

CONTINUING EDUCATION AND PUBLIC SERVICES

The provision of continuing education and public services, as one of the basic missions of the College, provides a necessary link between the College and the communities of northeast Alabama. Programs of continuing education are developed in response to special educational demands and requests of citizens, professional and business groups, governmental agencies, civic groups, and religious organizations. The major role of continuing education operations is to develop and implement short courses, workshops, seminars, and institutes for (1) personal interest and enrichment and (2) career and professional development.

Personal enrichment programs are developed with special focus upon educational needs and desires and they may relate to arts and crafts, musical training, physical education, health concerns, and other areas of human interest. Individuals from the community, civic groups and other organizations are encouraged to make the Office of the Director of the Technology and Workforce Development aware of any special areas of interest for which personal enrichment programs might be developed.

Career and professional programs are developed to meet the continuing education needs of personnel in many occupational areas and are designed for career and professional improvement.

Continuing Education courses are offered primarily as evening classes. They are selected to serve people of all ages, with different interests from a wide region of northeast Alabama.

The public services offered by the College are designed to extend the use of College resources and facilities to the community. Special training programs, organizational meetings, recreational programs, and other educationally related meetings may be permitted on a space available basis.

CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS

ACCEPTANCE OF ADVANCED PLACEMENT COURSES FOR EQUIVALENT COLLEGE CREDIT

Advanced Placement credit may be awarded by Northeast to freshmen who, while in high school, have made satisfactory grades in AP courses and have obtained satisfactory scores on the National Examination of College Entrance Examination Board (CEEB).

Advanced Placement credit is offered in the following academic subjects:

SUBJECT	MINIMUM SCORE	NACC EQUIVALENT	SEM. HRS. CREDIT
English Composition	3	ENG 101	3
Western Civilization	3	HIS 101	3
American History I, II	3	HIS 201-202	6
General Biology	3	BIO 101	3
Analytic Geometry and Calculus	3	MTH 115	3
General Physics	3	PHY 203	3

NOTE: Other Advanced Placement courses taught in the College's service area will be accepted. Other such courses will be presented to the division chairs for determination.

THE TOTAL NUMBER OF CREDIT HOURS AWARDED FROM ADVANCED PLACEMENT CREDIT CANNOT EXCEED 16 SEMESTER HOURS. CREDIT AWARDED BY NORTHEAST DOES NOT INDICATE THAT YOUR FOUR-YEAR OR TRANSFER INSTITUTION WILL AWARD CREDIT. IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY CREDIT WITH THE OTHER INSTITUTION.

MILITARY SERVICE CREDIT

Students who have had active military service may receive credit in physical education (less any completed prior to military service) as follows: from three to six months, three semester hours; for more than six months, four semester hours. Contact the Dean of Student Services for further information. Military credit or other experiential learning must not exceed 25 percent of the credit hours applied toward a degree.

Students who desire to receive college credit for their military training should do the following:

- (1) soldiers, reservists, veterans, and members of the Army National Guard should order the Army/ACE Registry Transcribing System (AARTS) transcript from or call toll free 866-297-4427;
- (2) sailors, marines, and veterans should order the Sailor/Marine/ACE Registry Transcript (SMART) from <https://smart.cnet.navy.mil> or www.acenet.edu or call toll free 877-253-7122.

Both AARTS and SMART transcripts are available free of charge to eligible soldiers, sailors, and marines. Students requesting transcripts from AARTS or SMART should ask that a copy of the transcript be sent directly to the Admissions Office, Northeast Alabama Community College, PO Box 159, Rainsville, AL 35986.

COLLEGE LEVEL EXAMINATION PROGRAM—CLEP

Northeast awards credit earned through CLEP examinations provided minimum scores are achieved and certain conditions are met. A minimum score at or above the 50th percentile on both GENERAL EXAMINATIONS and SUBJECT EXAMINATIONS is required for credit.

Credit through GENERAL EXAMINATIONS is granted only if the exams were taken before entering college or during the first semester, provided the student has not been enrolled in a comparable course for more than one week. Credit for SUBJECT EXAMINATIONS is granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned.

CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for both SUBJECT EXAMINATION and its course equivalent.

Official Score reports must be received by the college directly from Educational Testing Service. CREDIT AWARDED BY NORTHEAST DOES NOT INDICATE THAT YOUR FOUR-YEAR OR TRANSFER INSTITUTION WILL AWARD CREDIT. IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY CREDIT WITH THE OTHER INSTITUTION.

Academic credit may be granted for other officially documented learning experiences according to American Council on Education recommendations.

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program at Northeast Alabama Community College has been provided to meet the needs of incoming freshmen who lack the foundational skills to be successful at college-level coursework. These students need academic review as diagnosed by the COMPASS Placement Test. Therefore, developmental classes that will enable students to build the necessary skills are provided.

In addition, the Developmental Studies Program at NACC provides free tutorial services, academic counseling, advisement, career development as well as other support services. Through the Developmental Program, NACC is dedicated to helping students build skills for their future.

DISCIPLINARY PROCEDURES

1. A complaint can be lodged against any student by any affected party or any party with information or knowledge concerning the subject of the complaint. The complaint must be made through the office of the Dean of Student Services.
2. The Dean of Student Services shall investigate the complaint and make a preliminary decision. If the Dean of Student Services finds that there is no probable cause for the complaint, the Director of Admissions and Student Services shall take no further action; if there is probable cause to believe that the complaint is well-founded, the Dean of Student Services shall reduce the complaint to writing and shall submit the matter to the Disciplinary Committee.
3. The Disciplinary Committee is composed of four faculty members and one staff member. Upon receipt of a written complaint from the Dean of Student Services, the Disciplinary Committee shall convene a hearing and shall give reasonable notice of the date, time and place of the hearing, together with a copy of the written complaint, to the affected student.
4. The hearing shall consist of informal fact finding by the Committee. The student may present facts and may also present witnesses; the Dean of Student Services shall present facts and witnesses. After the hearing, the Disciplinary Committee, by majority vote, shall make a written recommendation to the President if the Committee finds that the complaint is supported by the facts. The Disciplinary Committee shall fix an appropriate sanction in its written findings, if appropriate.

5. The President of the institution shall approve or disapprove the suggested sanction, or the President may further alter or amend the suggested sanction.
6. The President shall, within five (5) days after receipt of the Disciplinary Committee's finding, notify the student in writing of the sanction to be imposed.
7. The student has the right to appeal if, within five (5) days after receipt of the notice of sanction by the President, the student shall file a notice of appeal by delivering the same to the office of the President. The appellate process shall be a review by the Dean of Instruction, Dean of Student Services, Business Manager, and Dean of Extended Day solely on the following grounds, and none other:
 - (a) to determine if there was substantial evidence to support the decision;
 - (b) to determine if the student had a fair and impartial hearing; and
 - (c) to determine if there is new evidence which would affect either the culpability of the student or the degree of sanctions.
8. If the charges against a student are sufficiently grave, the ranking administrator on duty has the authority and responsibility to suspend the student at any time pending further disciplinary proceedings.

DISTANCE LEARNING COURSES

Distance learning courses are available to Northeast students. These courses permit students greater flexibility in selecting their classes. The Internet classes are especially useful for students who must schedule classes around work and family responsibilities. The courses may be accessed from computers off-campus or from any of the computer labs at Northeast.

DRUG FREE SCHOOLS COMPLIANCE

Northeast is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

All students are provided copies of the College policy for drug-free schools and communities, including a statement of the College standards of conduct and disciplinary sanctions; a summary of the legal sanctions; a description of health risks; and a list of contacts for available treatments in the region. The counselors in the office of the Dean of Student Services are available to students of the College concerning information on substance abuse as well as information on, and assistance in obtaining, counseling or other treatment.

EMERGENCY MEDICAL TREATMENT

Emergency medical treatments by a physician or hospitalization are at the expense of the student or student's parent(s) or guardian. Students are responsible for their own health services. For any minor injuries such as cuts or bruises, first-aid kits are kept in laboratories, the security office, and administrative offices.

EXAMINATIONS

Every student will be expected to take the final examination at the scheduled time. If a delayed examination becomes necessary, it must be taken during the following semester, or the grade of I (Incomplete) becomes an F. Such delay in taking the examination must be approved by the Dean of Instruction, Director of the Technology and Workforce Development or the Dean of Extended Day. The student must take the delayed examination at the time designated by the instructor.

FIREARMS

Possession of firearms around or in college buildings at any time or at any college sponsored function is strictly prohibited.

FUNDRAISING

All fundraising activities of Northeast are conducted to help fulfill the mission of the College. Fundraising includes:

1. All fundraising activities, whether on the Northeast campus or sponsored by an organization or persons affiliated with Northeast must be conducted in a manner designed to adhere to the college's mission, "to provide accessible quality educational opportunities, promote economic growth and enhance the quality of life for the people of Alabama."
2. All fundraising activities which involve Northeast Alabama Community College students, faculty, staff, administrators or the college's name or insignia (hereinafter "College-related fundraising") must secure specific written approval of the College's president or his authorized designee.
A Request for Fundraising Activity form must be submitted and approved by the College's president or his authorized designee before the College-related fundraising activity can be advertised, publicized or commenced.
3. No agent, vendor or solicitor will be allowed on the Northeast Alabama Community College campus to sell merchandise or services to students unless sponsored by a Northeast student organization.

Student organization sponsorship includes the requirement of student participation in the actual selling. Student organization sponsorship also requires that the sponsoring organization receive a significant portion of the receipts from the sales.

Organizations and persons involved in College-related fundraising must make every effort to ensure that the funds are used for the purpose presented on the *Fundraising Activities* form or—at the least—for a purpose in keeping with the College's mission.

4. Sales or solicitations by charitable, tax-exempt organizations will be considered by the College's president or his authorized designee on an individual basis.
5. Any contributions of money or property to the College—both those solicited by persons affiliated with Northeast

and those which are unsolicited—must be reported to and approved by the College's president.

6. All College-related fundraising activities are subject to campus and the state auditing processes. Appropriate records must be maintained by the organization or person(s) identified on the *Fundraising Activity* form.
7. All College-related fundraising activities should be included in the College planning process. All College-related fundraising activities will be regularly evaluated by the Dean of Administrative Services and the College's Fundraising Committee.
8. All College-related fundraising activities must abide by the College's Student Handbook provisions on Student Conduct.

GED TESTING

For those who do not have a high school diploma the GED exam is available. To make an appointment to take the test or for more information about it, call the GED Chief Examiner, Ms. Rita Ivey, at extension 322.

GRIEVANCE PROCEDURES AND DUE PROCESS FOR STUDENTS

A student who feels unjustly treated by the College, including its agents, may file a grievance. This grievance procedure does not apply to students contesting disciplinary decisions or ADA concerns, since separate disciplinary appeal and ADA procedures exist. (For ADA or disability service concerns, see "ADA Grievance Procedures.") The procedure for a student wishing to have a grievance heard is as follows:

I. Purpose.

The purpose of this student grievance procedure is to provide fair and orderly processes to resolve student grievances at Northeast.

II. Definitions.

Student: A student is defined as one who is or who has been duly and legally registered as either a full-time or part-time enrollee at Northeast.

Grievance: A grievance is defined as a difference or dispute between a student and a college employee with respect to the application of the rules, policies, procedures, and regulations of the College as such affect the student.

III. Grievance Steps.

First Step: The student should contact the College employee who would be best able to handle the grievance, i.e., the person with whom the student has a difference or a dispute. This contact should be made within ten (10) calendar days following the event giving rise to the grievance. Every reasonable effort should be made by all parties to resolve the matter informally at this level.

Second Step: If the student is not satisfied with the disposition of the grievance at the first step, he/she may file a written appeal to the immediate supervisor of the employee involved within five (5) calendar days of receipt

of the decision given in the first step. Within five (5) calendar days of the supervisor's receipt of the written appeal from the student, the supervisor shall notify the employee involved in the complaint. The supervisor shall also set a date for a meeting and notify the student where and when the meeting shall take place. The meeting date shall be not later than ten (10) calendar days after the supervisor's receipt of the written appeal. At this point the College employee involved may respond in writing to the grievance.

Third Step: If the student is not satisfied with the disposition of the grievance by the supervisor of the employee involved, he/she may request a meeting with the appropriate dean(s) within five (5) calendar days after the receipt of the disposition of his/her grievance at the second step. The dean will render a decision to redress the grievance if it is judged that one occurred. If in the dean's judgment the appeal and record of previous actions have redressed the grievance or do not warrant further action, the involved dean(s) shall notify the student, employee, and supervisor within five (5) calendar days after receipt of the appeal.

Fourth Step: If the student is not satisfied with the disposition of the grievance by the dean(s) involved, he/she may request a meeting with the president within five (5) calendar days after the receipt of the disposition of his/her grievance at the third step.

If in the president's judgment the appeal and record of previous actions have redressed the grievance or do not warrant further action, the president shall notify the student, employee, supervisor, and dean(s) within five (5) calendar days after receipt of the appeal.

If the president grants the appeal, the president may either hear the appeal or appoint a hearing committee to hear the appeal. Such hearing committee will include student representation. The president will notify the student, employee, supervisor and dean(s) of this decision within ten (10) calendar days after the conclusion of the meeting.

If the hearing committee is to hear the appeal, the chairman shall within five (5) calendar days after the appointment of the committee set a time and place for the hearing and notify the student, the employee, and the employee's supervisor. The hearing shall begin within reasonable time limits after the committee has been selected. The committee shall determine the facts and communicate its recommendation in writing to the president within five (5) calendar days after the hearing is completed.

Within ten (10) calendar days of the president's receipt of the recommendation, the president shall make the decision and notify the student, the employee involved, and the employee's supervisor. The decision of the president shall be final under the provision of this grievance procedure.

A copy of the appeal, the recommendation of the committee, and the decision of the president shall be placed in the student's official file, unless the president directs otherwise.

IV. Time Limitations.

Extension of time: It is important that initiated grievances be processed as rapidly as possible. Every effort shall be made by all parties to expedite the process. The time limitations specified herein may be extended by written mutual agreement.

Failure to appeal within time: If there is no written mutual agreement to extend the time limit set herein, and if a decision at any step is not appealed by the student to the next step of the procedure within ten (10) calendar days, the grievance shall be deemed settled on the basis of the last decision rendered provided the decision is within the authority of the parties.

Failure to respond within time limit: Failure at any level of the grievance procedure to notify the student of the reviewer's decision within the specified time limit shall permit an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

V. General Provision.

Identification: All written grievances and appeals shall include the name and position of the aggrieved party, a brief statement of the nature of the grievance, and the redress sought by the aggrieved person.

Informal discussion: Nothing contained herein shall be construed as limiting the right of the student having a grievance to discuss the matter informally with any appropriate member of the College and having the grievance informally adjusted, nor of the right of the College to manage itself.

Employment of attorney: A student may employ an attorney at his/her own expense to provide counsel at any level if the student so desires.

Constitutional rights: The grievance procedure shall not be construed as to restrain students in their exercise of constitutional rights.

GUIDANCE AND COUNSELING

The primary function of guidance and counseling is to assist students in the career decision-making process. Those who are undecided about their career/college major choice may seek assistance in the Student Services Office or from their faculty advisor. Students who plan to transfer to a 4-year public college in Alabama are responsible for obtaining a Transfer Guide from the website,

Close student-advisor association is consistent with enhanced student learning. When a student is accepted for admission to Northeast, he or she is assigned an academic advisor. The advisor is familiar with the College program and the area of interest of the student and will assist the student in the following:

- (1) understanding the general educational program of the college;
- (2) arranging a program of study and schedule of classes;
- (3) planning for long-range educational goals;

- (4) explaining the work of the several administrative and counseling offices of the College;
- (5) resolving difficulties encountered by the student in the educational program.

Students are encouraged to discuss their plans, problems, and needs with a faculty advisor or counselor. Advisors are available to assist students during registration and during regularly scheduled office hours.

HOUSING

The College does not provide housing facilities for students, either on or off campus. Students are encouraged to live at home and commute.

ID CARDS

Contact: Admissions Office - SC 115, Phone ext. 222

Student ID Cards are required. Only with a student ID can you:

- check out library books
- have your picture in the yearbook
- get student discounts

ID cards are good through August of each year. Returning students need new cards.

ID cards and Parking Permits will be made for students, faculty, and staff in the Admissions Office in the Student Center Mondays through Fridays during the first two weeks of classes each term.

NOTE: High school students who use the NACC library are given library cards instead of student IDs.

INCOMPLETE GRADES

A grade of I is calculated as an F until it is removed. It is the responsibility of the student to make arrangements with the instructor to remove the incomplete grade. The student must remove the I during the next semester or it becomes an F grade.

INSURANCE

Students are responsible for providing their own insurance. Students enrolling at Northeast have the responsibility of coordinating their status of enrollment with their health care and automobile insurance providers. Students should be aware that any change of enrollment status may affect their insurance coverage. International students are also responsible for their own insurance coverage.

INTELLECTUAL PROPERTY AND DISTANCE EDUCATION COURSE OWNERSHIP POLICY

Northeast Alabama Community College encourages its students, faculty, and staff to pursue initiatives that will create intellectual properties and distance education courses. Consequently, it becomes necessary to clearly establish the legal rights of ownership of intellectual properties. The NACC policy is as follows:

Any ownership or royalty issues not discussed herein shall be determined on a case-by-case basis prior to the development of the course.

If a student, faculty or staff member develops an original course offering, without any assistance or resources of the college and completely on his or her own time, then he or she shall retain one hundred percent (100%) ownership of the intellectual property rights to the course, including the right to all proceeds should the course become commercially marketable.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the college but completely on his or her own time, then he or she shall be entitled to receive fifty percent (50%) of any royalties should the course become commercially marketable. The college, however, will retain full ownership of the intellectual property rights to the course.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the college and on release time, then he or she shall be entitled to receive twenty-five percent (25%) of the royalties should the course become commercially marketable. The college, however, will retain full ownership of the intellectual property rights to the course. To obtain release time to develop a course, a student, faculty or staff member must obtain prior permission from the President.

If a course is developed using either a combination of resources and/or release time, then the student, faculty or staff member understands and agrees that the college may offer the course to the Alabama Distance Learning Consortium for offering by member-colleges of the Consortium. In such circumstances, the respective property rights of the student, faculty or staff member and the college will be proportionally reduced according to any further development time invested by other member colleges of the Consortium.

Students, faculty or staff will formalize their agreement with the appropriate dean and president's approval.

LIBRARY

CECIL B. WORD LEARNING RESOURCES CENTER

Hours: Monday-Thursday: 7:30 a.m.-9:30 p.m.

Friday: 7:30 a.m.-3:00 p.m.

The library is closed between semesters. Advance notice of changes in hours of operation will be posted on the LRC's doors.

The Cecil B. Word Learning Resources Center houses the library, an audiovisual classroom, a distance learning room, faculty offices and classrooms.

Currently, the library's collection totals over 53,000 books, over 9,000 volumes of bound periodicals, and over 450 videocassettes and DVDs. The library subscribes to approximately 120 magazines and journals and 9 newspapers. The library uses the Library of Congress classification system. A black-and-white copier, a black-and-white printer, and a color printer are available. Copies are ten cents per page, black-

and-white printouts are five cents per page, and color printouts are fifty cents per page.

As part of the library's security system, all library materials have been preconditioned and will activate an alarm if not checked out properly.

The first floor of the LRC houses the library's reference materials and most of the library's bound periodical collection. Neither the reference materials nor the bound periodicals may be checked out. Current issues of magazines and newspapers, as well as some new books, are displayed on the first floor for student use. Students will also find study carrels available for individual study. In addition, there are twenty-three computers located on the first floor for student access to the library's online catalog and for student research and Internet access. An audiovisual room (Room 101) and a distance learning room are also located on the first floor. Room 101 also houses six computers for word processing.

The second floor of the LRC houses the library's circulating book collection. Students wishing to check out books should take the books to the circulation desk, which is located on the first floor of the LRC. Some bound periodicals are also housed on the second floor of the LRC. One computer is located on the second floor for student access to the library's online catalog.

DATABASES

Through the Internet, the Governor and the Alabama Legislature have provided all public, K-12, 2-year and 4-year college and university libraries with the Alabama Virtual Library (AVL), a collection of databases covering many fields. The Northeast library has access to additional electronic databases in literature and other academic and general subjects, as well as the STARS System Transfer Guide.

LIBRARY MANAGEMENT NETWORK, INC.

The library is a member of the Library Management Network, Inc. (LMN). Through this Network, the NACC library shares a database with the following libraries: Athens State University, Courtland Public Library, Austin High School (Decatur), Decatur High School, DeKalb County Public Library, Gadsden State Community College, Muscle Shoals Public Library, Northwest Shoals Community College, Sheffield Public Library, Helen Keller Public Library, Scottsboro Public Library, and Snead State Community College.

As part of LMN, students at Northeast use the online public access catalog computers located on the first floor to access the Northeast library's book collection and the book collections of other LMN member libraries.

Students receive library instruction through their English 101, 102 and Speech 107 classes.

RULES

1. When checking out books for the first time, students will be asked to complete a registration form and present a student ID card. The card must be presented each time books are checked out.

2. Books may be checked out for two weeks and may be renewed for an additional two weeks unless needed by another student. Students are limited to ten books overall and five books per subject.
3. A fine of ten cents per day is charged per overdue book. No fine in excess of \$5.00 per item will be charged. When the library is closed, books may be returned in the outside book drop near the main entrance.
4. With permission of a library staff member, students may use non-circulating materials for classroom presentations.
5. Students and/or library patrons who owe fines to the library or who have failed to return books they have checked out will forfeit their library privileges until their records are cleared. **Students who have delinquent library records will not be able to receive copies of their transcripts until their library records are cleared.**

The library's collection is open to members of the community. Non-students should obtain a library card by completing an application at the check-out desk. Non-students' cards are good for a period of two years and can be renewed. Adult nonstudent users will be limited to five books at a time, and juvenile non-student users will be limited to two books at a time. All library rules and regulations apply to non-students. There is a \$2 charge for the replacement of a lost library card.

LIFE-THREATENING ILLNESSES POLICY

Northeast recognizes that students, faculty, and staff with life threatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as the students, faculty, or staff members are able to meet the same performance standards as those persons without LTI, and medical evidence indicates that their conditions are not a threat to others, deans, directors, and division chairs should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Northeast to provide a safe environment for all students, faculty, and staff.

LTI POLICY GUIDELINES

1. Northeast will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for Northeast admission or employment will not be considered in admission or employment decisions.
3. Northeast students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.
4. Northeast faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed

to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs, in compliance with the College's employment policies and federal guidelines.

5. The access of Northeast students or employees with LTI or LTI-related conditions to the College's public areas will not be restricted, in compliance with College and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding an individual diagnosed as having an LTI or LTI-related condition will be maintained-in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside of the college without the specific written consent of the individual involved, except where required by law.
8. Reasonable accommodations will be made to persons with LTI consistent with established laws and rules including ADA and public health policies.
9. Persons with LTI may be required to exhibit and establish that they are fully acquainted with all possibilities of complication and possible contagion and are following authorized medical advice in limiting exposure to others and in avoiding complications to themselves.
10. This policy is subject to change from time to time based on advances and increased knowledge of various conditions involving LTI.
11. Any breach of the above guidelines should be reported to Rita Ivey, ADA Compliance Coordinator, in writing. Such reports should be made within seven (7) days of the incident.

LOST AND FOUND

Lost and found articles should be reported to the Security Office in the Student Center.

MAXIMUM AND MINIMUM COURSE LOADS

The student course load for a full time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. A student course overload must be approved by the Dean of Instruction designee. No student will be approved for more than 24 credit hours in any one term for any reason.

NAME/ADDRESS CHANGES

Any student who has a name or address change while a student at Northeast should inform the Admissions Office and the Registrar's Office of the change immediately.

NONDISCRIMINATION

Northeast has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Northeast to be in accordance with Title IX of the Education Amendments of 1972, which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Any person who believes himself/herself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI or Title IX of the Act and Regulation issued thereunder may, by himself/ herself or a representative, file a written complaint. Northeast is an Equal Opportunity Employer.

It is the official policy of the Alabama State Department of Postsecondary Education, for institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

ONLINE INTERNET COURSES

In order to take online courses, a student must have access to active internet connection with an internet service provider and a functional browser. Broadband (high speed) connections are preferred but not required. Courses will work with dial-up connections but the student may experience a lower level of performance. Lab and library computers with high speed connections are available on campus for students who do not have an adequate internet connection at home or are experiencing problems with their home equipment.

An example of a minimum PC for online courses is one with Windows 98 or later, Internet Explorer 6.0 or higher, 56K modem or other Internet access capability, CDROM, 1.2GB hard drive or greater, Pentium III processor or equivalent, and 64 MB RAM and an Internet Service Provider (ISP) connection.

Technical staff at Northeast have tested online courses for satisfactory performance with a computer equipped as above. Students may use computers with other operating systems, internet browsers, or hardware with the understanding that the college does not provide technical support nor guarantee satisfactory performance of course software.

Northeast utilizes servers and software provided by textbook publishers for most online courses. Northeast does not control these servers and additional hardware or software requirements or limitations may apply. Individual courses may have specific hardware or software requirements in addition to basic connectivity. If you have questions about specific courses, consult your class syllabus, contact your instructor, or contact the Office of Educational Technology support at extension 309.