

This handbook describes student rights and responsibilities. The following specific issues are addressed alphabetically.

CAMPUS REGULATIONS AND SERVICES

ABSENCE POLICY

Specific policies governing class attendance are established by individual faculty members. Instructors will discuss their attendance policy with each class at the beginning of the semester. It is the responsibility of students to know the attendance policy for each course in which they are enrolled.

ACADEMIC PROGRESS STANDINGS

These standards of progress shall apply to all students unless otherwise noted.

1. Exceptions

Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

2. Required GPA Levels for Students According to Number of Hours Attempted at the Institution

Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

3. Intervention for Student Success

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps including but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

4. Application of Standards of Progress

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.

When the student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for

the total number of credit hours attempted at the institution but the semester GPA is 2.0 or above, the student remains on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **SUSPENDED—ONE SEMESTER**.

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.

The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL**.

The student who is readmitted upon appeal re-enters the institution on Academic Probation. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one year suspension.

The student may appeal a one term or one year suspension.

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **ACADEMIC PROBATION, ACADEMIC SUSPENSION—ONE TERM, ACADEMIC PROBATION—ONE YEAR, ONE TERM SUSPENSION—READMITTED ON APPEAL, OR ONE YEAR SUSPENSION—READMITTED ON APPEAL**.

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated, published (by letter) number of days of receipt of the notice of suspension.

During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

5. Definition of Terms

Grade Point Average (GPA) – The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.

Cumulative Grade Point Average (GPA) – The grade point average based on all hours attempted at the institution based on a 4 point scale.

Clear Academic Status – The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation

(1) The status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or

(2) The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the institution but whose Semester GPA for that term was 2.0 or above.

One Semester Academic Suspension – The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that term was below 2.0.

One Year Academic Suspension – The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that term was below 2.0.

Appeal of Suspension – The process by which an institution shall allow a student suspended for one term or one year (whether a “native” student or a transfer student) to request readmission without having to serve the suspension.

ACCOMMODATIONS FOR DISABILITIES

Students or guests who have a disability which may prevent them from enjoying the services or activities of the college may request accommodations to enable their participation. Requests may be directed to instructors, to any person in charge of an activity, or to any receptionist or other staff member who is in a position to assist. The college is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable regulations. Special needs or requests for assistance beyond what can be readily provided by the point-of-contact personnel listed above should be directed to Rita Ivey, ADA Compliance Coordinator, Office 1 15C in the Student Center.

ADA GRIEVANCE PROCEDURE

Northeast has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Titles I and II of the Americans with Disabilities Act. Title I, Section 102(a) states that “No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Title II, states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to Rita Ivey, ADA Compliance Coordinator, 1 15C Student Center, telephone (256) 638-4418, ext. 322. The Alabama Relay Center number for hearing-impaired persons using a TDD or text telephone is (800) 548-2546. The ADA Compliance Coordinator has been designated to coordinate accessibility of College programs and services, as well as other ADA compliance efforts.

1. As a first step, the individual who wishes to register a complaint (the “Complainant”) should contact the person most likely to be able to rectify the problem, i.e., the person (“Respondent”) who is responsible for the alleged violation, or the area of alleged violation. Every effort should be made on both sides to resolve the situation informally. Reasonable accommodation, if needed, must be provided to enable effective communication. The Respondent must document the complaint, the date, the resolution of the complaint, and the date the resolution was implemented. The documentation does not have to contain the name of the Complainant if Complainant wishes to remain anonymous. Documentation must be retained on file by the Respondent and should also be filed with the ADA Coordinator for verification in case of a later suit. If the matter cannot be resolved informally, the Complainant should proceed as follows.
2. A formal complaint is filed in writing, contains the name and address of the Complainant, and briefly describes the alleged violation of the regulations. If accommodation is needed to put the complaint in writing, the ADA Office should be contacted for assistance. A complaint should be filed within fifteen (15) days after the Complainant becomes aware of the alleged violation. A complaint which references ongoing discriminatory practices or procedures may be filed at any time.
3. An investigation shall follow a filing of the complaint. The investigation shall be conducted by the ADA Coordinator, with assistance from other College personnel as needed. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Reasonable accommodation shall be provided, if needed, to enable effective communication.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the Complainant no later than ten (10) days after its filing. The report to the Complainant shall be delivered in person or to the address given in the written complaint, by certified mail, return receipt requested.
5. The Complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) days to the College President, David Campbell, Pendley Administration Building. The President will appoint a committee of at least three persons to review the complaint and its resolution; one of these persons shall be nominated by the Complainant; one shall be selected by the President; and the ADA Coordinator will be the third. Additional persons may be added to the committee if their assistance is considered by the President to facilitate conscientious resolution of the problem. Reasonable accommodation shall be provided, if needed, to enable effective communication. The ADA Coordinator will serve as chair of the committee and will submit a committee recommendation to the President, within thirty (30) days of the filing of request for reconsideration.
The process of review is intended to determine compliance or noncompliance with the Act and with implementing regulations of the Department of Justice and the Equal Employment Opportunity Commission. The committee report and recommendation will note differing opinions or consensus within the committee on the validity of the complaint, the appropriateness of the resolution, and the degree of variance from the legislative regulations. Additional resolutions may be suggested.
6. The President will review the committee report and will file a written response to the Complainant. This response will be final so far as the institutional level is concerned. The Department of Postsecondary Education is the next level above Northeast, should the Complainant desire further review.
7. The ADA Coordinator shall maintain the files and records of Northeast relating to the complaints filed and their resolution.
8. Any time limit set herein may be extended upon the written mutual consent of both parties.
9. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
10. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Northeast complies with the ADA and implementing regulations.

ADMISSIONS

Admissions information and pertinent forms may be obtained in the Admissions Office in the Student Center. The application for admission may be downloaded or it may be submitted online at www.nacc.edu.

ADVISING AND COUNSELING SERVICES

Counseling is integral to the student services program. Every effort is made to assist each student in planning transfer as well as vocational programs.

Suggestions and advice are given in an attempt to help the student identify strengths and weaknesses so that they may be related to college and life plans based upon individual needs. The office of the Dean of Student Services is available to give each student the services needed or to make proper referrals to supporting agencies or persons.

Students are encouraged to visit the Student Services Office in the Student Center to obtain help or information pertaining to their college experience.

ADVISING AND PLACEMENT

Northeast is very interested in helping every student achieve academic goals. Experience indicates that when students enroll in classes that are best suited to their needs, they are more likely to succeed. Students recognize that there are certain minimum standards they must meet to be qualified to take college-level courses.

For these reasons, each student is required to take the COMPASS placement test. This is a test designed to determine ability levels in mathematics, writing and reading. Once the student takes the test, the advisor is better prepared to recommend the right courses. This is a computerized placement test taken by appointment.

Students who have previous college credit in English and mathematics are not required to take the test.

EXEMPTION—Any student scoring 480 or above on the SAT verbal and 480 or above on the SAT math, and 20 or above on the ACT English, and 20 or above on the ACT math, who applies for admission to and enrolls in a system college within two years of high school graduation, is exempt from the placement test requirement; students who have an associate degree or higher; or students who transfer required college-level English or mathematics courses with a grade of "C" or better.

ALCOHOLIC BEVERAGES

Northeast does not permit the consumption or possession of alcoholic beverages on the campus or at college-sponsored functions.

ARTICULATION

The Alabama Articulation Program (also called **STARS**—**S**tatewide **A**rticulation **R**eporting **S**ystem) is a computerized articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer

information pertaining to specific majors at each state funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another. The Internet address for STARS is .

ARTICULATION POLICY FOR TECHNICAL COURSES

NACC establishes articulation programs with area secondary technical schools. Northeast faculty must be involved in the process to determine which secondary technical courses may be accepted for articulation. This is to ensure that coursework and learning outcomes are at the collegiate level and comparable to NACC degree programs. Credit awarded in this manner will be held in an escrow account until all other degree requirements are met.

The college does not offer credit for experiential learning or professional certificates.

ATHENS STATE UNIVERSITY AT NACC

Athens State University (ASU) offers programs and courses on the Northeast Alabama Community College (NACC) campus. Students may graduate from some ASU programs by attending ASU classes at NACC. ASU has a teleconference center, located in the Pendley Administration Building, Room 211B, and classrooms around the NACC campus. Contact the ASU representative at (256) 638-3736 or (256) 228-6001, Ext. 285, or the ASU office located in the William H. Beck Health and Fine Arts Building, Room 107, for information on degree programs, course scheduling, admissions, scholarships, financial aid. Students must be admitted to ASU to enroll in these classes and programs offered on the NACC campus.

BOOKSTORE (TEXTBOOKS, ETC.)

The college bookstore is Textbooks, Etc. and is located in the Annex. Textbooks, workbooks, lab books, supplies for art, nursing, and music, and general supplies such as paper, pens, pencils, index cards, headache/cold remedies, NACC t-shirts and caps, and other items are offered for sale. Students can pay by cash, check, credit card, or debit card.

The goal of Textbooks, Etc. is to have the textbooks and related materials in the store at the beginning of the semester and to keep the cost of all items as low as possible.

Buyback Policy: Hardcover and paperback books will be bought back at 50% of purchase price. The book must be in good condition for use by the next owner. Must be in use the upcoming semester.

Textbooks that will not be used on campus will have a buyback price established by the Market Buyer's Guide. These buybacks will be determined by the bookstore having an opportunity to market these books.

Refund Policy: Books may be returned for full credit within the first 7 class days of each semester **with a receipt**. Books may be returned for full credit within the first 10 class days **with a receipt and a drop slip**. The books must not be marked in, shrinkwrap must not be removed and disk or CD must be unopened in book. REFUNDS WILL NOT BE GIVEN UNTIL THE SECOND DAY OF CLASS OF THE SEMESTER.

Hours for Textbooks, Etc.:

Monday and Thursday – 8:00 AM - 7:00 PM

Tuesday and Wednesday – 8:00 AM - 2:00 PM

Friday – 8:00 AM - 12:00 Noon

Telephone:

256-638-4418, Ext. 287

FAX: 256-228-3667

CAFETERIA/FOOD SERVICES

A privately operated Cafeteria is located in the Student Center. Students should return trays and dishes to the designated window and help to keep the building clean. Glasses, dishes, utensils, etc., should not be removed from the Student Center. Students should conduct themselves with proper manners at all times. The Cafeteria is open for both day and evening students.

CLASS SCHEDULE CHANGES

Any change in class schedule after registration should be initiated with the student's faculty advisor.

A course may be dropped officially, without academic penalty, during the registration period. No grade will be noted on the student's transcript for the dropped course during this period. Courses may be dropped following the registration period until the official drop/withdrawal deadline, which will be approximately three-fourths (3/4) into the semester term. Courses dropped during this period will result in a grade of W recorded on the student's transcript. Grades of W are not included in grade point average calculations. No drops or withdrawals are permitted after the official drop/withdrawal deadline unless circumstances are mitigating. Mitigating circumstances are determined by the Dean of Instruction, Dean of Extended Day, or Director of Technology and Workforce Development. The official drop/withdrawal date will be approximately three-fourths (3/4) into the semester term. This date will be officially published in the semester schedule of classes and in the College calendar.

COLLEGE DRESS

Students are expected to dress in a socially acceptable manner. Conventional dress must be worn by students.

COMPASS and CAAP

COMPASS is a test designed to determine student skill levels in writing, reading and mathematics. The test results in no way affect admission to the college. The scores are used by student advisors to assist in placing students in English and mathematics classes appropriate to each student's skills levels.

The completion of this test is required by all first-time college students and those who have not had previous college English or mathematics. *Exemptions: Any student scoring 480 or above of the SAT verbal and 480 or above on the SAT math, and 20 or above on the ACT English, and 20 or above on the ACT math, who applies for admission to and enrolls in a system college within two years of high school graduation, is exempt from the placement test requirement; students who have an associate degree or higher; or students who transfer required college-level English or mathematics courses with a grade of "C" or better.*

The Comprehensive Assessment of Academic Proficiency (CAAP) is administered to sophomores to assess the impact of the two-year college experience on skills levels. The results of CAAP in no way affect eligibility for graduation or transfer, nor are they reported to any other college unless requested in writing by the student. The collective scores are used by Northeast in institutional research, particularly in the evaluation of instructional effectiveness.

COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

Northeast Alabama Community College provides students with computer workstations in laboratories and in the library, and provides faculty and staff with computer access in offices. These workstations, software, and storage device contents are the property of Northeast Alabama Community College. As part of campus resources, computers are connected to and have access to the Internet. Each user is responsible for his or her activities on computers and on the Internet. Activities which are illegal, harass others, and offend those working around one are not permitted and will result in loss of privileges.

Campus workstations and the resources they access are provided for course-related assignments, scholarly research, college business, and other activities directly related to the mission of Northeast Alabama Community College. At the discretion of college personnel, resources may be used for recreational and casual use when they are not otherwise in use. In all cases, computer use in support of the college's mission will take precedence over recreational and casual use.

Access is a privilege, not a right: Northeast Alabama Community College reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate the Acceptable Use Policy.

Definitions and Application

This Acceptable Use Policy applies to all persons who use or attempt to use computer resources owned by Northeast Alabama Community College. Computer resources include computers, networks, software, data, and other information technologies, whether located on campus or at an off-campus activity sponsored by the

College. These resources are to be used in a manner that supports the institutional mission of Northeast Alabama Community College.

Northeast Alabama Community College provides Internet access on selected computers available to its students, faculty, and staff by participating in the Alabama Research and Educational Network (AREN), which is administered by the Alabama Supercomputer Authority in order to provide Internet access for academic, educational, and research purposes only. The College abides by the Acceptable Use Policy of AREN, which is available for view in the Office of Technology.

All Northeast Alabama Community College regulations and existing state and federal laws apply, including not only those regulations and laws that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property.

Unacceptable Use

Users of computing resources belonging to Northeast Alabama Community College will be held accountable for their conduct under this policy statement, any other applicable policies or procedures of Northeast Alabama Community College, and/or state or federal laws and regulations. Use of computer information technology that is unacceptable includes but is not limited to the following examples:

Violating or attempting to violate copyright laws governing software and materials accessed by means of computer technology.

Violating or attempting to violate license agreements, including but not limited to making unauthorized copies of software or data owned by or licensed to Northeast Alabama Community College.

Using software or data obtained by means that are illegal or contrary to the policies of Northeast Alabama Community College.

Violating or attempting to violate Northeast Alabama Community College security, including but not limited to circumventing data protection schemes, gaining unauthorized access, or decrypting secure data.

Accessing or attempting to access information belonging to another individual or Northeast Alabama Community College office; or misrepresenting one's identity, including but not limited to using another's password.

Allowing an unauthorized individual to access an account or information, including but not limited to divulging a password or other sign-on information.

Intentionally executing, transmitting, or installing any program designed to damage or to place excessive load on a computer system or network, including but not limited to computer viruses, Trojan Horses and worms.

Creating, reproducing, or transmitting materials that are slanderous or defamatory in nature, that threaten

violence, or that otherwise violate existing laws or regulations.

Displaying text or images that might be found offensive in a location that can be seen or read by others, including but not limited to text or images that are obscene or harassing in any way.

Using or attempting to use computer resources to harass others, to monitor others, or to disrupt their work.

Failing to abide by the provisions of this statement that give priority to educational uses of computer resources, including but not limited to using computers for commercial purposes or for recreational purposes while others need access for educational purposes.

Failing to abide by the policies, procedures, and regulations of the lab, library, classroom, office, or other facility in which the computer equipment is located.

Using or installing any software that has not been authorized by Northeast Alabama Community College.

Overusing or overloading computer resources, including computer memory as well as paper and other supplies. Northeast Alabama Community College reserves the right to periodically purge excessively large files and email files.

Damaging, destroying, defacing, or removing hardware, software, data, or supplies that belong to others or to Northeast Alabama Community College.

Disciplinary Actions

Because access to information technology resources at Northeast Alabama Community College is a privilege, abuse of this privilege is subject to campus disciplinary procedures and possibly legal action.

If the initial violation is minor or accidental, the situation will be resolved informally with the purpose of educating the violator. If the violation is repeated or is more serious in nature, Northeast Alabama Community College may rescind or modify computer access privileges. Violations of local, state, or federal laws will result in the immediate loss of all Northeast Alabama Community College computing privileges and will be referred to appropriate Northeast Alabama Community College officials and/or law enforcement authorities.

Security

Northeast Alabama Community College has the responsibility of administering, protecting, and monitoring all computers, software, and networks owned or licensed by the college whether on or off campus, with the exception of privately owned computers in the possession of individuals for their personal use. Authorized personnel may monitor computer activity, including electronic mail, for the purpose of maintaining system performance and security. Users are expected to cooperate with investigations of violation of college policy.

Northeast Alabama Community College reserves the right to require users to refrain from using any program or property of the college.

Disclaimer

Northeast Alabama Community College accepts no responsibility for damage to personal property or data caused by any Northeast Alabama Community College computer system or connections including, but not limited to, malfunctions of hardware and software, computer viruses, Trojan Horses, and worms.

Northeast Alabama Community College will not be liable for the actions of anyone, including students and employees, connected to the Internet through the college Internet access.

User Agreement

Using or attempting to use any computer or information technology resource of Northeast Alabama Community College signifies the following:

The user agrees to comply with the provisions of this Acceptable Use Policy.

The user accepts responsibility for knowing the contents of this policy statement. Failure to read or acknowledge this statement will not be an excuse for noncompliance.

The user accepts that failure to comply with this policy may result in temporary or permanent denial of access to computer or information technologies, or in some cases may result in college disciplinary action or legal action.

Copies of the Acceptable Use Policy are available in the College Catalog, on the College website, and in facilities where computer resources are used. A summary of this policy is posted on or near computer equipment.

CONDUCT

Students are expected to conduct themselves in a manner compatible with the educational objectives of the College.

The College does not permit in any way the consumption or possession of alcoholic beverages and/or narcotics and other hallucinogenic drugs on the campus or at college-sponsored functions. Possession of firearms is prohibited.

Littering is also prohibited. Students who are observed littering on the campus will be fined \$10.00 per incident.

Other specific forms of prohibited conduct are:

1. Dishonesty—students are expected to be academically honest. Any student found guilty of cheating may be dropped from the course with a grade of “F”.
2. Conduct in violation of federal, state or local law;
3. Destruction or theft of property;
4. Obstruction or disruption of the College’s academic program or operations;
5. Failure to comply with directions of College officials acting in the performance of their duties;
6. Violation of library or traffic regulations.

Students on probation may not represent the school in interscholastic contests.