook and the Student Organization Advisor Guide. (In addition to the two NWACC advisors, a community sponsor may be approved by the Director of Student Activities and Organizations, 619-2224.)

3) The following criteria must be met for your request to be reviewed for approval:
   - Completed application packet including the Advisor Form and membership roster with at least ten (10) student members. Student clubs or organizations are not open to membership by college faculty or staff.
   - Proposed constitution and by-laws. (Must be updated yearly.)

   The organization must return all forms by published dates for fall and spring semester.

4) When the above criteria have been satisfied, return the forms to the Director of Student Activities and Organizations, Student Center – Room 114 J.

5) The Director of Student Activities and Organizations will contact the advisor(s) when an approval decision has been made or if additional information is required.
Renewing an Organization

In the fall each organization should decide if it wants to continue to exist. If it wants to continue, the Organization Renewal Form must be completed and returned the Director of Student Activities and Organizations by September 2. NOTE: Submit a renewal form in spring if:

- The organization has a change in advisors
- Change in officers or
- There are less than 10 current members

Should an organization decide to disband, Submit a statement disbanding the organization to the Director of Student Activities and Organizations. Include signatures of all current members.

Recognition and Expectations of Student Clubs and Organizations

1) Student Club or Organization Recognition
   To become and continue as a recognized student club or organization, the following Expectations and Requirements of Student Organizations must be met.

2) Expectations of Student Clubs or Organizations
   A prospective student club or organizations must meet the following expectations to become and continue as an officially approved club or organization:

   - Adhere to all local, state, and federal laws.
NorthWest Arkansas Community College Administrative Policies and Procedures

- Remain in good standing with the college, including full compliance with any and all rules as determined by college officials.
- Keep the Student Activities Office informed of all events, meetings and personnel changes in a timely fashion.
- Consult appropriate departments and organizations when planning an event.
- Maintain appropriate records including strict accountability and documentation of revenues and expenditures.
- Communicate and work together with assigned advisor.
- Select leaders yearly.
- Adhere to all policies including, but not limited to, travel requests, registration of organization events, waivers of liability, and contact with the media.

3) Requirements of Student Clubs or Organizations:

A prospective student organization or club must meet these requirements to become and continue as an officially approved student organization or club.

- Does not deny membership on any basis prohibited by applicable law, including, but not limited to, sex, race, color, national origin, religion, age, veteran status, or disability.
- Has a full time faculty or staff member to serve as an advisor.
- Has a membership composed of current part or full-time NWACC students.
- Is unique in its purpose from any other currently recognized student organization.
- Is in compliance with the rules, policies and expectations of the college.
- Is in compliance with the rules, policies and expectations of the Student Activities Office.

NWACC has a set of core values that should be consistent with and embodied in all student clubs and organizations. Prospective student.
clubs or organizations may be denied official recognition if they are deemed to be dangerous, repugnant or disruptive to the educational process as interpreted by the college administration and/or Board of Trustees.

4) Special Events and Activities Policy

NWACC believes that educational and student activity opportunities are extended to the student body when the college’s buildings, grounds and facilities are made available for use by the student clubs and organizations. This use or activity shall not interfere with regular college activities and shall be in accordance with the public interest, college welfare, laws of the state of Arkansas, and in the best interest of NWACC as interpreted by the College Administration and/or the Board of Trustees.

Intended or actual use or activity in conflict with these policies or construed to be in anyway detrimental to the NWACC’s best interest and/or original intent for college facilities are strictly prohibited.

NWACC has a set of core values that should be consistent with and embodied in all student organization activities. Student organization activities may be denied if these activities are interpreted by the college administration and/or Board of Trustees to be dangerous, repugnant or disruptive to the educational process or detrimental to the College’s best interest as interpreted by the College Administration and/or Board of Trustees.

Clubs and organizations are encouraged to conduct special events. The Application for Special Events must be completed at least two weeks in advance when planning an event and submitted to the Campus Activities office in SC 114J. Procedures for Student Organization special event application and approval are listed below.
1. The student organization or club should contact Barbara McBride, NWACC Special Events Coordinator, as soon as possible to request a space or location for any planned event at an NWACC facility. A space or location may be held for up to 45 days pending the event approval. This can be done prior to completing the Facilities Use Request Form.

2. The student organization must complete the Application for Special Events (See Appendix A) and submit it to the Director of Student Activities and Organizations at least three (3) weeks prior to the date of the event. Failure to meet this deadline may cause the denial of the event for that reason. Signatures of the organization advisor and member responsible for the event are required on the form.

3. The Director of Student Activities and Organizations and the Dean of Learner Support Services shall review the Application for Special Events. If there are questions or clarification is needed, they will contact the organization member or the advisor listed on the form.

4. After this review, the Director and the Dean shall either approve or deny the event, based on the Special Events Approval section of the NWACC Student Organization Handbook.

5. If the event is denied, the student organization or club may appeal that decision by completing the Student Activities Appeal Form (See Appendix B) and submitting that to the Associate Vice President for Learning, along with a copy of the Application for Special Events submitted by the organization. The Associate Vice President shall review the decision in consultation with the Director and Dean and may invite a representative of the student organization to a meeting to discuss the event. Following that review, the Associate Vice President for Learning shall either concur with the decision or send the Application for Special Events back to the Director and Dean for further review. If the Application is sent back for review, the Director and Dean shall review it a second time and make an approval or denial decision, which shall be final.
6. Once the event is approved, the organization advisor or event organizer must notify the NWACC Special Events Coordinator of this approval and formally arrange for a location for the event by completing the Facilities Use Request Form. Also, the Special Events Coordinator should be given a copy of the Application for Special Events. The Special Events Coordinator must also be informed of any event set up requested from physical plant, IT, public safety or the bookstore. The advisor or event organizer should contact the Aramark Food Service Director directly to make arrangements for refreshments or food.

7. If for any reason the organization decides to cancel an approved event, the organization or club advisor must inform the Director of Student Activities and Organizations and the Special Events Coordinator immediately.

8. A sufficient number of organization members and at least one sponsor must be in attendance at all times during the event to assure that it is properly managed and controlled. It is not the responsibility of college physical plant, public safety personnel, the Special Events Coordinator or the Director of Student Activities and Organizations to manage or control student organization or club events. However, physical plant and public safety personnel are available to respond to event emergencies and should be contacted immediately by calling 619-4229.

9. If damage to personal or college property (beyond normal wear) takes place at the event, the person or persons responsible must pay for that damage. The college will charge that person or persons for the damage. If those responsible for the damage do not make payment, then the sponsoring organization or club will be charged for the damage.

10. The sponsoring organization is responsible for all clean up and removal of items at the event (trash, displays, giveaways, special equipment, etc.) with the exception of college property used at the event. The college physical plant or IT employees shall remove college property. However, if the event is held outside after normal weekday working hours (8:00 am –
4:00 pm, Monday through Friday) the sponsoring organization is responsible to secure college property inside a building and notify College public safety personnel (619-4229) of this location of this property.

5) Use of College Facilities

Student clubs and organizations desiring to use college facilities must complete a Facilities Use Request Form for internal groups (See Appendix C) and submit it to the college Special Events Coordinator. The club or organization shall receive an email confirmation or telephone call from the Special Events Coordinator regarding the request. The club or organization also must notify the Director of Student Activities and Organizations of their request to use college facilities.

6) Travel Policies With Funding

As a representative of NorthWest Arkansas Community College, student organizations must follow the procedures outlined in the Travel Guidelines specified by the State of Arkansas. All college documents must be completed before departing for a trip. (This process requires involvement of the Business Office (Fiscal Affairs) to ensure that the travel policy is enforced—Daveine Burgess 619-4340.)

Without or without funding

To travel off campus, fill out the Field Trip Contract. Have all students fill out and sign this worksheet. Return the worksheet to the Director of Student Activities and Organizations or your department head to confirm prior approval.

7) Posting Information on Campus

Materials must be approved for posting by the Director of Student Activities and Organizations. Up to six copies of approved materials may be posted at the Burns Hall for a period of two to four weeks. An additional three copies may be approved to post at NWACC class locations in Bentonville and
NorthWest Arkansas Community College Administrative Policies and Procedures

Rogers (WLF, MAT, WEC and SCWT). One bulletin board at the Burns Hall has been designated for classified advertisements only. One copy of an approved classified advertisement may be posted for a period of two to four weeks. Outdated and/or unapproved materials will be removed.

The following Policy for Posting Materials has been posted on all bulletin boards at all NWACC facilities:

Anyone wishing to post material on bulletin boards should first obtain stamped approval from the Student Information Desk. Items placed on College bulletin boards without authorization are subject to removal. Outdated materials will be removed periodically.

No individual or group may use the name of the College for any activity, on or off campus, without prior approval of the Dean of Learner Development. This applies to tickets, posters, advertisements, and solicitations of any type.

Distribution of handbill, pamphlets, flyers and other literature on the grounds or in the College buildings is prohibited.

If a person wishing to post material on an NWACC building cannot come to the Student Information Center for approval, he/she may ask building personnel to send the material to the Student Information Center via campus mail. The material will be returned to the building the following day.

The purpose of this policy is to help keep the College free of unnecessary litter. Thank you for your cooperation in helping to enforce this policy.

8) Advertising and Sales on Campus

Approved NWACC Organizations may engage in campus sales as long as they do not compete with contracted food service providers or book providers. The selling of merchandise must be limited to fundraising activities that will directly benefit the student organization, college or college division.
NorthWest Arkansas Community College Administrative Policies and Procedures

Individuals or groups not affiliated with NWACC cannot engage in campus sales. All campus advertising and sales must be approved by the Director of Student Activities and Organizations.

Reservations for an area/room for the sales must be submitted to the Special Events Coordinator two weeks prior to the event. Advisors should submit requests directly in Ad Astra or through the department secretary.

The Dean of Learner Development reserves the right to reject any campus sales.

9) **Use of College name or symbols**

Any use of the College name and/or symbols (logo, seal, etc.) in promotional items (T-shirts, notebooks, pens, etc.) must be approved by the Dean of Learner Development. All requests should come through the Director of Student Activities and Organizations before purchasing any promotional item.

**Constitution and By-laws**

The constitution of an organization contains the fundamental principles, which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. All groups must have their basic structure and methods of operation in writing on file in the office of the Director of Student Activities and Organizations.

The reason for having a constitution and by-laws is to articulate the purpose of the organization and spell out the procedures to be followed for its orderly function. Constitutions usually require a two-thirds vote of the membership for adoption. By-laws require only a simple majority vote for passage.

Once the constitution and by-laws are developed, review them yearly. The needs of the group will change over time, and it’s important the constitution and by-laws reflect the current state of affairs.
NorthWest Arkansas Community College Administrative Policies and Procedures

Make sure every new member of the organization has a copy of the constitution and by-laws. This will help unify the members by informing them about the opportunities that exist for participation and the procedures they should follow to be active, contributing members. A thorough study of the constitution and the by-laws should be a part of officer training and transition.

Appendix A

Student Organization Application for Special Events

Organization Name: ____________________________________________

Advisor Name(s): ______________________________________________

Event Title: ____________________________________________________

Purpose of Event: ______________________________________________

Date of Event: ____________________________________________________________________
NorthWest Arkansas Community College Administrative Policies and Procedures

I understand the Student Organization requirements, explained in the Student Organization Handbook, and I further understand that if these requirements are not met, the possibility of having an event on campus may be withheld. I also understand that all college guidelines and policies must be followed in addition to the Student Organization requirements in order for the event or activity to be approved.

_________________________________________  _________________________________________
Signature of Advisor responsible for event  Signature of Organization member responsible for event

_________________________________________
Date

Approved:  Yes □  No □

Approved by: ______________________________________

RETURN APPLICATION TO THE DIRECTOR OF STUDENT ACTIVITIES AND ORGANIZATIONS
(Student Center 114J, 619-2224)
Appendix B

Student Activities Appeal Form

Student Activities Office

Name__________________________________________  ID_________________

Street
Address_________________________________________________________

City______________________________State_______Zip_________________

Telephone_____________________E-Mail________________________________

Name of student organization and position held:

________________________________________________________________

________________________________________________________________

________________________________________________________________

Please provide the basis for your appeal (attach additional pages if necessary).

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Student’s Signature_____________________________ Date______________
NorthWest Arkansas Community College Administrative
Policies and Procedures

Please provide a supporting statement from your student organization advisor (attach additional pages if necessary).

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Advisor’s Signature__________________________ Date__________________

Advisor’s Name Printed________________________ Phone________________

PLEASE RETURN COMPLETED APPEAL FORM TO DIRECTOR OF STUDENT ACTIVITIES SC RM 114J VIA CAMPUS MAIL. THE COMMITTEE WILL NOTIFY YOU OF ITS DECISION BY MAIL.

APPENDIX C

NorthWest Arkansas Community College
Facilities Use Request Form

Facility/Room Requested_____________________ Date of activity_________________
NorthWest Arkansas Community College Administrative Policies and Procedures

Actual Event Time_______________ Set up Time _______________ Clean up Time______________

Purpose and Description of Event __________________________________________________________

_________________________________ Number of People Expected to attend________________

Organization __________________________________ Advisor Name ____________________________

(Please attach completed Student Application for Special Event form)

Person Submitting Request____________________________ Title/Position________________________

Telephone Number___________________________ E-mail __________________________________________

1. Will Admission fees be charged or contributions solicited? [ ] Yes [ ] No

2. Will you offer items or food for sale? [ ] Yes [ ] No

If yes, please explain______________________________________________________________

(Attach Additional Page if Necessary)

If you answered “Yes” to Item 2 above, notice must be given to:

Press Control+Home to return to top
NorthWest Arkansas Community College Administrative Policies and Procedures

Donna Swann, NWACC Barnes & Noble Bookstore: ds408bncollege.com
Jackie Moore, Food Service Director, Aramark: moore-jackie@aramark.com

<table>
<thead>
<tr>
<th>Special Needs Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Tables # of Chairs Powerpoint</td>
</tr>
<tr>
<td>TV/VCR LCD Projector Projection Screen</td>
</tr>
<tr>
<td>Microphone (Sound) Lectern Transparency</td>
</tr>
<tr>
<td>IT Technician Additional Security Parking</td>
</tr>
<tr>
<td>Additional Maintenance Needs</td>
</tr>
</tbody>
</table>

If you have questions about existing room set up or capabilities, please contact our Special Events Coordinator, Barbara McBride at bmcbride@nwacc.edu or 936-5172. Will food be served at your event?  No  Yes

If yes, please be advised that all catered events held on campus must be catered by NWACC’s contracted caterer, Aramark. Catering Requests should be directed to Jackie Moore at moore-jackie@aramark.com.

By signing this document I acknowledge that I have read and understand the NWACC Facilities Use Policy and Guidelines and will abide by that policy. The General Guidelines for use of College Facilities can be found at www.nwacc.edu/presidentsoffice/facilities-use.php.

_________________________________________________________ Date __________________________
Signature of Applicant
NorthWest Arkansas Community College Administrative

Policies and Procedures

Return Completed Form To: NorthWest Arkansas Community College

Barbara McBride, Special Events Coordinator

One College Dr. Bentonville, AR 72712

Phone (479) 936-5172, Fax (479) 936-5198  bmcbride@nwacc.edu

Adopted: March, 2005

Revised: February, 2008
Responsibilities of Student Organization Advisors

Policy:

1) Complete the Advisor Form (Appendix A).

2) Complete and return yearly Organization Registration Packet.

3) Give guidance to organization member in development of a constitution and a set of bylaws for the organization.

4) Attend all organization meetings.

5) Be present at all events scheduled by the organization.

6) Give guidance to the organization and assist the officers in developing a schedule of meetings and activities that will assist the group in fulfilling its purpose.

7) Ensure that activities conform to the policies and standards of NorthWest Arkansas Community College.

8) Ensure that the students do not undertake projects, which will consume and undue amount of time, impair scholastic standing or endanger the health and safety of the students.
8) Assume responsibility for the conduct of those students who participate in activities of the organization.

9) Take appropriate action to prevent undesirable incidents and correct improper or objectionable situations, which may arise during a function (if student behavior is of such nature that it requires official disciplinary action, a report of this behavior should be made to the Vice President for Learner Support Services).

10) Serve as the contact person between the organization and the Director of Campus Activities.

11) Assist the group in achieving sound financial goals.

12) Encourage members to operate within the framework of the College policies.

13) Delegate as much responsibility as possible to the students, making sure to identify procedures for fulfilling this responsibility.

14) Advisors should act in a consulting and advising capacity only. The financial decisions and program development are the responsibility of the students in the organization. Final decisions should be made by the organization; however, if an advisor believes an unwise decision has been made, more appropriate actions may be encouraged.

Revised: May, 2006
Service Learning

Policy:

Service Learning is a collaborative effort linking classroom education and community needs. This allows students the opportunity to make meaningful service contributions to community agencies by extending learning beyond the classroom. Students can explore career opportunities while developing a sense of civic responsibility and commitment to the community, as well as personal, professional, and academic skills.

The Office of Career Services works with participating faculty to identify curriculum objectives that can be met through service learning opportunities. The Director of Career Services then works with community agencies to match agency needs to appropriate courses. Students wishing to engage in service learning coordinate their

Revised: May, 2006
Student Publications

Policy:

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

The Administration authorizes the publication of a student newspaper at NorthWest Arkansas Community College. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, abuse, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

In as much as the College will ultimately be responsible for all College sponsored and financed events, the College through the Office of the Associate Vice President of Learner Support Services and Learner Development must insure that these

Revised: May, 2006
NorthWest Arkansas Community College Administrative
Policies and Procedures

General Student Services  4-2-1

Policy:

The administration of NorthWest Arkansas Community College recognizes that student support services are an integral component of a learning community. Therefore, the Associate Vice President for Learning Support Services is authorized to establish student development and enrollment management services to include but not be limited to counseling, advisement, student career guidance, financial assistance, admissions, registration, management of student records, extra curricular campus activities, intramural sports, services for students with disabilities, and auxiliary contracted services.

Veterans’ Services  4-2-2(1)

Policy:

The NorthWest Arkansas Community College Office of Veteran Affairs is responsible for authorizing the use of Veteran’s Administration (VA) benefits for military service veterans and survivors of deceased or 100% service connected disabled veterans.

Veterans who utilize their VA benefits for educational pursuit should be aware of the VA regulations governing academic standards. The Veteran’s Administration regulations (38 CFR Section 21.4253 (d)(4)) require all VA students to maintain satisfactory academic progress (SAP) while attending an educational institution. A
satisfactory academic progress chart will be illustrated in the college catalog for veteran reference. The chart is utilized in assessing academic progress for all students who receive financial aid and will be used to assess veteran progress. Veteran students who do not meet SAP will be placed on VA benefit probation for one semester, notified of their status and asked to meet with the veteran’s counselor for class selection assistance. Veterans who fail to meet or exceed SAP during the probationary semester will have their benefits suspended. The students will be notified of their academic and VA benefit status by U.S. mail delivery. Students who are placed on VA benefit suspension will be encouraged to continue enrolling at the college and bring their grade point average (GPA) up to a satisfactory level on their own resources. When SAP has been met, the student’s VA benefits will be restored.

NorthWest Arkansas Community College is approved annually by the Arkansas State Approving Agency for Veterans (SAA) for the training of eligible veterans and/or their dependents. No payment of educational benefits will be made for auditing a course or for a course that is not used in computing graduation requirements. It is important to note that only those courses, which meet graduation requirements in the current program, will count in determining enrollment status. Ultimately, it is the student’s responsibility to assure that their enrollment status is correctly reported to the VA and to immediately report any errors to the VA 1-888-442-4551. Upon completion of registering for classes, the student’s enrollment certification will be transmitted to the VA regional office for processing of the student’s claim. Veteran students are responsible to pay, in full, all account balances owed to NWACC in accordance to the instructions that are published in the most current class schedule. Veterans are responsible for notifying the Director of Veteran’s Affairs if a class is dropped or if the student withdraws completely from the college, to avoid an overpayment by the VA regional office. Students may stop by the Office of Veteran’s Affairs or call (479) 619-4231 if they have questions regarding their benefits, eligibility, file status or VA regulations, however, only the Veterans Administration in Muskogee, OK can tell a student what their payment amount will be for the subjects they are enrolled in. The number to the VA is 1-888-442-4551.
Procedures:

1. Veterans meet with the Director of Veteran Affairs to determine their eligibility for VA benefits, chapter of entitlement and procedures to initiate their claim for educational payment.
2. Electronic data is entered on the institutional computer system, paper files are created and the veteran's documentation of benefits is secured.
3. Educational options are explored and a degree plan is identified.
4. Information is given regarding applying for admission, obtaining a computerized PIN number, applying for financial aid, placement testing, new student orientation, academic and career counseling and disability services.
5. Students are given the appropriate forms to complete and mail to the Department of Veterans Administration to activate the student’s benefits.
6. Only the Veterans Administration can determine a student eligibility for VA benefits.
7. Payment to the college is discussed, and the veteran agrees to pay the college in full according to the method illustrated in the most current class schedule. The Veterans Administration sends the benefit payments directly to the veteran’s home address or electronic delivery account.
8. Veterans enroll for classes and enrollment certifications are electronically transmitted to the Muskogee Oklahoma Regional Processing Office. The claim is processed, and the veteran is paid.
9. The Director of Veteran Affairs authorizes benefit payment adjustments throughout the semester; depending on the number of credit hours the student maintains or drops.
10. Academic progress and benefit payments are monitored and recorded throughout the semester.

Revised: May, 2006
NorthWest Arkansas Community College Administrative

Policies and Procedures

Students Activated for Full-Time Military Service 4-2-3(1)

Policy:

When any person is activated for a full-time military service during a time of national crisis and, therefore, is required to cease attending a state-supported post-secondary educational institution without completing and receiving a grade in one or more courses, the following assistance will be provided with regard to courses not completed:

I. Students attending NorthWest Arkansas Community College enrolled in credit classes at the time they are activated for full-time military duty shall receive a complete refund of tuition and such general fees are assessed against all students at the institution.

A. Proportionate refunds of room, board, and other fees which were paid to NorthWest Arkansas Community College shall be provided to the student, based on the date of withdrawal.

B. If NorthWest Arkansas Community College contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.

II. If NorthWest Arkansas Community College has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses.

III. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the program and courses after deactivation.

IV. A student activated during the course of a semester shall be entitled, within a period of two (2) years following deactivation, to free tuition for one (1) semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.
NorthWest Arkansas Community College Administrative Policies and Procedures

Tuition Policy: 4-2-3(2)

Beginning July 1, 2009, NorthWest Arkansas Community College will not charge tuition at rates higher than out-of-district charges for:

- Members of the Armed Forces on active duty for more than thirty days, whose domicile or permanent duty station is in the state.
- Spouses and dependent children of service members described above.
- Service members and their spouses or children who were paying in-state rates as described above, but have since experienced a change in permanent duty station.

Readmission Policy: 4-2-3(3)

A student who had to leave NorthWest Arkansas Community College because of active duty service for more than 30 days is entitled to readmission with the same academic status if all of the following criteria are met:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of that service to the appropriate institutional official
  - Unless notice is precluded for security reasons by the nature of the service.
  - Notice is waived if student submits attestation upon seeking readmission that he or she performed service that necessitated his or her absence.

- The documented cumulative length of all such absences from that institution does not exceed five years, with certain exceptions

- The student submits a notification of intent to reenroll in the institution of higher education within:
  - three years after the completion of the period of service; or two years after recovery from an illness or injury incurred in or aggravated during the performance of service
A student who applies for readmission after the period of entitlement lapses is subject to normal institutional leave of absence policy and general practices
- The student’s documented separation status was not dishonorable

Legal Reference Acts 1991, No. 310, 1-3
Revised: May, 2006
Disability Services 4-2-4(1)

Policy:

All academic classes, programs, services, activities, and facilities at NorthWest Arkansas Community College are accessible and available to individuals with disabilities in accordance with the Rehabilitation Act and the Americans with Disabilities Act. Accommodations for admitted students, faculty, and staff with verified disabilities are coordinated by the Office of Disability Services. Service provision is based upon individual needs and intended to ensure access to every aspect of the learning community offered by NorthWest Arkansas Community College.


Revised:  May, 2005

Disability Services (continued) 4-2-4(2)

Procedures:

Northwest Arkansas Community College Office of Disability Services
Eligibility, Services, Application, and Implementation Overview

Accommodations and services are available for students with documented disabilities. During the intake process, applicants must provide signed, official medical, educational, and/or psychological records substantiating the existence of a disability and the associated academic functional limitations. Persons with disabilities are encouraged to register for services three months prior to enrolling by contacting the Director of the Learner Development Center.
NorthWest Arkansas Community College Administrative Policies and Procedures

Eligibility
Services are available to any NWACC student who has a documented disability. Individuals eligible for services include those with physical, hearing, vision, speech, learning, mobility, psychiatric, orthopedic or cognitive impairments.

Types of Disability Services
Classroom, examination, and assignment accommodations are based on the documented academic functional limitations associated with the disabling condition. These may include:

- Permission to audio record lectures
- Sign language interpreters
- Student volunteer notetaker
- Special testing conditions
- Extended time for assignments
- Assistance in the utilization of assistive technology
- Provision of readers and scribes

How to Register with the Office of Disability Services
- Submit signed and completed Office of Disability Services Intake Form
- Provide disability documentation signed by a licensed professional
- Choose academic accommodation from the Master Accommodations List
- Confer with the Dean/Director to discuss and select appropriate accommodations
- Complete Student Responsibility Form
- Complete career exploration/preparation regimen
- Obtain Student Accommodation Card

Implementation of Academic Accommodations
- Initiate a meeting with the instructor of each class during first week of each semester
- Discuss how best to utilize assigned accommodations in each class
- Complete, date, and sign the Individual Accommodation Plan (IAP) form in cooperation with your instructor
- Return the top (white) copy of the IAP to the Office of Disability Services

For more information contact:
Student Health Policy: 4-2-5

The College does not provide on-campus medical services, nor does it assume responsibility for injuries incurred by students while participating in College activities. Medical services are readily available at local clinics and hospitals.

A medical examination may be required for admission or continuation in an activity to meet certification or eligibility guidelines.

Due to the potential spread of various communicable diseases, the Associate Vice President for Learner Support Services may require a physician's statement of health be submitted once a student has contracted and has been treated for a communicable disease.

The College does not provide health and accident insurance for students. Students must contact for this type of coverage on an individual basis.

Revised: May, 2006
Student Insurance

Policy:

NorthWest Arkansas Community College students may voluntarily obtain an accident insurance agreement with any insurance company with which they may wish to do business. The College approves and encourages students to obtain insurance but does not propose to act as agent for any company. Some college professional preparation programs require students to have adequate accident/health insurance prior to participation in the degree program. As a service the College may provide the information to students desiring insurance.

Revised: May, 2006

Student Housing

Policy:

NorthWest Arkansas Community College is designed to serve a commuting rather than a residential student body. No tax funds will be spent for the construction of student housing on campus.

The College does not inspect or otherwise approve or disapprove any off-campus housing; nor does the College in any way involve itself in leasing arrangements, collection of rents, etc. Students are expected to carefully investigate the facility and terms prior to consummating rental or lease agreements.

Revised: May, 2006
Student Employment 4-2-8

Policy:

NorthWest Arkansas Community College maintains an updated list of part-time and full-time jobs available to students in the northwest Arkansas region. The Office of Career Services screens potential employers and jobs as they come through the Virtual Career Center to better serve students of the college. Every position listed is available without regard to sex, race, age, religion, color, national origin, handicap or veteran status. Students are expected to carefully investigate the employment terms. College work-study appointments are provided through the Federal Financial Aid program.

Career Development 4-2-9

Policy:

It is the policy of NorthWest Arkansas Community College that all students have equal access to career development services. Services will be provided in a consistent and coordinated manner, appropriately documented and directed toward early identification of student needs. Procedures for the implementation of a college career development service will be established by the Dean of Learner Development.

Revised: May, 2006
Infectious Disease Policy

NWACC is committed to providing a safe and healthy environment for students and employees. NWACC recognizes that the education of students, employees and patrons regarding the risks involved in the spread of infectious diseases at the college will help to minimize the risk of transmission to others while protecting the rights of the infected student(s). The Dean of Enrollment Management or designee will be responsible for the implementation of infectious disease procedures.

Appropriate NWACC personnel will receive instructions regarding this policy, precautions to take when contagious diseases may be encountered, and provided available community resources for referral and information.

Adopted: April 2009
Policy:

Facilitation of Learning Environment- Mutual Respect and Responsibility.

A primary factor in Northwest Arkansas Community College preserving its reputation as a high-caliber community of learners is the maintenance of mutual respect between faculty and students, and the inherent responsibilities of both. In order to foster this collegial learning environment, both faculty and students have rights and responsibilities as spelled out in the following tenets.

Tenets of Student, Faculty Rights and Responsibilities:

- Students have the right to expect instructors to meet class regularly and to follow the college calendar.
- Faculty have the right to expect students to attend class regularly.
- Students have the right to expect instructors to be prepared and organized for class.
- Faculty have the right to expect students to be equally prepared and organized.
- Students have the right to expect faculty to hold scheduled office hours.
- Faculty have the right to expect students to keep appointments made with the instructor, and to use scheduled office hours as a time to discuss any concerns about the class with the instructor.
- Students have the right to expect faculty to return graded assignments and tests within a reasonable time period.
- Faculty have the right to expect students to turn in assignments and tests on time.
- Students and Faculty have the right to expect respect from one another, and the responsibility to show respect.
Faculty have the responsibility to model behavior which illustrates the value of higher education.

Students have the responsibility of keeping an open mind so that they may learn the value of higher education.

Adopted: Sept. 2000
Revised: May, 2008
Revised: January, 2008
Policy:

Enforcement and Reporting of Student Conduct Violations

College representatives, i.e. any administrator, officer, faculty, or staff member of the College can direct students to cease any activities that disrupt the orderly operations of the college or are in direct violation of college policies and/or procedures. At their discretion, any college employee can report said actions to the Associate Vice President for Learner Services for consideration of whether these actions rise to the level of a conduct violation, and if disciplinary actions are appropriate. The preferred method of reporting is in writing, but in situations that demand immediate attention, such as an individual who is a danger to self or others, an initial verbal report will suffice. The written report should be submitted as soon as possible after the initial verbal report.

Disciplinary Actions

Disciplinary measures shall be applied to any student whose conduct adversely affects the College’s pursuit of educational objectives defined as:

1. The opportunity of all members of the learning community to pursue educational goals.

2. The maintenance of a learning environment conducive to intellectual and educational development.

3. The protection of College property and the safety, health, and welfare of all members of the learning community.

The decision as to whether a specific student behavior rises to the level of a conduct violation and the type of disciplinary actions imposed resides with the Associate Vice President for Learner Services or his/her designated agents. Types of disciplinary actions/penalties include, but are not limited to:
NorthWest Arkansas Community College Administrative

Policies and Procedures

1. Remand case to the College Judicial Committee.

2. Letter of warning.

3. Restitution of College property, denial of certain privileges, or restriction of activities.

4. Disciplinary probation which prohibits the student from representing the College or participating in student activities; and subjects the student to immediate suspension of found in violation of prohibited conduct during the period of his/her probation.

5. Suspension – Interruption of the student’s educational activities at the College for a definite, stated period.

6. Dismissal – Interrupts and terminates the student’s educational activities at the College for a definite period of time. (One semester or more.)

7. Expulsion – Termination of enrollment at the College that is final. The Judicial Committee may review the action at a later time, but not less than two years after the date on which expulsion occurred.

Procedures:

Imposition of Disciplinary Actions

Upon receiving a report of a possible conduct violation, the Associate Vice President for Learner Services shall decide on evidence seen or reported if, indeed, a student conduct violation has occurred. In this deliberation, the Associate Vice President for Learner Services will also gauge whether the activity disrupts the orderly operation of the College and/or impinges upon or invades the rights of others in the College community. If, in the judgment of the Associate Vice President for Learner Services, a conduct violation has, in fact, occurred, an appropriate disciplinary action will be imposed. The student will be informed in a timely manner of the decision of the Associate Vice President for Learner Services, and of any disciplinary action imposed.
In the case of a student perceived as a clear and present danger to self or others, the Associate Vice President for Learner Services is authorized to immediately take appropriate action depending on the situation; up to and including, but not limited to suspending or dismissing a student, and having that individual escorted from the College campus.

In most cases, students found in violation of the student conduct code have the right to appeal the decision to the College Judicial Committee.

Adopted: September 2000
Revised: January 2008
Committee Composition

Membership on the Judicial Committee consists of a chairperson and a minimum of seven other faculty/administrative members, all appointed by the President, and one student recommended by the Associate Vice President for Learner Services.

Purpose and Jurisdiction

The Judicial Committee provides a structured, educational environment for problem resolution and disciplinary actions involving students in the college community. The conduct of the Judicial Committee and related procedures protects students' rights to due process and provides a forum to appeal decisions of violations and penalties handed down by the Vice President for Learner Services related to student misconduct. In all hearings before the Judicial Committee, specific rights are assured during every step of the process. These rights include notification of charges, time and date of a hearing, an opportunity to present evidence before an impartial committee, examination and rebuttal of all evidence and testimony used to make a decision and written notice of the committee's decision. Proceedings of the Judicial Committee are protected by the Family Education and Rights to Privacy Act and the Buckley Amendment of 1974.

The jurisdiction of the Judicial Committee includes group and individual cases involving alleged violations of college policy and regulations, student conduct code violations, student academic dishonesty, requests for re-admission from suspension due to non-academic reasons.

How cases reach the Judicial Committee

Referrals of alleged violations to the Judicial Committee are accepted from any College employee or student during the semester the alleged violation occurred or the regular academic semester (Fall or Spring) following the alleged violation. These referrals are submitted to the Vice President of Learner Services. The Judicial Committee also hears appeals of parking citations and direct appeal by students found in violation of the student conduct code by the Associate Vice President for Learner Services.
Judicial Committee Hearing Due Process

The Judicial Committee proceedings facilitate opportunities for learning and behavior change while adhering to basic fundamentals of due process. The following procedural guidelines are established for conducting hearings:

1. The person against whom the allegation has been filed or who is filing an appeal, herein called the respondent, is notified by the Chair of the Judicial Committee that an allegation has been filed or the appeal has been received. It is preferable that allegations and/or appeals are filed within the semester the incident occurred but at the latest one academic semester (Fall or Spring) after the alleged incident.

2. An allegation or appeal must be filed in writing and must contain the following information:
   a. The cause of the grievance or appeal,
   b. the corrective action desired, and
   c. sufficient information upon which the allegation or appeal is based.

3. A pre-hearing conference will be held with the respondent and the Judicial Committee Chair. The purpose of this meeting is to offer an opportunity to discuss the situation one-on-one and to seek an acceptable resolution hopefully precluding the need to take the matter to the entire Judicial Committee. When the pre-conference hearing is for an appeal of any type, failure to respond to the request for the pre-hearing conference results in an automatic violation of College policy and results in an automatic denial of the appeal.

4. In the event the pre-hearing conference does not resolve the situation a hearing date with the Judicial Committee will be scheduled within fifteen (15) working days after the pre-hearing conference for fall or spring semesters. During the summer semester, the interim between the pre-conference meeting and hearing date may be extended. Notice of the hearing date and time will be given to all affected parties.

5. The respondent and the complainant, the individual who filed the allegation or remanded the alleged student conduct violation to the Associate Vice President for Learner Services, must appear in person and present their respective cases to the Judicial Committee. Witnesses may be called.
NorthWest Arkansas Community College Administrative Policies and Procedures

6. The respondent is entitled to be accompanied by counsel during Judicial Committee hearings. Choice of counsel is left to the respondent’s discretion and may be a student, an attorney, or a faculty or staff member. In case an attorney is chosen as counsel, five (5) working days advance notice must be given to the Chair of the Judicial Committee. Respondent’s counsel may question the complainant, respondent or witnesses but not members of the Judicial Committee. Questioning by respondent’s counsel may be halted at the discretion of the Judicial Committee. Always bear in mind the Judicial Committee is not a court of law, but rather an educational board discussing internal college issues.

7. The respondent shall be entitled to refuse to answer questions in exercise of his/her Fifth Amendment rights.

8. The respondent shall be entitled to a written decision of the case from the Judicial Committee Chair within five (5) working days following the hearing.

9. Upon evaluation of the evidence and information presented before the Judicial Committee, decisions are rendered upon whether (a) a student conduct violations occurred and (b) the appropriate type of disciplinary action. For those submitting an appeal of the Associate Vice President for Learner Services’ decision on student conduct violations, two decisions are rendered also. The first being if:

   (a) the Judicial Committee agrees that a student conduct violation indeed occurred, thus either upholding or denying the appeal. The second is the (b) type of disciplinary action applied will be evaluated. Disciplinary actions imposed by the Associate Vice President for Learner Services can be reduced, upheld, or increased.

   Types of disciplinary actions that can be imposed by the Judicial Committee include but are not limited to:
   A. A letter of warning
   B. Restitution of College property, denial of certain privileges, or restriction of activities, disciplinary probation which prohibits the student from representing the College or participating in student activities; and subjects the student to immediate suspension if found in violation of additional prohibited conduct during the period of his/her probation.
NorthWest Arkansas Community College Administrative Policies and Procedures

C. Suspension - Interruption of the student's educational activities for a definite, stated period (usually no more than two weeks).

D. Dismissal - Interrupts and terminates the student’s educational activities for a definite period of time (one semester or more).

E. Expulsion - Termination of enrollment that is final. The Judicial Committee may review the action at a later time, but not less than two years after the date on which expulsion occurred.

10. The Respondent or Complainant may appeal in writing the decision of the Judicial Committee to the Executive Vice President for Learning. Appeals to the Executive Vice President for Learning must be filed within 5 working days (exclusive of weekends and holidays) after the written decision of the Judicial Committee is received. Generally, one or more of the following conditions must be evident for an appeal to be granted:
   a. Clearly show that the hearing was unfair.
   b. Show that relevant evidence had not been reviewed.
   c. Submit new evidence.

Upon reviewing the case, the Executive Vice President for Learning may affirm, modify, or reverse the original decision or request a new hearing.

11. The decision of the Executive Vice President for Learning will be given to all parties in writing within ten (10) working days. The decision of the Executive Vice President for Learning is final.

Adopted: September 2000
Revised: January 2008
Student Conduct Code 4-3-4(1)

Policy:

Student Conduct Violations:

Observation of the Tenets of Student, Faculty Rights and Responsibilities contained in Policy 4-3-1 should prevent most problems that disrupt a welcoming, conducive environment for learning as well as protect the rights of all participants. However, to further clarify, the following student behaviors and acts, whether intentional or unintentional are considered detrimental to the mission of a learning-centered postsecondary institution, and are deemed to be "Student Conduct Violations." This is not an all-inclusive inventory of the types of actions that would rise to the level of a Student Conduct Violation, but rather a list of some typical examples.

1. Violations of academic honesty, i.e., cheating and plagiarism. These violations can result in grading sanctions (see Policy 3-7-4, Academic Honesty) as well other disciplinary actions imposed by the Associate Vice President for Learner Services or the Judicial Committee due process.
2. Obstruction or disruption of teaching, research activities, administration, disciplinary proceedings, or other scheduled college activities; including public service functions and other authorized activities of the college.
3. Theft, alteration or forgery of college documents, records, or evidence identification or use of same with intent to defraud.
4. Abuse of any person on college premises or at any college-sponsored or supervised event, or conduct that threatens or endangers the physical or emotional health or safety of any such person.
5. Theft of or damage to any college property or the property of any member of the college community on campus.
6. Deliberate disobedience or failure to comply with directions of college officials acting in proper performance of their duties, such as requests to desist from specified activities, or to leave the campus.
7. Use by any student organization of the College name, or a claim to speak or act on behalf of the College or a college-related organization without due authorization.
8. Disorderly, lewd, indecent, or obscene conduct or language on campus or at a college-sponsored event.
NorthWest Arkansas Community College Administrative Policies and Procedures

9. Improper or indecent dress, including the failure to wear shoes and/or shirts in campus buildings or on college-owned or controlled property which constitutes a safety or health risk to the college community.

10. Acts against civil or criminal law in instances where the student conduct code is violated. Violators of public law may be referred to civil authorities for appropriate action and may be subject to disciplinary action through the Judicial Committee.

11. Deliberate destruction of, damage to, malicious misuse of, or abuse of college-owned or controlled property.

12. Illegal manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similar known harmful or habit-forming drugs, prescription drugs and/or chemicals on college-owned or controlled property or at college-sponsored events.

13. Participation in, or organization of, any unauthorized activity to interrupt the functions of the college.

14. Unauthorized entry to or use of college facilities, including buildings and/or grounds.

15. Illegal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, or arms classified as weapons on college-owned or controlled property or at college-sponsored events.

16. Demonstrations which interfere with the rights of other members of the learning community or with the normal functions of the college.

17. Deliberate creation of a hostile learning environment for other students, faculty, or administrative staff.

18. Failure to identify oneself upon request of a college official.

19. Drunkenness or being under the influence of drugs on college-owned or controlled property or college-sponsored events.

20. Unauthorized gambling on college-owned or controlled property or college events.

21. Smoking or using tobacco products in classrooms or in any college facility.

22. Repeated disregard for college parking and/or smoking policies.

23. Sexual harassment of other students, faculty, or staff persons.

Adopted: September 2000
Revised: January 2008
Code of Ethical Conduct for Professional Programs 4-3-5

Policy:

The obligations assumed by those who are entrusted with health and safety of our community transcend mere professional knowledge and expertise. Therefore, in addition to academic competence and the standards of appropriate behavior required of all NorthWest Arkansas Community College students, persons enrolled in the Allied Health, Nursing, Law Enforcement and other professional programs are required to exhibit conduct, integrity and ethical behavior which reflects their suitability to assume this trust. It is the student's responsibility to carefully review the professional code of ethics and specific program requirements with his/her respective program faculty, and to abide by the ethical standards adopted by that profession.

Revised: May, 2006
Student Discipline Records

Policy:

A transcript records only information of an academic nature and disciplinary action which denies the student the privilege of continuing in or returning to the College. Other discipline records are kept for five (5) years by the Associate Vice President for Learner Development and Learner Support Services. These are confidential and not made available to otherwise unauthorized persons except upon consent of the student.

The College will abide by all Federal and state regulations regarding the privacy of student records and comply with the Family Education Rights and Privacy Act of 1974 regarding access procedures.

Legal Reference: Family Education Rights and Privacy Act, 1974, Amended

November 21, 1996

Revised: May, 2006
Improving institutional effectiveness is a priority for the NorthWest Arkansas Community College administration, staff and faculty. Student complaints and concerns are taken seriously and appropriate corrective solutions are pursued in a timely fashion. Any student who has a bonafided complaint should contact the Office of the Associate Vice President for Learner Support & Development Services or the Associate Vice President for Learning. The Vice President(s) review complaint to determine the appropriate institutional procedure necessary to address and/or correct the concern. The Vice President(s) have an open door policy and are happy to visit with students regarding their concerns; however, in order for a student’s concern to become a formal complaint, it must be submitted in writing, delivered to the appropriate administrative office and contain the following information:

- The cause for the complaint,
- the corrective action desired, and
- sufficient information upon which to base a decision or formulate a solution.

In extenuating circumstances or if the student prefers, the complaint may be verbal.

When appropriate, student complaints will be addressed through the College’s *due process procedures* or the *academic appeals procedure*. Written complaints will be responded to in writing within ten (10) working days, by the appropriate Vice President. If any disciplinary action is imposed, it will be taken in accordance with relevant administrative policies and procedures. Written complaints will only be addressed and acted upon during the semester the precipitating event occurred or prior to the end of the next academic semester (Fall or Spring).

The College will abide by all federal and state regulations regarding the privacy of student records and comply with the Family Education Right to Privacy Act and the Buckley Amendment of 1974.
NorthWest Arkansas Community College Administrative Policies and Procedures

Revised: May, 2006
NorthWest Arkansas Community College Administrative Policies and Procedures

Substance Abuse 4-3-8 (1)

Policy:

The College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student on College property or as part of any College activity is prohibited.

Under Public Law 100-226, the College will distribute to all students, in the current catalog, a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

A student who violates this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination as provided in the Student Code of Conduct.

Substance Abuse Prevention Programs
- Alcohol and Drug Education units are included in the course content of several classes offered throughout the College curricula.
- Alcohol and Drug Education material is available at all NWACC classroom facilities for all students, staff and faculty.
- Alcohol and drug policy information is distributed to students on an annual basis.
- Counselors make appropriate referrals to community service providers on a case by case basis.
- Annually, the College observes a drug and alcohol awareness week.

Alcohol and Drug Prevention Policy
Illicit drug and alcohol abuse and use in the school or workplace are subjects of immediate concern in our society. These problems are extremely complex and offer no easy solutions. From a safety prospective, the users of drugs and alcohol may impair the well-being of all students, employees and the public at large. Such substance use may also result in damage to College property. Therefore, to comply...
with the Drug-Free Workplace Act of 1988, U.S.C.A. title 41, Section 701 et seq., and the State of Arkansas *EO-89-2, it is the policy of NorthWest Arkansas Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on College premises or at any College function is prohibited. The NorthWest Arkansas Community College Alcohol and Drug Policy is consistent with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). Any student or employee violating this policy will be subject to discipline up to and including expulsion or termination. The specifics of this policy are:

1. NorthWest Arkansas Community College will not differentiate between drug users and drug sellers. Any student or employee who possesses or in any way transfers a controlled substance to another person or sell or manufactures a controlled substance while on the College premises will be subject to discipline up to and including expulsion or termination.

2. The term “controlled substance” includes any drug listed in 21 U.S.C.A. Section 352 (d) and 812 and other federal or state regulations. Generally these are drugs which have a high potential for abuse including, but not limited to, heroin, marijuana, cocaine, “crack”, amphetamines, barbiturates, LSD, PCP, and “designer drugs” such as “ecstasy” and “ice”. They also include “legal drugs” which are or are not prescribed by a licensed physician.

3. Each employee is required by law to inform NorthWest Arkansas Community College if convicted for violation of any federal or state criminal drug statute when such violation occurred on the College premises. Each employee is required to report such conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.

4. In the case of an employee, NorthWest Arkansas Community College must notify the U.S. government agency with which any contract has been made or from which any grant has been received within ten days after receiving
notice from the employee or otherwise receiving actual notice of such a conviction.

5. If a student or employee is convicted of violating any criminal drug statute while engaged by NorthWest Arkansas Community College, he/she will be subject to discipline up to and including termination. Alternatively, the College may require the student to successfully finish a drug abuse program sponsored by an approved private or government institution.

6. Alcoholic beverages shall not be used in any College educational or recreational building.

7. There shall be no use of alcoholic beverages at any and all college functions. College function is defined as a function which any student may freely attend.

8. Alcoholic beverages shall not be used at any College-sponsored student social function. A social function is defined as any event given by or for a College-affiliated organization.


Revised: May, 2006
Canvassing and Solicitation

Policy:

No student or group of students may use the name of the College for any publication or activity without the approval from the Office of the Associate Vice President of Learner Support Services or a designated student services administrator. This applies to printed materials, tickets, posters, advertising and solicitations of any type.

The distribution of handbills, pamphlets and other literature on the grounds or in the buildings of the College is prohibited without the permission of the Executive Vice President of Learning. The Executive Vice President may restrict the time and location of any such distribution and require distributors to collect all discarded literature.

Without prior approval from the Associate Vice President of Learner Support Services, student organizations, clubs, community groups and commercial enterprises may not canvass or solicit students, staff or campus visitors. Such activities, if approved, will be restricted to those public areas specified by the Associate Vice President. For purposes of this policy, the public area is outside the entrance of White Auditorium.

Except as approved by the Executive Vice President, no person, group or organization may solicit students, staff or college visitors for the purpose of selling, promoting or distributing merchandise or service on campus.
NorthWest Arkansas Community College Administrative Policies and Procedures

Bulletin Board Postings  4-3-10

Policy:

Bulletin boards are placed throughout the NorthWest Arkansas Community College buildings. Anyone wishing to post material on bulletin boards or walls should first obtain approval from the Associate Vice President of Learner Support Services and Learner Development or a designated student services administrator.

Procedures:
1. Anyone wishing to post material on the bulletin boards should bring the posting to the Student Information Center.

2. A designated Learner Support Administrator must approve all materials.

3. All postings will be approved for a designated period (generally 2-3 weeks).

4. Once the material is approved a designated staff member will post on the appropriate bulletin boards at all College locations.

5. The bulletin boards will be monitored to remove outdated information or material that has not received appropriate approval.
Social Security Number Requirements 4-3-11

Policy: Students:

Students enrolling in college credit classes are required to provide a valid social security number (SSN) or visa number at the time of admissions. Consistent with Arkansas Department of Higher Education policy, both the hard copy and online applications forms will continue to request information on residency, citizenship, and social security number or visa number. If such a number is not available, the information provided must include other documentation of citizenship, legal residency or confirming immigration status as foreign nationals authorized to pursue a course of study in the United States. Consistent with ADHE guidance, prospective students who have not supplied the required information will be ineligible for in-district or out-of-district tuition based on residence when they enroll for classes. The ADHE guidance focused on the issue of proper designation of a student for in-state or out-of state tuition purposes and is not directed at the admissibility of a prospective student at the College.

Students taking classes at Corporate Learning for Continuing Education Units (CEU’s) are required to provide a SSN to the Student Records representative housed at Corporate Learning. Any exceptions will be referred to the Vice President for Learner Services.

International Students need to meet with the Director of International Admissions to provide a valid VISA number and to obtain an ID number if they do not have a social security number. The SSN field in the Student Information System (BANNER) will be populated as ‘99‘ followed by the NorthWest Arkansas Community College’s student ID. Students taking non-credit classes at Corporate and Continuing Education (CCE) are NOT required to provide a SSN.
Employees:

All employees receiving payment for services from the College will be required to submit proof of SSN for correct W-2 and wage reporting requirements.

Adopted: September, 2005
Revised: June, 2008
NorthWest Arkansas Community College Administrative
Policies and Procedures

Non-students are welcome as visitors on the campus of NorthWest Arkansas Community College for legitimate reasons. However, loitering on campus is not allowed under applicable sections of Arkansas law.

In order to ensure the safety and security of children and minors who are not students at the college and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child or minor unattended at the college. This applies to college buildings, college grounds or any vehicle in the college parking lots.

Whenever children or minors are brought onto college property or into buildings or grounds used by the college, they are to be supervised by a parent or other responsible adult at all times.

Children or minors who are not students at the college are not permitted in college classrooms, the college library, college laboratories or college classrooms or auditoria except to attend performances or events where children or minors are allowed. Exceptions may be made for emergencies at the discretion of the faculty in the classroom or staff member in charge of the particular facility.

College employees may not bring children or minors to their workstations during work hours. Students, faculty and staff are expected to arrange for their personal childcare so as not to involve the college. The college assumes no responsibility for supervision of children or minors of students, staff or faculty or for arranging for childcare.

The college cannot and does not assume any liability for injuries to children or minors while they are on college property.
If any child or minor is found unattended on college property, this will be reported to the college Public Safety Office, the child will be escorted to that office and an attempt will be made by that office to notify the parents of the child or minor.

Legal Reference: A.C.A. 5-71-213

Revised: March, 2005
Student Right To Know

Policy:

In accordance with the Student Right To Know and Campus Security Act of 1990 the College Public Safety Department will collect and publish an annual Campus Security Report which will contain campus crime statistics for the past three years as well as the College graduation rate.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Legal Reference: Student Right To Know and Campus Security Act, 1990
Revised: May, 2006

Sexual Assault 4-3-14

Policy:

It is the policy of the NorthWest Arkansas Community College to prohibit and prevent sexual assault as well as all other sex offenses committed against students, employees, visitors, and any other persons who may be using College facilities. Sexual assault is an extreme form of sexual harassment. Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Educational Amendments of 1972. Sexual assault is also a crime as defined by the Arkansas Criminal Code. All administrative procedures relevant to sexual assault will be implemented under the jurisdiction of the Office of the Vice President for Learner Support Services.

Title IX of the Educational Amendments of 1972.
Revised: May, 2006
NorthWest Arkansas Community College Administrative Policies and Procedures

Public Laws 4-3-15

Policy:

Students are expected to be familiar with and observe all provisions of federal, state and local laws. Violators of public law may be referred to civil authorities for appropriate action and may be subject to disciplinary action through the Office of the Executive Vice President for Learning or the College Judicial Committee. In general, students who violate federal, state, or local laws while off-campus will not be subject to College jurisdiction unless the clear and distinct interest of the College is involved or affected. Ordinarily, when such violations occur, the learning community will not intervene and students would be answerable to civil authorities only. A decision that the College's interest is involved or affected by a violation of law will be based upon the relevance of one or more of the following elements:

- The academic integrity of the College is violated.
- The maintenance of the College's program of higher education is jeopardized.
- The safety and welfare of persons and/or property in the College community are threatened.

This general policy does not in any way limit the application of more specific provisions pertaining to student conduct.
Recreational Equipment on Campus

Policy:

The Campuses of NorthWest Arkansas Community College are not designed in general for the use of recreational equipment except as a means of getting to and from the campus. Therefore, the use of bicycles, skateboards, rollerblades or other similar recreational equipment on campus will be limited. NorthWest Arkansas Community College Public Safety officers will enforce the following guidelines:

Bicycles

- Bicycle racks are available throughout the campus. Bicycles must be placed in these racks and may not be locked to rails, lampposts, trees, or placed inside of buildings.

- Bicycles may not be ridden on campus so as to cause danger to the riders or pedestrians or to interfere with vehicle traffic or pedestrians.
Skateboards/Rollerblades

Skateboards and rollerblades may not be used on campus so as to cause danger to the riders or pedestrians or to interfere with vehicle traffic or pedestrians.

Revised: July, 2005
Student I.D. Card 4-3-17

Revised:

All students and employees shall have one student I.D. issued to them at no charge by the Office of Campus Security. A replacement I.D. will require an assessment of $5.00.

Revised: May, 2005

Internship at NWACC 4-3-18

Policy

An internship is a work-related learning experience for individuals who wish to develop hands-on work experience at NWACC. As a learning college, NWACC believes in providing opportunities for learning outside the classroom. NWACC will accept interns from other colleges and universities to provide a learning environment in college administration.

Interns are expected to have scheduled work hours and follow all policy and procedures of the college. Interns are employees/students of their sending college, agency or organization and that entity will be responsible for any injuries, disciplinary action and/or non-compliance of the internship agreement.
Procedure:
College departments desiring to have an intern should first obtain approval from your division dean, associate vice president or vice president. Interns and departments will complete the standard intern agreement form. A copy of the form will be sent to the Department of Human Resources when an intern is accepted with the proposed start date. Interns needing access to email, networking or the student information systems must have a technology use form completed by their supervisor and submitted to technology services. Prior to being given access to student records, interns must complete the online FERPA training.

Interns must purchase a parking sticker from the Campus Public Safety Department.

**Adopted:** January 2008
Name of Internship Candidate: __________________________

Intern is enrolled at: ________________________________

Start date: _________________ End date: ________________

PIDM: _____________________ (See HR if the intern does not have one).

Obligations of Northwest Arkansas Community College

Northwest Arkansas Community College is obliged:

1. To offer instruction and training to the student during the practical internship semester,
2. To communicate with the appropriate representative of the sending college, university or agency with any questions which may arise about the student during his/her internship,
3. To assist the student in his/her efforts to contact the sending college, university or agency should the need arise.
4. To supervise and evaluate the student’s practical internship experience.
5. When necessary, to inform the sending college, university or agency in the event an intern does not meet expectations of the internship due to poor attendance, inadequate performance, failure to complete the internship or other similar issues.
6. To certify confirmation of the intern’s working schedule and personal conduct during the internship.

Note: Northwest Arkansas Community Colleges does not pay interns nor provide any employee benefits for interns.

Obligations of the Intern

1. To make use of every opportunity to improve his/her field of knowledge,
NorthWest Arkansas Community College Administrative Policies and Procedures

2. To fulfill all training requirements.
3. To observe the working rules, policies and procedures of NWACC and use and manage all tools, instruments, equipment and materials provided to him (her) as part of the internship with due care and attention.
4. To produce a written report/summary on his/her internship activities, which may be monitored regularly by an appropriate representative of Northwest Arkansas Community College. The report should be submitted to the NWACC employee supervising the internship.
5. To respect the interests of Northwest Arkansas Community College, observe the College Code of Conduct and practice confidentiality in sensitive matters.

6. To inform Northwest Arkansas Community College immediately of any working day on which he (she) cannot be present. Days lost due to sickness are to be verified by a doctors certificate within five days.

Obligations of the Sending College, University or Agency

1. Maintain the employment relationship with the intern during the internship period.
2. Be responsible for the conduct of the intern during the internship and assume responsibility for dealing with the intern should NWACC report to the sending college, university or agency problems or issues related to the intern.
3. Maintain contact with NWACC supervisor on goals and objectives of the internship.
4. Provide evaluation criteria on internship to the NWACC supervisor.

Informed Consent Form

I understand that as an Intern at NorthWest Arkansas Community College I am not an employee of the College. I understand that my participation in this internship is wholly voluntary. In consideration of Northwest Arkansas Community College’s agreement to permit me to engage in this Internship, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

I understand that I will be responsible for my personal safety at all times. I understand that I am responsible for any health or accident insurance I may wish to maintain during the internship and that NWACC does not provide any employee benefits to me. I
recognize that I assume an important personal obligation to conduct myself in a manner compatible with local laws and regulations, and with Northwest Arkansas Community College policies and procedures. I promise to act responsibly and will become informed of, and will abide by, all such laws, regulations, standards and policies and procedures of the College.

I have carefully read this Informed Consent Form before signing it. This agreement shall be governed by the laws of the State of Arkansas, which shall be the jurisdiction for any lawsuits filed under or incident to this agreement or the internship.

_______________________________ Date _____________
Intern

_______________________________ Date _____________
Sending Entity Official

_______________________________ Date _____________
NWACC Official
## NorthWest Arkansas Community College Administrative Policies and Procedures

**SECTION 5: College Administrative Operations**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>SECTION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Services</strong></td>
<td></td>
</tr>
<tr>
<td>Business Services</td>
<td>5-1-1</td>
</tr>
<tr>
<td>Travel Policy and Procedures</td>
<td>5-1-2(1-7)</td>
</tr>
<tr>
<td>Checks, Receipts and Deposits</td>
<td>5-1-3</td>
</tr>
<tr>
<td>Transfer of Funds</td>
<td>5-1-4</td>
</tr>
<tr>
<td>Current Loans</td>
<td>5-1-5</td>
</tr>
<tr>
<td>Bank Depositories</td>
<td>5-1-6</td>
</tr>
<tr>
<td>Annual Operating &amp; Biennium Budget</td>
<td>5-1-7</td>
</tr>
<tr>
<td>Petty Cash and Change Funds</td>
<td>5-1-8</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>5-1-9</td>
</tr>
<tr>
<td>Tuition and Fee Payment Plans</td>
<td>5-1-10</td>
</tr>
<tr>
<td>Tuition Refunds</td>
<td>5-1-11</td>
</tr>
<tr>
<td>Delinquent Accounts</td>
<td>5-1-12</td>
</tr>
<tr>
<td>Tuition/Fee Appeals</td>
<td>5-1-13</td>
</tr>
<tr>
<td>Golden Age Waiver</td>
<td>5-1-14</td>
</tr>
<tr>
<td>Exception to Residency Based Tuition</td>
<td>5-1-15</td>
</tr>
<tr>
<td>Native American Tuition Waiver</td>
<td>5-1-16</td>
</tr>
<tr>
<td>Full and Part Time Employee Tuition Waiver</td>
<td>5-1-17</td>
</tr>
<tr>
<td>In-District Teachers’ Tuition Waiver</td>
<td>5-1-18</td>
</tr>
<tr>
<td>Long Distance Telephone Calls</td>
<td>5-1-19</td>
</tr>
<tr>
<td>Capital Construction Project Policies &amp; Procedures</td>
<td>5-1-20</td>
</tr>
<tr>
<td>Accounts Receivable-Collection of Past Due Accounts</td>
<td>5-1-21</td>
</tr>
<tr>
<td>Biased Based Law Enforcement Practices</td>
<td>5-1-22</td>
</tr>
</tbody>
</table>

**Physical Plant**
### Physical Plant Department
- Procedure Manual 5-2-1
- Keys 5-2-2
- Vehicles 5-2-3
- State Safety Vehicle Program 5-2-4
- Energy/Water Conservation Program 5-2-5(1-4)
- On-Line Maintenance Requests 5-2-6
- Fifteen (15) Passenger Van Operation 5-2-7

### Payroll
- Payroll Office 5-3-1
- Time & Leave Registers 5-3-2
- Terminating Employees Lump Sum Payment 5-3-3
- Payroll Deductions 5-3-4

### Purchasing
- Purchasing 5-4-1
- Authority of Purchase 5-4-2
- Exceptions to Purchasing Policy 5-4-3
- Bids 5-4-4(1-4)
- Official Functions (Purchase of Food Items/Services) 5-4-5(1-2)
# NorthWest Arkansas Community College Administrative Policies and Procedures

## Vendor Contracts Policies and Procedures

5-4-6(1-2)

## Bidding of Services

5-4-7

## Technology Services

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Services Purpose</td>
<td>5-5-1</td>
</tr>
<tr>
<td>Institutional Computer Use</td>
<td>5-5-2(1-2)</td>
</tr>
<tr>
<td>Enforcement and Sanctions</td>
<td>5-5-3</td>
</tr>
<tr>
<td>Technology Services Security</td>
<td>5-5-4</td>
</tr>
<tr>
<td>Technology Services Helpdesk</td>
<td>5-5-5</td>
</tr>
<tr>
<td>Procedures for Purchasing and Receipt of Computer Software/Hardware/Peripherals</td>
<td>5-5-6(1-2)</td>
</tr>
<tr>
<td>Software Licensing</td>
<td>5-5-7</td>
</tr>
<tr>
<td>Computer Life Cycle</td>
<td>5-5-8</td>
</tr>
<tr>
<td>Technology Services Web-Site</td>
<td>5-5-9</td>
</tr>
<tr>
<td>Procedures to Request Off-site Access to NWACC Information Systems</td>
<td>5-5-10</td>
</tr>
<tr>
<td>Wireless Networks</td>
<td>5-5-11</td>
</tr>
<tr>
<td>Cellular &amp; Data Telephone Use</td>
<td>5-5-12(1-3)</td>
</tr>
<tr>
<td>Web Policy</td>
<td>5-5-13</td>
</tr>
<tr>
<td>Windows Network Password Policy</td>
<td>5-5-14</td>
</tr>
<tr>
<td>Technology Acceptable Use Policy</td>
<td>5-5-15</td>
</tr>
</tbody>
</table>

## Public Safety
The Business Services Department is responsible for the functions of accounting, accounts receivable, payroll, accounts payable, inventory control and purchasing. Compliance with federal and state laws in conjunction with Arkansas policies and procedures formulate most of the requirements set forth by Business Services.

In addition to the policies set forth in this policy manual, the Business Services Procedures Manual and Purchasing Procedures Manual, located on the “K” drive, are...
NorthWest Arkansas Community College Administrative Policies and Procedures

considered official College documents.

Revised: July, 2005
NorthWest Arkansas Community College Administrative Policies and Procedures

Travel Policies and Procedures 5-1-2(1-7)

As a public institution of the State of Arkansas, Northwest Arkansas Community College administers and complies with the State of Arkansas Travel Regulations. All employees of Northwest Arkansas Community College traveling on behalf of the College are required to comply with the travel policy and procedures outlined below.

NOTE: Copies of NWACC’s travel policy, procedures, and forms are available on the network K: Drive in the “Forms Library” file folder.

I. PROFESSIONAL TRAVEL REQUEST

Any college employee attending a seminar, workshop, training, meeting, or traveling for other college business is required to complete a professional travel request form before the start date of the travel.

The completion of the “Professional Travel Request” form serves several purposes:

- Grants the employee permission to be away from their normal job assignment.
- Protects the employee in case of accident during the travel time.
- Allows the employee to request a travel advance.

The Professional Travel Request form must be completed, signed by the appropriate supervisor, and submitted to the Business Services department five (5) working days
before the travel departure date. Note: A copy of the seminar or workshop schedule/itinerary must be attached.

II. TRAVEL ADVANCE

If a travel advance is required, the “Professional Travel Request” form must be completed and signed by the employee’s supervisor and submitted to the Business Services department ten (10) working days before the travel departure date.

NOTE: The “Professional Travel Request” form is located on the “K” drive in the “Forms Library”, “Travel Information”, “Travel Forms”. Click on the tab labeled Professional Travel Request.

If an employee receives an advance, a TR-1 “Travel Reimbursement” form must be completed and submitted to Business Services within five (5) working days after the completion of the travel. Non-compliance can result in the employee not being eligible to receive future travel advances.

All necessary areas of the Professional Travel Request form must be completed. An incorrect or incomplete form will be returned to the traveler for correction which may delay the issuance of a travel advance.
III. TRAVEL REIMBURSEMENT POLICIES & PROCEDURES

All requests for reimbursement of travel expenditures must be submitted by using the TR-1 “Travel Expense Reimbursement” form. All of the travel regulations as established by the State of Arkansas and Northwest Arkansas Community College will be observed in the processing of employee “Travel Expense Reimbursement” forms.

A TR-1 “Request for Travel Reimbursement” form must be completed, signed by the employee’s supervisor, and submitted to Business Services within five (5) working days after the completion of the travel. All daily expenses must be listed separately on the TR-1 form.

Whenever possible, hotel and airfare reservations should be requested by submitting a purchase requisition to the Purchasing department for processing. These costs are then paid using NWACC’s Travel credit card.

NOTE: The TR-1 “Travel Expense Reimbursement” form is located on the “K” drive in the “Forms Library”, “Travel Information”, “Travel Forms”. Click on the tab labeled TR-1.

RENTAL VEHICLES
Travelers are not allowed to rent vehicles without prior approval. A written request and justification must be submitted to the Vice President for Finance & Administration for approval prior to the travel. A rental car is only allowed when it can be justified as being less expensive than using a taxi or other public transportation.

The College has a contract with Enterprise Rental Car with lower rental rates than other rental vendors. If rental of a vehicle is necessary and approved, a purchase requisition needs to be submitted to the Purchasing department listing the dates the rental vehicle is needed.

1. Liability Insurance Coverage for Rental Vehicles:

If the rental is for state use and the unit is rented in NWACC’s name, liability insurance coverage would be in place from the College’s vehicle insurance policy. If the rental is in the name of an individual, the College’s insurance coverage would only apply if the person is on state business AND only after the individual and or/rental company’s liability insurance coverage is exhausted.
If the rental is extended for personal time use, the employee should contact their insurance agent to confirm that their personal auto policy will cover the rental. Failure to do so could result in a claim being denied by the College’s insurance policy. The cost of any extension for personal use must be assumed by the employee.

NOTE: NWACC’s contract with Enterprise Rental includes insurance for in-state rentals.

2. Physical Damage Insurance Coverage:

There is **no physical damage coverage** furnished on rental vehicles by the College insurance policy. Therefore, this coverage must be purchased from the rental company when the vehicle is rented.

The State Risk Management Division and NWACC strongly recommend that employees purchase **all insurance coverage that is offered from the rental company, especially when traveling out of state**. When out of state, Arkansas Sovereign Immunity will probably not be honored and the extra level of liability coverage would be beneficial.

**COMMERCIAL TRANSPORTATION**
If a traveler claims expenses for airfare they must attach a copy of their travel itinerary, along with a receipt for the plane ticket, to the TR-1 form. A receipt issued by the vendor must be submitted for bus, train or other ground transportation. Reimbursements will not be authorized without original, detailed receipt showing itemized charges from the vendor.

When making plane reservations, the traveler needs to submit a purchase requisition with preferred travel dates and destination to the Purchasing department a minimum of 15 business days before the departure date to secure the lowest fare.

To expedite the process of making plane reservations, the traveler should research and make a comparison of airline and flight availability utilizing the online services of Travelocity.com, Orbitz.com or Expedia.com to obtain the lowest fare possible. Please print and attach a copy of the preferred dates and flight times from the internet site to the purchase requisition. The Purchasing department will complete the plane reservation and send the flight confirmation information back to the traveler.

If an employee chooses to drive a personal vehicle, they will be reimbursed at the lowest amount when comparing the approved mileage rate or a round trip airfare for the trip.
NOTE: Employees are encouraged to drive College vehicles whenever possible and the College vehicles are available for use. If a College vehicle is not available, please contact the Purchasing Department regarding the rental of a vehicle from Enterprise Rental.

State Regulation R1-19-4-903

Reimbursement for out-of-state travel will be the lesser of coach class airfare or the established rate of private car mileage based on map mileage when driven.

The minimum miles traveled per day while in travel status in reaching or returning from a destination to be eligible to collect a night’s lodging must be 400 miles.

LODGING

Reimbursement for hotel expenses will not be authorized without an original, detailed receipt showing itemized charges issued by the hotel. Purchase orders issued for hotel reservations using the College Travel credit card are for room costs only.

Food, parking, internet, or telephone expenses cannot be charged to the room and paid with the College Travel credit card. These miscellaneous expenses must be paid out of pocket by the employee and then submitted for reimbursement separately on the TR-1 “Travel Expense Reimbursement” form. The original, detailed receipt showing
itemized charges issued by the vendor is required. A credit card summary receipt will not be accepted.

When checking out of the hotel, all College employees need to request itemized hotel bill stating the charges have been “paid in full,” and attach it to the TR-1 form turned in to the Business Services department.

**FOOD EXPENSES**

Reimbursement for food expenditures are allowed only when the traveler is required to stay overnight.

State Regulation: 19-4-903

*Reimbursement for meals is allowed only in connection with overnight travel whether in State or out of State unless “special authorizations,” under ACA 19-4-903, are authorized by the agency head or travel administrator.*

Food expenses cannot exceed the per diem rate as established by the “Federal Travel Directory”.

**Travel Policies and Procedures** 5-1-2(5)
NorthWest Arkansas Community College Administrative Policies and Procedures

State Regulation 19-4-903

Except for special authorization by the Chief Fiscal Officer of the State, reimbursement for meals and lodging while traveling on official business of the State shall not exceed the maximum rates as prescribed by the Federal Travel Directory published by the General Services Administration.

Northwest Arkansas Community College will reimburse employees for actual food costs incurred up to the allowable per diem amount.

Original, detailed receipts showing itemized charges issued by the vendor must be attached to the TR-1 for food expense reimbursement. Credit card summary receipts will not be accepted.

NOTE: The College will not reimburse the traveler for meals that are scheduled to be provided as part of a seminar, conference, or meeting attended by the traveler.
The state of Arkansas allows reimbursement of up to a 15% gratuity as long as the total of gratuity and food do not exceed the established daily per diem. The state of Arkansas does not reimburse expenses for alcoholic beverages.

NOTE: One employee cannot pay for and request reimbursement for another employee’s expenses.

Please note that travel reimbursement is NOT a per diem and is to be claimed for actual expenses for meals and lodging not to exceed the maximum allowable rates as listed in the Federal Travel Directory plus applicable sales tax.

For partial days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the location(s).

MISCELLANEOUS EXPENDITURES

Original, detailed receipts showing itemized charges issued by the vendor must be attached to the TR-1 form for reimbursement of parking, taxi, shuttle, bus, tolls, or other public transportation expenses. Credit card summary receipts will not be accepted.
Original, detailed receipts showing itemized charges issued by the vendor must be attached to the TR-1 form for reimbursement of all incidental expenses. Credit card summary receipts will not be accepted. Expenses considered incidental are unexpected costs for postage, copy fees, necessary office supplies, workbooks, etc. The normal purchasing policy and regulations should be followed for book purchases.

Other incidental expenses are seminar fees, workshop fees, or registration fees. These fees can be reimbursed on the TR-1 Travel Expense Reimbursement form if paid by the employee. However, it is preferred that a purchase requisition be used if fees are known in advance. An original, detailed receipt showing itemized charges issued by the vendor is required. Credit card summary receipts will not be accepted.

Business related telephone expenses are reimbursable. Internet expenses are reimbursable only if the internet connection is business related.

**MILEAGE**

Employees are encouraged to reserve and drive College vehicles whenever College vehicles are available for use. College vehicle reservations are made with the Physical Plant department.
If a College vehicle is not available for an out-of-town trip, the traveler should contact the Purchasing Manager regarding the rate for renting a vehicle using the College’s contract with Enterprise Rental before driving their personal vehicle.

Personal vehicle mileage is reimbursable based upon the rate as established by the State of Arkansas. Mileage is map mileage as established by “Yahoo Maps”. Reimbursement is computed based on departure from official station or residence whichever is lesser. Vicinity mileage can be claimed if listed separately and must be business related.

State Regulation: 19-4-903

Private vehicle mileage shall be reimbursed and computed, using map mileage, between the travel site destination and the employee’s official station or residence, if leaving directly from the residence, whichever is less.

When privately owned motor vehicles are used for travel on official business, the owner may claim reimbursement at the rate per mile established by the Chief Fiscal Officer of the State in effect during the time the travel occurred. See P2-19-4-903. The shortest major highway route (electronic map mileage) will determine the maximum mileage allowed. The source for map mileage used by the agency personnel shall be designated by the administrative head of the agency and shall be used exclusively on all mileage claims.
Insurance Coverage on Employee's Personal Vehicle:

If College employees use personal vehicles on College or state business, it is the responsibility of the employee to contact their insurance agent or company to confirm if “business use” coverage is required by your company to provide insurance for you. When an employee uses their personal vehicle for College or state business, the employee’s personal auto coverage is primary and the College’s is secondary.

**Under no circumstances does the College policy provide physical damage coverage for personal vehicles.**

The State of Arkansas VHS-1 driver clearance process must be completed before an employee can be reimbursed for mileage. If mileage is being claimed, the vehicle license number must be provided.

The TR-1 “Request for Travel Reimbursement” form must be completed in its entirety. An incorrect or incomplete TR-1 form will be returned to the traveler for correction which may delay the employee’s reimbursement.

**NOTE:** The TR-1 “Travel Expense Reimbursement” form is located on the “K” drive in the “Forms Library”, “Travel Information”, “Travel Forms”. Click on the tab labeled TR-1.
Revised: July, 2007
NorthWest Arkansas Community College Administrative Policies and Procedures

Checks, Receipts and Deposits 5-1-3

All checks or warrants for the payment of monies for NorthWest Arkansas Community College require the signature of two of the following: President, Vice President of Learning Resources Management or Director of Business Services.

A record shall be maintained for all funds received by Northwest Arkansas Community College that will identify the purpose for which the funds were received. All funds received by NorthWest Arkansas Community College shall be deposited intact in a designated depository in a timely manner.

All banks presently used or to be used by NorthWest Arkansas Community College as depositories are hereafter ordered and directed to honor such checks bearing said signatures.
NorthWest Arkansas Community College Administrative Policies and Procedures

Revised: July, 2005
Transfer of Funds  5-1-4

No permanent transfer of current funds shall be made to any other fund without written approval of the President unless such transfer is clearly shown in the annual operating budget. No transfer shall be made from debt service funds, or from unexpended plant funds, except transfers authorized by law.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Revised: July, 2005
Current Loans

At any time the current funds on hand are insufficient to pay obligations created in accordance with the approved budget of NorthWest Arkansas Community College, the President may request approval by the Department of Higher Education of a proposal to negotiate a current loan, in order to meet these obligations, with provisions for the repayment of such loan during the fiscal year in which the loan is made. Such proposals shall be submitted to the Department of Higher Education through the Vice President of Learning Resources Management.
Revised: July, 2005
Bank Depositories  5-1-6

NorthWest Arkansas Community College will use financial institutions that comply with current state laws. As a matter of principle, NorthWest Arkansas Community College will attempt to utilize financial institutions within the district boundaries.
NorthWest Arkansas Community College Administrative Policies and Procedures

Annual Operating and Biennium Budget

The Vice President of Learning Resources Management shall be responsible for the preparation of the Annual Operating Budget and the Biennium Budget. Regulations from the appropriate State Agencies will be followed on the preparation of these budgets. The Vice President of Learning Resources Management shall work with and receive information from members of the Cabinet and College President in the preparation of these budgets, and present them for approval of the Cabinet and College President prior to final adoption by the College Board of Trustees.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Revised: July, 2005
The Petty Cash fund, not to exceed $1500, may be established at NorthWest Arkansas Community College and maintained on the imprest system. The Vice President of Learning Resources Management is authorized to designate persons who shall have custody of petty cash funds and prescribe procedures for the disbursement of such funds. Petty Cash shall be operated on the reimbursement system, and the procedures for withdrawals are located in the Business Services Procedure Manual on the Shared “K” drive. A change fund may be established to provide cashiers with adequate monies for accepting student cash payments, and providing change to students.
Revised: July, 2005
Tuition and Fees

It is College policy that student tuition and fees are payable in full by the posted due dates for the enrolled semester or that the student arrange payment using the available payment plan offered by the College. Through the Business Services Office consult section 2-1-10 for payment plan options and procedures.
Students receiving financial aid may register with the understanding that fees will be paid upon receipt of aid. Deductions in the amount owed the College may be made from student financial aid checks before they are issued through the college. Any balance due remaining after financial aid has disbursed is the responsibility of the student.

A schedule of tuition and fees is published in the College handbook and the class schedule each semester. Students should consult this schedule.

Students who register and sign up for a payment plan must make their payment plan payments. Other charges arising during the school term are due at the time they are incurred. The Cashiers’ Office may be consulted concerning any questions about payment of tuition or fees.

Students with account balances from prior semesters will have their accounts put on “credit hold” and will not be allowed to register for current semester classes until the account is paid in full. Payments are due by 4:30 p.m. on the deadline date. It is the students’ responsibility to see that the payment reaches NWACC by the deadline date.

Students enrolled in Corporate and Continuing Education classes shall adhere to tuition, fee and book payment deadlines and policies established by Corporate and Continuing Education for their particular classes. These deadlines may differ from other College payment deadlines.

Under authority from the Board of Trustees, the College President may waive tuition for a limited number of students each semester due to extenuating circumstances. These waivers will be rare and will address situations where other sources of adequate financial aid are not available in a timely manner.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Revised: July, 2005

Tuition and Fee Payment Plans – Credit Classes Only 5-1-10

NorthWest Arkansas Community College offers its students taking credit classes the opportunity to manage the payment of tuition and fee charges through the FACTS Tuition Management program.

Normally, students taking credit classes pay all tuition and fees at the beginning of each semester. However, these payments may be spread over the course of the semester using the FACTS Tuition Management program.

FACTS are a low cost option available to all NorthWest Arkansas Community College students for any semester classes, including summer semesters. FACTS are not a loan program so the student incurs no debt using FACTS. There is no interest, finance charges or credit checks using FACTS. Students using FACTS are only charged a $25.00 per semester non-refundable FACTS enrollment fee.

Under the FACTS tuition management program, student charges may be paid in two ways: (1) automatic bank draft, authorizing payments directly from a checking or savings account or (2) credit card payment, authorizing charges to either Visa, MasterCard or Discover Card. Details on these two options and enrollment information are available in a brochure at the college Cashier’s Office, at the Learner Development Center or on-line at www.nwacc.edu under the e-cashier logo.
NorthWest Arkansas Community College Administrative

Policies and Procedures

Students are encouraged to enroll in the FACTS Tuition Management program as soon as they register for classes. No other tuition management plan other than FACTS is offered to students.

Revised: July, 2005
Tuition Refunds 5-1-11

Students may be eligible for a refund if they officially withdraw from class(es) within the specified reversal of tuition/fee periods. Consult the schedule published in the class schedule. A withdrawal request is complete when the “drop-add” form has been properly processed by the Admissions & Records Office.

If tuition/fees were paid in cash or by check, a refund check will be produced and mailed approximately 4 to 6 weeks after the registration period ends. After the first refund disbursement of the semester, refunds will be processed on a bi-monthly schedule. Students need to have their current mailing address on file in the Admissions and Records Office in order to receive a refund check. If tuition/fees were paid by credit card, the refund will be credited back to the credit card used to incur the original charge.

(Note: For those students who do not officially withdraw from class(es), no reversal of tuition/fees will be made.)

Effect on tuition & fees of adding or dropping classes simultaneously:

Classes with the same number of credit hours that are dropped and added simultaneously will be treated as an even exchange of tuition and fees during the reversal of tuition/fees period of each semester. For classes with different total credit hours that are dropped and added simultaneously, students will receive the appropriate reversal of tuition/fees percentage for the dropped class(es) or pay the total tuition and fees for the added class(es). Students who add a class will be required to pay for the added class on the day they register for the class.
Students who are enrolled in class(es) that have been cancelled will receive a 100% reversal of tuition/fees for the cancelled class(es).

Questions concerning refund appeals (reversal of tuition/fees after the 80% drop period) may be brought to the Office of the Vice President of Learner Support Services.

Revised: July, 2005
Delinquent Accounts

The Vice President of Learning Resources Management shall exert every effort to collect all delinquent accounts but may charge off such accounts as may prove uncollectable in accordance with rules and regulations of the Department of Higher Education and the Department of Finance and Administration.

The College President therefore authorizes the Vice President of Learning Resources Management to employ the services of a collection agency when deemed advisable in collecting delinquent accounts.

Students accounts with open balances are deemed delinquent 60 days after the close of the semester in which the charges are incurred and remain unpaid. At this time, these accounts will be turned over to a collection agency.
NorthWest Arkansas Community College Administrative Policies and Procedures

Revised: July, 2005
Tuition/Fee Appeals 5-1-13

Any questions or concerns regarding tuition/fee appeals should be addressed to the Office of the Vice President of Learner Support Services.

As a general principal, tuition/fee appeals may be considered if one of the following events occurred prior to the midpoint of the semester for which the appeal is requested.

1. Illness or injury to the student or immediate family member.
2. Death of a member of the immediate family of the student.
3. Jury duty or direct involvement by a student with a current legal action
4. Being called to active military service during military call up of reserves or National Guard.

The tuition/fee appeal must be filed within the same semester that the class was scheduled.

Withdrawing from class and a tuition/fee appeal are two separate processes.

Students enrolled in Corporate and Continuing Education classes shall adhere to the policies and procedures established by that department.
Golden Age Waiver

Students who are 60 years of age or older and show proper proof of age may have their tuition and course-related fees waived. This waiver is limited to credit courses. The Golden Age Waiver form must be completed each semester and turned into the Cashier's Office by the published payment due date.
Exceptions to Residency Based Tuition

1. The NorthWest Arkansas Community College shall have the authority to negotiate contract rates with businesses, industries, and organizations herein referred to as “company”. When a Company contracts with NorthWest Arkansas Community College to teach a course/class, either on campus or off campus, credit or non-credit, solely for that Company (not “open enrollment” to all students), then the Company’s Residency shall determine the tuition rate charged per student. (Under this arrangement, Flat Rate Tuition will be used in BANNER by the Admissions & Records Office).

2. For the purpose of collecting College tuition, residency shall be determined in accordance with Arkansas Board of Higher Education Regulations. In accordance with existing regulations, the following categories shall also be considered as Arkansas Residents and In-District Residents for tuition purposes. (Under the following exceptions, the Admissions & Records Office will change the residency code of the student).
NorthWest Arkansas Community College Administrative Policies and Procedures

a) Military personnel of the United States of America (member of the armed forces) stationed in Arkansas pursuant to military orders including non-emancipated dependents. (Ark. Leg. 6-60-205).

b) Veterans of the United States of America who are retired with twenty (20) years or more of active military service, including dependent (per IRS guidelines) members of their immediate families, who are in Arkansas at the time of retirement or move to Arkansas within one (1) year following retirement and intend to make Arkansas their permanent home.
NorthWest Arkansas Community College Administrative Policies and Procedures

Legal Reference: Arkansas Legislation – Higher Education, 6-60-205.
Native American Tuition Waiver

Native American people in other states belonging to tribes which formerly lived in Arkansas before relocation, and whose names are on the rolls in tribal headquarters, shall be classified as in-state students of Arkansas. Tribes so identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek, Delaware, Kickapoo, Osage, Quapaw, Shawnee, and Tunica Tribes.

Therefore, for documented members of the above named tribes, NorthWest Arkansas Community College will waive additional tuition charges applied to non-residents of Arkansas.

To qualify for this waiver, students must submit a notarized photocopy of the Degree of Indian Blood Card that documents tribal membership in one of the specified tribes.
Full and Part-time Employee Tuition Waiver 5-1-17

Policy:

All employees, full and part-time, their spouses and their dependent children (as defined by the IRS Code) are eligible for semester tuition waivers for credit classes only if the employee meets the following criteria:

1. Is employed by NorthWest Arkansas Community College on the final day of regular (general) registration for a NorthWest Arkansas Community College semester, and in a budgeted position that has a current Memorandum of Employment on file in the Human Resources Office.

2. Remains employed in a budgeted position that is scheduled to continue through the last day of classes for the requested semester.

3. Completes the college Tuition Waiver Application and submits to the Office of Human Resources for employment verification.

4. The employee, spouse, or dependent taking class/classes must meet the requirements for admission into the class/classes.

5. New full-time employees will only be granted one three hour waiver per semester until they have successfully completed their six month probationary period.

NorthWest Arkansas Community College Employee Tuition Waiver Eligibility:

Full-time Employees & Faculty: Full-time employees, their spouses and dependent children may earn tuition waiver for up to twelve (12) credit hours per family per semester for each term including fall, spring, and summer. New full–time employees will be granted one (3) hour class until the completion of the probationary period.

Part-time Employees or Faculty: Part-time employees, their spouses, and dependent children may earn tuition waiver for up to three (3) credit hours per family for the fall, spring and summer semester.
Early College Experience Instructors at the High Schools: Early College Experience instructors at the high schools, their spouses, and dependent children may earn tuition waiver for up to three (3) credit hours per family for the semesters they are the instructor of record for an Early College Experience class at the high schools offered by NWACC. These instructors will not have an employee memorandum or be in a budgeted position. These instructors are listed as the instructor of record in Banner for a class designated as an Early College Experience section with the appropriate section code(s) and must meet all the requirements for Early College Experience instructors outlined in the Early College Experience procedures manual. The employee waiver will need to be approved by the Coordinator for the Early College Experience programs before submitting to the Office of Human Resources.

Note: Instructors who are both part-time (on campus) instructors and an Early College Experience instructor will only be eligible for one three (3) hour tuition waiver.

NOTE: If an employee has received the tuition waiver, but fails to meet the eligibility criteria, (example: active memorandum) the employee forfeits the tuition waiver for the semester for enrolled classes being taken by the employee, spouse, or dependent children, and will be responsible for payment of tuition and fees in full.

Revised: March 2009
In-District Teachers’ Tuition Waiver

Tuition only will be waived for students who are currently employed as full-time Arkansas certified teachers in the Bentonville or Rogers school districts. This waiver is limited to credit courses. The “In-District Teacher Waiver” form must be completed each semester and turned in to the Cashier’s Office by the published payment due date, along with a verification letter from the school district or copy of current contract.

Revised: July, 2005
Long Distance Telephone Calls

The Vice President of Learning Resources Management shall establish whatever procedures and requirements are necessary to insure proper and efficient use of College telephones.

The telephone policy shall be as follows:

1. All charges for long distance calls will be charged to the appropriate department.

2. Long distance telephone calls charged to or paid by the College shall be for College business only, not personal business.
For improved management of capital construction projects and to keep construction projects within available funding and the approved budget, the following policies and procedures are implemented:

1. A formal budget will be developed and maintained by the Business Services department for all Capital Construction projects to include the following costs:
   a) Architect
   b) Interior Designer (if necessary)
   c) Contractor
   d) Furniture, Fixtures, and Equipment
   e) Building Accessories

2. A purchase requisition and purchase order will be issued for the following construction costs:
   a) Architect
   b) Interior Designer
   c) Contractor
   d) Furniture, Fixtures, and Equipment
   e) Building Accessories

3. ALL change orders to a capital and/or construction project will be reviewed and approved by the President and Vice President of Learning Resources Management.
   a) When the change order to the project is approved, the original purchase order for contractor services will be increased/decreased by the approved amount of the change order.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Adopted: April, 2005
NorthWest Arkansas Community College Administrative
Policies and Procedures

Accounts Receivable-Collection of Past Due Accounts 5-1-21

Policy

To minimize the amount of outstanding accounts receivable for each semester and the fiscal year, and to maximize the recovery of past due accounts turned over to the collection agency, Northwest Arkansas Community College has adopted the following policy:

1. After the payment due date until the last day of the semester, the Accounts Receivable Department will contact the student by telephone and e-mail to remind them of their past-due balance.

2. The Accounts Receivable department will mail monthly bill showing the student’s outstanding account balance.

3. A series of three collection letters will be mailed to the student in the following sequence:

   First Collection Letter – Sent ten (10) days following the last FACTS Payment Date (5th day of last month of semester) telling the student their account is past due and that they will not be able to obtain their grades for the semester, will not be able to obtain a transcript, and they will not be able to register for a future semester.

   Second Collection Letter – Sent three weeks after the date the first collection letter is sent stating that if payment is not received within two weeks (10 business days), their account will be turned over to the collection agency.

   Third Collection Letter - Sent three weeks after the date of the second collection letter notifying the student that their account has been turned over to the collection agency and informing the student that the collection process will stop at any time the delinquent account balance is paid in full.

Adopted: July, 2007

09/20/06
Biased Based Law Enforcement Practices

Policy:

It is the policy of NorthWest Arkansas Community College that all police-initiated actions shall comply with the U. S. Constitution and the Arkansas Constitution and that racial profiling toward any individual or group based solely on race, ethnicity, national origin, or religion is prohibited.

The term "racial profiling" means the practice of a law enforcement officer relying to any degree on race, ethnicity, national origin, or religion in selecting individuals to subject to routine investigatory activities in deciding upon the scope and substance of law enforcement activity following the initial routine investigatory activity except that racial profiling does not include reliance on the criteria in combination with other identifying factors when the law enforcement officer is seeking to apprehend a specific suspect whose race, ethnicity, or national origin in part of the description of the suspect, and the description is thought to be reliable and locally relevant.

All investigatory detentions, traffic stops, arrests, searches, and seizures shall comply with the U. S. Constitution and the Arkansas Constitution.

Any and all complaints of racial profiling will be directed to the Chief of Police. If a pattern of racial profiling is identified an investigation will be conducted to determine whether any officer(s) of this department rely on race, ethnicity, national origin or religion as a basis for initiating enforcement/investigative actions against a person or persons. Officers found to have engaged racial profiling practices will receive immediate counseling, mediation, and or corrective training within 90 days of the review and will be subject to disciplinary measures up to and including dismissal. Supervisors will not retaliate against officers who report racial profiling. The Director of Public Safety will Develop and approve procedures to ensure this policy compliance.

Adopted: April 4, 2011
The Physical Plant Department is responsible for the maintenance of college owned and leased facilities, college owned and leased vehicles, entry access and egress, implementation of the State Vehicle Safety Program and the NorthWest Arkansas Community College energy conservation program.

In addition, the Physical Plant Department, in conjunction with the Dean of Risk Management and the Department of Public Safety, helps to provide instructions for employees and students in the event of an emergency and provides instructions and plans in the case of emergency facility evacuation.

Revised: July, 2005
The Physical Plant Department will maintain procedure manuals for safety, inspection, and maintenance issues that pertain to all NorthWest Arkansas Community College facilities and appropriate equipment. These manuals will ensure that all systems and facilities conform to all relevant federal, state, county and city mandated regulations.

Revised: July, 2005
1. Policy

The purpose of this policy is to provide adequate building security for persons and property through the control of keys issued, to assure appropriate access to work areas by employees in buildings on the Campus(s) of NWACC, and to allow unrestricted access by NWACC Department of Public Safety and selected maintenance personnel to all campus areas for reasons of security, safety, and health.

A. Key Levels/Required Authorization

1. **Grand Master Key**: Provide total access to all buildings within a particular system on computer(s). Authorization for this key is granted by the Vice President for Finance and Administration and is restricted to security and maintenance personnel only.

2. **Building Master Key**: Provides access to all spaces within an individual building or department. The issuance of this key is restricted to persons authorized by the Vice President for Finance and Administration.

3. **Restricted Access Key**: Provides access to spaces requiring restricted access. Authorization for this key will be reviewed on individual basis and approved by the Vice President for Finance and Administration.

4. **Building Sub-Master Key**: Provides access to a group of rooms within a department or building. Requests for this key will be made by the appropriate Dean. Authorization for this key will be determined and approved by the Director for the Physical Plant.

5. **Individual Room Key**: Provides access to a room/office within an individual building. Authorization is granted by the Director for the Physical Plant.
NorthWest Arkansas Community College Administrative
Policies and Procedures

B. Key Policy Basics

1. It is a violation of college policy to duplicate NWACC keys, transfer keys to another individual, replace, damage or tamper with any NWACC lock or security device.

2. The NWACC Department of Public Safety must have unrestricted access to all campus areas for safety, security, and health reasons, through the establishment and maintenance of a master keying system.

3. All employees of NWACC will be assured access to their workspace.

4. Keys will not be issued to part-time faculty, students or student employees without special approval by the Vice President for Finance and Administration.

5. The Vice President or designee (limited to the Associate VP level) for each department will be responsible for all building or department keys and responsible for all key requests.

6. Actual key issuance and collection, along with related key paperwork and record keeping will be handled within departments by the Vice President or Associate VP level designee for each area. The Vice President or Associate VP level designee will act as department liaison to the Physical Plant.

7. The issuance of keys for the contracted services area is not discussed in detail within this policy. Employees working in these areas must conform to the basic security principles identified within this document, as well as the specific key policies established by NWACC.

8. Lost or stolen keys will not be replaced until a report has been filed with the NWACC Department of Public Safety. Keys will be replaced when a copy of the College Police report has been mailed, faxed or attached to the Key Request form to the Physical Plant.
NorthWest Arkansas Community College Administrative
Policies and Procedures

C. Chargeable/Non-Chargeable Key Issues

1. Original keys issued to a Vice President or Associate VP level designee for distribution are not chargeable.

2. Broken or worn keys will be replaced without charge. Original key parts must be returned to the Physical Plant.

3. Lock changes required to maintain building security following lost or stolen key incidents are chargeable to the department.

4. Replacement of lost or stolen keys by individuals may result in a charge to the individual for key(s) and service call.

D. High Security Areas

1. For reasons of safety and security, NWACC Department of Public Safety must maintain access to all College areas. It is, therefore, essential that all areas remain on the master key system. When security of a space is in question and keying off the master-key system is sought, exceptions to this policy must be made through the Vice President for Finance and Administration.

E. Campus Satellite Facilities

1. The appropriate Vice President or Associate VP designee is responsible for Campus Satellite facilities. The Vice President or Associate VP designee will be responsible for all SATELLITE FACILITIES’ keys and for all key transactions for SATELLITE FACILITIES as outlined in this policy.
NorthWest Arkansas Community College Administrative
Policies and Procedures

II. Procedures

A. Key Issuance

1. The Physical Plant will process all key requests, transfers, replacement and returns for all NWACC buildings.

2. All key requests must be submitted in writing with required approvals on a KEY REQUEST FORM to the Physical Plant Department.

3. Replacement requests for lost or stolen keys are submitted on a KEY REQUEST FORM. Keys will be replaced when a copy of the KEY REQUEST FORM and COLLEGE DEPARTMENT OF PUBLIC SAFETY INCIDENT REPORT has been received by the Physical Plant Department. Individuals may be charged for replacement key(s).

4. The Physical Plant will maintain employee key records, and will work with the Vice President or Associate VP designee to maintain accuracy of these records as changes occur.

B. Key Return Issues

1. College keys are returned when individuals terminate campus employment, retire, resign, transfer to other departments, or change room assignments. A KEY RETURN FORM is completed, signed and submitted to the Physical Plant.

C. Key Transfers

1. Keys may not be transferred from one Vice President to another. Return forms are to be completed by the Vice President and sent to the Physical Plant Department. Appropriate signatures on forms are required, as well as name and phone number of the Vice President.

09/20/06
NorthWest Arkansas Community College Administrative

Policies and Procedures

D. Record Keeping

1. The Physical Plant will keep records of keys issued to all Vice Presidents or Associate VP designee for each department for all NWACC facilities. Vice Presidents will maintain key records for their building(s) and/or departments.

E. Audit

1. The Physical Plant Department will periodically perform physical inventories of keys for NWACC facilities. Keys found missing at the time will be subject to charges listed in Section C of the Key Policy Basics.

F. No Duplication or Unauthorized Transferring of Keys.

1. No person may duplicate a NWACC facility key or request the unauthorized duplication of a College key.

2. No person may transfer any College key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a College key.
NorthWest Arkansas Community College Administrative Policies and Procedures

**Vehicles**  5-2-4

A. MAINTENANCE

The Physical Plant Department will maintain, service, and inspect all NorthWest Arkansas Community College owned vehicles as noted in the Physical Plant Department Procedures Manual. The Physical Plant Department manages all insurance, registration and licensing for all vehicles as well, and the Physical Plant Department also files all necessary reports with the Department of Motor Vehicles.

B. VEHICLE USE

The scheduling and usage of NorthWest Arkansas Community College vehicles by employees of the College will be handled through the Physical Plant Department secretary, including records of reserved vehicles. The Physical Plant Department processes keys to vehicles and gas receipts for travel. All college employees must submit driver’s license information and be approved before driving a College vehicle. See section 2-2-5(1) for the approval process.

The College non-smoking policy applies to college vehicles as well.

Refer to the Vehicle section of the Physical Plant Department Procedure Manual for additional information on responsibilities of NorthWest Arkansas Community College employees in using vehicles and other matters.

---

Revised: July, 2005
NorthWest Arkansas Community College Administrative Policies and Procedures

Vehicle Safety Program Operating Policies and Procedures 5-2-5(1)

THESE POLICIES AND PROCEDURES ARE ADOPTED IN ACCORDANCE WITH DEPARTMENT OF FINANCE AND ADMINISTRATION VEHICLE RULES AND GUIDELINES FOR THE STATE OF ARKANSAS DATED JULY, 2003

I. PARTICIPATION IN THE VEHICLE SAFETY PROGRAM

NWACC is covered by the State Master Fleet Policy and must participate in the Arkansas State Vehicle Safety Program. NorthWest Arkansas Community College is a participation agency.

II. AUTHORIZATION TO OPERATE STATE VEHICLES AND PRIVATE VEHICLES ON NWACC BUSINESS

A. All drivers must maintain a valid driver's license in accordance with the requirements of all APPLICABLE STATE LAWS to operate state vehicles and private vehicles on NWACC or State business.

B. All drivers must complete and sign the Authorization to Operate State Vehicles and Private Vehicles form VSP-1 or VSP-2 in order to use a college or private vehicle on NWACC or State business. All drivers shall be provided with copies of their VSP-1 or VSP-2 and a copy of the Driving Safety Tips. State vehicles or PERSONAL VEHICLES may not be used for NWACC or State business without completion of the VSP-1 or VSP-2 form and approval from the Department of Finance and Administration to drive as a state employee. For Approval Form(s) contact the NWACC Administrative Assistant in the Physical Plant Department, 619-2882.
C. All drivers must be on official NWACC or State of Arkansas business to operate State vehicles or to use a private vehicle and claim reimbursement for mileage and be covered under the State Master Fleet Policy.

D. NWACC will maintain copies of form VSP-1 or VSP-2 for each of their authorized drivers.

1. Access to driving records for resident (Arkansas resident working regularly for NWACC) will be provided through the SVS (State of Arkansas Website) through Information Network of Arkansas. NWACC will be notified by email on a weekly basis of any change in status of current Arkansas drivers and the status of new drivers.

2. Driving records for non-resident drivers shall be obtained by NWACC by sending form VSP-2 to:
   Department of Finance and Administration
   Charles D. Ragland Building
   P.O. Box 1272, Room 1130
   Little Rock, AR 72203

E. NWACC administrative action is required as follows for the point values assigned by the Office of Driver Services for each moving violation;

1. Drivers Who Have Accumulated 10 through 13 Points On Their

   Current Traffic Violation Report – Authorization to drive on state business will be reviewed by the employee’s NWACC supervisor and administrator. Recommendations will be made to NWACC Dean of Risk Management who will make the final decision to
authorize the employee to drive on state business. If denied authorization to drive on state business, the driver will be required to complete a defensive driving course before being reinstated. (See section V below.)

2. **Drivers Who Have Accumulated 14 Through 17 Points On Their Current Traffic Violation Report** – Authorization to drive on state business will be suspended for no less than five (5) working days. Authorization will be reinstated only after evaluation and approval by NWACC Dean of Risk Management. A Defensive Driving Course must be completed within sixty (60) days after the suspension begins.

3. **Drivers Who Have Accumulated 18 Through 23 Points On Their Current Traffic Violation Report** – Authorization to drive on state business will be suspended for no less than ten (10) working days. Authorization will be reinstated only after evaluation and approval by the NWACC Dean of Risk Management. A Defensive Driving Course must be completed within sixty (60) days after the suspension begins.

4. **Drivers Who Have Accumulated over 24 Points On Their Current Traffic Violation Report** – Authorization to drive on state business will be suspended for no less than ten (20) working days. Authorization will be reinstated only after evaluation and approval by the State Insurance Commissioner. A Defensive Driving Course must be completed within sixty (60) days after the suspension begins.
5. **Drivers Whose Driving Privileges Have Been Suspended or Revoked by the Office of Driver Services** will not be permitted to drive on state business for the duration of the suspension or revocation. Drivers with restricted permits may be authorized to drive on state business as allowed by the restricted permit. Employees whose jobs require them to drive may face termination or other serious disciplinary action as a result of suspended, revoked, or restricted licenses.

### III. REPORTING ACCIDENT AND TRAFFIC VIOLATIONS

**A.** Drivers must report accident and traffic violations to their supervisor and the Dean of Risk Management using the following procedures:

*When operating a state vehicle – Within 24 hours of occurrence or by the following business day; and

* When operating a private vehicle on NWACC business – Within seven (7) days of occurrence.

**B.** If the accident involved a state vehicle, within two (2) days of the accident the driver must complete an NWACC Accident Report Form obtained from the College Physical Plant office or at the Risk Management Website and take it to the Dean of Risk Management office in Burns Hall.

**C.** The supervisor must report the accident or traffic violation immediately upon acquiring this information to the NWACC Dean of Risk Management at 619-4127. The Dean of Risk Management is the NWACC Vehicle Safety Program Coordinator and will contact the insurance provider regarding the accident and provide the information needed. A copy of all information related to the accident will be kept by the Dean of Risk Management for file purposes.
NorthWest Arkansas Community College Administrative Policies and Procedures

1. The Dean of Risk Management is responsible for reporting all claims or losses which involve any bodily injury or property damage to the Ramsey, Krug, Farrell & Lensing. Insurance Agency.

2. Drivers who have had an at-fault accident must attend a defensive driving class within sixty days following the accident.
IV. NWACC RECORDS

NWACC records for the Safety Program are subject to audit by the Risk Management Division of the Arkansas Insurance Department.

V. DEFENSIVE DRIVING CLASSES

Enrollment in, attendance at, and payment for Defensive Driving Classes are responsibility of the employee. Classes must be approved by the Department of Finance and Administration – Office of Driver Services or the National Safety Council. Upon successful completion of the defensive driving course, the employee will provide an original certificate of completion to the NWACC Dean of Risk Management. The Coordinator will copy the certificate, and forward the copy to the NWACC Human Resources Department for inclusion in the employee’s personnel file.

VI. DRIVERS WHO ARE NOT ARKANSAS RESIDENTS

This Safety Program also applies to drivers who are not Arkansas residents but who routinely drive state vehicles. (See II, C-2.)

Revised: March, 2005
NorthWest Arkansas Community College Administrative
Policies and Procedures

Energy / Water Conservation Program

NorthWest Arkansas Community College will conform to a comprehensive program of energy and water conservation measures in order to reduce the consumption of energy and water usage throughout the institution. The Physical Plant Department will be responsible for the development and implementation of such a program. In regards to cost savings, these programs will have measurable facts and/or statistics relating to College facilities.

NorthWest Arkansas Community College realizes the importance of all forms of conservation and will work diligently and intelligently to promote these policies. The College will continuously strive to educate and encourage action by their employees and students to enhance their awareness of energy conservation. The College’s Physical Plant Department will utilize all of their available resources in making energy/ water conservation a reality while still maintaining the high standards of the institution.

Such energy-saving efforts and all energy consumption should be in full compliance with existing laws and regulations of all entities.
The Physical Plant Department provides an on-line maintenance help request procedure on the college computer system. This on-line maintenance help line is maintained by the Technology Services Department. College employees should use this on-line request procedure to communicate maintenance requests to the Physical Plant Department.

It is the responsibility of the Physical Plant Department to respond to maintenance requests in a timely manner.
In response to a Safety Alert issued by the Arkansas Insurance Department and in order to do everything possible to assure the safe operation of the college fifteen (15) passenger van, this policy is adopted.

1. No more than 10 occupants, including the driver, may ride in any college fifteen (15) passenger van while it is in operation.

2. All drivers of any college fifteen (15) passenger van must sign an acknowledgement they have read the "Multi-Passenger Van Safety Document" information before each use of the van.

3. All occupants of the fifteen (15) passenger van or any other college owned vehicle must wear a seat belt when these vehicles are in operation.

4. No luggage, other items or passengers may be placed or sit behind the rear seat of the college fifteen (15) passenger van.

5. All drivers of the fifteen (15) passenger van must be “approved” according to procedures established by the college and the State of Arkansas before driving the van or any other college vehicle. (Section 2-2-5)

Adopted: April, 2005
The Payroll Office is responsible for processing all college payrolls, as well as payroll deductions as authorized by the employees. To eliminate document handling and issuance of checks, NorthWest Arkansas Community College has instituted a procedure for direct deposit of net payroll amounts to an employee-designated bank account. The processing will include transmission of individual net payroll amounts to the college payroll account for the purpose of having the funds transferred to the employee's bank account. This office also lends assistance in answering questions regarding deduction amounts relating to insurance and taxes.
NorthWest Arkansas Community College Administrative Policies and Procedures

Time & Leave Registers 5-3-2

All Classified and Extra Help college employees must report their hours worked every two weeks to the payroll office using a Time and Leave Register form. The hours worked section of this form should be used by these employees to record the actual hours worked for each day of the 2-week pay period. Also any approved compensatory time worked by an employee should be recorded in the Hours Worked section of this form.

All Administrative and Nine-Month Faculty employees must record actual leave hours used or taken during each Pay Period on the Time and Leave Register. Nine-Month Faculty employees only need to complete this form if they take personal or sick leave during the two-week period.

All Administrative, Nine-Month Faculty, Classified and Extra-Help college employees are responsible to turn in their signed Time and Leave Register showing hours worked and leave taken to their supervisor by:

12:00 noon on the first working day after the 15th of each month.

12:00 noon on the first working day after the last day of each month.

The completed and approved Time and Leave Register forms are due from the supervisor to the Payroll office by 2:00 p.m. on the days listed above.

Any employee who does not have their signed and approved Time and Leave Register form to the Payroll office by the 2:00 PM deadline will not be paid for that pay period.

Revised: July, 2005

09/20/06
Terminating Employees Lump-Sum Payment

Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the amount due the employee or his estate, including any accrued unpaid vacation leave which is due in accordance with the policies of NorthWest Arkansas Community College, will be processed at the time of the final pay to said employee or his estate for his active work, even though the final payment of salary or wages may exceed one twenty-sixth (1/26) or other fractional amount based upon days, weeks, or months, of the employee’s annual authorized compensation at the date active employment ceases.

No employee receiving such additional compensation shall return to State employment until the number of days for which he received additional compensation has expired. Payment of the additional compensation shall not be considered as exceeding the maximum for a position so authorized. The College shall make the final payment with a manual check rather than through direct deposit to a bank account.

A lump sum payment to an employee for unused vacation leave is not to exceed thirty (30) working days, inclusive of holidays.

Legal Reference:  A.C.A. 19-4-1607, 1613  
A.C.A. 21-4-200 et seq.

Revised: July, 2005
Payroll Deductions

Payroll deductions may be provided for employees of the College for the following things: Individual and group health insurance; social security; federal and state income taxes; authorized retirement plans; tax sheltered annuity plans; United Way contributions; Foundation contributions; group dental insurance plans; court-ordered garnishments; child support; deductions for life insurance and other deductions authorized in writing by a college employee.

Legal Reference: A.C.A. 6-63-102
The Purchasing Department is responsible for compliance with the laws of the State of Arkansas and the purchasing procedures established by the Office of State Purchasing. The NWACC Purchasing Procedures Manual is located on the shared “K” drive and is available for review by all employees.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Authority to Purchase

1. General Authorization

   The College President, or his/her authorized representative, is authorized to approve the
   purchase of equipment and other items in accordance with Act 482 of 1979 and Act 600 of
   1981.

NWACC Purchasing Procedures

1. NWACC purchasing procedures are intended to benefit those employees who are involved in the
   requisitioning of commodities and services within NWACC. They should serve as a reference
   source for official policies and procedures and also serve the vital function of informing NWACC.

2. The Purchasing Procedures Manual can be found on the shared K drive, in the Purchasing Folder.
   All employees are urged to become familiar with these procedures.

Legal Reference:  A.C.A. 19-11-201 et seq.
   Act 482 of 1979 and Act 600 of 1981.
NorthWest Arkansas Community College Administrative Policies and Procedures

Exceptions to Purchasing Policy 5-4-3

In unusual meritorious circumstances the President shall have the authority to make exceptions to policies regarding purchasing. However, good business procedures must be followed in this circumstance. This may be done when the President deems it necessary for the efficient operation of the institution. Unusual delays and hindrances may be avoided for the welfare of the College by these exceptions.
A. Types of Bids – Two (2) basic types of bids used at NWACC

1. Firm Bids are used when fixed quantities of certain items(s) or services(s) are required on a one-time basis.

2. Term Bids can be used for a period of time from three (3) months to one (1) year for items(s) or recurring services(s). Quantities on term bids can be estimates of realistic usage for the time period covered with the prices remaining fixed. Departments are not locked into the purchase of estimated quantities, but can order more or less of the items at any time during contract period. This type of bid can be very helpful to some departments who have recurring purchases of the same types of items. Contact the Purchasing Department for details and current procedures.

If the requesting department anticipates spending over $5,000 in a fiscal year with the same vendor, the items should be bid on a term bid.

B. Bid Requirements

Any item or group of items (i.e., set of 15 chairs) that total $5,000 or more, must be bid by the Purchasing Department. This regulation applies to the use of all college monies, including general operating budget accounts, grants, capital improvement, restricted funds, etc.

C. Bid Procedures

1. Competitive Bidding: With a few exceptions, all purchases exceeding five thousand dollars ($5,000.00) but are less than twenty-five thousand dollars ($25,000.00) must be awarded by the use of competitive bidding procedures; however, in any such instances, competitive sealed bidding is permitted. The purchasing office will obtain at least three bids (quotes) when dollar amount deems it necessary. If three (3) competitive bids (quotes) are not obtained on
NorthWest Arkansas Community College Administrative Policies and Procedures

purchases when bids are required, purchasing must prove that at least three (3) firms were contacted in attempting to obtain competition or show the reason three (3) firms were not contacted.

The Purchasing department may grant authority to requisitioning department to obtain necessary quotes in order to expedite the purchasing process. If the Purchasing Department allows the requester to obtain written vendor quotes, three written and signed vendor quotes must be attached to the requisition. You must always select the vendor with the lowest price.

2. Competitive Sealed Bidding: Contracts or commodities exceeding an estimated purchase price of twenty-five thousand dollars ($25,000.00) shall be awarded by competitive sealed bidding. The requester is required to furnish to the Purchasing Department a detailed description of each item to be purchased along with the names of any specific vendor(s) to whom they would like the bids submitted. The Purchasing department will add vendors(s) names to the list that have requested to bid on that type of item or service.

The formal competitive sealed bidding process requires that public notice be given not less than five (5) days nor more than thirty (30) calendar days preceding the date for opening of the bids by publishing such notice at least one (1) time in at least one (1) newspaper having general circulation in the state. Requester should allow approximately sixty (60) to seventy-five (75) days from the time the Purchase Requisition is submitted for above procedures to be implemented for a competitive sealed bid.

D. Exceptions to Bid Requirements

There are few circumstances and items for which the laws provide
NorthWest Arkansas Community College Administrative Policies and Procedures

exceptions to all or part of the bid requirements. Please note that failing to anticipate needs due to poor planning is not an exception. Consult the college Purchasing Procedures document for details.

Certain purchases that may be authorized by the Purchasing Official without bid procedures are as follows:

1. Exempt Commodities and Services means:
   a. Advertising in newspapers, periodicals, and related publications
   b. Commodities procured for resale in cafeterias
   c. Fees, including medical and physician fees
   d. Freight and storage charges
   e. Licenses
   f. Livestock
   g. Maintenance of office machines and technical equipment; technical equipment for maintenance purposes shall include, but not be limited to, medical, dental laboratory and health aid equipment; climate control equipment; elevators, musical instruments; communications equipment; data processing equipment and specialized research equipment.
   h. Medical items requested by a physician
   i. Membership in professional, trade and other similar associations
   j. Postage
   k. Published books, manuals, maps, periodicals, films, technical pamphlets and copyrighted educational aids for use in libraries and for other informational or instructional purposes in instances in which other applicable laws do not provide a restrictive means for the acquisition of them.
   l. Service of some visiting speakers, lectures, and performing artists (see professional and consultants’ services).
   m. Taxes
   n. Travel expenses, such as room and board and transportation charges.
   o. Utilities
   p. Retail gasoline credit card purchases

2. Commodities obtained solely from a federal government agency.
3. Items purchased from another state agency.

4. Items under State Purchasing Contracts. These items cannot be purchased from a source outside NWACC other than the contract holder.

E. Rentals, Leases, Lease Purchase of Commodities/Equipment and Real Estate

All rental, leases, lease purchase contracts or renewal of any such contracts for commodities or equipment require prior approval of the Purchasing Department. Proposed written agreements should be submitted for execution along with a completed Requisition. In many instances it will be necessary to conduct bid procedures, as state law requires bidding on all but
short-term arrangements for lease or rental of any tangible items. All contracts for the lease of a commodity that exceeds a cost of one thousand dollars ($1,000.00) during the initial period of the contract shall be awarded on the basis of competitive bidding procedures. Any lease of motor vehicle must have prior approval of the State Purchasing Director. All rentals and leases of real estate must be coordinated by Arkansas State Building Authority. NorthWest Arkansas Community College needs should be identified and requested through the Purchasing Department. The request should be submitted to State Building Authority ninety (90) days prior to the date the property is needed. They will review the request and act as agent for NorthWest Arkansas Community College in negotiating the rental or lease of all property.

F. Airline Tickets

Purchase Requisitions for airline tickets must be accompanied by a copy of a travel itinerary. Airline tickets may be purchased with either a Purchase Order or by the employee. Funds must be encumbered with a Purchase Order or Professional Travel Request.
NorthWest Arkansas Community College Administrative

Policies and Procedures

Official Functions (Purchase of Food Items/Services)  5-4-5(1)

All requisitions for the purchase of food items and/or services must be approved by NorthWest Arkansas Community College Vice President of Learning Resources Management.

In June of each year, all requests for the purchase of food items or services for the next fiscal year (July 1st through June 30th) must be submitted to the Vice President of Learning Resources Mgmt. for approval in the form of a letter. The letter should list the following information: Date of the Event, Description of the Event (see official functions below), justification for need of the expenditure, and list of attendees. All food purchases MUST involve at least one of the Official Functions listed below.

Events falling within the “Official Functions” designation fit one or more of these categories:

1. Meetings to host official guests of the college. (Guests of the college include: visitors from other universities, members of the community, societies or organizations, boards, accreditation groups, persons being considered for employment etc.)

2. Meetings of official in-house committees and advisory groups which require a working luncheon or employees to work through the lunch hour. (Note: Departmental staff meetings are not included. Where these meals are involved, they must be a necessary and integral part of the business meeting, not a matter of personal convenience.)

3. Scheduled official receptions, honors, and staff functions (Such as academic awards, faculty/staff orientations, faculty/staff yearly picnics, etc).

4. Meetings of an administrative nature which require a working luncheon or employees to work through the lunch hour. (Note: Departmental staff meetings are not included. Where these meals are involved, they must be a necessary and integral part of the business meeting, not a matter of personal convenience.)

09/20/06
5. Student Functions

6. Meetings with prospective college donors for the purpose of generating good will.

Official Functions (Purchase of Food Items/Services) 5-4-5(2)

7. Receptions for an official purpose (such as: fundraising events, student organization meetings, employee length of service receptions, commencement exercises, cabinet meetings, board meetings).

In the event that a legitimate need to requisition food items/meals that have not been previously approved via request letter should arise, the department should send a letter with the information listed above to the Vice President of Learning Resources Mgmt. for approval. Upon approval and return of signed letter to the department, a requisition may be submitted. The approval letter should be attached to the requisition and submitted to Purchasing. Purchasing will not accept or process any internal Purchase Requisition form for any food purchases that do not have the appropriate approvals attached.
NOTE: If Official Functions are to be catered, then according to the NorthWest Arkansas Community College food service contract, the firm that has been awarded the college food service contract must be given the first opportunity to provide this service before contacting any outside vendor.

For any questions please contact Purchasing at 479-619-4140.

Adopted: September, 2004
During the course of a fiscal year, vendor contracts are entered into or renewed for services by NorthWest Arkansas Community College’s Purchasing Department. According to state purchasing regulations, the term of a contract may not exceed five years. The Purchasing department adheres to all state purchasing regulations and guidelines in securing contracts on behalf of the college.

Some contracts come up for renewal, while other contracts are entered into for the one-time performance of a specific service. The Purchasing Department maintains a file on ALL current vendor contracts whether the contract period is for more than one year or for a shorter period of time.

**Procedures for securing and monitoring Vendor Contracts:**

- All original vendor contracts will be maintained in the Purchasing Department.

- The Purchasing Manager will maintain a current listing of all active vendor contracts.

- The Purchasing Manager will monitor the status of the current vendor contract listing for contracts expiring within the next three months and will work with appropriate college departments and vendors to either select a new vendor or renew the term of the current contract.

- The Purchasing Manager will prepare a monthly report listing all current vendor contracts, the contract period, and the status of the contract. This report will be forwarded to the Vice President of Learning Resources Management. This list shall also include a complete listing of all term contracts and their expiration dates.

- The Purchasing Manager will prepare a quarterly (July 1<sup>st</sup>, Oct 1<sup>st</sup>, Jan 1<sup>st</sup>, and April 1<sup>st</sup>) listing of all vendor annual contracts over $10,000 that will expire during the coming quarter and forward it to the President’s Executive Assistant for submission to the College Cabinet for review. This list shall also include a complete listing of all term contracts and their expiration dates. The Purchasing Manager will make special notation of all major contracts (example: bookstore, food service,
insurance, cleaning, etc.) that will expire within the next six months following the date of the report. This will allow adequate time for review of current contract, preparation of bid specifications, solicitation of bids, and preparation/finalization of contract.

- All contracts requiring signature shall be forwarded to Legal Counsel for review prior to submission for signature. The President’s office shall initiate such contact with legal counsel.

Vendor Contracts Policies & Procedures 5-4-6(2)

- A template for a formal contract shall be developed and utilized for all contracts initiated by NorthWest Arkansas Community College.

- All Purchase requisitions for securing a vendor contract will require the following approval signature(s)
  1. Less than $2,500 annually, Department Head
  2. $2,500 - $10,000 annually, Department Head and Cabinet Representative, & Vice President for Learning Resources Management.
  3. Above $10,000 annually, Department Head and Cabinet Representative, & Vice President for Learning Resources Management, & College President.

- Only the College President and the Vice President of Learning Resources Management will have the authority to sign a legal binding contract on behalf of the college.
  1. Contracts up to $50,000 will require one signature – the President or the Vice President of Learning Resources Management.
  2. All contracts over $50,000 will require two signatures – the President and Vice President of Learning Resources Management.

- Note Exception to the above policies procedures: Construction contracts and purchases of goods and services on State contracts.

Adopted: September, 2005

09/20/06
NorthWest Arkansas Community College Administrative
Policies and Procedures

Bidding of Services [Investments, Credit Cards, Attorney (Except Bond Attorney), Architect, Contracting] 5-4-7

The President of NorthWest Arkansas Community College, in the best interest of the local district and the taxpayers of the State of Arkansas, authorizes the Vice President of Learning Resources Management to invest any revenues deemed excess in a financial institution which will protect the asset with FDIC insurance and/or collateralized by securities of the federal government of the United States. This policy is intended to maximize returns while minimizing the risk to principal. These investments will comply with appropriate federal and state laws.

An investment committee composed of the College President, Vice President of Learning Resources Management, and one other person selected by the President shall periodically consider investment proposals from reputable financial or investment institutions for the investment of excess College revenues. Generally, proposals shall be considered annually.

The College President shall inform the Board of Trustees of the proposals considered by the investment committee and the committee’s decision in advance of the investment.

Other services, such as credit cards, attorney (bond attorney excepted), architect, and construction, will be handled the same as investments, with one exception on this group of services. A three-member committee will be appointed by the President to include the President and two other appropriate individuals to ensure objectivity and expertise on selection of the particular service provider.

The Board of Trustees will approve issuance of bonds upon the recommendation of the College President.

Revised: July, 2005
NorthWest Arkansas Community College owns and operates a variety of institutional technology computing systems which are provided for the use of NorthWest Arkansas Community College students, faculty and staff in support of the programs of the College and are to be used for education, research, faculty/staff development and public service only. Commercial uses are specifically excluded.
The computing facilities at NorthWest Arkansas Community College are provided for the use of the students, faculty and staff in support of the programs of the College. All students, faculty and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner. (See the College’s Computer use Policies Statement on K-Drive). Anyone in the college community who intentionally uses these facilities in an unethical, irresponsible, unauthorized, or unlawful manner is subject to disciplinary action.

The following policies relate to facilities and computer use:

1. Computer facilities and accounts are owned by NorthWest Arkansas Community College and are to be used for College related activities only. The department head or employee supervisor must approve all access to computer systems prior to passwords being issued.

2. An account assigned to an individual or a department must not be used by others. Logins and passwords are not to be shared. The individual is responsible for the proper use of the account, including proper password protection.

3. Computer equipment and accounts are to be used only for the purpose for which they are assigned (e.g. instruction, job-related activities) and are not to be used for commercial purposes or non-college related business. This policy shall not prevent occasional and informal communication among students, faculty and staff. Users assume full responsibility for messages that they transmit through College computers and network resources, and fraudulent, harassing, pornographic or obscene messages and/or other similar materials are not to be sent, stored, or patronized.

4. Programs and files are considered confidential unless they have explicitly been made available to other authorized College employees. System administrators may access others’ files when necessary for the maintenance of central computer systems. However, every effort is made to insure the privacy of a user’s files. All programs and data, including e-mail, resident on College computing equipment are the property of NorthWest Arkansas Community College.

5. No one may deliberately attempt to degrade the performance of computer system or to deprive authorized personnel of resources or access to any college computer system.
6. Loopholes in computer security systems or knowledge of a special password must not be used to damage computer systems, obtain extra resources, and take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

Software licenses and copyright protection will be enforced and periodically audited. Installation of non-college licensed software must be authorized by the department supervisor.

No one shall create, run, install, or knowingly distribute a computer virus or other surreptitiously destructive program, e-mail, or data via any College computer of network facility, regardless of whether demonstrable harm results.

All federal and state laws, as well as general NorthWest Arkansas Community College regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Family Education Rights and Privacy Act of 1974, 20 U.S.C. § 123g; the Arkansas Freedom Of Information Act, Ark. Code Ann §§ 25-19-101 et seq.; and state and federal computer fraud statutes, 18 U.S.C. § 1030 and the Ark. Code Ann §§ 5-14-101 et seq. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.
Computer and Information System administrators are responsible for protecting the NorthWest Arkansas Community College computer infrastructure system and users from abuses of these policies. Pursuant to this duty, system administrators may (1) formally or informally discuss the matter with the offending party, (2) temporarily revoke or modify access privileges, or (3) refer the matter to the appropriate disciplinary authority.

Any intentional violation of these policies may result in the revocation or suspension of access privileges. Imposition of such a sanction is within the discretion of the appropriate academic or administrative unit.

Any intentional violation of these policies is misconduct for purposes of the Student Conduct Code 4-7-2 (1-3) or College personnel policies an may be punished accordingly. (See 2-7-3 and 3-8-2).

Any offense that violates local, state, or federal laws may result in the immediate loss of all College computing and network privileges and may be referred to the appropriate College disciplinary authority and/or law enforcement agencies.

Legal Reference: Article I, section 8, clause 8 of the Constitution.


Computer Software Copyright Act of 1980
The NorthWest Arkansas Community College Technology Services department shall establish a security policy and take appropriate security measures to insure that the college’s technology infrastructure, major computer network systems and administrative data bases are secure.

These security measures and security policy shall address at least the following components:

1) Regular and complete tape back-ups for NorthWest Arkansas Community College’s BANNER and Network systems.
2) Passwords and user access to BANNER and Network systems.
3) Firewalls and BANNER protection.
4) Physical access to central computer areas.
5) Structural security to central computer facilities.
6) UPS Systems
7) Disaster recovery
The Technology Services Helpdesk is available to assist college computer users with hardware/software problems. Users are encouraged to contact the Helpdesk personnel via the ITS Technology icon on their computer desktop or by calling the Helpdesk at 619-Help (619-4357). After hours (evenings, Saturday, Sunday) Helpdesk assistance and reporting computer emergencies the number is 619-Help (619-4357).
The following procedures have been adopted by NorthWest Arkansas Community College regarding the purchase/receipt of all college software, hardware and peripherals. These procedures are not meant to dictate what the using departments may purchase, but only to insure that all items purchased are compatible with the college’s technology network, meet the users’ requirements and comply with software licensing regulations.

The purchase procedures are:

1) When a college department perceives a need for new or a change in college software, hardware or technology peripherals is anticipated, then prior to the purchase of this item the department will create a TS Work Order using technology helpdesk software available on computer describing the need as clearly as possible.

2) Within (2) working days a TS team member will meet with the requesting department to review the need and work together with the department to find the most prudent, fiscally responsible and compatible solution. TS will attempt to have that solution back to the department within a week for discussion.

3) Once the solution is agreed to, TS will issue a document for the department to attach to a purchase requisition.

4) The department would then create a purchase requisition to be approved and the purchase is made.

The receipt procedures are:

ALL deliveries of computer software, hardware, and peripherals MUST be made to the College Receiving Department. The Receiving Clerk will accept delivery, pull the vendor packing slip, verify the quantity, and receive the delivery of the order in the BANNER system to document that NorthWest Arkansas Community College took delivery of the order.
NorthWest Arkansas Community College Administrative
Policies and Procedures

Due to space constraints in the Receiving Department, upon receiving a delivery of a large quantity of computers or peripherals (for classroom use), the Receiving Clerk will notify the TS Department, and the TS Department will take delivery of the items in the TS Department. The Receiving Clerk will still accept delivery, pull the vendor packing slip, verify the quantity, and receive the delivery of the order in the BANNER system to document that NorthWest Arkansas Community College took delivery of the order.

After receiving the items in BANNER, the Receiving Clerk will deliver all computer software, hardware, and peripherals to the TS Department with a copy of the vendor packing slip and the requisition showing the department and person requisitioning the items.

The TS Department will then keep a copy of all software licenses on file and take care of the proper registration of the item(s). The TS Department will contact the Fixed Asset Accountant to tag ALL computer hardware and peripherals BEFORE installing them. The Fixed Asset Accountant will record and inventory the item(s) in the BANNER system.

Fixed Asset Module. The TS Department will schedule installation of the software or hardware with the requisitioning department.
The NorthWest Arkansas Community College Technology Services Department is charged with insuring the college’s compliance with all software licensing regulations.

Therefore, no college software requiring a license may be purchased without the knowledge and approval of the TS Department. The TS Department Director is responsible to establish a software license procedure for the college and maintain the required software licenses in the TS Department.

The procedures described in Section 2-9-6 of this manual shall be followed in the purchase of all college software.

Please also note that the College has an Arkansas state contract for all Microsoft software and this software must be purchased from the state contract.
NorthWest Arkansas Community College has adopted the Computer Life Cycle plan to upgrade student and staff computers at the college. The goal of the CLC is that no college-owned computer will be older than 4 years and once this goal is attained that this standard is maintained from year to year.

The CLC plan has at its core two basic principals:

1) The newest computers and peripherals will be purchased and place in various student instructional labs either each year or every other year depending on need.

2) The computers and peripherals coming from the student instructional labs will be “cycled” out to other uses at the college with the following priorities.

   Priority 1 - General access, student computer labs
   Priority 2 - Staff and faculty computer needs, with priority given to replacing the oldest computers first

The CL plan is administered by a cross-functional Computer Life Cycle Committee.
NorthWest Arkansas Community College has established policies and procedures for the creation and use of the college website as well as individual websites linked to the college website. These policies and procedures should be followed. Specific website policies and procedures are contained in the Web Policies Manual along with other website information. Interested persons should contact the College Web Master for explanation of these policies and procedures and they can be viewed on the college K-Drive under the college Website. There is also a College Web Advisory Committee composed of staff and faculty of the college who work with the Web Master on College Website issues.
Procedure to Request Off-site Access to

**NWACC Information Systems**

5-5-10

Computer access to NWACC information systems is becoming web-based. This presents many challenges for employee workload and data security. Access to Banner and Xtender from off-site locations will be limited to individuals who have received approval due to extenuating personal circumstances or mandatory project deadlines to meet college needs.

To request, off-site access

1) Complete form
2) Get supervisor’s recommendation
3) Get approval from division associate vice president or vice president
4) Get approval for Associate Vice President for Technology Services

**Temporary Access Only**...Access will only be given for a defined period of time.

Access will be monitored and may be revoked for violation of college policy or if security is threatened or compromised.

**Definitions**

Off site – Not on NWACC’s main campus or outlying centers including but not limited to Bentonville campus, College at the Crossings, Adult Education Center, and Regional Technology Center.

This policy does not apply to the Banner Self-Service products which include Web for Faculty, Web for Employee, Web for Finance and Web for Student (EagleNet).
Request of Off-Site Access to Banner or Xtender

I, _________________, am requesting approval to access the college’s networks and computer systems from off-campus. I have read and understand the terms of confidentiality and restrictions requirements and regulations in compliance with the Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPPA) in addition to other federal and state laws.

I am aware of the sensitive and confidential nature of the data with which I work. I will take appropriate steps to ensure the confidentiality and integrity of this data while working from off-campus. These steps include, but are not limited to:

- Logging out of the VPN and/or other college systems when I am not actively using the connection.
- If using wireless access you must 1-have encryption turned on 2-must be secured by requiring a password to use your home wireless connection.
- Properly securing my computer with passwords and taking other appropriate precautions to ensure others cannot access the university’s data.
- Not storing college related data on my personal hard drive.
- Appropriately safeguarding any college data stored on external drive or storage devices (examples: USB drives, Zip drives, or CDs/DVDs).

Name ___________________________ Position _______________________

☐ Full-time ☐ Classified Hourly
☐ Part-time ☐ Classified Exempt
☐ Faculty ☐ Administration

09/20/06
For classified hourly staff, any comp time earned would need to be approved in advance.

Start date of Access _______________  End date of Access _______________

Reasons for requests
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supervisor Comments
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand that off-site access to Banner is a temporary privilege not a right and that this access can be terminated at any time for no reason. I agree to adhere to all college policies including the Family Educational Rights and Privacy Act, employee privacy and confidentiality.
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

_________________________________  _______________________
Employee Signature  Date

Approvals

_________________________________  _______________________
Supervisor  Date

_________________________________  _______________________
Associate Vice President of Technology  DateServices

_________________________________  _______________________
Vice President for Division  Date
Wireless Networks

Establishing a wireless network at any College location, property or facility is limited to those officially approved and authorized by NorthWest Arkansas Community College’s Information Technology Services department. Unauthorized/rogue wireless networks will be removed by the Information Technology Services department personnel. Any student or employee who installs a wireless network at any NWACC facility, property or location without NWACC’s IT department approval and authorization is subject to administrative disciplinary procedures.

Adopted: August 2006
Effective July 1, 2007, the State of Arkansas has adopted the IRS guidelines on the usage of cell phones and data phone devices. The IRS guidelines prohibit personal use of cell/data phones and mandate that that ALL personal calls made by employees of State universities and colleges on college owned cell/data phones be identified and verified on monthly cellular phone bills. Employees must either: 1) repay the College for the cost of personal calls and a pro rata share of the monthly service charge, or 2) have the value of the cell phone usage reported as a taxable fringe benefit to the employee.

1. Eligibility and Approval

Northwest Arkansas Community College will provide wireless services and cellular phone equipment to designated employees who have a recognized business requirement and need to conduct the operations of College in order to maintain uninterrupted services and ensure the safety and security of the College.

Requests for cell/data telephones must be approved by the employee’s supervisor and Cabinet representative (who will determine the need) and the Vice President for Finance & Administration.

Cell/data telephones issued and distributed to employees are the property of Northwest Arkansas Community College. Cell/data telephones will be returned to the NWACC Purchasing department if the employee discontinues employment with the College. Final paychecks may be withheld pending the return of College property.

All employees issued a cell/data phone will be required to:

a. Sign a cellular phone user agreement;

b. Perform a monthly audit of cell phone usage; and

c. Make timely, monthly reimbursement to the College for personal usage.
Whenever usage of cell/data telephone of a department is needed for employees that work a rotating work schedule or are “on-call” to provide uninterrupted services (ie: Security, Technology Services, and Physical Plant departments), cell/data phone(s) will be issued in the department’s name rather than the employee(s). Employees will check out a cell/data phone when they report to work and turn it back in to the department at the end of their work shift.

2. Personal Calls and Usage

Northwest Arkansas Community College provides cell/data telephones to designated employees solely for the purpose of conducting College business.

The use of College-owned cell/data phone equipment to make and/or receive personal calls is prohibited by IRS guidelines and strongly discouraged, although College officials understand that usage for personal reasons may be necessary in emergency situations.

Use of a College cellular/data telephones by a NWACC employee to operate a personal business or for other personal gain is strictly prohibited.

Any overage in minute usage, long distance, text messaging, or other charges realized by the employee for personal use will be the responsibility of the employee, and the College must be reimbursed on a monthly basis.

3. Securing cellular/data phone service

The Purchasing Department will be the College contact between cellular service providers for securing and managing of all cellular service programs, cell/data phone equipment, and accessories.
Cellular & Data Telephone Use

The Purchasing Department will place all orders for equipment and services with the contracted vendor, take delivery of the equipment, and will contact employees when the equipment arrives.

The Purchasing Manager and the Vice President of Finance & Administration will monitor service plans and overall usage, suggest changes in service agreements to provide the most convenient and economical plan for the employee and College. The Technology Services department will monitor changes in technology and make recommendations for improvements in the College’s equipment.

4. Employer Liability

Employers can be held liable for problems or incidents created by an employee’s use of cellular telephones while driving. Use of a cell/data phone while operating a vehicle is strongly discouraged. Failure to exercise caution and good judgment while using a cellular phone while driving could result in loss of use of a College cell/data telephone.

5. User Responsibilities

College employees issued or assigned a cell/data telephone will be responsible for:

- Securing the phone at all times.
- Never loaning the phone to another individual.
- Informing the Purchasing and Security departments if the phone is lost, stolen, or damaged.
- Bringing damaged equipment to the Purchasing department.
Performing a monthly audit of monthly phone bill(s) and making timely reimbursement to NWACC for all personal usage.

6. Usage Monitoring

Employees and their supervisors are responsible for performing:

- Monthly audits of cell/data phone bills.
- Identifying and verifying personal phone calls and text messages
- Obtaining proper approval signatures.
- Making timely monthly reimbursement to the College for personal cell/data phone usage.

7. Cell Phone Allowance

A cell phone allowance may be approved for designated, qualified employees for use of their personal cell phone for conducting College business in lieu of issuing a NWACC cell/data phone to the employee.

Eligibility and a request for a cell phone allowance must be justified by the employee and approved by the employee’s supervisor, Cabinet representative, and the Vice President of Finance & Administration.

The employee will be reimbursed a monthly flat fee as determined by the College Cabinet.

*Adopted: July, 2007*
NorthWest Arkansas Community College is growing at an astounding rate. To keep pace with this growth and ensure student accessibility to online materials, the NWACC web infrastructure must be standardized. NWACC is also required to adhere to federal and state laws that mandate the equal accessibility of all online material to all students.

**Academic Freedom**

In 1997, a subcommittee of the American Association of University Professors prepared a report on the relationship between freedom and electronic communications. The introduction to this report states:

“The advent of electronic and digital communication has profoundly changed the ways that university faculty members conduct research, store data, and share information and insight. Such changes make timely the consideration of whether – and how – new media and information systems may alter traditional approaches to safeguarding academic freedom within the university community. While basic principles of academic freedom clearly transcend changes in media, new issues will inevitably arise in cyberspace, to which time-tested policies and precepts may need to be adapted in imaginative ways.

One overriding principle should govern inquiry. Freedom of expression and academic freedom should be limited to no greater degree in electronic format than in printed or oral communication, unless and to the degree that unique conditions of the new media warrant a different treatment.”

Following this principle, NWACC will continue to follow the 1940 Statement of Principles of Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors, mindful that the new media may “warrant different treatment” – for reasons of security, for example. The core of these principles is stated each year in the faculty handbook (page21).
The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her academic duties.

1. The teacher is entitled to freedom in the classroom in discussing the subject being taught, but he/she should be careful not to introduce into the teaching controversial matter which has no relation to the subject and should not permit personal prejudice to interfere with his/her grading of the students on their performance in the class.

2. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the instructor's special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge his/her profession and institution by his or her utterances. Hence, he/she should at all times strive to be accurate and should make every effort to indicate that he/she is not an institutional spokesperson. The instructor shall not use the classroom to promote personal political views or theories at the expense of other established views and/or theories.

To read the entire document on the Principles of Academic Freedom you can go to: [http://www.aaup.org](http://www.aaup.org).

**Controversial Material and Due Process**

If any content hosted on either the administrative, academic, faculty or the Intranet web sites could be considered illegal or in violation of college policies, then the material will be reviewed for appropriateness. If the President of the President’s designee deems the material to be provoking immediate legal liability
on the college, then the content may be removed until a decision can be made. The Public Relations Chair and the Web Standards Committee, along with other appropriate and necessary members of the college community, will make the final decision on appropriateness. In the event the Web Standards Committee cannot come to a decision, all pertinent information will be forwarded to the Cabinet for a final decision. Administration Policy 2-7-4 gives employees due process in the event of a disagreement over non-contractual matters and will apply in a situation in which an NWACC employee disagrees with the removal of content from his/her web page.

**Content Reconsideration Requests**

An NWACC Online Content Reconsideration Request form will be made available to groups and/or individuals who wish to challenge content posted on NWACC web servers. A challenge should include:

- The web address of the content being challenged
- A description of the content being challenged
- An explanation why the content is being challenged

If the challenger wishes to be informed of the results of the Content Reconsideration Request, s/he must also provide contact information.

Content Reconsideration Requests will be reviewed for appropriateness according to the procedures described in the Controversial Material and Due Process section.

To access the form, go to: [http://www.nwacc.edu/contentReconRequest.php](http://www.nwacc.edu/contentReconRequest.php).
Policies for all Content on NWACC Web Servers

The policies referred to in this manual apply to any and all documents, html files, graphics, or any other file in electronic format that reside on a World Wide Web server within control of NWACC.

All pages must comply with any federal or state laws governing web pages or any other electronic document on government servers. These include, but are not limited to:

- the Electronic Communications Privacy Act of 1986: [http://www.cpsr.org/cpsr/privacy/wiretap/ecpa86.html](http://www.cpsr.org/cpsr/privacy/wiretap/ecpa86.html)
- the Americans with Disabilities Act: [http://www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm)

Documents on all NWACC controlled web servers must comply with any policies set forth by NorthWest Arkansas Community College. NWACC cannot view and control all content at all times and assumes account users will comply with any and all policies set forth by NWACC. NWACC accepts no responsibility for any content posted that violates these policies. If content is found which violates the following policies, policies instituted by the NWACC Cabinet, or policies instituted by the Board of Trustees, the content may be removed from the web server and due process will be set into motion.

All web authors must have their name and email address readily accessible on the bottom of their pages to be contacted for support of their own content.
Policies for Web Content &
Web Based Applications on Other Servers

Content on other servers and other web based applications should conform to the basic layout and color scheme on the administrative web template as closely as possible. By adhering to the same theme throughout NWACC web resources, students and other visitors become less confused on whether they are still on an NWACC website. Please contact the webmaster with your concerns or needs.

Copyrighted Material

At no time should any copyrighted material be posted on any NWACC web server unless one of the following applies.

- The material is copyrighted but is licensed for free public use and reproduction
- Explicit permission has been granted by the copyright owner
- The material was purchased and we have a license to publish the copyrighted material for use on the web
- Treatment of the material is compliant with the United States Copyright Office Fair Use doctrine

Please note that lawful use of copyrighted material should be accompanied by proper credit given to the original source of the material. Also, be aware that copyright infringement is punishable by fines up to $150,000 per infraction.

For more information about copyright policies and laws, consult the online publications listed below.

- Campus Copyright Rights and Responsibilities: A Basic Guide to Policy Considerations: [http://www.aaupnet.org/aboutup/issues/Campus_Copyright.pdf](http://www.aaupnet.org/aboutup/issues/Campus_Copyright.pdf)
Web Policy (continued)  5-5-13

• Copyright Law of the United States: http://www.copyright.gov/title17/

• Current United States Copyright Legislation: http://www.copyright.gov/legislation/


• Fair Use doctrine: http://www.copyright.gov/fls/fl102.html

Consent Release for Photographs

All NWACC students have signed a consent release for photographs; it is part of their admissions application. This release applies to all student of legal age to sign contractual matters.

A student under eighteen years of age must fill out a separate consent form that must also be signed by the student's parent or legal guardian.

Administrative Content Change Control

Because of the sensitivity of administrative content, it is necessary to have a change control system. This system helps not only with security but also with checking the validity of content before it is posted to the NWACC production web server.

The content change control system is comprised of a development server and a production server. All updates to pages will be posted to the development server.
through your web authoring account. Once posted onto the development server, content will move to the production server based on the following schedule.

Content Update Schedule

Administrative and academic web sites will be updated from the development server to the production server every morning, Monday through Friday. If there is an emergency update needed, contact the Webmaster and the material will be updated ASAP.

When a page is updated to the production web server, the old page is erased. If you want backups, you need to keep them yourself. Do not store backups on the development server. We backup the data but it will take us much longer to post our backup than it will you to post yours.

Content that does not follow content policies

If a page is found that does not comply with NWACC policies, it will not be posted. The author of the page will be contacted and requested to change the material before it is posted. If a posted page is later found contrary to policy, it will be removed or rolled back (if a previous acceptable version is available) until the page is changed to comply with policy.

Administrative Web Content Policies

Administrative web sites are the sites containing administrative information about the college. These sites reside under the domain www.nwacc.edu and luminis.nwacc.edu.
A template will be provided for all administrative content pages and the scheme on the template must be left unchanged (including all graphics, colors, and links). There may be exceptions to using the template for material on the administrative web site, such as online tutorials where a large top graphic may get in the way. Please contact the Webmaster to discuss the requirements of your content.

**Template Defaults**

- The default fonts used on the template are Arial and Verdana and should not be changed.
- Links and text colors should not be changed from the standard on the template. Web authors are advised to use bold to highlight important parts of documents.
- There are several header styles in the standard template that can be used to keep content formatting consistent on all web pages.
- All pages should keep the standard white background in the template.

**Content Management**

- Authors need to pay attention to and fix any links reported in their Sitescan reports.
- Pages should be updated or checked for outdated material at least once a month.
- Pages should not contain content that is not specific to that administrative area and/or is posted on another page. Linking to content is easier and decreases content duplication.
- Keep graphics under 64kb in size. Larger graphics can hinder the ability to view content in a timely manner.
- All pages should conform as much as possible to the W3C’s Web Content Accessibility Guidelines priority 1 level of conformance. These guidelines can be viewed at: [http://www.w3.org/TR/WAI-WEBCONTENT/](http://www.w3.org/TR/WAI-WEBCONTENT/).
Web Policy (continued) 5-5-13

All content should be federal section 508 compliant including:
- Screen reader compliance
- Form access using only a keyboard
- Alt text for images
- Plug-in dependent material must have a plain text version

Posted Content:
- Should not contain or link to any web site containing content which is violent, abusive, or that could be considered illegal or contrary to college policy unless the content is directly related to the learning/teaching process.
- Should not contain personal beliefs, or links to pages with personal beliefs on them, unless the content is directly related to the learning/teaching process.

Academic Web Content Policies
Academic web sites refer to the web sites of all the academic departments that will reside in the college domain academics.nwacc.edu. Academic sites are not required to use the Administrative template, but if the administrative template is used then they will need to follow the Administrative policies.

Content Management
- Academic pages, even though they may not use the Administrative template, should have a standard scheme they adhere to from page to page. If this cannot be accomplished then they should use the Administrative template.
- Pages should be updated or checked for outdated material at least once a month.
- All text should be professional in keeping with a college environment.
The Official NWACC College Logo must be placed on each page where it is prominently visible and must take the visitor back to the NWACC home page when clicked.

- Keep graphics under 64kb in size. Larger graphics can hinder the ability to view content in a timely manner.
- All pages should conform as much as possible to the W3C's Web Content Accessibility Guidelines priority 1 level of conformance. These guidelines can be viewed at: http://www.w3.org/TR/WAI-WEBCONTENT/.
- All content should be federal section 508 compliant including:
  - Screen reader compliance
  - Form access using only a keyboard
  - Alt text for images

**Posted Content:**

- Should not contain or link to any web site containing content which is violent, abusive, or that could be considered illegal or contrary to college policy unless the content is directly related to the learning/teaching process.
- Should not contain personal beliefs, or links to pages with personal beliefs on them, unless the content is directly related to the learning/teaching process.
- Should not contain course specific information (i.e. homework assignments, etc). Homework and other course specific information should be posted on a faculty web page.
Faculty Web Page Policies

Faculty web sites are sites created for the sole use of a specific faculty member to post class and teaching information and will reside within the domain faculty.nwacc.edu & luminis.nwacc.edu.

Content Management

- The Official NWACC College Logo must be placed on each page where it is prominently visible and must take the visitor back the NWACC home page when clicked.
- Each faculty member will be designated his/her own web site in the faculty web. Faculty will author, post, and control their own site content and will be directly responsible for adhering to the policies specified in this section.
- Faculty webs are for instructional purposes. All content should be directly related to course material and professional activities. Acceptable content would include but not be limited to: office hours, class schedules, contact information, class notes, etc.
- Faculty webs will not serve as personal storage space.
- Keep graphics under 64kb in size. Larger graphics can hinder the ability to view content in a timely manner. If images larger than 64kb must be used, then they should reside on separate links rather than be embedded in textual content.
- All pages should conform as much as possible to the W3C’s Web Content Accessibility Guidelines priority 1 level of conformance. These guidelines can be viewed at: http://www.w3.org/TR/WAI-WEBCONTENT/.
- All content should be federal section 508 compliant including:
  - Screen reader compliance
  - Form access using only a keyboard
  - Alt text for images
Web Policy (continued)  5-5-13

Posted Content:

- Should not contain or link to any web site containing content which is violent, abusive, or that could be considered illegal or contrary to college policy. The only instance this content should be linked to is if it deals directly with the content of the course being taught.
- Should not contain personal beliefs, or links to pages with personal beliefs on them, unless the content is directly related to the learning/teaching process.

Student Web Page Policies

Student web pages are the sole responsibility of the instructor who is teaching the class building the web pages. At no time should any instructor give a student direct access to the faculty web. Only authorized personnel should upload web content. The instructor is also responsible for making sure the student’s web page adheres to the following policies. Controversial material may be removed pending a review on its appropriateness. If content is found to blatantly violate these policies or any other policy set forth by NWACC then the page may be subject to deletion.

Content Management

- Instructors should create a directory of each individual student who will have a page on the instructor’s web.
- Instructors should delete student content when it no longer serves an instructional purpose, i.e. content should not remain on the servers for more than one semester after the semester of completion, unless it serves a continuing instructional purpose.

Posted Content:
Students should not post or link to material that is pornographic in nature or contains material describing how to perform illegal acts, unless the material is directly related to the student’s coursework. The supervising faculty member will be responsible for determining the appropriateness of material.

Banner Web Self-Service (EagleNet) Policies

Banner Web Self-Service is currently known as EagleNet and resides on the www2.nwacc.edu domain. It is an application created by Banner SCT. "Information text" is easily authored by our NWACC Web Tailor. The entire page can be customized via SCT proprietary code or by using Oracle’s PL/SQL Web Toolkit commands. Built into this application are specific cascading style sheets which will override the browser’s default styles; however, a user can override the style sheet settings. Because of this, this policy is being put into place.

Content Management

SCT cascading style sheets are set to the following defaults for general information on the web pages in the order listed.

- Fonts: Arial, verdana, helvetica, sans-serif
- Font color: Black
- Font Size: 100% The font presents text in the user's preferred font size. It facilitates page fluidity.
- Font Alignment: Left

- Page headers are not designated a font size. It is deferred to the browser. Due to our NWACC header banner, H1 has had to be resized.
- Links are blue.
Links and text colors should not be changed from the CSS. Bolding text is recommended to effectively accent text. The use of red should be kept to a minimum and only used when it is critical that the user be alerted to certain information.

The use of text or graphics for page titles is an SCT norm. All graphics must contain alt tags, kept under 64 kb in size and conform to NWACC’s policies concerning graphics.

All pages should conform as much as possible to the W3C’s Web Content Accessibility Guidelines priority 1 level of conformance. These guidelines can be viewed at: [http://www.w3.org/TR/WAI-WEBCONTENT/](http://www.w3.org/TR/WAI-WEBCONTENT/).

All content should be federal section 508 compliant including:
- Screen reader compliance
- Form access using only a keyboard
- Alt text for images
- Plug-in dependant material must have a plain text version.

Posted Content:

- Should not contain or link to any web site containing content which is violent, abusive, or that could be considered illegal or contrary to college policy unless the content is directly related to the learning/teaching process.
- Should not contain personal beliefs, or links to pages with personal beliefs on them, unless the content is directly related to the learning/teaching process.
Synopsis of Section 508 Compliance

Below is a table summarizing Section 508 requirements as of 2003. These guidelines are not a list of HTML "do's and don'ts," but rather a list of accommodations that must be made for people with different disabilities. The technical implementation is left to the discretion of the developers, although some technical suggestions may be made in some cases.

<table>
<thead>
<tr>
<th>Section</th>
<th>Text of Regulation</th>
<th>How to Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A text equivalent for every non-text element shall be provided.</td>
<td>Use TITLE or ALT when available as a minimum. Provide longer text transcriptions and descriptions for more complex items.</td>
</tr>
<tr>
<td>B</td>
<td>Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.</td>
<td>Use captioning software for video or Flash animations when possible.</td>
</tr>
<tr>
<td>C</td>
<td>Web pages shall be designed so that all information conveyed with color is also available without color.</td>
<td>Supplement color coding with other signals such as shape or text.</td>
</tr>
<tr>
<td>D</td>
<td>Documents shall be organized so they are readable without requiring an associated style sheet.</td>
<td>Use external style sheets, but also make sure pages are structured with appropriate H tags to be readable with style sheets disabled.</td>
</tr>
<tr>
<td></td>
<td>Redundant text links shall be provided for each active region of a server-side image map.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>If you use server side image maps, provide a text based menu. But client side maps are preferred (see next section).</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Client side image maps are preferred unless they can only be implemented with server-side image maps.</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Row and column headers shall be identified for data tables.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use the TH tags for column and row headers of data tables.</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional accessibility tags are need for very complex data tables.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Frames shall be titled with text that facilitates frame identification and navigation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use the TITLE attribute and meaningful frame titles.</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hertz (cycles per second) and lower than 55 Hertz.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Avoid rapidly blinking texts and animation.</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.</td>
<td>Use a text-only page only as a last resort. The text-only page must be updated with the rest of the site or the site will be out of compliance.</td>
</tr>
<tr>
<td>L</td>
<td>When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.</td>
<td>Content must accessible on pages using scripts. Some screen readers are unable to process some types of Javascript links, so a NOSCRIP alternative must be provided.</td>
</tr>
</tbody>
</table>
| M | When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l). | 1. Always provide a link to an accessible Web page where a user can download a plug-in.  
2. Plug-ins used should allow you to create Section 508 compliant content. |
| N | When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. | Use new forms tags to facilitate accessibility. |
A method shall be provided that permits users to skip repetitive navigation links or very long lists of links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.
Synopsis of ADA Compliance

Seven minimum requirements were identified by the ADA commission to ensure web accessibility:

1. Provide an Access Instruction Page for Visitors (includes email hyperlink for visitors to communicate problems with web page accessibility).
2. Provide support for text browsers.
3. Attach "Alt" tags to graphic images so that screen readers can identify the graphic.
4. Hyperlink photographs with descriptive text "D."
5. Caption all audio and video clips by using "CC" hyperlinks.
6. Provide alternative mechanisms for on-line forms (such as email or voice/TTY phone numbers).
7. Avoid access barriers such as the posting of documents in PDF, table, newspaper or frame format or requiring visitors to download software. If posting in PDF, the HTML text or ASCII file must also be posted.

Glossary

Adobe Acrobat: A program where documents can be created and read using a specific format designed by Adobe. Acrobat documents can be viewed on the Internet as long as the browser opening the document has the plug-in installed. The plug-in for Acrobat documents can be downloaded from: http://www.adobe.com/support/downloads/main.html#Readers.

Alt attribute: Attribute of the image tag in html. This attribute displays alternate text in the place of an image.

Backup: A copy of electronic data that serves to replace the original data if the original data is lost or corrupted.
Browser Detector: A program that detects the type of browser being used and other settings in an attempt to send the user a page that can be properly viewed. Browser detectors are usually in the form of JavaScript and run client side.

Client: Any computer that accesses a network and/or the Internet.

Compress: A way of bundling data in a small package to decrease file size so it may be transmitted over the Internet at a more rapid rate.

Content: Any material that can be viewed through an Internet browser such as images, html files, asp files, documents, and any other various forms of electronic data.

Document: Any file containing text that can be viewed through an Internet browser.

Flash: Animated content displayed through an Internet browser that has the proper plug-in to view the content. The Flash plug-in can be downloaded from: http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash.

Html: Acronym for Hyper Text Markup Language. Html was invented so data could be more easily displayed over the World Wide Web.

Image map: A graphic image containing more than one hot spot that can be clicked on to lead to more information such as a web page.
Java: A programming language that is not platform specific. Java programs often appear in the form of applets that are embedded into web pages.

JavaScript: Scripts that take on the same characteristics as the Java programming language but are run by the browser. JavaScript is written into the html file and read by the browser as the html is downloaded.

Optimize: A way of removing useless data in a graphic to reduce the file size of the graphic.

Pixel: A unit of measure on the computer screen. Screen width and height is set using pixels and is called screen resolution. Standard resolutions are 800 wide by 600 tall and 1024 wide by 768 tall.

Page: Content viewed in an Internet browser.

Plug-in: A third party program that is used in conjunction with an Internet browser to view content of specific types like Acrobat or Flash content.

Server: Electronic space that stores a web site, distributes files to clients who request them, and runs asp scripts that are programmed into any document.

Screen Reader: A software program that reads the contents of the screen aloud to a user. Screen readers are used primarily by individuals who are blind. Screen readers can usually only read text that is printed, not painted, to the screen.
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

W3C: Acronym for the World Wide Web Consortium. Organization whose goal is to standardize the way we view information over the Internet to make it a more pleasurable experience for all users including the disabled (blind and hearing impaired).

Web: A folder in a web site that is the responsibility of a designated person.

Web site: An interconnected series of web pages that are prepared and maintained by a person or a group with the purpose of distributing information.

Adopted: December, 2001
Revised: September, 2006
Every user must create secure passwords to ensure the maximum integrity of NorthWest Arkansas Community College’s computer and network system. Users are required to change their passwords every 90 days. A password history will be enforced, preventing the user from reusing old passwords.

Users will create a password according to the following rules:

- Passwords must contain at least one uppercase letter, at least one lowercase letter, and at least one number. Passwords must be alphanumeric and at least eight characters long.
- Passwords must not be based on the user’s name or login ID.
- Passwords may not be just a dictionary word, in any language, but can include dictionary words (e.g. ‘firehydrantZ1’, ‘Applecherry3’, ‘Paper2pen’ are all valid, but ‘firehydrant’, ‘apple’, ‘cherry’, ‘paper’ or ‘pen’ by themselves are not).
- Passwords may not contain more than two paired letters (e.g. Ou812bbby is valid, but Ou812bbb is not).

Users will not:

- Choose passwords that are easily guessed
- Share passwords with co-workers, friends or family
- Write down passwords and place the written password near their computer or in seemingly private places such as wallets or purses.

NWACC systems include an ‘intruder lockout’ feature. This simply means that if five invalid attempts to login to the same account are made during two minutes, the account is disabled for ten minutes.

When a user forgets his/her password s/he will call the Information Technology Services Helpdesk (4357). The Helpdesk Operator will reset the password.

Procedure for choosing a password

1. Users should:
• Use a password that can be typed quickly, without having to look at the keyboard. This makes it harder for someone to steal a password by looking at your keyboard (also known as ‘shoulder surfing’).
• Change passwords regularly. The more critical an account to network integrity the more frequently the password will change. This change prevents someone who has already compromised an account from continued access.

2. Users should not:
• Use a network login ID in any form (reversed, capitalized, doubled) as a password.
• Use his/her first, middle or last name in any form. S/he will not use initials or any nicknames.
• Use other information easily obtained about the user. For example, pet names, license plate numbers, telephone numbers, identification numbers, the brand of automobile the user drives, the name of the street the user lives on, etc. Such passwords are easily guessed by someone who knows the user.
• Use passwords based on common phrases, movie titles, books or calendar dates.

Procedure for resetting a password
1. The user presses ‘Control’, ‘Alt’ and ‘Delete’ simultaneously.
2. The user chooses the ‘Change Password’ option.
3. The user enters the old password in the ‘Old Password’ box.
4. The user enters the new password in the ‘New Password’ box.
5. The user types the new password again in the ‘Confirm New Password’ box.
6. The user clicks ‘OK’ and a pop-up box appears that confirms the password has been changed.
Procedure for resetting a forgotten password

1. The user calls the Helpdesk to say that they cannot login to the system.
2. The Helpdesk Operator asks the user for his/her name and a description of the problem.
3. The Helpdesk Operator asks the user for information to prove his/her identity.
4. The Helpdesk Operator compares this information with an on-line resource.
5. If the user is authenticated, the support analyst will reset the password and set the “user must change password at next login” option.
6. The user tries to log in with the newly assigned password.
7. The user will be required to change the new password immediately.

Adopted: April, 2007
1. Introduction

NorthWest Arkansas Community College ("NWACC") provides its faculty, staff, students and guests ("users") with technology resources and a local area network with access to the Internet and e-mail. The purpose of these technologies is to: a) enhance the programs and services provided by NWACC, b) conduct NWACC business, c) support NWACC projects, and d) ensure that users are equipped with the necessary tools for communication, research, collaboration, and other tasks required to fulfill NWACC-related obligations. Each user is expected to use accounts and resources for these purposes.

2. Use of Technology

2.1. Appropriate Uses of Technology (including, but not limited to)
- Academic uses such as class preparation, research, accessing library resources, etc.;
- Accessing the Internet/e-mail for NWACC related research and information gathering;
- Utility and application of software that accomplishes tasks and fulfills task functions;
- Communication and collaboration between users and/or other appropriate entities;
- Access to the Internet for up-to-date information published by NWACC, other state agencies, and other information providers as necessary.

2.2. Inappropriate Uses of Technology (including, but not limited to)
- Interfering with the security or operation of the computer systems;
- Vandalizing equipment, software, or hardware;
- Attempting to alter or gain access to unauthorized files or systems;
- Violating the rights of the College and/or others by publishing or displaying or transmitting any information that is defamatory, obscene, known to be inaccurate or false, profane, or threatening.
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

- The sharing of copyrighted material inappropriately using technologies such as peer-to-peer file sharing.

2.3. Privacy of Information
NWACC reserves the right to monitor and/or log all network activity with or without notice, including e-mail and all web site communications, and therefore, users should have no expectation of privacy in the use of these resources.
- The College will not monitor e-mail transmissions on a regular basis, though the construction, repair, operations and maintenance of electronic messaging systems may occasionally result in monitoring random transmitted or stored messages.
- Messages may be monitored during the course of investigations of illegal activity.
- The College will not provide third parties with access to stored electronic messages without the written consent of the sender and recipient except in special circumstances with the approval of the HR Director and appropriate Cabinet member, such as investigating illegal activity or misuse of the system, or resolving a technical problem.

2.4. Governor’s Policy Directive
Governor's Policy Directive GPD-5, 1997 clearly states that... "Use of any and all State-owned equipment and supplies shall be restricted to official state use only. Unauthorized or personal use of equipment or supplies may be grounds for dismissal."

2.5. User Restrictions
NWACC users will not excessively use the College network, computer systems, and servers including access to the use of the Internet, e-mail and other information resources during regular office hours for non-College business. Limited personal use of these resources is allowed during breaks and lunch time, or to address critical personal matters.

3. Electronic Mail (E-mail)

3.1. Purpose of E-mail
E-mail is provided to support open communication and the exchange of information
between NWACC and other users. This communication allows for the collaboration of ideas and the sharing of information. E-mail is a necessary component of teamwork at NWACC. E-mail is considered network activity and as such is subject to all policies regarding acceptable/unacceptable uses of the Internet. The user should not consider e-mail to be either private or secure.

3.2. E-mail Guidelines
Each NWACC user is given an E-mail account. It is the responsibility of the employees to use their accounts in accordance with established guidelines and in such a way that does not interfere with their duties.

Specifically prohibited in the use of e-mail is a) any activity covered by inappropriate use statements included in this policy, b) sending/forwarding chain letters, virus, hoaxes, etc., c) sending, forwarding or opening executable files (.exe) or other attachments unrelated to specific work activities, as these frequently contain viruses, d) use of abusive or profane language in messages, e) submitting any large, unnecessary mail attachments, and/or f) use that reflects non-professional image of NWACC.

3.3. E-mail Storage
Staff should move important information from E-mail message files to shared folders and drives to ensure proper backup. Messages no longer needed must be periodically purged from personal storage areas. Technical support staff will monitor storage usage and advise when limits are reached and purging is required.

4. Internet

4.1. Purpose of Internet Access
The Internet provides a wealth of information useful for educational and work-related purposes.
4.2. Appropriate Use of Web Access

Users are responsible for making sure they use this access correctly and wisely. Users should not allow Internet use to interfere with their job duties.

Acceptable uses include, but are not limited to:
- Access to and distribution of information that is in direct support of the business of NWACC;
- Communication of information related to professional development or to remain current on topics of general NWACC interest;
- Announcement of new laws, rules, or regulations;
- Encouraging collaborative projects and sharing of resources.

Inappropriate uses of web access include, but are not limited to:
- Viewing, downloading or sending pornographic or other obscene materials;
- Otherwise endangering productivity of NWACC;
- Purposes which violate a Federal or Arkansas law;
- Dissemination or printing copyrighted materials (including articles and software) in violation of copyright laws.

5. Appropriate Network Use and User Accounts Guidelines

Use of the state’s Internet connection and E-mail resources is a privilege and it is expected that all staff abide by acceptable user guidelines. Appropriate network and user account guidelines include:
- Users will only access those computer accounts which have been authorized for their use and must identify computing work with their own names or other approved accounts so that responsibility for the work can be determined and users can be contacted in unusual situations.
- Accounts will be used for authorized purposes. This policy shall not prevent informal communication, but accounts will not be used for private consulting or personal gain.
- Information Technology may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files and documents to always remain private.
Users are encouraged to maximize the use of the technologies covered under this user policy to reduce the cost of postage, letters, reports, etc.

6. Copyright Guidelines

6.1. Purpose of Software Availability
NWACC provides utility and application software that enhances the efficiency and productivity of its users. NWACC users must honor copyright laws regarding protected commercial software used at the College.

6.2. Compliance with Copyright Laws
- Copyright laws do not allow a person to store copies of a program on multiple machines, distribute copies to others via disks or Internet, or to alter the content of the software, unless permission has been granted under the license agreement.
- Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law.
- Unauthorized use of copyrighted materials or another person’s original writing is considered copyright infringement.
- Any user that copies and distributes software in any form for any purpose should do so only on the authority of the user’s immediate supervisor.
- Each user is responsible for observing all local, state, federal laws, especially in regard to copyright laws. The College will not be responsible for the cost of any legal action taken against any user that violates such laws regardless of the situation or the intent or purpose of the user.
- All users of software owned by NWACC or the state must abide by the limitations included in the copyright and license agreements entered into with software providers.

6.3. Copyright Infringement and Penalties
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority
constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq..

7. Enforcement and Penalties

The NWACC users are responsible for complying with this policy. Penalties for non-compliance include, but are not limited to:

- Sanctions determined through student conduct disciplinary proceedings
- Suspension or usage restrictions of Internet service and e-mail/messaging services.
- Internal disciplinary measures, including discharge.
- Initiation of criminal or civil action, if appropriate.

Adopted: August, 2006
Revised: December, 2010
Technology Acceptable Use Policy Consent Form

I have read this policy and agree to comply with all its terms and conditions. Furthermore, I understand that the NWACC will not monitor e-mail transmissions on a regular basis, though the construction, repair, operations and maintenance of electronic messaging systems may occasionally result in monitoring random transmitted or stored messages.

NWACC users must recognize that the use of all NWACC and state electronic information resources necessary to conduct college business, and that the policies implementing usage, are requirements that mandate adherence.

Signed: _________________________________

Date: ____________________________________

Supervisor: ______________________________

Date: ____________________________________

Note: Constituencies consent can be completed using NWACC’s policy distribution method instead of using a signed consent form.

Adopted: August, 2006
Policy:

One of the primary objectives of the College administration is to provide a safe and healthy environment that enhances the learning experience and compliments the College's educational mission. It is, therefore, entrusted to the Director of Public Safety the authority to develop campus public safety policies and procedures that will ensure the safety and security of the campus community.

The Office of Public Safety will be the primary Public Safety Agency for the College with the responsibility to provide for public safety and security in and on College properties.
In accordance with A.C.A. 25-17-307 and the Board of Trustees, NorthWest Arkansas Community College (NWACC) has the authority to establish rules and regulations for the registration, operation, and parking of all vehicles including fines and penalties. The established rules and regulations are binding on all faculty, staff, students and all others utilizing any and all lands owned or controlled by NWACC. The established rules, regulations, and procedures for enforcement are published annually for review.

NWACC strives to provide adequate parking for students, faculty, staff and visitors. Automobiles, trucks, motorcycles and motor scooters are considered motor vehicles and their operators are required to comply with all college parking and traffic regulations as well as state and municipal laws while on campus. Failure to comply may result in the issuance of a citation, immobilization and/or towing of the vehicle. Individuals receiving citations may file an appeal to the Chairperson of the NWACC Judicial Committee.

Approved: August, 2010
Revised:

Designated parking spaces will be appropriately signed in accordance with state regulations. Only students, staff and visitors with state-issued handicapped parking permits or temporary permits issued by the Office of Disability Services will be allowed to park in the handicapped areas. Enforcement of the handicapped parking policy will be handled by Bentonville Police Department or the Director of Public Safety. Violations written by Bentonville Police Department will require the violator to appear in Bentonville Municipal Court. NorthWest Arkansas Community College will not be responsible for the action.

Weapons on Campus

Policy:

Possession of any firearm and/or other weapon within any facility owned or lawfully controlled by NorthWest Arkansas Community College is prohibited, with the following exceptions.

a) Any duly authorized law enforcement officer.

b) Any firearms and/or other weapons brought to the campus for the purpose of being used as a teaching demonstration in any class; provided that all such instances shall be reported to and approved by the Public Safety Department no less than one calendar week prior to the class meeting(s).

Legal Reference: ACA 5-73-119, (a) (3) (A)/(B)/et.seq.
ACA 5-73-120
False Alarms

5-6-5

Policy:

A person commits the offense of communicating a false alarm if he/she purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false/baseless and knowing that the report is likely to cause action of any sort by an official of volunteer agency organized to deal with emergencies; places any person in fear of physical injury to himself or another person; causes damage to property; causes total or partial evacuation of any occupied structure, vehicle, or vital public facility.

Any instance(s) of communicating a false alarm will be reported to the Department of Public Safety and dealt with according to Arkansas criminal law. Communicating a false alarm is a class A misdemeanor unless any person is physically injured as a result of the false alarm; in such instances it becomes a class D felony.

The Office of the Associate Vice President for Learner Support and Learner Development Services will have the authority to also address the offense under the College Student Conduct Code.

Legal Reference: 5-71-210 (ASA)
Smoking/Tobacco Use Policy

NorthWest Arkansas Community College is dedicated to providing a healthy, comfortable, and productive environment for students, faculty, and staff. In that endeavor the College will be complying with the State of Arkansas Clean Air Act 734 of 2009, which mandates that smoking will be prohibited on all state-supported college campuses by August 1, 2010.

1. Effective August 1, 2010, NorthWest Arkansas Community College is a tobacco-free institution. Therefore, smoking or the use of tobacco products is prohibited on all property that is owned, operated or leased by NorthWest Arkansas Community College including all buildings, grounds and inside or on private or commercial vehicles on such property. This prohibition applies to streets and public or private easements that adjoin or cross College property whether highway, municipal, railroad or utility.

2. Buses, vans, and all other College vehicles, regardless of location, are non-smoking and no-tobacco use areas.

3. The authority for enforcement of this policy resides with the College Public Safety Department. Violators will be subject to disciplinary action and/or penalties as prescribed by law.

Adopted: September, 2000
Revised: November, 2004
December, 2007
January, 2008
Revised: April 5, 2010
Legal References: Act 734 of 2009
The Arkansas Clean Air on Campus Act of 2009
Pursuant to the provisions of Arkansas State Statute 25-17-307, the vehicular speed limit on NorthWest Arkansas Community College access roadways and parking lots is established as ten (10) miles per hour.

Appropriate signs informing vehicle operators of the speed limit will be at all vehicular entranceways to such access roads and parking lots. Additional signage may be posted as deemed appropriate by the Director of Campus Police.

Legal Reference: 25-17-307 (ASA)
NorthWest Arkansas Community College strives to provide a safe environment for its students, faculty, and staff. To increase the safety and welfare of the campus, NWACC seeks to provide timely and appropriate notification of registered sex offenders to the college community. This notification will be in accordance with current and applicable federal and state laws and be in such a manner that increases safety without creating excessive anxiety among the campus constituencies.

Authority:

Ark Code Ann. 12-12-903 (6) Defines the local law enforcement agency having jurisdiction:

(6) “Local law enforcement agency having jurisdiction” means the”

(A) Chief law enforcement officer of the municipality in which an offender:

(i) Resides or expects to reside

(ii) Is employed; or

(iii) Is attending an institution of training or education

Ark. Code Ann. 12-12-913(b) (e) (j-k) provides that “In accordance with guidelines promulgated by the Sex Offenders Assessment Committee, local law enforcement agencies having jurisdiction shall disclose relevant and necessary information regarding offenders to the public when the disclosure is relevant and necessary for public protection.” Further “a local law enforcement agency having jurisdiction that decides to disclose information under this section shall make a good faith effort to conceal the identity of the sex offender’s offense.” Further “certain information regarding particular categories of offenders shall be public, and that such information shall be provided on
Sex Offender Registration 5-6-8(2)

the State of Arkansas home page by the Arkansas Crime Information Center (ACIC) by January 1, 2004."

The Campus Sex Crimes Prevention Act (section 1601) {((42 U.S.C., 14071j and 20 U.S.C, 1092(f) (1) (I)) is a federal law enacted on October 28, 2000. This law provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This act requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that State where the person is employed, carries on a vocation, or is a student. This law also requires that institutions of higher education issue a statement advising the campus community of the availability of this information.

In accordance with guidelines promulgated by the Arkansas Higher Education Coordinating Board, the board of directors on an institution of higher education shall adopt a written policy regarding the distribution to students of information regarding a sex offender.

Procedures:

A written notification plan to NorthWest Arkansas Community College will be determined and provided to the College by the local law enforcement agency with jurisdiction. This plan should be in accordance with guidelines established by the Arkansas Sex Offenders Assessment committee and should include who will be notified, who participated in the preparation of the plan and the date the plan was made. The plan will also provide a Sex Offender Notification Letter and a Sex Offender Notification Sheet.
The NorthWest Arkansas Community College Director of Public Safety will be the contact person for the College with the local law enforcement agency and will receive the information and the plan of disclosure of sex offenders from that agency. The College Director of Public Safety will forward a copy of the information and the plan to the Vice President of Finance and Administration for acknowledgement and review.

If the administration of NorthWest Arkansas Community College has concerns with the written plan these concerns will be addressed by the College Vice President of Administration and Finance to the local law enforcement agency responsible for the plan. Final authority for the plan resides with the law enforcement agency with jurisdiction.

In compliance with the federal Campus Sex Crimes Prevention Act and Arkansas law, members of the campus community may obtain the most recent information received from the Arkansas Crime Information Center concerning sex offenders employed, enrolled or volunteering at this institution at the web site of NWACC Department of Public Safety or by contacting DPS office extension 4229. Information is also available at the ACIC web site listing sex offenders located on the internet at http://www.acic.org/Registration/index.htm.

______________________________
Adopted: June, 2006
Lost and Found Property

Policy

Lost and found items that are turned over to the Department of Public Safety will be logged in a book provided for that purpose and secured in a designated area. The department will attempt to notify the owner if ownership can be determined. If the owner comes to claim the property they may do so by properly identifying/describing the property, show proper ID, and sign for items claimed in the log book.

All property not claimed within 60 days shall become State property and disposed of in accordance with the State Marketing & Redistribution Department guidance.

Additionally a spreadsheet will be maintained on all lost and found items not claimed and submitted to the fixed assets accountant at NWACC who will send the spreadsheet to Marketing & Redistribution to determine the method of disposal for those items.

Adopted: July 20, 2009
Policy:

The Risk Management and Compliance Division is responsible for administering various loss reduction and mitigation programs and processes at the College to help reduce exposure to losses by the College, its employees, students and visitors to the greatest extent possible to help eliminate the unanticipated financial impact of losses whenever possible and to encourage employees to comply with College policies and state laws in the performance of their responsibilities.

All incidents of potential or actual risk to College property, employees, students or visitors should be reported to the Division of Risk Management and Compliance as soon as possible for investigation and assistance.
Adopted: March, 2005
Policy:

All College property, casualty and liability, automobile and general insurance policies are administered by the Division of Risk Management and Compliance. All claims involving the loss of college property, damage to automobiles, or liability issues should be processed through the Division of Risk Management and Compliance. Any requests for insurance information, status of insurance claims or general inquiries regarding insurance matters relating to these policies should be directed to the Executive Director for Risk Management and Compliance.

Employee insurance matters related to health, dental, life, disability, workers compensation insurance are administered by the College Human Resources Department and inquiries should be directed to that department.

Adopted: March, 2005

Student Permission and Release of Liability Forms 5-7-3
Policy:

The sponsoring College department or entity is required to obtain a completed Permission and Release of Liability Form from all students prior to their participation in College sponsored activities, travel related to credit or non-credit College courses or College activities, participation in any College-sponsored class or non-class activities where there may be an increased possibility of risk, injury or illness, or participation in other activities where students may be involved in physical activity such as club sports, the Challenge Course, fitness center activities, etc. The forms are available on the Risk Management/Internal Auditing website or by contacting the Division of Risk Management and Compliance.

The sponsoring department or organization will retain the completed forms in the department or organization office in a clearly marked file for a period of three (3) years from the date of the activity or the beginning of the particular semester the student participated in the activity. After that date the forms are to be discarded.

If the activity involves a trip, the sponsoring department should make copies of the completed forms and take them on the trip so that the emergency information on the form is available if needed. Do not take the originals. Please keep them in the department’s file.

If there is an incident involving a student or students during the activity or the form is needed for other official purposes, the department or organization will receive an official College request to release a particular student or students form(s) to the Division of Risk Management and Compliance for further College use.

Adopted: March, 2005
Claims Against the College

Policy:

All concerns regarding or claims against the College for loss of property or injury must be sent to the College Division of Risk Management and Compliance for information and for initial processing. After discussion with the Arkansas Attorney General's office or the College attorney, the College is required to submit all claims to the Arkansas Claims Commission for a determination and decision on the claim. The College is not authorized to pay any claim without the approval of the Arkansas Claims Commission. The College Division of Risk Management and Compliance can provide claim forms and further information. A claim may be filed by mail at no charge.

Adopted: March, 2005
Ref. A.C.A. Section 19-10-204
Emergency Response Policies, Procedures and Plans

Policy:

The Division of Risk Management and Compliance is responsible to compile and administer the College emergency response policies, procedures and plans in cooperation with local and state emergency response providers. The Division is also responsible to inform and help educate College employees and students in the area of responding to emergencies with the assistance of the Director of Professional Development, Director of Public Safety, Director of Physical Plant and other qualified individuals or groups.

Adopted: March, 2005
Policy:

The Division of Risk Management and Compliance is responsible to conduct reviews and evaluations of management policies and procedures at NorthWest Arkansas Community College. These reviews and evaluations would include determination of the adequacy of College internal controls, the protection of College assets through policies and procedures, and the assurance that institutional policies and procedures, State and Federal laws and contractual polices are followed.

The Division may conduct special studies and write reports of procedural or problem areas as requested by appropriate levels of College management and approved by the College President.

Adopted: March, 2005
Occupational Safety and Health 5-7-7

Policy:

The Division of Risk Management and Compliance works with other departments of the College in a collaborative effort to promote a safe and healthy workplace. The Division is responsible to compile and administer a College-wide Safety Plan, working with appropriate College Departments and personnel.

The Arkansas Department of Labor assists the College to comply with the provisions of the Federal Occupational Safety and Health Act (OSHA) through periodic inspections of the College and to establish a College Safety Plan.

Any concerns regarding safety and health in the workplace should be forwarded to the Division of Risk Management & Compliance as soon as possible.

Adopted: March, 2005
College Ethics Policy

Policy:

College Vision Statement

NorthWest Arkansas Community College intends to be a nationally recognized two-year comprehensive institution that excels in providing community, transfer, and workplace education in a learning-centered environment.

Code of Conduct

NorthWest Arkansas Community College is committed to compliance with the laws and regulations to which it is subject and to the policies and procedures established by the College. In order to encourage ethical conduct and strengthen and promote ethical practices among College employees, members of the greater College community and those who conduct business with the College, NorthWest Arkansas Community College hereby adopts this Code of Conduct. This Code of Conduct is an integral part of the College Ethics Policy and Procedures, which includes the College Vision statement. NorthWest Arkansas Community College believes that a shared statement of ethical values will strengthen the overall quality of the College community, promote proper conduct among College employees and is vital to the pursuit of the College Vision.

As an employee of a learning-centered College and in pursuit of its Vision, NorthWest Arkansas Community College employees shall:

- Act with academic, professional and personal integrity.
- Act in a way that promotes healthy working relationships based on mutual trust and support among one’s fellow employees.
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

- Perform one’s responsibilities with integrity; avoiding conflicts of interest and disclosing those that occur.

- Act so as to value human beings over other assets of the College.

- Be honest and fair in the practice of employee responsibilities at the College.

- Use one’s position at the College for the benefit of the entire College and not to benefit oneself or any other individual or agency.

- Respect differences of opinion and approaches to issues and problems and view them as strengths.

- Always keep in mind the legal limitations of the authority one has as a College employee and conduct one’s relationships with other employees, citizens of the community, media and those doing business with the College based on those limitations.

Education and Training

NorthWest Arkansas Community College shall initiate and maintain an ethics education and training program for all employees. This program shall be tailored to the needs of College employees and shall be planned and carried out in cooperation with the office of professional development and other appropriate departments at the College. This program shall be evaluated at least annually to assure that it is meeting the needs of the College employees and the College.
Reporting Possible Violations

NorthWest Arkansas Community College shall establish and maintain procedures for employees to report alleged violations of the Code of Conduct. These procedures shall provide a means for reporting alleged violations through normal management channels and through other channels whereby anonymity and confidentiality may be maintained.

College Response

NorthWest Arkansas Community College shall establish and maintain procedures to be used in responding to, investigating and resolving each alleged violation of the Code of Conduct that is reported through management or the other reporting options.

PROCEDURES

Reporting Possible Violations Procedures

To report possible violations of the Code of Conduct, employees are encouraged to do one of the following:

1. Report to Management- Alleged violations may be reported initially through standard management channels, beginning with one’s immediate supervisor. If for any reason it is not appropriate to report possible violations to the immediate supervisor, individuals may go to a higher level of management within their department or division.

2. Other Report Options- To the extent that reporting alleged violations through standard management channels is not feasible or appropriate or if a College employee desires to use a different reporting option, employees may use two additional reporting methods to report alleged violations and maintain confidentiality and anonymity, if desired.
Alleged violations may be reported via the Web to a Helpline web site established by the College but operated independently of the College by a third party organization.

Alleged violations may be reported via the College’s ethics reporting telephonic Helpline operated independently of the College by a third party organization.

College Response Procedures

All alleged violations will be confidentially forwarded from College management or the third party organization to the College Ethics Compliance Officer who will screen the information for legitimacy and, if found legitimate, then will assign it to an appropriate investigator at the College for investigation.

In order to protect the integrity of the investigative process, in no instance will a College employee who is specifically named in the complaint serve as Ethics Compliance Officer or investigator for that particular complaint.

If the report is deemed by the Ethics Compliance Officer not to be legitimate because it does not fall within the purposes of the Ethics Reporting Program, that information will be forwarded to the person reporting the possible violation. If the report is legitimate an investigator will be assigned to the case by the Ethics Compliance Officer. The investigator assigned to investigate a particular report shall have sufficient general knowledge and understanding of the subject matter of the complaint to qualify as an investigator. Generally, the investigator shall work in an area of the College related to the subject of the complaint. The following guidelines and principles will be followed in the investigation:
Protection for Persons Making a Report. Retaliation for raising a good faith concern of a law, policy or Code of Conduct violation is prohibited. The College will make reasonable efforts to assure that this protection is provided.

Protection for Subjects of a Report. Individuals who are subjects of a report shall be treated fairly, respectfully, and consistent with all protections set out in College policy or law. To assure fair treatment, those accused in a report should be notified about the nature of the allegations by the investigator responsible for the investigation. Reasonable efforts will be made to maintain the confidentiality of the reporting party unless the reporting party agrees to disclosure. The Subject shall be kept informed of the progress of the investigation.

Maintain Confidentiality. All individuals who become aware of allegations as a part of the investigation of a report shall respect the confidentiality of the person raising the allegations, individuals who are the subjects of the allegations, other persons named in the report or involved in the investigation, and any confidential or private data disclosed in the report.

Once assigned the report, the investigator shall promptly contact the reporter and discuss with the reporter if they believe the issue can be resolved using the “informal investigation model”. If the answer is affirmative, then the investigator will proceed with the investigation using that model. If the answer is negative the investigator will proceed with the investigation using the “formal investigation model. The “informal investigation model” shall not be used in reports of fraud, missing funds, or potentially criminal activity. The formal investigation model must be used in reports of this nature.

Informal Investigation Model

Using this model the investigator will discuss the issue with the reporter, either using the EthicsPoint Reporting System or in person, to determine the details of the report, and who else may be involved in the report. The investigator will seek to find a solution to the problems raised by the reporter, speaking with other parties discern what an appropriate solution would be. The investigator, with the approval of the parties, will help draft a solution to the problem and present it to the Cabinet member to whom the
reporting party reports. The Cabinet member shall review the solution, either approve it or work with the parties to draft an acceptable solution. Once the parties agree to the solution, the Cabinet member shall report that to the College President and to the Ethics Compliance Officer, who is monitoring the case. The Ethics Compliance Officer shall then close the case.

Formal Investigation Model

Using this model the investigator shall thoroughly investigate the issues raised in the report, collecting as much information as possible related to the report and attempting to determine the validity of the report’s allegations. As part of the investigation, the investigator shall contact the subject(s) of the report, and other College employees or other persons who may have information related to the report. If necessary and with the approval of the respective Cabinet member, the investigator may use other appropriate administrative personnel as part of an investigative team for a particular investigation.

Investigators investigating reports shall communicate the progress of their investigations to their respective College Cabinet member as the investigation progresses. If the respective College Cabinet member is a party to the report, this communication shall take place with the College Compliance Officer.

Upon the completion of the investigation, the investigator shall report the findings to the Ethics Compliance Officer, who shall forward the case and the findings to the appropriate College Cabinet member for review. The College Cabinet member may direct that additional investigation be done and/or shall recommend to the College President, or designee at the time, appropriate action based on current College Policy, State or Federal law or regulations or other appropriate criteria. Such action may include but is not limited to discipline of College employees or corrective actions including evaluation of whether there is a systemic problem and whether programs, education, policies, or oversight activities should be modified to prevent similar incidents.
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

The College President, or designee at the time, shall receive the recommendation of the Cabinet member and shall make the final decision in each case. The President’s or designee’s at the time decision shall be considered final.

The respective Cabinet member shall ensure the decision of the President is implemented, the rights of parties involved are protected, and other appropriate senior management within the college or department involved is notified of the issue and resolution, and that proper documentation is maintained.

____________________________________________________

Adopted: November 2006

Revised: January, 2008
NWACC Procedures for Approval of Proposed New Policies And Changes to Existing Policies

The NorthWest Arkansas Community College Administrative Policy Manual contains policies that impact or affect college-wide operations or functions, the overall mission and goals of the college, and broad groups such as all students, all faculty, or all employees. Policies and procedures for individual college divisions, departments, or functional areas should be a part of policy manuals and procedural documents for those respective areas.

1. Completion of the NWACC Policy Proposal Form is the first step for proposal of addition, revision, or deletion of an NWACC administrative policy. This form must accompany the policy throughout the review process, and be included in any policy review survey, so that all can know the initiator of the proposal, the reason for the request to add, alter or delete a policy, and the final status of the policy proposal, with date. The policy proposal form is found on the NWACC K-Drive in the forms folder.

2. The proposed new policy or change to existing policy may come from a department, committee, or work area of the College and is forwarded with the NWACC Policy Proposal Form first to the appropriate supervisor or committee chair. Upon review and approval of the supervisor or committee chair the proposal and policy proposal form shall be forwarded to the appropriate Cabinet member for consideration.

3. The Cabinet member may, at his/her discretion, approve the policy going forward in the process without full Cabinet discussion at this time or may bring the policy to the Cabinet for discussion at the next Cabinet meeting.
   a. If the policy goes forward without full Cabinet discussion, the Cabinet member shall report that to the Cabinet at the next meeting.
   b. If the Cabinet discusses the proposed policy, Cabinet has the option to decide whether or not the proposed policy should go forward for consideration. If the policy does not go forward, the Cabinet shall report that back to the initiating department, committee or workgroup.
NOTE: If the Cabinet member or the Cabinet determines that the policy or policy change is required to comply with State or Federal law, the policy shall go forward and be presented directly to the Expanded Cabinet and Cabinet for review and approval, bypassing the requirement of the feedback process, procedures 4-9 below.

4. When the policy is approved to move forward in the process, within one (1) week the Cabinet member or designee contacts the Executive Director for Risk Management, Compliance and Ethics and provides a draft of the new or changed policy, the NWACC Policy Proposal Form and the questions the Cabinet member recommends to obtain feedback on the policy.

5. The Executive Director for Risk Management, Compliance and Ethics reviews the policy, proposal form and the questions and within 1 (one) week arranges for them to be sent electronically to Deans, Directors, Expanded Cabinet, Cabinet, Staff Council Chair, Faculty Senate Chair and/or SAAB President if appropriate. If the Cabinet member wants the instrument and policy sent directly to other specific NWACC employees, that list must be provided to the Executive Director for Risk Management, Compliance and Ethics.

6. The Executive Director for Risk Management, Compliance and Ethics also arranges for the feedback instrument, policy proposal form and policy to be posted on the web and a link established to solicit feedback from College employees.

7. Those receiving the recommended policy change, policy proposal form and questions, shall obtain feedback from constituencies in their respective areas of responsibility and complete the feedback instrument within two (2) weeks of receiving it. College employees also have two weeks to respond to the policy and complete the feedback instrument using the web link.
8. After the two week period, the Executive Director for Risk Management, Compliance and Ethics closes the feedback instrument and web link and forwards the responses and comments to the Cabinet member.

9. The Cabinet member compiles the feedback responses and prepares a report on the proposed policy or policy change, feedback results and comments and presents the policy, the policy proposal form and the report to the Expanded Cabinet at its next scheduled meeting. The Cabinet member shall inform the originating department, committee or work group of substantial proposed changes in the policy based on the responses from the feedback instrument.

10. Expanded Cabinet shall review and discuss the policy, policy proposal form and the report submitted by the Cabinet member, and shall recommend approval, disapproval, or table the final decision until the next Expanded Cabinet meeting. If the recommendation is approved or disapproved, the Cabinet may take that recommendation under advisement or may agree at this meeting with the Expanded Cabinet's recommendation. If this is done, the procedure moves to procedure 13 below.

11. If the policy is tabled, Expanded Cabinet again discusses it at its next meeting and either recommends approval or disapproval to the Cabinet. The Cabinet may take that recommendation under advisement or may agree at this meeting with the Expanded Cabinet's recommendation. If this is done, the procedure moves to procedure 13 below.
12. The Cabinet shall review the recommendation it takes under advisement from the Expanded Cabinet at the next Cabinet meeting and take action to either accept, reject or modify the recommendation. It shall be at the discretion of the Cabinet to return a rejected policy back to Expanded Cabinet for one more review. The Cabinet shall communicate to Expanded Cabinet all final decisions on policies.

13. The Cabinet member is responsible to communicate the final decision of the Cabinet or Expanded Cabinet back to the department, work group or committee of origination.

14. If the new policy or policy change is approved, Exec. Director for Risk Management, Compliance and Ethics shall arrange for the policy to be sent electronically to all employees and included in the Administrative Policies and Procedures Manual.

Adopted: Feb. 11, 2008
Revised: May, 2009
Activation of Emergency Notification Systems

Policy:

I. Emergency Notification Systems at NorthWest Arkansas Community College are designed to get relevant information to College students, employees and visitors at any affected NWACC location as soon as possible when an emergency incident occurs. This information is designed to assist College students, employees and visitors to react to the incident properly and minimize harm to them. The following systems exist at NWACC.
   a. Building Evacuation Alarms
   b. Emergency Text Message System
   c. Wireless Emergency Notification System
   d. Voice Commands, Whistles, Horns
   e. Panic Buttons
   f. Emails to Employees
   g. Messages on NWACC Homepage and My NWACC Connection
   h. Notifications of Media

II. Emergency Defined
   a. An emergency is defined as a situation which poses an immediate risk to the health and safety of the campus community or significantly disrupts its programs and activities.

III. Activating Emergency Notification Systems
   a. When the safety and health of building and campus occupants is at significant risk or the possibility exists that College programs and activities may be disrupted, the decision may be made to activate the appropriate NWACC Emergency Notification Systems to ensure the safety of building and campus occupants and/or the operation of programs and activities.
   b. Significant Risk
      i. Significant Risk is herein defined as:
1. The existence or possibility of a fire or an explosion.
2. A significant environmental spill.
3. An active shooter or similar situation.
4. A severe weather alert or warning.
5. A bomb threat.
6. A significant confrontation causing a threat to an employee, student, or other person.
7. Any other incident deemed to be a significant risk.

c. Emergency Notification Systems Activation Decisions
   i. NWACC shall use various and appropriate Emergency Notification Systems to provide information to College students, employees and visitors in case of an emergency.
   ii. The decision to activate a specific emergency notification system shall be the responsibility of the person or persons listed below.

1. **Building Fire/Explosion Evacuation Alarms** - In the event of a fire or explosion where building evacuation is necessary, any college employee, student or building occupant may activate the building fire/explosion evacuation alarm.

2. **Emergency Text Message System** - the Vice President for Learning shall make the decision to activate this system in consultation with the College President or designee. The Executive Director of Governmental and Public Relations or the Director of Marketing shall implement that decision.

3. **Wireless Emergency Notification System** - This system shall be used when building evacuation or sheltering in place is necessary or advisable due to an immediate danger or threat or to immediately advise building occupants of that danger or threat.
   a. Any one of the following individuals shall have access to the Wireless Emergency Notification System and any one may make the decision to activate this system when appropriate.
      i. The Director of Public Safety or his designee at the time.
      ii. The Executive Director of Risk Management.
iii. The Executive Director of Governmental and Public Relations or the Director of Marketing in his absence.

iv. The Director of Physical Plant.

b. If there is time before activation of the Wireless Emergency Notification System to advise the College President or designee of the threat and obtain a decision to activate, the above individuals shall do so, but such notification is not required if the threat necessitates an immediate activation of the system to protect building and campus occupants from harm.

4. **Voice Commands, Whistles and Horns** may be used at college locations where the Wireless Emergency Notification System or other alarm systems are not installed to notify the building and campus occupants to shelter in place or evacuate the building in the event of an immediate threat or notification of a threat, such as a fire, a tornado warning, active shooter threat, environmental hazard or bomb threat. These means shall be activated when deemed necessary under the direction and at the discretion of the NWACC administrator in charge of the campus facility or designee or the NWACC public safety officer at the location.

5. **Panic Buttons** or emergency notification buttons are located in selected offices at the college. These devices may be used by employees in these offices at any time to contact Public Safety directly if a threatening or unsafe situation exists in that office.

6. **Emails to Employees, Messages on the NWACC Homepage and My NWACC Connection and Notification of the Media.**

   a. The Executive Director of Governmental and Public Relations or in his absence the Director of Marketing shall communicate or arrange for the communication of information to students, employees, the public and the media regarding the emergency using the above notification systems after consultation with the President, her/his designee or a Cabinet officer.
IV. Declaration of an Emergency
   a. Following or during the initial activation of various emergency notification systems at the College as stated in this policy and depending on the severity of the emergency, the College President or her/his designee may make an official Declaration of an Emergency with instructions to activate the Emergency Operations Center, the College Emergency Management Team and take other actions according to the College Emergency Operations Plan.

Adopted: April 2009
# Section 6: College Advancement

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>SECTION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Mission Statement</td>
<td>6-1-1</td>
</tr>
<tr>
<td>Overview</td>
<td>6-1-2</td>
</tr>
<tr>
<td>Gift Procurement</td>
<td>6-1-3</td>
</tr>
<tr>
<td>Gift Solicitation</td>
<td>6-1-4</td>
</tr>
<tr>
<td>Gift Procurement Policies</td>
<td>6-1-5</td>
</tr>
<tr>
<td>Special Handling for Selected Gifts</td>
<td>6-1-6</td>
</tr>
</tbody>
</table>
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

Donor Record Files 6-1-7

Development of Specific Purpose Funds 6-1-8

Utilization and Management of Funds 6-1-9(1-6)

Disposition of Gifts 6-1-10(1-5)

A. Gifts of Securities
B. Gifts of Personal Property
C. Gifts of Works of Art
D. Gifts of Furniture
E. Gifts of Automobiles and Other Vehicles
F. Gifts of Used Medical Equipment
G. Gifts of Other Miscellaneous Personal Property

Community Events 6-1-11
### SUBJECT | SECTION NUMBER
--- | ---
Gift Processing | 6-1-12(1)(2)(3)
Gift Acknowledgement | 6-1-13
Donor Recognition | 6-1-14
Property Acquisition and Maintenance | 6-1-15
Foundation Operations | 6-1-16(1-2)
Naming Rights | 6-1-17(1-5)
Public Relations and Marketing

Public Relations 6-2-1

College Spokespersons 6-2-2

News Releases and Publications 6-2-3

External Groups On and Off Campus 6-2-4

Use of the College Logo 6-2-5

College Co-Sponsoring Non-College Events and Activities 6-2-6

Grant Administration 6-3-1
Policy:

The mission of the NorthWest Arkansas Community College Foundation is to assist in meeting NorthWest Arkansas Community College’s financial needs to the extent that foundation funds are available; to support college activities, projects and endeavors not adequately funded from other sources; and to solicit, accept, hold, invest and administer any gifts, bequests or property of any sort the income or principal thereof to benefit NorthWest Arkansas Community College.

The mission of the Foundation is carried out through the following activities:

Active Development Work – Most fund raising is organized within annual fund drives, capital campaigns, estate planning opportunities and community activities as per the mission statement of the Foundation. The Foundation seeks gifts throughout the year while informing donors of approved NorthWest Arkansas Community College projects of highest priority.

Foundation and Corporate Grants – All solicitations should be coordinated through the Foundation to assure there are no duplicate solicitations and that proper research has taken place for each prospect.

Donor Relations and Communications – Active contact with all who support NorthWest Arkansas Community College must be maintained. Communications include
information about the College’s activity in addition to reports on development progress. Communications with donors should be coordinated by the Foundation when possible.

Gift Reports, Donor Record Files – Regular reports of pledges and gifts in excess of $1,000 (by source and purpose) will be prepared and circulated to board members periodically. Pledge records and billing will be conducted. Permanent donor records will be maintained which include gift history and all correspondence relation to gifts and pledges. Research information on donors and prospects will be performed. All these activities will be performed with sensitive personal data kept in confidence by Foundation staff.

______________________________________________

Revised: May, 2005
Overview 6-1-2(1)

Policy:

A. Importance of Gifts – NorthWest Arkansas Community College depends on the financial support of the board members, corporations, foundations, area businesses and other friends for a substantial portion of its annual fund raising. Gifts and the income from unexpected gifts and endowments provide important resources for the operating budget, the capital and equipment budget, and other activities of the College. Soliciting gifts must be a coordinated effort; management of fund raising is entrusted to the Foundation.

B. Tax Laws – Federal and State governments encourage voluntary gift support of not-for-profit colleges by tax laws, which allow substantial deductions for donors. The significance of the tax laws makes it an important obligation of the Foundation to acknowledge all gifts received. All gifts are tax deductible only to the extent provided by law.

C. Valuation – When the value of a gift is not readily discernable, it is the responsibility of the donor to state through an appraisal or other related document the value of the donation. The Foundation will acknowledge the
D. Procedure for Gift Solicitation – All solicitation should be cleared with the Foundation before approaching a gift source. This procedure is necessary to help prevent duplication of effort.

E. Types of Gifts – The Foundation will solicit unrestricted funds whenever appropriate through annual programs, community events, and development programs. Funds will be raised from individuals, the private sector and the business community highlighting specific programs, projects and major equipment items. Ultimately all funds are solicited for the general support of NorthWest Arkansas Community College.
1. Absent explicit donor stipulation, donor contributions are unrestricted. Also, income from temporarily or permanently restricted assets is unrestricted unless the donor or law specifically restricts the use of such income. Likewise, gifts with limitations or restrictions of a general nature that are inherent in the normal activities of the organization are unrestricted gifts. Examples are gifts to a division or department or gifts to be used at the discretion of someone in the college.

2. A gift is temporarily restricted if the donor stipulates that the resource be used for a specified purpose (purpose restrictions) or to be used at a later date or after a specified date (time restrictions).

3. A gift is permanently restricted if the donor stipulates that it be invested to provide a permanent source of income (i.e., endowment funds).

4. Gift expenditures – A gift is immediately usable for current expenditure once any restrictions related to the gift have been met. For permanently restricted gifts (endowments) only the income and return on investment may be spent.

5. Non-monetary Gifts – The foundation also receives gifts such as:
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES


b. Gifts in Kind – Gifts to be used in the form in which they are given; art objects, books, equipment, etc.

c. Insurance policies naming NorthWest Arkansas Community College Foundation as the beneficiary and owner.

d. Gifts in Trust – The Foundation may also negotiate to hold and manage principle resources given by the donor in exchange for a specified lifetime income, after which the corpus of the trust will be used by NorthWest Arkansas Community College according to the wishes of the donor. In addition, the Foundation may be named as the beneficiary of a trust, when an outside organization serving as trustee.

_______________________________________________________

Revised: May, 2005
Policy:

A. Oversight and Direction – The Foundation Board of Directors is charged with leadership in fund raising toward the ultimate objective of increasing needed capital and annual resources for support of NorthWest Arkansas Community College. The Foundation Board works closely with the College’s Board to insure proper focus and direction.

B. Operations – The Director of Development, reporting to the Board of Directors is responsible for coordination of all fund raising activities, for providing assistance to such activities, for acknowledging all gifts received, and for maintaining records on gifts received.

Revised: May, 2005
A. Annual Giving Campaign – Each year the annual giving campaign solicits donors of record and others for a yearly gift through a series of solicitation programs.

B. Capital Campaigns – From time to time the foundation will conduct special campaigns to raise funds for buildings, renovations, equipment, endowment, etc.

C. Estate and Planned Giving – Deferred gifts (trusts and annuities) and planned gifts included in wills and estates of donors for both endowment and current fund purposes. Ways of giving include but are not limited to:

1. Bequest
2. Life insurance policy
3. Gift of stock or security
4. Charitable remainder annuity trust
5. Charitable remainder unitrust.
6. Life estate contract
7. Revocable deposit agreement
8. Revocable trust agreement
9. Lead trust

D. Special Events – Fund raising programs designed to raise money for a specific project, facility or piece of equipment. These programs will
incorporate volunteers and committees who will carry out the project. The Foundation will not commit to purchasing or paying for any program, facility or equipment until 100% of the needed funds are raised.

E. Community Events – (See Section X)

Revised: May, 2005
Gift Procurement 6-1-5

Policy:

A. Correct legal name – All gifts, regardless of value, form or designated use, shall be made to NorthWest Arkansas Community College Foundation, Inc., the proper and legal name of the corporation. On occasion donors will, on their own, make gifts payable to a particular fund held by the foundation, for example, the “general scholarship fund” or the “organ fund”. While this is not the preferred designation, these gifts will be accepted and deposited into the appropriate account. Questions about methods of giving, assignment, or purpose of any gift shall be directed to the Foundation, as shall all questions about legal forms for gifts or about the tax consequences for gifts. When necessary, the Foundation will secure legal counsel to assist in providing answers to complicated questions regarding tax complications, legal forms, etc.
Special Handling for Selected Gifts

Policy:

A. Memorial gifts – Gifts may be made “in memory of” or “in honor of” persons by name. When received by the Foundation, these funds will be used as unrestricted income unless otherwise stated. When received by others, memorial gifts will be deposited to the Foundation funds in accordance with the wishes of the donor. Memorial gifts without specific restrictions will be considered unrestricted memorial gift funds and will be treated as annual gifts.

B. Temporary funds – (i.e., Charitable Lead Trusts) A donor may turn over funds or property as a gift with specific conditions regarding how long it may be used by the Foundation. These funds are deposited with only the income and return on investment usable by the Foundation. When specific conditions of time or maturation are achieved the principal is returned to the donor or becomes available for other purposes. In other cases, the use of the principal may be permitted at a fixed rate of use over a period of time as specified by the donor.

C. Legacies and bequests – A donor may arrange under legal contract expressed in his or her will that the Foundation be a designated beneficiary for a direct gift from the estate. A donor may also arrange through a testamentary trust for the principal from an estate to become the property of the Foundation after the death of a named beneficiary. When the principal reverts to the NorthWest Arkansas Community College Foundation, the funds will be accounted for as appropriate.
Policy:

Copies of all correspondence (including original donor correspondence, transmittal letters and envelopes pertaining to gifts) should be sent to the Foundation with each gift (check or cash) at the time of receipt. Copies should be made if the recipient or department wishes to maintain its own record. Complete donor records will be maintained by the Foundation.
Policy:

Funds will only be developed for programs under the control or auspices of the NorthWest Arkansas Community College Foundation. Funds will be controlled by the Foundation and disbursed with appropriate documentation.

A. Restricted Funds – A specific purpose fund may be established. Those funds which are donated to the institution for a specific purpose or use (identified as such in writing or verbally) will be put to the appropriate fund. These funds can accumulate income from endowment funds where the income is limited to a specific use under the terms of the gift.

B. Unrestricted Funds – Funds donated without specific instructions for use along with any accumulated income is to be considered unrestricted. In the absence of direct instructions from a donor, or where the donor did not respond to a specific request to contribute to a specific (restricted or endowment) fund or purpose, or where there is no other documentation to support that the donor would have believed that his or her gift would be restricted to a specific use, all funds contributed will be treated as unrestricted gifts.
Policy:

A. All funds will be managed by the NorthWest Arkansas Community College Foundation Board of Directors. A complete listing of accounts will be kept by the Foundation and will be available on request through the office of The Director of Development.

B. NorthWest Arkansas Community College Foundation will adhere to the following maxims when dealing with funds.

The Funds used must be:

1. Exclusively for tax exempt charitable purposes.
2. For public and not private interests.
3. Devoid of private inurnment.

C. Check Requests - Check Requests for equipment, supplies or services will only be approved if they have followed the appropriate policies.

D. Account Balances - The foundation will honor requests for reimbursements or payments from its accounts only if there are sufficient funds in the account to cover the requested expenditures. Deficit spending in foundation accounts will require the advance approval of the foundation executive committee. The
E. Director of Development of the foundation cannot, by himself/herself, authorize deficit spending.

F. Classification of Gifts and Gift Income - According to the Financial Accounting Standards Board (FASB), gifts are to be classified as unrestricted, temporarily restricted or permanently restricted based on the donor's stipulation. While the foundation or the college may designate unrestricted funds for specific purposes and maintain designated accounts, such internally designated gifts will be reported in the foundation reports and audit as unrestricted.

1. Unrestricted Gifts and Income - Absent explicit donor stipulation, donor contributions are unrestricted. Also, income from temporarily or permanently restricted assets is unrestricted unless the donor or law specifically restricts the use of such income. Likewise, gifts with limitations or restrictions of a general nature that are inherent in the normal activities of the organization are unrestricted gifts. Examples are gifts to a division or department or gifts to be used at the discretion of someone in the college.
2. **Temporarily Restricted Gifts** - A gift is temporarily restricted if the donor stipulates that the resource be used for a specified purpose (purpose restrictions) or to be used at a later date or after a specified date (time restrictions).

3. **Permanently Restricted Gifts** - A gift is permanently restricted if the donor stipulates that it be invested to provide a permanent source of income (i.e., endowment funds).

4. **Expiration of Restrictions** - For restricted gifts, the foundation office should be informed by the end of the fiscal year of gifts for which the donor restrictions expired in that fiscal year.
   
   a. For gifts with time restrictions, when the stipulated time has elapsed.
   
   b. For gifts with purpose restrictions, when the stipulated purpose for which the resource was restricted has been fulfilled.
   
   c. Further, when an expense is incurred for a purpose for which both unrestricted and temporarily restricted resources are available, the donor-restricted funds should be used first.

5. **Endowment Accounts** - New endowment accounts require a formal resolution of approval by the board of directors of the foundation.
a. Since the foundation board meets only quarterly, the account cannot be formally opened until the month following the board meeting.

b. Pending board approval, the foundation office will maintain the funds in an endowment pending account.

1) Named endowment accounts require a minimum gift or pledge of $5,000. In the case of pledges, the account will be established upon receipt of the first $1,000, with the total to be paid within five years.
2) Divisions, departments, or other college units may request the board of directors to create an unnamed endowment account with the initial deposit of $5,000 from unrestricted or designated funds held by that unit. Such endowments will be held by the foundation as "quasi endowments" and may, at the request of the account holder and the agreement of the foundation board of directors, be changed back at some later date to a designated or unrestricted, non-endowed fund.

c. Endowments will be invested in an endowment pool.

1) All income, realized and unrealized, will be allocated to all endowment accounts belonging to the pool.

2) An endowment account starts earning income the month following date of deposit.

3) Endowment income is available for expenditure only after the endowment account has been open for a full year.

4) The endowment spending rate will be set annually by the foundation board of directors.
5) Endowment income equivalent to 1/2 of the approved spending rate for the year becomes available for expenditures in July and again in January.

6) All endowment income available for expenditure will be transferred out of the endowment investment pool and into the income investment pool. The pool will continue to earn income but not necessarily at the same rate as the endowment investment pool.

7) Upon request from the account holder and the appropriate college senior management official, the board may allow unexpended funds from the expenditure account to be redeposited into the endowment principal account. Such redeposits may not be reversed.
d. **Modification of donor restrictions** - Donor restrictions can be modified only by submission of a written request from the original donor(s) to that effect. In order to change the purpose of an account not governed by donor guidelines, the account director must notify the foundation office in writing.

G. **General Spending Guidelines**

1. All gifts that are given with restrictions by the donor must be spent in accordance with those restrictions.

2. Unrestricted funds (including those designated to a division or department, but with no other restrictions) may be used according to the following guidelines:

   a. Foundation funds may be used for the general benefit of the college and its specific programs. Any benefit that might accrue to a donor, faculty or staff member must be incidental.

   b. Foundation funds may be used to serve the college in many meaningful ways for which public funds may not be available. Within this framework, reasonableness and fiduciary responsibility must guide the use of money.

   c. All foundation funds will be disbursed using standard foundation forms and procedures. Receipts and/or invoices must accompany disbursement requests.
d. Examples of prohibited uses for foundation accounts include:

- Undocumented expenses
- Tickets to political fund-raising events
- Payments of fines of any kind
- Loans to college employees

e. Supplemental compensation to college employees, in accordance with college policies and procedures, may be authorized on a case by case basis.

Utilization and Management of Funds - (con’t) 6-1-9(5)

H. Valuing and managing gifts of marketable securities

1. Marketable securities (stocks, bonds, mutual funds) will be valued for donor receipt purposes at the high/low average on the day the gift is
received by the foundation. For gifts of securities that are transferred electronically, the valuation will be made on the day the gift is deposited into a foundation brokerage account. For gifts of securities where actual stock, bond, or mutual fund certificates are mailed or handed over to the foundation; the valuation will be made on the day the gift is received by the foundation.

2. Unless requested to do otherwise by the donor, the foundation will sell gifts of marketable securities as soon as practical.

3. Because the securities markets fluctuate daily, seldom will the value of the gift on the day it is received be equal to the sale price of the gifted security. Because of this, it will be the policy of the foundation to credit the gift account with an amount equal to the value of the gift and to treat the gain or loss on the sale of the security as unrestricted funds. Any losses on the sale of the security will be made up in the following way:

- First, interest earned on the gift will be credited to the gift account until it equals the amount of the original gift.

- Second, if the interest earned is insufficient to make up the loss, then unrestricted assets of the foundation will be added to the gift account until it equals the original value of the gift.

- In the event the capital loss is severe, the foundation reserves the right to make up the loss over time and in a manner that would preserve the foundation’s operating reserves.
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

I. Annual Operating Budget - Prior to the beginning of each new fiscal year, the Director of Development of the Foundation shall prepare a proposed operating budget for foundation board approval.

Utilization and Management of Funds - (con’t) 6-1-9(6)

1. The budget should project both income and expense for foundation operations for the new fiscal year and should include line items for normal operating expenses, line items for any new initiatives, and a line item for the amount of unrestricted funding the foundation intends to make available to the college during the new fiscal year.

2. Any anticipated capital expenditure should also be reflected in the budget.

3. Once approved, the budget becomes the guiding document that the Director
J. Foundation reserve fund - As a non-profit organization charged with the responsibility of raising private sector funds for Northwest Arkansas Community College, the College’s Foundation will always be prudent and frugal in the way it budgets and spends its resources. In the planning and budgeting process, the Director of Development of the foundation will maintain a cash reserve of unrestricted funds of at least $50,000. Budgets or expenditures that result in a reserve fund of less than $50,000 must be approved in advance by the foundation board.
Disposition of Gifts 6-1-10(1)

Policy:

A. Gifts of Securities – Gifts of readily marketable securities will be accepted by the NorthWest Arkansas Community College Foundation.

1. Negotiable securities which are received as gifts will be handled in accordance with the Foundation Investment Policy Statement. The Foundation officers will be empowered to sign stock powers, signature guarantees and such other documents as may be necessary to effect securities transactions. Reporting of all such actions will be made to the
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

Foundation in a timely manner. In-kind gifts other than marketable securities are subject to the same procedures.

2. Gifts of securities which are not readily marketable will be accepted under the following conditions:

   a. Gifts of closely held corporate stock will be carried on the Foundation’s books at a nominal value in the absence of financial information which would enable determination of book value.

   b. Gifts of bonds which require a “holding” period will be accepted and cashed when the holding period has expired.

3. Gifts of securities that will not be accepted include:

   a. Securities which are assessable or in any way could create a liability to the Foundation.

   b. Securities which, by their nature, may not be assigned (such as series “E” savings bonds).

   c. Securities which, upon investigation, have no apparent value.

4. Exceptions to this policy may be made by a majority vote of the NorthWest Arkansas Community College Foundation Board of Directors.

Disposition of Gifts - (con’t) 6-1-10(2)
B. **Gifts of Personal Property** – Gifts of personal property should be reviewed to determine whether to accept and then to sell or hold. To make a determination to sell, the following will occur:

1. An independent appraisal will be obtained to establish:
   a. The donor’s charitable income tax deduction.
   b. A reasonable value for carrying the asset on the books.
   c. An asking price.

2. The Foundation will attempt to sell the property at the appraised value for a reasonable period.

3. If, because of the cost of maintenance or other storage, the Foundation is unwilling to keep the property for a reasonable period, the donor will be so informed.

C. **Gifts of Works of Art** – Both self-created and purchased, may be accepted by the Foundation. However:

1. No commitment will be made to keep the art.

2. The gift will be placed on the Foundation books at $0.01 unless a valid independent appraisal is supplied at the donor’s expense, since the cost of the appraisal is deductible to him/her.

3. If the art has appreciated since acquisition by the donor, the donor will be counseled that the gift may not be “related to the charitable purpose” of the Foundation and therefore, they may not receive the same deduction they would receive for giving the work to an art museum.

D. **Gifts of Furniture** – Will be accepted if the furniture:

1. Can be utilized by NorthWest Arkansas Community College.
2. Can be quickly sold for a sum approximating the amount the donor wishes to take as a tax deduction.

Disposition of Gifts - (con’t) 6-1-10(3)

664

a. Donors are responsible for establishing their own deduction valuation.

b. The Foundation will ask a local furniture dealer to give an estimate of value so that it can be properly booked as an asset, in cases where the items are to be utilized by NorthWest Arkansas Community College.

c. The Foundation will maintain a list of other charities that accept gifts of furniture for those donors whose furniture cannot be used by NorthWest Arkansas Community College.

E. Gifts of Automobiles and Other Vehicles – will be accepted under the following conditions:

1. Automobiles will be accepted by the Foundation when they are in working order and saleable.

2. Vehicles will be booked by the Foundation at retail “blue book” price less any necessary repairs.

3. The valuation of an automobile will be determined by the National Automobile Dealers Association book value along with the current car market indicators.

F. Gifts of used Medical Equipment – will be accepted under the following conditions:

1. The equipment is needed by NorthWest Arkansas Community College.
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

2. Valuation: The donors of equipment will be responsible for establishing a valuation and any supporting documents.

G. Gifts of Other Miscellaneous Personal Property – Other items of property will be accepted if they are useful to the NorthWest Arkansas Community and are easily saleable.

   1. Establishment of value for tax purposes is the responsibility of the donor.

Disposition of Gifts - (con’t) 6-1-10(4)

   a. If the item is not usable by NorthWest Arkansas Community College but is saleable, the Foundation will inform the donor if it is their opinion that the value placed on the item by the donor cannot be realized by its sale.

   2. Other matters that will be taken into consideration by the Foundation before deciding on acceptance of gifts of personal property will be:

      a. Transportation cost.
      b. Storage cost.
      c. Cost of selling.
      d. Maintenance and repairs.
      e. Image and ethics.

H. Gifts of Real Property

   1. Before acceptance, all offered gifts of real property will be appraised by a recognized appraisal firm, totally independent of the NorthWest Arkansas Community College Foundation, or by the appraisal department of a major bank or savings and loan association in order to establish fair market value.
2. Before acceptance, all offered gifts of real property will be inspected and examined through appropriate means to determine the existence of any potential hazard to the populace or the environment. Extreme care will be exercised to determine that acceptance of real property will not result in any liabilities for the Foundation and NorthWest Arkansas Community College...

a. This appraisal will perform three functions:

1. Establish the donor’s tax deduction.

2. Give the Foundation and the auditors a reasonable value at which to carry the asset on the Foundation’s books.

3. Establish an asking price for the property.

b. A written evaluation will determine if the property should be held for the future development of NorthWest Arkansas Community College.

c. The donor will be asked to pay for this appraisal since it is deductible to him/her. This will only be a suggestion.

d. The property will be listed with a broker or brokers in the area in which the property is located for sale at the appraised value.

e. If, because of high taxes or a sizable mortgage, the Foundation is unwilling to hold the property and will be forced to cash out as quickly as possible, the prospective donor will be so informed.
f. If the property does not warrant the expense of an appraisal the assessor’s evaluation will be used as fair market value.

g. If the donor wishes to provide his own appraisal not consistent with Section I, the Foundation will carry the gift on its books at $1.00 and the donor will be so informed.

1. The Foundation will then list the property at whatever it deems to be fair market value.

h. Properties with mortgages will not be accepted except:

1. With an independent appraisal, and

2. If the mortgage amounts to 75% or less of the value established by the appraisal.

i. Gifts of commercial properties and businesses will be evaluated not only on the basis of property tax and mortgage liabilities, but also taking into consideration that:

1. The Foundation may have to pay income tax on unrelated business income.
2. The Foundation as a non-profit corporation receives no tax benefit from depreciation.

Revised: May, 2005

Community Events

Policy:

A. Proposed new community events.

Such community events involving the Foundation will be realistically evaluated taking into account:

1. Profitability.
2. Demands on staff time.
3. Availability of volunteers.
4. Public relations value.
5. Fixed costs.
6. Conflict with existing events.

B. Approved and existing community events:

1. Such community events will be critiqued and evaluated by the Foundation. This evaluation will take place as soon as possible after completion of the event to determine if repetition of the event is desirable.

C. Expected net proceeds of special events.

1. The same criteria will be used as if the event were being put on by the Foundation itself.

2. Proceeds may be designated by the Foundation.

3. All publicity must be cleared by the Foundation when the Foundation’s name is used in connection with the event.

Revised: May, 2005

Policy:

The processing and record keeping of all gifts should meet all usual requirements for auditing purposes.
A. Checks and cash.

1. Delivery of Checks and Cash – Gifts in the form of checks or cash shall be sent to the Foundation. In instances where the use specified is unclear, the details about the gift should be brought to the immediate attention of the Foundation by telephone, if possible. All gifts of cash are to be accompanied by a receipt stating the amount and date of the gift.

B. Securities

1. Delivery of Securities – The transfer of securities certificates as gifts to the Foundation is especially sensitive and may only be accomplished in the following ways:
   
a. Certificates belonging to the donor should be sent only by certified or registered mail, or by hand. A stock power form, signed by the donor and naming NorthWest Arkansas Community College Foundation as transferee, will be sent in a separate envelope again using certified or registered mail.
   
b. Securities and stock papers shall be mailed or hand delivered to the Foundation Executive Vice President.

2. Handling by Brokers or Agents – Brokers may be instructed by donors to transfer their securities to NorthWest Arkansas Community College Foundation as gifts. The donor should instruct his broker to immediately notify the Foundation of the gift by telephone or telegraph, and to request instructions for correct handling of these securities. Securities should not be issued in the name of NorthWest Arkansas Community College. Only signed stock powers are required by the Foundation to affect title transfer.
3. **Instructions regarding use of gifts of securities:**

   When gifts of securities are made the Foundation also must be advised of the donor’s wishes, both as to disposition of this property and purpose for income derived to the Foundation from ownership. Instructions should accompany the gift to clearly indicate the intention of the donor. If none are received, the Foundation has the authority to sell these securities within thirty (30) days, if it chooses (see Section IX,b.) and to use the funds (or income, if retained) for areas of current needs.

   Particular care with the envelope transmitting any gift of securities is required since the postmark on the envelope determines the date for computing the value of the gift for the donor’s charitable deduction.

4. **Receipt of Securities by Foundation Board Members.**

   Stock certificates received by Foundation board members are to be handled quickly and delivered to the Director of Development of the Foundation, with care given to the entire package, including the envelope.

C. **Payroll Deduction**

   1. **Gifts by Payroll Deduction** – Employees of NorthWest Arkansas Community College may make gifts to the Foundation by payroll deduction. Arrangements for the amount of the gift, the frequency of deduction, and the period for which deductions are to begin and conclude, are made by the employee, the Personnel Department, and the Foundation. The Foundation shall be responsible for instructing the Personnel Department of these details in writing. The
Foundation can provide sample language or proper pledge cards for this purpose.

Gift Processing - (con’t)  6-1-12(3)

2. Tax records – All deductions for gifts are listed on payroll check stubs. These paycheck stubs should be retained as the donor’s official record and for tax purposes. The Foundation may also provide a receipt summarizing the years giving at the donor’s request.

D. Year-end Gifts

1. Expediting Delivery – To be considered as a contribution in a specific tax year, gifts received by the Foundation or its representatives must be postmarked no later than December 31, or must be delivered or transferred to the Foundation’s account by this date. During December, brokers and banks acting as agents for a donor should be advised to telephone the name of the donor, amount of the gift, purpose and date of transfer to the Foundation before December 31.

2. Transmittal Date – It is especially important that post marked envelopes be sent to the Foundation with all gifts received during the December year-end period. If cash or securities are personally delivered by the donor, a notation should be made on the document(s) by the person accepting the gift which reads: “Hand delivered on December __, 20__.” This notation should then be signed by the receiving person, and forwarded with the gift to the Foundation that same day.
Gift Acknowledgement

6-1-13

Policy:

All gifts, regardless of value, for or designated use, should be acknowledged by official correspondence or receipt from the Foundation. These documents represent to the donor the Foundation’s official acceptance of this gift and its terms and conditions as well as official certification of their charitable act for tax purposes.

A. Acknowledgement by the NorthWest Arkansas Community College Foundation – All gifts are officially acknowledged by the College’s Foundation.

B. Acknowledgment by Departments – It is recommended NorthWest Arkansas Community College send a thank you letter in addition to the Foundation’s official acknowledgment for gifts received. Copies of this correspondence should be forwarded to the Foundation for retention in the donor file.

C. Time of Acknowledgment – Gifts must always be acknowledged as promptly as possible. The Foundation will make it a general practice to send the official acknowledgment within 24 to 48 hours after the gift has been received by the Foundation.

D. Gift Acknowledgment and Taxes – Acknowledgment of all monetary gifts include value of the gift and date of receipt to provide donors
supporting documentation for tax purposes. Non monetary gifts, including securities, real property, gifts in kind, etc., are acknowledged by describing the number and type of item involved. This Foundation document is usable by donors for tax purposes, but may not always include valuation information.

Revised: May, 2005

Donor Recognition

Policy:

A. All donors with contributions will be recognized in accordance with Foundation board approved gift acknowledgment and donor recognition guidelines.

1. Included among these recognized will be donors of cash, readily marketable securities, real estate (when accompanied by an independent appraisal), and future interests including irrevocable gifts in trust, life estates, and gift annuities.

2. Gifts of life insurance will be recognized at cash value until maturity of the policy.

3. Gifts of personal property or securities not readily marketable will be recognized at the amount netted from the sale of the property. If the foundation elects not to sell personal property or securities for any
reason credit will be given at appraised value when the gift is accompanied by an independent expert appraisal.

B. Individuals in whose memory a sum of money has been given will be recognized.

C. Appropriate recognition items/events will be given to donors at the discretion of the Foundation Board of Directors.

D. Donor Recognition – Suitable recognition of important gifts will be considered. Guidelines on gift size and value to NorthWest Arkansas Community College will be observed. Recognition of all types is a responsibility of the Foundation.

Revised: May, 2005

Policy:

A. Acquisition – The Foundation may acquire property for the future use and growth of NorthWest Arkansas Community College. The Foundation shall serve as the owner and landlord, should the property acquired be determined that rental is appropriate until such suitable time that the actual usage of the property is determined by the Board.
B. **Means of Purchase** – The Foundation, upon approval, may purchase property through conventional means, utilizing either cash on hand or loan agreements with reputable lending institutions.

C. **Rental** – If the property acquired is to be rented or leased, a lease agreement must be signed and adhered to by the party leasing or renting. The Foundation shall provide adequate property and liability insurance, excluding coverage of the contents of the property, which will be left to the determination of the leasing or renting party.

D. **Collections** – It shall be the responsibility of the Foundation to serve as landlord and collect deposit payments as well as rent or lease payments. Appropriate accounting measures will be established to determine accurate record keeping of receivable and notes due. If feasible, the Foundation shall assist in the overall maintenance and upkeep of the property.

E. **Inspections** – Periodic inspections of the property shall be made by qualified people to determine if standards are met and maintained.
Policy:

A. Reimbursement of foundation employees for out-of-pocket expenses

1. Foundation employees may be reimbursed for out-of-pocket expenses having to do with the operations of the foundation. These expenses include, but are not limited to:

   a. Purchases of foundation equipment or supplies

   b. Meals (including tips) with donors or donor prospects

   c. Meals (including tips) with foundation or college officers or directors while conducting foundation business

   d. Airline tickets
e. Hotel room charges

f. Conference registration and fees

g. Taxi fees

h. Payment for any other budgeted foundation expense

2. Foundation employees may be reimbursed for use of personal automobile for foundation business at a rate equal to the reimbursement rate for employees of NorthWest Arkansas Community College.

3. Receipts are required for any reimbursement. In order to be reimbursed for business use of a personal automobile, a travel log must be submitted showing the date and purpose of travel and the miles driven.

B. Issuing of Foundation Checks

1. The Director of Development of the Foundation or any of its officers with signature authority may issue Foundation checks.

2. Foundation checks in excess of $1,000 will require two signatures.
3. Exceptions to the two-signature policy are granted for routine repetitive expenditures pre-approved by the Foundation Executive Committee such as the Foundation check issued monthly for federal withholding payments.
Revised: May, 2005

**Naming Rights**

**Policy:**

**Introduction**

The purpose of this Policy is to encourage private support, and to establish the criteria and procedures for granting Naming Rights in relation to College facilities and physical spaces. In each case, it is expected that a specific agreement about the Naming Right would be drawn up between the parties or their representatives, such agreement to be governed by the provisions of this Policy.

Naming Rights may be awarded for whole buildings and major facilities, spaces within buildings and limited areas, or for outside areas such as:

i) Reception area/atrium/foyer
ii) Lecture hall/classroom
iii) Library
iv) Common rooms
v) Laboratories
vi) Offices
vii) Gardens/walks/outdoor open spaces
viii) Roads

President’s Authority—Limited Areas and Temporary Names

The Board of Trustees delegate to the President the authority to name individual rooms, limited areas, spaces within buildings, individual items or features, limited outdoor spaces, and other minor properties. Additionally, the President may name or approve temporary naming for any facility or property so long as the name meets one or more of the following criteria:

i) The temporary name designates the function of a single use facility or property or the traditional use, if already named;
ii) The temporary name reflects natural or geographic features associated with northwest Arkansas and its immediate environs; or
iii) The temporary name reflects a traditional theme of a community college.
President’s Authority—Larger Features, Buildings and Major Facilities

The permanent name of a larger feature, college building, or major facility should honor an individual or organization. The following guidelines govern the guidelines and process for the President to present Naming Rights proposals to the Trustees for final consideration. In special circumstances the President may waive any or all of the following criteria.

Guidelines

There are two circumstances in which Naming Rights may be granted:

   i) **Naming Rights in Consideration** is in consideration of financial contribution(s), sponsorship(s) or other philanthropic or commercial transaction(s).

   a. The College will take into account the significance and amount of the proposed gift as either or both relate to the realization, completion, or enhancement of a larger feature, building or major facility to the College.
b. The College may award Naming Rights for individuals or organizations making a “substantial gift” benefitting the College. The term “substantial gift” remains deliberately undefined by specific dollar amounts, percentages, or other arbitrary standards. Each situation or gift will be judged on its own merits taking into account significant contributions of personal services as well as monetary or in-kind gifts. Each Naming Right will recognize the donor according to the level of gift and the size or scope of the enhancement, larger feature, building or major facility.

c. A donor’s gift may provide the funding for the portion of the total cost which would not have come from any other source such as federal or state loans or appropriations, student fees, bonds, etc.

   ii) Naming Rights in Recognition is in recognition and tribute of significant contributions to the College such as meritorious service.

      a. Naming Rights may be awarded to honor an individual’s academic or administrative contribution of time or talent that has had a significant positive impact on the College over an extended period.

Namings Rights - continued

   of years. This honor is usually reserved for an extraordinary academic or administrative contribution warranting special recognition.

   b. A period of not less than one year shall lapse between the end of the individual’s service to the College and consideration by the Board.

   c. Unless the College receives a specific gift, no more than one Naming Right shall carry the name of any one individual honored for extraordinary academic or administrative service.
d. Naming Rights may not be awarded to any seated, elected or appointed official.

iii) Permanency of Names

a. When a gift from an individual or family is involved, a facility or space receives a designation that shall last the lifetime of the facility unless otherwise agreed, subject to paragraph 'c' of this section.

b. When a gift from a corporation or business is involved, the corporation shall be given the opportunity to purchase a Naming Right with a name subject to approval by the Board for a period of time to be negotiated between the College and the donor.

c. Early Termination of Naming Rights—The College may terminate a Naming Right agreement in advance of the scheduled date under the following circumstances:

   a) Demolition or Significant Renovation. The individual, family or organization involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.

   b) College Reputation at Risk. The College reserves the right, at its sole discretion, to terminate a Naming Right agreement without refund of consideration or gift, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the College being brought into disrepute.
Procedure

i) Requests to award Naming Rights shall come directly to the President. Each request must:

a. Observe timely submission to insure that, if required, Board of Trustees’ approval timing requirements are met. All requests which do require Trustee action shall come to the President four (4) weeks prior to the Board meeting during which the President will present the request to the Trustees for consideration.

b. Demonstrate compliance with the above policy stating succinctly the rationale for the proposed naming.

c. Identify the constituent group(s) or individual(s) proposing the request as well as the constituent group(s) or individual(s) recommending that the President/Trustees approve the request.

d. Include complete biographical data, including gift history, on the individual(s) or organization(s) being considered for Naming Rights.

e. Ensure that all participants involved in this process observe strict confidentiality.
f. Identify the “special circumstances” when requesting a waiver of any policy, if any.

ii) Upon receipt of a naming request, the President shall exercise his/her delegated authority to review and act upon the request as follows:

a. Sharing a specific naming request with the Senior Management Team, to include a faculty member and a support staff member of the President’s choosing.

b. Insuring that all constituents and stakeholders have appropriate input opportunities.

c. Approving the request, in the President’s discretion, for temporary naming or naming of limited areas.

d. Preparing the request for Trustee consideration of Presidentially approved naming requests of larger features, buildings and major facilities.

e. Preparing for Trustee pre-approval “shopping lists” of rooms, features, and other minor facilities within a building or as part of a fundraising campaign suitable or potentially appealing for Naming Rights.
f. Insuring that the NWACC Foundation and the NWACC Media Department prepare and disseminate coordinated and appropriate announcements of approved Naming Rights. See Section ‘iv’ below.

g. Maintaining strict confidentiality through the process.

iii) Each naming request presented to the Trustees for consideration must:

a. Be submitted to the Trustees at least two (2) weeks prior to the Board of Trustees’ meeting at which the item will be presented.

b. Demonstrate compliance with this policy and state succinctly the rationale for the proposed name.

c. Name the constituent group(s) or individual(s) recommending that the President/Trustees approve the request.

d. Include complete biographical data, including gift history, on the individual(s) or organization(s) being considered for Naming Rights.

e. Ensure that all participants involved in this process observe strict confidentiality.

f. Identify the “special circumstances” when requesting a waiver of any policy, if any.

iv) The College President, in collaboration with the NWACC Foundation, has the right to:

a. Determine content, timing, location and frequency of any public announcements associated with the gift/award of Naming Rights.
b. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.

c. Determine and carry out the exact nature of any ongoing care and maintenance of physical markers of all Naming Rights.

Adopted: Board of Trustees, September 12, 2005
Foundation Board of Directors, October 20, 2005

Public Relations 6-2-1

Policy:

The Public Relations & Marketing Office is responsible for administering the public image of the College. All media communications, news releases, promotional publications, scheduling of external groups on or off campus and use of college official symbols must obtain advance approval from the Public Relations & Marketing Office.
Adopted:  September, 2000
Revised:  July, 2005

Policy:

The Chair of the Board of Trustees and the College President are the official college spokespersons. They may choose to perform that function or delegate it as appropriate.
Adopted: September, 2000
Revised: July, 2005
News Releases and Publications

Policy:

Coordination with NorthWest Arkansas Community College Public Relations & Marketing Office is required before proceeding with the following:

a. News releases, PSAs and publications for external audiences that communicate a message about the College.

b. Academic publications that promote specific courses and programs.

c. Admissions or related publications intended for prospective students.
External Groups On-and Off-Campus

Policy:

Coordination with the College’s Public Relation & Marketing Office is required before proceeding with plans to invite, sponsor or host activities involving NorthWest Arkansas Community College either on-or off-campus.
Use of the College Logo

Policy:
The College logo shall appear on all official college publications, in all promotional advertising, and on all printed communications being distributed off-campus. This includes ads, brochures, posters, fliers, newsletters, stationery, business cards, other publications, video, and CD-Roms. The logo can also be applied to documents intended for use on campus by college staff. The Board-approved College logo is the only logo that should be used to represent college departments and programs.
NORTHWEST ARKANSAS COMMUNITY COLLEGE

ADMINISTRATIVE

POLICIES AND PROCEDURES

Adopted: September, 2000

Revised: July, 2005
College Co-Sponsoring Non-College Events or Activities 6-2-6

Policy:

From time to time, NorthWest Arkansas Community College may wish to or may be asked to officially co-sponsor a non-College event or activity in the community. In these cases, NorthWest Arkansas Community College may become or be listed as a co-sponsor and the College name used as a co-sponsor of a non-College event or activity only with the official approval of the College Cabinet.

The term “co-sponsor” is defined as any time the College name is used in written or verbal form as a co-sponsor of a non-College event or activity in event or activity literature, any time the College name, logo or other official College symbols are used in promotional material for the non-College event or activity or when the College name is used in writing or verbally as a co-sponsor at the non-College activity or event itself.

The fact that an event or activity is held at a College facility does not imply that the College endorses or co-sponsors that activity or event nor does it create a co-sponsor relationship. Nor does participation by College employees in a non-College event necessarily create a co-sponsor relationship.

Cabinet approval shall be obtained by bringing a formal, written request to co-sponsor an event or activity to the Office of Public Relations and Marketing to be forwarded to
the College Cabinet in sufficient time before the event takes place for official action to be taken.

Adopted: September, 2000
Revised: July, 2005
Grant Administration 6-3-1

Policies

I. General

The College has included diversification of its funding base as one of its priorities. State funding alone will not support a nationally recognized community college. Therefore, NWACC faculty, staff and administration are highly encouraged to actively seek outside funding for activities and programs that are vital to the college. Grant goals and objectives should support the NWACC mission.

II. Authority

Grant agreements are typically made between external funding agencies and the College, not between such funding agencies and individual persons at NWACC. Accordingly, individual faculty or staff members are not authorized to apply for or accept grants on behalf of the College unless given explicit authority by the Office for Grants to do so. Faculty and staff members should contact the Office for Grants for assistance in securing the necessary authorized signature(s) to apply for and accept grants.

III. Conflict of Interest

As a part of the grant application process, the grant proposer must positively state on the Proposal Routing Form that there is an absence of a financial or other interest or affiliation held by them or a member of their immediate family in the funding agency or in companies from which goods and services will be obtained under the supported activity. This statement must also cover any Principal Investigators (PIs), Co-PIs, co-grant proposers and other grant-supported staff at NWACC.
Should there be a conflict of interest the grant proposer must disclose that conflict by completing the Disclosure of Financial Interests Related to Sponsored Projects Form.

For purposes of submitting an external grant application from NWACC to an external funding agency, the grant proposer must submit the Disclosure of Financial Interests Related to Sponsored Projects Form if he or she (or any member of the immediate family) has a significant financial conflict of interest in the project, defined as $10,000 or 3% ownership or a $10,000 income per annum from the proposed external funding agency. For additional guidance on the details of this requirement, contact the Office for Grants.

IV. Cost Principles and Practices

The purpose of the Cost Principles and Practices policy is to ensure compliance with all applicable Federal, State, and NWACC rules and regulations. Failure to adhere to these cost principles and practices may result in cost disallowance, penalties, and/or fines. It is the responsibility of the PI, Department Chairs/Deans, and Administrators to understand and comply with this policy.

A. Administration

It is the policy of NWACC that all sponsored program funding (e.g. grant funding, external funding) acquired under the name NWACC or the NWACC Foundation will be financially administered by the NWACC Business Services Department. All sponsored programs will adhere to Federal, State of Arkansas, and NWACC administrative policies along with any policies designated by the external funding agency. Federal, State of Arkansas and NWACC administrative policies will have precedence over any and all external funding agency policies.

B. Application

These practices must be consistently applied in the like circumstances for all sponsored program funding and any other institutional activity affecting sponsored program funding. While the PI has primary responsibility for overseeing the expenditure of project funds, all personnel involved in charging
costs to sponsored programs must comply with this policy in order to meet federal costing standards and ensure that costs are allocated in a manner that accurately reflects the expenses incurred for the benefit of the project.

C. Definitions

 Direct Cost- Those costs that can be identified specifically with a particular project, an instructional activity, or any other institutional activity or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

 Indirect Cost- Those costs for expenses incurred when the College assumes responsibility for otherwise externally funded grants for projects and programs; costs not directly identified with a single activity, but identified with two or more final activities. Also known as Facilities and Administrative Costs.

D. Direct Costs

For expenditures to be considered allowable as a direct cost, they must be:

- reasonable and necessary for the performance of the project;
- allowable under the terms and conditions of the award document or agreement and by OMB Circular A-21; and allocable and easily identifiable as having a direct benefit to the project or activity being performed.

E. Indirect Costs

Included in the grant administration will be the budgeting and collection of indirect or administrative costs for all sponsored programs applied for under the name NWACC or NWACC Foundation. It is required that the full amount of indirect or administrative costs as described in the grant solicitation or foundation policies be solicited in the submitted sponsored program proposal. If no indirect or administrative cost rate is described in the solicitation but are available, an agreed upon rate that does not exceed the NWACC federal negotiated rate shall be requested. This agreed upon rate will be approved by the Vice President for Finance, the Vice President for Advancement, and the Associate Vice President.
for Grants and Institutional Research in writing before the final budget is approved. Any and all indirect and administrative costs will be divided between the following parties who provide support for sponsored programs at the prescribed percentages and placed in a designated fund and org.

NorthWest Arkansas Community College  
NWACC Finance and Administration  
Office for Grants  
Applying Division or Department

<table>
<thead>
<tr>
<th>Party</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>NorthWest Arkansas Community College</td>
<td>30%</td>
</tr>
<tr>
<td>NWACC Finance and Administration</td>
<td>20%</td>
</tr>
<tr>
<td>Office for Grants</td>
<td>30%</td>
</tr>
<tr>
<td>Applying Division or Department</td>
<td>20%</td>
</tr>
</tbody>
</table>

Adjustment in percentages received by applying divisions or departments will be made for those PI/Project Directors who do not expend their awarded funds.

V. Cost Sharing and Matching Funds

Cost sharing or matching is that portion of project costs not borne by the external funding agency. Some external funding agencies require cost sharing or matching for grants. In cases where the grant application requires cost sharing or matching, explicit approval from the Office for Grants to proceed with the grant application must be received prior to commencing the external funding application process.

*Direct Cost Sharing*- involves actual dollars contributed by NWACC to the project as a part of the overall project budget.

*In-Kind Cost Sharing*- involves a determination of the value of services that NWACC agrees to contribute toward a project (e.g. space, supplies, etc.)

*Matching Funds*- typically used to indicate that a contribution of actual dollars is needed to match (at various ratios) an external funding agency’s contribution.
VI. Use of External Funds to Pay Salary

NWACC will not accept external grant funding which would require faculty effort exceeding a regular full-time load and would increase an employee’s total compensation for the academic year beyond the agreed upon full time salary (not including stipends). In no case will federal and private funds be used to pay an employee more than 100% of his or her regular academic year compensation. Summer school is not considered part of the regular academic year.

VII. Use of NWACC Facilities

Persons wishing to propose external grants involving the use of NWACC facilities as a part of the project must consider several important points as the project is developed and its proposed budget is formulated. Any use of any NWACC facilities must be approved in advance by the individual who has the authority to make a commitment for the use of the particular space in question.

In some cases, use of NWACC facilities may entail a charge for use of the space. Such costs, if applicable, should be added to the proposed budget for the project at a rate of $28 per square foot. Depending on the nature of the grant activity, use fees are variable. Before submitting a proposed grant for internal review prior to its submission to the external funding agency, the grant proposer should contact the relevant NWACC office and determine what charges, if any, will be required for use of NWACC space on the project.

VIII. Use of NWACC Equipment

If a proposed external grant will require the use of NWACC owned equipment as a part of the project, such use must be approved by the department head or program director of the area where the equipment resides and is normally used.
If applicable, the arrangement to use the equipment must include reimbursement of the cost of use of the equipment. Cost of use fees or supplies required to operate the equipment should be included as part of the direct costs of the proposed grant. Laboratory supplies (e.g. chemicals) and specialized shop or equipment costs may be treated as a direct cost so long as they are directly identifiable and clearly relevant to the intended research objective of the project being proposed.

The grant proposer must arrange to use the equipment on a schedule that will not create an interference or conflict with the ways that the equipment is normally used (such as in connection with teaching a laboratory course).

**IX. Equipment Procurement with External Funds**

In general, fixed and moveable equipment are considered fixed assets of NWACC and, as such, are owned by the College and not by a specific individual, department or operating unit. The College has sole ownership of all equipment acquired regardless of source of funding or method of acquisition. All purchases of equipment using grant funds must be requisitioned and purchased through the College’s Purchasing Department.

**X. Materials and Supplies Procurement with External Funds**

All purchases of goods and services must follow Government and College regulations, such as using mandatory sources and observing bidding requirements. Contact Purchasing for an explanation of the proper procedures. All purchases of materials and supplies using grant funds must be requisitioned and purchased through the College’s Purchasing Department.

**XI. Administrative and Clerical Support on External Grants**

As a general rule, it is normally not appropriate to include a request for secretarial or administrative support in the proposed budget for external funding. The federal government, for example, has determined that such an expense is an indirect cost that
would be covered by the facilities and administrative (F & A) cost added to the proposed budget (See OMB Circular A-21, section F-6-B-2). In some cases, however, it might be appropriate to include administrative and secretarial costs as a separate budget item if the activities to be performed are significant and would amount to more than what would reasonably be expected to be performed as a part of normal administrative support.

XII. Hiring Grant-Funded Employees

If an awarded external grant budget includes an amount for hiring employees, all hiring activities must be processed through the established procedures for hiring classified employees in a provisional position as set forth by the NWACC Office of Human Resources. A grant-funded position is classified as provisional, meaning that the position will end when the external funding ends.

XIII. Grant-Funded Travel Expenses

As a public institution of the State of Arkansas, NWACC administers and complies with the State of Arkansas Travel Regulations. All employees of NWACC traveling on behalf of the College in relation to grant supported activities are required to comply with the travel policy and procedures outlined in the NorthWest Arkansas Community College Administrative Policies and Procedures.

Unless otherwise set forth in the Terms and Conditions of the grant agreement, travel reimbursement is NOT a per diem and is to be claimed for actual expenses for meals and lodging not to exceed the maximum allowable rates as listed in the Federal Travel Directory plus applicable Sales Tax.

XIV. Institutional Approvals for Specific Types of Research

All research projects submitted on behalf of the College and its faculty and staff must comply with all applicable federal, state, and institution policies and regulations before they are approved for submission.
NWACC currently does not have a federally-accredited Institutional Review Board (IRB) for using human subjects in research. If a grant proposer desires to apply for a grant that will use human subjects in its research, please contact the Office for Grants.

It is the policy of the College that, prior to initiation, all research activities by faculty, students, or employees that involve the use of human subjects (i.e., individuals about whom data or information is obtained) be approved by the NWACC IRB or be certified exempt from review. Failure to gain committee approval prior to collecting data can result in a forfeiture of data or other penalties.

XVI. Grant Processing

All acceptance of grant awards, of checks or other forms of payment, and the establishment of new funds for sponsored projects must be coordinated through the Office for Grants.

XVII. Reporting Requirements

Project directors/PIs are solely responsible for the prompt submission of any operational, financial, progress, final and any other reports required by external funding agencies. Copies of all progress and final reports must also be filed with the Office for Grants. The PI should review the reporting procedures for all required reports.

XVIII. Project Director/PI Departure from the College

Any faculty or staff member who is a PI, director or co-director of a sponsored project, and who believes he or she will depart the College before the project is completed, should contact the Office for Grants as soon as that realization is made.

XXI. Federal Guidelines, Regulations, and Compliance Requirements.

The following series of circulars from the Office of Management and Budget (OMB) are relevant to research administration of federally-awarded grants. NWACC will submit
external grant proposals that are in compliance with the guidelines and regulations outlined in the relevant circulars listed below.

A-21  Cost Principles for Educational Institutions

A-110  Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations

A-133  Audits of States, Local Governments, and Non-Profit Organizations

Federal Acquisition Regulations (FAR). Most federal contracts incorporate a number of FAR clauses that must be reviewed by relevant NWACC officials and offices before accepting the agreement.


Adopted: January, 2008
Revised: August, 2008
Revised; July, 2010