



Student Handbook 2016/2017

NWACC Adult Education

1000 S.E. Eagle Way

Bentonville, Arkansas

(479) 986-6911

Revised: January 7, 2016

<http://www.nwacc.edu/web/adulteducation/>

<https://www.facebook.com/NWACCAdultEducation>

Table of Contents

| | |
|--|----|
| Program Overview | 3 |
| Mission Statement | 3 |
| Welcome..... | 3 |
| Equal Education Opportunity | 4 |
| Adult Education | 4 |
| Enrollment..... | 4 |
| Cost..... | 4 |
| Entrance Requirements..... | 5 |
| Distance Learning Policy..... | 6 |
| Adult Basic Education (ABE) | 8 |
| Adult Secondary Education (ASE) and High School Equivalency (GED®) | 8 |
| Literacy and Beginning English as a Second Language (ESL)..... | 8 |
| Intermediate and Advanced ESL | 8 |
| ESL Technology..... | 8 |
| Civics | 9 |
| College Preparation | 9 |
| Career Education / WAGE | 9 |
| Armed Services Vocational Aptitude Battery (ASVAB) Test Preparation..... | 9 |
| Code of Conduct Policy | 11 |
| Disruptive or Disorderly Conduct..... | 11 |
| Anti-bullying Policy | 11 |
| Conflict Resolution Policy | 13 |
| Conflict Resolution Procedure..... | 14 |
| Dress Code..... | 16 |
| Tobacco Use | 17 |
| Illegal Drugs | 17 |
| Firearms and Weapons..... | 18 |

| | |
|--|----|
| Attendance | 18 |
| Visitors | 18 |
| Illness | 18 |
| Parking Policy | 18 |
| Cell Phone Usage | 19 |
| Computer Usage | 19 |
| Miscellaneous | 19 |
| Discipline Policy | 19 |
| Confidentiality Policy | 20 |
| Inclement Weather or Emergency Closing Cancellation Policy | 25 |
| Americans with Disabilities Act (ADA) Student Complaint and Grievance Policy | 26 |
| ACT Compass® Testing Policy | 28 |

Program Overview

Mission Statement

The mission of the Adult Education Program (The Program) is to provide educational opportunities for adult-age Benton County residents who are seeking to improve their basic academic skills, prepare for college, develop workforce readiness skills, learn English, and/or become U.S. Citizens. Opportunities to further these goals are provided at the Adult Education Center (The Center) and other convenient locations throughout Benton County.

Welcome

On behalf of the Adult Education Program, I would like to welcome you to The Center and The Program. We are here to help you meet your goals, whether it is to get your GED®, to learn English, or to improve your basic skills. We have a well-qualified faculty and staff here to serve you. Please contact me if I can be of assistance to you. I wish you the best.

Ben Aldama, Dean of Adult Education

Equal Education Opportunity

NWACC Adult Education is committed to the policy that all persons shall have equal access to its programs, facilities, and services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, or sexual orientation.

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

Adult Education

The NWACC Adult Education Program offers tuition-free non-credit classes in a wide range of subject areas. Adult Education courses are designed to improve basic academic skills (ABE), provide adult secondary education (ASE), prepare for the General Educational Development (GED®) exam toward an Arkansas High School diploma, get ready for college (CP), develop workforce readiness skills (WAGE), learn English (ESL), and study how to become a U.S. citizen through naturalization. Basic computer literacy is integrated into all classroom instruction.

Enrollment

Adult Education classes are open-entry and open-exit. This means that students may enroll at any time during the school year and attend at any time of day or evening that classes are offered. Instruction is individualized. The pace of learning and length of attendance is based on individual student needs, scheduling, and personal goals.

Cost

There is no charge for Adult Education classes. Textbooks, workbooks, and computers are provided in the classroom for student use. Students who would like to have a copy of a textbook for use at home may purchase textbooks from a variety of bookstores and online book sellers. Students may also borrow study guides and other books from the NWACC Library.

Entrance Requirements

NWACC Adult Education provides equal access to all programs and activities. Students must be 18 (eighteen) years or older to enroll and participate in The Program. The only exception to the minimum age rule is as described below for the GED® Preparation Teen Program (Teen Program).

Persons sixteen and seventeen years old will be approved to take the official GED® test after having met the provisions specified in the approved Adult Education Attendance and Enrollment Policies as a result of Acts 30 and 31 of 1994 or fulfill test eligibility as determined by Act 1659 of 2001 and Act 604 of 2003 and Arkansas Compulsory Attendance Law - Annotated Code 6-18-201. Testing of home school youth is specifically governed by Act 1659, Act 604 and Arkansas Compulsory Attendance Law - Annotated Code 6-18-201. (Arkansas Department of Career Education, 2014) Students enrolled in the Teen Program must meet the following requirements:

- Students must attend class Monday through Thursday from 8:00 a.m. until 1:00 p.m. Accommodations will be made for those who work.
- Excused absences for medical or legal reasons must be verified in writing. Students are allowed only three unexcused absences. Work is not an excused absence.
- Failure to appear at a scheduled testing time will count as unexcused absence.
- Students cannot leave the school grounds once they are here for class.
- No disruptions, drugs, weapons, alcohol, tobacco, inappropriate language, or inappropriate behavior are allowed. These are causes for immediate dismissal from the program.
- Appropriate attire is required.
- Pencil and paper are required for class. A GED® book may be required if requested by the teacher.
- No visitors are allowed in the Adult Education classroom while class is in session.
- Adult Education faculty or staff must be advised and notified of any security, safety, or health issues regarding the student.

- Students not showing evidence of academic progress in a timely manner will be referred back to their respective school.
- Students must provide their teacher with the phone number of a responsible party in case of inclement weather release or other emergency.

All Student Code of Conduct and other matter contained in this Student Handbook apply to Teen Program participants.

Distance Learning Policy

NWACC Adult Education provides students with a Distance Learning option. To participate, students must meet the following pre-enrollment and course requirements:

Pre-Enrollment Requirements:

Students must:

- Be enrolled in the NWACC Adult Education Program;
- Complete the Test of Adult Basic Education (TABE) test battery on-site at The Center and score above the 4th grade level on the TABE Reading test;
- Accumulate twelve hours of face-to-face attendance on-site at The Center;
- Have an active e-mail account and access to a smart phone or computer with internet access;
- Pass the Distance Learning on-line survey;
- Be at least eighteen years of age or older; and
- Sign a Distance Learning contract.

Course Requirements:

Students must:

- Complete twelve or more hours, called proxy hours, of study a month using Aztec, My Skills Tutor, or KeyTrain on-line systems or Steck-Vaughn printed lessons;
- Contact their assigned NWACC Adult Education Distance Learning teacher at least once a week via telephone, e-mail, classjump.com, or face-to-face on-site at The Center;
- Make progress in studies; and
- Meet with their assigned Distance Learning teacher face-to-face on-site at The Center at least once a month.

Students will receive a reminder email or telephone call from The Program after 1 or 2 weeks of inactivity. The Program will drop students with 3 or more months of inactivity. All Student Code of Conduct and other matter contained in this Student Handbook apply to Distance Learning program participants.

Courses of Instruction

Adult Basic Education (ABE)

This course is for individuals who need to improve reading and math skills to the ninth grade level or higher. Skills development is the focus of topics. Emphasis is on vocabulary development, comprehension improvement, dictionary skills, critical thinking, basic mathematical computation, and mathematical problem solving.

Adult Secondary Education (ASE) and High School Equivalency (GED®)

This course is for students who would like to complete the requirements for the General Education Development (GED®) Arkansas High School Diploma. Individuals enrolled in this course of study are able to read, write, and perform mathematical calculations above the ninth-grade level or higher. Students must take and have a passing score on the GED Ready™ practice test before taking the official GED® test.

Literacy and Beginning English as a Second Language (ESL)

These courses are designed for the student who has little to no facility in the English language. Emphasis is on the development of vocabulary used in daily living and conversational skills.

Intermediate and Advanced ESL

These courses are a continuation of the Beginning ESL course with added emphasis on reading, writing, and grammatical structure. Continued development of vocabulary and refinement of pronunciation are emphasized. Learning is focused on developing English language listening, speaking, reading, writing, pronunciation, and conversation skills and technology skills.

ESL Technology

ESL Technology is an ESL course focused on the transfer of language skills to students using computer literacy as a part of instruction. Students practice reading, writing, listening, and speaking skills while acquiring computer literacy skills. Upon completion of this course,

students will be able to create and maintain an e-mail account, do research on the Internet, create a newsletter and newsletter type articles, and learn to use Microsoft Word to create letters, flyers, and reports. Students will also create a personal portfolio as a part of the class.

Civics

The Civics course, also called Citizenship Class, is designed for individuals who would like to learn more about the rights and responsibilities of U.S. citizenship, naturalization procedures, civic participation, government and history and becoming U.S. citizens.

College Preparation

The College Preparation courses provide instruction in college-ready reading, writing and math skills for college-bound students whose assessment scores fall into the non-credit, developmental math, reading, and writing ranges on the ACT COMPASS® test. This program is designed to help students develop college-ready academic skills so that when they re-take the ACT COMPASS® test they place into college credit courses. Since the classes are tuition-free, students are able to save tuition dollars for college credit classes.

Career Education / WAGE

The Arkansas Workforce Alliance for Growth in the Economy™ (WAGE) program, developed through the Arkansas Department of Career Education Adult Education Division, is a business and industry driven career education program. Local business and industry partners give added consideration in hiring to WAGE certificate holders. Through WAGE, students earn state-issued certificates in Employability, Customer Service, Clerical, Bank Teller, and Industrial occupations. WAGE career skills courses are free of charge for business and industry partners, their employees, and any job seeker. The only cost is the time one chooses to invest. This is an excellent program for students who may be new to the workforce, changing occupations, seeking job advancement, or unemployed.

Armed Services Vocational Aptitude Battery (ASVAB) Test Preparation

The ASVAB Test Preparation course is designed for students who plan to enlist in the United States Armed Services. The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple choice test, administered by the United States Military Entrance Processing Command,

used to determine qualification for enlistment in the United States Armed Forces. The ASVAB test is administered by the United States Military Entrance Processing Command.

Code of Conduct Policy

Disruptive or Disorderly Conduct

Disruptive or disorderly conduct is not permitted. A disruptive or disorderly student may be asked to leave the Adult Education Center immediately and the Dean of Adult Education (Program Administrator) or his/her designee reserves the right to permanently ban a disruptive or disorderly student from returning to The Center and The Program. Disruptive and disorderly conduct includes, but is not limited to:

- Any action or situation involving verbal, mental, or physical abuse and/or assault, including threats, harassment, starting a fight, fighting, intimidation, or creation of a hostile environment is prohibited.
- Conduct that recklessly or intentionally endangers or intends to endanger or threaten the emotional, mental, or physical health, safety, or welfare of any person, including him or herself, is prohibited.
- Conduct which interferes with the educational process is prohibited.

Anti-bullying Policy

NorthWest Arkansas Community College Adult Education is committed to a policy of ensuring bullying behavior by or against any student, faculty, staff, or guest will not be tolerated. Violations of the anti-bullying policy may result in immediate discipline up to and including expulsion from the Adult Education program. An act is defined as bullying when:

- The behavior hurts, humiliates, or harms another person physically or emotionally;
- Those targeted by the behavior have difficulty stopping the action directed at them, and struggle to defend themselves; and/or
- There is a real or perceived “imbalance of power,” which is described as when the student with the bullying behavior has more “power,” either physically, socially, or emotionally, such as a higher social status, or is physically larger or emotionally intimidating.

Prohibited behavior can take a variety of forms, and may include, but is not limited to, the following:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or a person's family; persistent name calling; or using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature that is sabotaging or undermining an individual or group's work performance or education experience;
- Inappropriate physical contact such as pushing, shoving, kicking, poking, tripping, assault, or damage to a person's property, or the threat of inappropriate physical contact; and/or
- Inappropriate electronic communication such as the use of electronic mail, text messaging, voice mail, websites, blogs, or social media in a threatening, intimidating, or humiliating manner.

Any individual that feels victimized by bullying, or who witnesses any incident of bullying, should promptly report it to the Dean of Adult Education or his/her designate. The Dean of Adult Education will investigate any allegation of bullying. No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying. An individual complaining of bullying may be required to make the complaint in writing, and anonymous charges will not be the basis of any administrative action. In investigating complaints of bullying, attempts will be made to respect the privacy of all individuals involved, however, due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

Conflict Resolution Policy

Purpose

The purpose of the Conflict Resolution Policy is to provide a quick, effective and consistently applied method for a student to present his or her concerns and have those concerns addressed internally.

Some form of friction, disagreement, misunderstanding, or discord may arise between students in classrooms, work areas, or shared spaces of the Adult Education Center. NWACC Adult Education's intent is to be responsive to student concerns and facilitate reconciliation. Adult Education students experiencing issues with others should follow the procedure below to communicate concerns and resolve conflicts.

Conflict Resolution Procedure

Step 1: Discussion with teacher

Students should bring their concerns or complaints *related to another or other students* to their teacher within five working days of the date the incident occurred.

The teacher will respond in writing to the complainant within five days of the meeting held with the complainant student and the teacher will provide a copy of the written response to the Dean of Adult Education (Dean).

If the complaint involves *an NWACC Adult Education teacher or staff member*, the student should skip to Step 2.C below.

Step 2: Written complaint and decision

- A. If the discussion with the teacher does not resolve the problem to the mutual satisfaction of the student and the teacher, or if the teacher does not respond to the complaint, or if the complaint involves an NWACC teacher or staff member; the student may submit a written complaint to the Dean of Adult Education.
- B. If the complaint does **not** involve an NWACC teacher or staff member, the student's written complaint is due to the Dean of Adult Education within five working days of the response from the teacher. The student's written complaint should include the following:
 - a statement of the problem,
 - the date when the incident occurred,
 - suggestions on ways to resolve the problem,
 - the date when the student met with the teacher, and
 - a copy of the teacher's written response or a summary of the teacher's verbal response (if the teacher provided no response, the student's written complaint should state the same).

C. If the complaint involves *an NWACC teacher or staff member*, the student should submit a written complaint to the Dean of Adult Education within five working days of the date the incident occurred. The student's written complaint should include the following:

- a statement of the problem,
- the date when the incident occurred, and
- suggestions on ways to resolve the problem.

Upon receipt of the student's written complaint, the Dean must schedule a meeting with the student within five working days to discuss the complaint. Within approximately five working days after the discussion, the Dean should issue a decision both in writing and orally to the student filing the complaint.

Step 3: Appeal of decision

If the discussion with the Dean of Adult Education does not resolve the problem to the mutual satisfaction of the individuals involved in the conflict, or if the Dean of Adult Education does not respond to the complaint, the student may submit a written complaint to the Vice President of Global Business, Health Professions, and External Affairs (Vice President). The student's written complaint should include the following:

- a statement of the problem;
- the date when the incident occurred;
- suggestions on ways to resolve the problem;
- if applicable, the date when the student met with the teacher and a copy of the teacher's written response or a summary of the teacher's verbal response (if the teacher provided no response, the student's written complaint should state the same); and
- the date when the student met with the Dean and a copy of the Dean's written response or a summary of the Dean's verbal response (if the Dean provided no response, the student's written complaint should state the same).

Upon receipt of the student's written complaint, the Vice President of Global Business, Health Professions, and External Affairs must schedule a meeting with the student within five working days to discuss the complaint. Within approximately five working days after the meeting, the Vice President should issue a decision both in writing and orally to the student filing the complaint.

The Vice President may gather further information from involved parties. All involved individuals, other than The Vice President, may not discuss the situation with any other student or with the complaining student.

Additional Guidance

If a student fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem will be considered settled on the basis of the last decision, and the problem will not be subject to further consideration.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual students and not by groups of students. All complaints must be made in good faith.

NWACC Adult Education reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the student's Adult Education record and the impact of the conduct on others.

No Adult Education student will be subject to retaliation for filing a complaint under this policy.

Dress Code

Students are free to dress and groom themselves as they see fit, as long as their appearance does not endanger the physical health and safety of others, damage property, or disrupt the educational process. The Program Administrator or his/her designee will determine

whether a student's dress and grooming are inappropriate or disruptive to the educational process. Students should follow the guidelines below:

- Shorts/Skirts/Pants: Shorts, mini-skirts, and other apparel must be worn no shorter in length than the fingertips with arms held to the side in natural position. Gym shorts and biking shorts or any combination of the two are not permitted. Men's boxer shorts and pajamas are not allowed. No sagging or baggy pants are allowed. The Program Administrator or his/her designee will determine what is appropriate.
- Shirts/Dresses: Any dress or top that has spaghetti straps, is backless, or revealing will not be allowed. Straps for tops must be at least 1 ½ inch wide. Short tops that expose any part of the midriff or lower back are not permitted unless a t-shirt is worn with them. Shirts with vulgar, obscene or offensive words or graphics or promoting alcohol, tobacco, or drug use are not permitted. The Program Administrator or his/her designee will determine what is appropriate.
- Gang Apparel: Any apparel considered "gang attire" or apparel worn in such a manner as being gang related is not allowed. Sagging or baggy pants are not allowed. The Program Administrator or his/her designee will determine what is considered gang attire, sagging, and baggy.

Tobacco Use

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.

Illegal Drugs

It is unlawful for a student to possess, to be under the influence of, or to have consumed alcoholic beverages, controlled substances (illegal drugs), or other materials prohibited by federal, state, or local laws. Students found in possession of pharmaceutical

ingredients or substances presented as illegal drugs (counterfeit drugs) with the intent to use or sell drugs will be subject to the same disciplinary action as for possession and use of illegal drugs. He or she will be asked to leave the campus and the local law enforcement officials will be notified.

Firearms and Weapons

Unauthorized firearms and other dangerous weapons of any kind are not permitted in or around any NWACC facility.

Attendance

Teachers will address student tardiness and absenteeism issues in the classroom from a workforce readiness and desirable employee behaviors perspective.

Visitors

Visitors are welcome in the building but must check at the front desk. If a visitor is present to see a student in the building, a staff member will notify the student. The student may or may not choose to see the visitor. If not related, the visitor and student will be asked to leave campus or go to a designated area.

Illness

Students with communicable illnesses or infectious diseases will be excluded from class and assignments until well and/or under medical treatment and no longer contagious or infectious to others.

Parking Policy

Parking spaces are provided for student and visitor convenience. Students will be issued a Temporary Parking Permit allowing students to park in NWACC student parking. Students must display the Temporary Parking Permit placard facing outward on their vehicle. Handicapped parking spaces are available for those authorized to use them. Students are not to park in handicapped designated parking spaces unless they have a handicap parking permit and placard. Students are not to park in fire lanes. Vehicles parked in violation will be towed at the vehicle owner's expense.

Cell Phone Usage

Cell phone or mobile device use is not allowed inside classrooms, the computer lab, or library. Cell phones must be turned to “off” or “silent” mode in any of these areas. Students should limit cell phone use to areas outside and away from offices and classrooms where conversations or ring-tones or other sounds could be disruptive to others.

Computer Usage

All students enrolled in NWACC Adult Education programs are welcome and encouraged to use Adult Education classroom computers for educational and job search purposes.

Students should save their work to external media such as flash drives or email their files to their personal email account for safe-keeping. Files saved to Adult Education computers will be routinely deleted. No food or drinks of any kind are permitted at the computer workstations.

Miscellaneous

- The Center is not responsible for any personal belongings left unattended.
- Students should notify the Adult Education office if there is a change of address, telephone number, name, job situation or other information necessary for your records.
- Students should notify the Adult Education office of any problems with the facility (bathrooms, water fountain, parking, etc.).
- Students should be as quiet as possible in the halls as classes are in session and testing is in progress.

Discipline Policy

Any student found responsible for violating the Conduct Code may receive one or more of a variety of consequences tailored to the specific violation(s). Individual mitigating circumstances, as well as aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed disciplinary actions, may be considered when determining the level and scope of the disciplinary consequences(s). Disciplinary consequences are imposed on a graduated scale, increasing in severity with subsequent violations. Possible consequences include:

- Verbal warning;
- Written warning;
- Letter of reprimand;
- Counseling referral;
- Restitution of college property, denial of certain privileges, or restriction of activities;
- Suspension or interruption of the student's educational activities at the Adult Education Center for a definite, stated period;
- Expulsion or termination of enrollment in the Adult Education Program (after a minimum of two years following the date of expulsion, the student may request in writing a review from the Dean of Adult Education); and
- Referral to civil or criminal authorities.

Disciplinary consequences will be fairly and consistently enforced.

Confidentiality Policy

Family Educational Rights and Privacy Act (FERPA)

This act, with which NWACC Adult Education intends to fully comply, affords eligible students certain rights with respect to their educational records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education record within 45 days of the day NWACC Adult Education receives a written request for access.

A student should submit a written request to the NWACC Adult Education Dean that identifies the record(s) the student wishes to inspect. The NWACC Adult Education Dean 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 NWACC Adult Education, the student shall be advised of the correct official to whom the request should be addressed.

2. The right to request an amendment to the student's education record when the student believes the record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask NWACC Adult Education to amend a record should write the NWACC Adult Education Dean, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the Adult Education Dean decides not to amend the record as requested, the NWACC Adult Education Dean will notify the student in writing of the decision and the student's 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. Note: FERPA is not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they feel a higher grade, or withdrawal, should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in students' education records and students' rights to verify that information.

3. The right to have some control over the disclosure of information from education records.

NWACC Adult Education discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. 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 responsibilities for NWACC Adult Education. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include:

- Person employed by NWACC Adult Education in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel) who have been determined to have a legitimate educational interest

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

NWACC Adult Education may also make the following disclosures without student consent:

- Disclosures to state and local authorities (U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education and other state and local authorities) that may further disclose information from education records on behalf of the institution
- Disclosures in connection with financial aid for which the student has applied or which the student has received
- Disclosures to organizations conducting studies
- Disclosures to accreditation bodies
- Disclosure to parents of an eligible student if the student is a dependent for IRS tax purposes
- Disclosures to comply with subpoenas and court orders
- Disclosures in connection with a health or safety emergency or where an articulable and significant risk is determined
- Disclosures in connection with crimes of violence and non-forcible sex offenses
- Disclosures to parents of students under the age of 21 who are determined to have violated regulations governing the use or possession of alcohol or other controlled substances
- Disclosures concerning sex offender
- Information the College has designated as "directory information"

Release of Information

Students who wish to file a standing request to release information to a particular person or agency may submit the [Consent to Release of Academic Information Form](#) to the NWACC Adult Education Dean. Students must show their photo ID when submitting this consent. If a third

party is returning this form on behalf of the student, the form must include the student's signature and be accompanied by a photocopy of the student's photo ID. This authorization will allow the designated person or agency access to the information identified on the form and will remain in effect until the date stated on the form.

Directory Information

Items defined by NWACC Adult Education as "directory information" may be released without a student's written consent. FERPA permits NWACC Adult Education to limit the disclosure of and to use its discretion when choosing whether or not to release directory information to specific parties, for specific purposes, or both. NWACC Adult Education designates the following as directory information:

- Student's name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph
- Dates of attendance
- Degree(s) awarded
- Enrollment status
- Program of study
- Previous institution(s) attended

This information will be subject to public disclosure. Students who wish to prevent disclosure of directory information must submit the [Authorization to Withhold Directory Information Form](#) to the NWACC Adult Education Dean. Students who submit this form should note that this action will exclude their name from certain college publications.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NWACC Adult Education to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520 (202) 260-3887

Inclement Weather or Emergency Closing Cancellation Policy

Closing Adult Education Center administrative offices, canceling or rescheduling classes may be necessary from time to time due to inclement weather and/or in response to emergencies at The Center or main campus. Decisions on any closings, cancellations or rescheduling shall be made by the NWACC President or the President's designee. Announcements of decisions to close and/or open and/or change class or office hours will normally be made at approximately 5:30 a.m. for daytime activities and 2:00 p.m. for evening activities through the local media, on the NWACC home page at www.nwacc.edu, and via [Benton County Emergency Notification System \(BC Alert\)](#). Students should register for the Benton County emergency notification service, and subscribe to the NWACC group, by visiting the <http://www.bcalert.com/> website. 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 and the Adult Education Center will be open at the regularly scheduled times.

Americans with Disabilities Act (ADA) Student Complaint and Grievance Policy

NorthWest Arkansas Community College Adult Education is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in Adult Education programs or activities due to his or her disability. NWACC Adult Education is fully committed to complying with all requirements of the Americans with Disabilities Amendment Act of 2008 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

Any NWACC Adult Education student who believes that he or she has been subjected to discrimination and harassment on the basis of disability or has been denied access or accommodations required by law will have the right to file a complaint or grievance. In general, this 504/ADA student policy is designed to address the following types of concerns:

- Disagreements or denials regarding requested services, accommodations, or modifications to NWACC Adult Education practices and requirements;
- Alleged inaccessibility of an NWACC Adult Education activity;
- Alleged harassment or discrimination on the basis of a disability; or
- Any other alleged violations of the ADA and/or Section 504.

Students are encouraged to consult with the Adult Education ADA Coordinator or the Dean of Adult Education regarding the most appropriate procedure to address a particular concern. Adult Education students may also access the NWACC Disability Resource Center Director and/or the NWACC Title IX and ADA Compliance Officer. Students may access the NWACC Complaint and Grievance Policy on the college website.

Whenever discrimination or harassment based on a disability has been found to occur, NWACC Adult Education will act to end the discrimination or harassment, prevent its recurrence, and remedy its effects on the victim and the college community.

ACT Compass® Testing Policy

The ACT COMPASS® test is offered at NWACC Adult Education for enrolled students at no cost to the student. If you are NOT an enrolled student, the ACT COMPASS® test may be taken at the NWACC Testing Center in the Student Center Building (\$10 fee).

Who is an enrolled student?

- NWACC Adult Education students who have taken the TABE/BEST test and have attended 30/40/60 hours of 'in-class room' instruction are eligible to take the ACT COMPASS® test at the Adult Education Center. The attendance hours are based upon initial TABE/BEST level. Attendance hours for ASE is 30 hours, ABE is 40 hours, and ESL is 60 hours.
- GED® graduates from NWACC Adult Education program are considered enrolled. These are students who have successfully completed the GED® and are seeking enrollment at NWACC.

What is the Cost?

There is NO COST for enrolled students to take the ACT COMPASS® test at the Adult Education Center.

How many times can the ACT COMPASS® be taken per semester?

Students may retake the ACT COMPASS® test up to three times in one semester. 30 hours of study in the classroom is required between tests.

How to schedule an appointment to take the ACT COMPASS® test

An appointment is made by coming into our testing room at Adult Education and scheduling a time to take the ACT COMPASS® with the testing coordinator.

Additional Study Materials

Students may study for the ACT COMPASS® by visiting [the ACT Compass® website](#) or by going to the [LearningExpress Library](#), a resource provided through the NWACC Library.

College Preparation Overview

The College Preparedness Program provides instruction in basic reading, writing and math skills for students pursuing college enrollment but whose assessment scores fall into the non-credit, developmental math, reading and writing ranges on the ACT COMPASS® test. This program is designed to help students develop college-ready academic skills so that when they re-take the ACT COMPASS® test they place into college level credit courses. Since the classes are tuition-free, college-bound students are able to save their tuition dollars for credit classes.