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<td><a href="mailto:stewartaj@nacc.edu">stewartaj@nacc.edu</a></td>
<td>PA 121</td>
<td>Administrative Assistant to Vice President/Dean of Instruction</td>
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<tr>
<td>Stivers, Nia</td>
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<td><a href="mailto:stiversn@nacc.edu">stiversn@nacc.edu</a></td>
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<td>Strickland, Beth</td>
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<tr>
<td>Stringer, Brenda</td>
<td>2243</td>
<td><a href="mailto:strungerb@nacc.edu">strungerb@nacc.edu</a></td>
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<td>Executive Assistant to the President</td>
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<tr>
<td>Suggs, Wade</td>
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<td>KX 107</td>
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<td>Swinford, Joey</td>
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<tr>
<td>Totten, Dr. Sharon</td>
<td>2245</td>
<td><a href="mailto:tottens@nacc.edu">tottens@nacc.edu</a></td>
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<tr>
<td>Traylor, Kim</td>
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<td><a href="mailto:traylork@nacc.edu">traylork@nacc.edu</a></td>
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<td>Vaughn, Paige</td>
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<td>Ware, Rhonda</td>
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<td>Webb, Mark A.</td>
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<tr>
<td>Wells, Kathy</td>
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<td><a href="mailto:wellsk@nacc.edu">wellsk@nacc.edu</a></td>
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<td>White, Lori</td>
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<td>Wigley, Barry</td>
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<td>Wildman, Pat</td>
<td>2207</td>
<td><a href="mailto:wildmanp@nacc.edu">wildmanp@nacc.edu</a></td>
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<td>Wilhelm, Blake</td>
<td>2288</td>
<td><a href="mailto:wilhelmb@nacc.edu">wilhelmb@nacc.edu</a></td>
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<td>Adjunct Instructor of History and LRC Archivist/Specialist</td>
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<tr>
<td>Williamson, Ashley</td>
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<td><a href="mailto:williamsa@nacc.edu">williamsa@nacc.edu</a></td>
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<tr>
<td>Williamson, Kip</td>
<td>2253</td>
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<td>Williamson, Dr. Myrna</td>
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<td>Willmon, Nicky</td>
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<td>Wootten, Roger</td>
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<td>Zanzig, Julie</td>
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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 STANDARDS**

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.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted 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.

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.

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. **Initial Academic Status of Transfer Students**

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION.

6. **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.
in accordance with the Americans with Disabilities Act of 1990,
The college is committed to providing reasonable accommodations
any receptionist or other staff member who is in a position to assist.
them from enjoying the services or activities of the college may
all NACC admissions requirements.
high school graduation, the student must apply for admissions and meet
been completed. Students may enroll in academic, career and technical,
supplies as required in the syllabus of each course.
are responsible for the cost of tuition, fees, textbooks, materials and
of Alabama 1975. Students in the Accelerated High School program
from a home school/private tutor pursuant to §16-28-5 of the Code
Accelerated High School program is available to students attending
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.

ACCELERATED HIGH SCHOOL PROGRAM
The Accelerated High School program is an enrichment
opportunity allowing eligible high school students to earn college
credits for courses taken at NACC while still enrolled in high school.
High school students will not receive high school credit for any college
courses completed in the Accelerated High School program. The
Accelerated High School program is available to students attending
public, private, parochial or church/religious schools pursuant to §16-
28-1 of the Code of Alabama 1975, or who are receiving instruction
from a home school/private tutor pursuant to §16-28-5 of the Code
of Alabama 1975. Students in the Accelerated High School program
are responsible for the cost of tuition, fees, textbooks, materials and
supplies as required in the syllabus of each course.
Students may only enroll in postsecondary courses for which the
high school prerequisites for the courses in which he/she enrolls have
been completed. Students may enroll in academic, career and technical,
or health profession courses/programs.
Upon completion of the Accelerated High School program and
high school graduation, the student must apply for admissions and meet
all NACC admissions requirements.

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 Leslie Reyes, the ADA Compliance Coordinator,
Office 115 in the Student Center at 138 Alabama Hwy 35, Rainsville,
AL 35986 or 256-638-4418, ext. 2222.

ACCUPLACER
The ACCUPLACER placement test is administered by the Office
of Admissions and Student Services. The test consists of two sections
and assesses a student’s achievement level in writing and mathematics.
ACCUPLACER is not a timed test and is administered via computer.
This assessment tool helps determine the level of preparedness for
college-level work and plan the best set of courses for individual career
goals and skill levels. A student may retake for a $10.00 fee per subject
area provided there is evidence the student has completed sufficient test
preparation activities. Students scheduled to take the ACCUPLACER
must present a valid state-issued identification and may not bring
any personal belongings in the computer lab; including cell phones,
calculators, bags, smart watch, etc.
Exemptions: Students who have previous college credit in college-
level English and mathematics with a grade of “C” or better and
students who have an associate degree or higher are not required to take
the test. Also, any student scoring at or above the established ACT or
SAT scores as detailed on the website at nacc.edu for either English or
mathematics within five years of enrollment is exempt from the subject-
specific placement assessment. Students who have the appropriate high
school GPA and grade markers from public Alabama high schools may
also be exempt from subject specific assessment.

ADA COMPLAINT PROCESS
Northeast Alabama Community College has adopted an internal
complaint process 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.
1. As a first step, the party making a complaint should meet with the
party with whom he/she is in disagreement, and attempt to discuss
and clarify the problem.
2. If the problem cannot be resolved in step one, the next step
is for the complainant to discuss the complaint with the ADA
Compliance Coordinator. If the complaint is lodged against the
ADA Compliance Coordinator, the complainant will meet with the
ADA Compliance Coordinator’s immediate supervisor.
3. If the ADA Compliance Coordinator is unable to resolve the issue
informally, the complainant can file a formal complaint in writing.
The written complaint must contain the name and address of the
person filing the complaint, and it must briefly describe the alleged
violation of the regulation. The complaint must be submitted to the
ADA Compliance Coordinator within ten (10) business days of
the alleged violation.
4. The ADA Compliance Coordinator will investigate the complaint.
The investigation shall be an informal but thorough investigation,

Northeast
Students should allow reasonable advanced notice so that reasonable accommodations may be arranged.

All complaints related to disabilities should be addressed to:
Leslie Reyes
ADA Compliance Coordinator
Phone: (256) 638-4418, Ext.2222
Email: reyesl@nacc.edu

ADMISSIONS
Admissions requirements are outlined in the Admissions Requirements section of this catalog.
Admissions information and pertinent forms may be obtained in the Admissions Office in the Student Center, on the college website at www.nacc.edu, and on the NACC App.

ACADEMIC ADVISING
NACC is committed to a multilevel advising system to develop self-regulated learners by which academic advisors build relationships of trust and guidance that empower students to achieve their personal, academic, and career goals. We believe that students who are actively engaged in their education will be more successful throughout their educational careers and beyond. The NACC advising process is called MAPS: Mentoring, Advising, and Preparing for Success.
Each student, upon enrollment, will attend a new student orientation and be assigned an academic advisor who is familiar with the college program specific to the area of interest of the student.

ADULT EDUCATION
Adult Education operates under the Alabama Community College System and through a consortium of public school systems and community colleges in DeKalb, Jackson, and Marshall Counties. The Program provides academic instruction from very basic skills up to the college level. Areas of instruction include reading, writing, and speaking English, math, social studies, science, GED, ACT prep, college preparation, and assisting with career pathways.
Instruction is grouped into two general areas: Basic Academic Improvement (including GED, adult reading, and college prep), and English as a Second Language (ESL). Classes are usually scheduled separately and are free and open to anyone 17 years of age or older and not enrolled in a K-12 school. Instructional materials are provided to enrollees, and many classes are equipped with computers using the latest software and online programs. In some cases, the Program partners with area industries to provide classes for their employees. Whether held on-site or in public locations, participants have the opportunity to improve work-specific skills in addition to general academic improvement. Please contact us if you wish to enroll or perhaps volunteer your time to help others. For more specific information or class locations and times, please contact our office at 256-638-2957 or 256-228-0021, visit our website at www.nacc.edu/adulted or email us at williamsonkip@nacc.edu.

Adult Education Learning Lab
The Adult Education Learning Lab, located in Room 227 of the Beck Health & Fine Arts Building, is a Pearson VUE Authorized Testing Center for Northeast Alabama Community College and the surrounding areas. The lab was developed to offer the new computer based GED Exam, and has grown to include various certification and licensing testing for many other fields to meet the needs of local students and professionals, as well as businesses and industries. Certifications through CompTIA, C++, and Adobe, are among the items offered in the information Technology field. The National Registry of Emergency Medical Technicians (NREMT) exams are part of the growing
healthcare fields represented. Business and education profession exams are also available. For more information, contact Jonathon Nappier at (256) 638-4418 *2362 or nappiej@nacc.edu. To register for exams, please visit www.pearsonvue.com.

**APP–NACC MOBILE**

Northeast Alabama Community College Mobile App is available for free download from the Apple App Store and Google Play Store. Recently upgraded, this App has many modern design features, including the new Voice Search Tool that can provide information on most questions pertaining to the college. Simply hold down the Voice Search icon in the App’s navigation menu while speaking, and results will instantly appear. Another new feature is the mustang animation added to the college’s logo. The App is a great resource for faculty and staff, but also for current and prospective students to calculate tuition, browse class schedules, or even complete an application with it. The App also includes easily accessible crisis management directions for any emergency situations on campus.

To access this App, go to the Apple App Store for the iOS version or go to the Google Play Store for the Android version. If you have the older version of the NACC App, you will want to uninstall that version and then reinstall the new one. Future updates are automatic with the new App.

For information about the App, contact Debra Barrentine, NACC Director of Promotions and Marketing, at ext. 2210 or barrentined@nacc.edu.

**ALCOHOLIC BEVERAGES**

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

**ARTICULATION/TRANSFER**

**STARS:**

The Alabama Articulation Program (also called STARS—Statewide Articulation Reporting System) is an 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. It is the student’s responsibility to stay informed about STARS and the university’s requirements regarding individual programs of study. Students must print the STARS guide, follow the instructions and retain the printed copy as documentation for the public universities in Alabama. For more information, go to http://stars.troy.edu.

**2TO4 TRANSFER PROGRAM:**

2to4 Transfer Program assists transfer students with determining what courses will transfer to a private college or university in Alabama. Students can obtain a 2to4 Transfer Guide for the university and major of their choice by visiting https://www.acccs.cc/index.cfm/academics/private-college-transfer-guides/. It is the student’s responsibility to stay informed about 2to4 and the university’s requirements regarding individual programs of study.

As of 2015, the following members of Alabama’s Independent Colleges and Universities (AAICU) participate in the 2to4 Program:

- Birmingham-Southern College
- Samford University
- Concordia College
- Spring Hill College
- Faulkner University
- Stillman College
- Huntingdon College
- Talladega College
- Judson College
- United States Sports Academy
- Miles College
- University of Mobile

More colleges are being added as Transfer Guides are completed.

**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 owner, and it 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.

**Refunds:** With a receipt, textbooks may be returned/exchanged for full credit within the first 7 class days of each semester if a class has been changed or dropped. The books must not be marked, shrink-wrap 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.

**CAMPUS SAVE ACT AND THE CLERY ACT**

The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as a part of the Violence Against Women Reauthorization Act (VAWA).

The goals of the Campus SaVE Act are to:

- Prevent domestic violence, sexual assault, dating violence and stalking on campus.
- Educate the campus community that violence against women is unlawful.
- Coordinate services to recipients and survivors in response to incidents.
- Give students and staff information on campus security policies and statistics.

**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 Campus SaVE Act amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act), which requires higher education institutions to report crime statistics and disclose security-related information, in several important ways:

- It adds offenses involving domestic violence, dating violence, and stalking to the crimes that institutions must report and include in their annual security reports (ASR).
- It expands the categories of reportable “hate crimes” to include those based on bias against gender identity or national origin.
- The policy statements filed as part of the ASR must now include detailed descriptions of the institution’s internal procedures in cases of domestic violence, dating violence or stalking, as well as descriptions of its education and prevention programs.

The Campus SaVE Act contact at NACC is Lynde Mann in office 116, Pendley Administration Building, extension 2230, email mann@nacc.edu.

**CAMPUS SECURITY AUTHORITIES**

Students who observe a Clery Act crime on campus have a number of options for reporting such crimes to ensure that timely warnings are issued and statistics are maintained. The Clery Act defines reportable crimes as hate crimes, domestic violence, dating violence, stalking, sexual assault, homicide, rape, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Crimes observed on campus can be reported to any of the following Campus Security Authorities (CSAs) designated by NACC.

**Name, Title and Contact Information**

Chad Gorham, Interim Dean of Instruction  
256.228.6001/256.638.4418, ext. 2320
121 Charles Pendley Administration

Julise Clement, Salon and Spa Management Instructor/Program Director  
256.259.1512  
Salon Institute

Olivia Dodd, Phi Theta Kappa Sponsor  
256.228.6001/256.638.4418, ext. 2399
121 Wallace Administration

Sherie Grace, Dean of Student Services  
256.228.6001/256.638.4418, ext. 2325
115 Student Center

Lynde Mann, Human Resources Director/Title IX Coordinator  
256.228.6001/256.638.4418, ext. 2230
116 Charles Pendley Administration

Adam Niblett, Mu Alpha Theta Sponsor  
256.228.6001/256.638.4418, ext. 2389
225 Mathematics, Science, and Engineering Technology

Andrea Okwu, Presidential Host Sponsor  
256.228.6001/256.638.4418, ext. 2258
205 Charles Pendley Administration

Campus Police:  
Norman Smith, Police Chief; Van McAlpin, Police Officer; David Sny, Josh Wigley, and Greg Works – Part-Time Police Officers  
256.609.1060  
256.228.6001/256.638.4418, ext. 2249
101 Student Center

Joan Reeves, Student Activities Coordinator/Sigma Kappa Delta and Student Government Association Sponsor  
256.228.6001/256.638.4418, ext. 2231
107 English

CSAs can assist students with reporting crimes to Campus Police or to local police, if desired by the victims. NACC allows voluntary, confidential reporting to CSAs, who are not campus police, previously listed. The college will strive to protect confidentiality in Clery Act reporting and disclosures and will maintain confidentiality regarding the investigation, accommodations, and protective measures provided to the complainant except when maintaining confidentiality could cause harm to others or hinder an investigation. Reporting crimes, including those as defined in the Clery Act, does not constitute that legal proceedings must take place.

**CANVAS LEARNING MANAGEMENT SYSTEM AND DISTANCE EDUCATION**

Canvas is the learning management system that NACC uses for online and distance education course delivery. NACC has been using Canvas exclusively for online and distance course delivery since January 2017.

To take a web-based (online) course:

- **Read the Technical Requirements** for using Canvas, and make sure you have access to a computer meeting these specifications.
- **Register.**
- **Take Orientation for each class** as shown on Class Schedule:
  - Attend class Orientation if it meets on campus.
  - Complete class Orientation within Canvas if it is online.
- Class Orientation is not to be confused with orientation to using Canvas in general, which is a hands-on training session offered at the first of each semester (see below). Class orientation is always required; orientation to using Canvas is recommended the first time you take an online class.

- **If you have not settled all financial obligations to the college,** you will not be able to access your current semester Canvas courses. Your registration is not considered complete until all financial aid and/or payments have been applied to your current semester account. At Orientation or by email, **TELL YOUR INSTRUCTOR** that you intend to finish registering and take the course. Ask how to avoid getting behind in your early assignments, and follow instructions. Then access Canvas as soon as you become eligible.

- **Financial Aid Students:** If your instructor does not hear from you by the end of Late Registration, your name will be turned in to Financial Aid as “not attending.” If you are having computer problems, go to a different computer and email the instructor; also turn in any assignments due the first few days.
- **ALWAYS use your college email account to correspond with instructors and college offices, never a different account.** Mail from other accounts may not be accepted. Emailing your online instructor through Canvas is highly encouraged. To do this simply click the “inbox” button on your Global Navigation panel on the left side of the main screen. Next, click on the “Compose a new message” button. Select your course and then select your instructor from the drop down menu, enter your text, and send the email. The email link in Canvas is directly tied to your NACC email account.

- **Have a back-up plan** for accessing Canvas and college email when you have computer or Internet problems. NACC computers in the library or computer labs can be used. Computer issues are not a reason to miss an assignment or exam.
Canvas is a course management system used by NACC to provide online access to instructional materials. Every active student has a Canvas account that can be accessed when registration is complete.

IMPORTANT: If you do not know your student number, log in to NOAH, expand Student Information Center, expand Student Information, and select View My Information.

1. Open NACC website: www.nacc.edu
2. Find the Canvas login on the upper right side of the screen;
   OR
1. Go to the direct Canvas link: https://nacc.instructure.com/
2. Enter User ID (student number found in NOAH)
3. Enter Password (eight-digit birthday (mmddyyyy)
4. Select Login.

IF YOU DO NOT SEE a course you intended to take,
• email the instructor immediately,
• check with the advisor who registered you, and
• ask Financial Aid or the Business Office why your registration is incomplete.

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found online:
- Computer Technology Acceptable Use Policy
- Peer-to-Peer File Sharing Policy
- Wireless Access Policy

For technical assistance, contact Judith Lea, Director of Technology Learning Center, ext. 2309 or by email leaj@nacc.edu.

CENTER FOR COLLEGE SUCCESS

The Center for College Success (CCS) serves all NACC students by providing them with assistance in skill building, academic support, and advising. CCS services help students develop fundamental skills and procedures for success in college and the future.

CCS provides the following free services:
- On-campus and online tutoring
- Success Seminars
- One-on-one student advisement
- Learning and Study Strategies Inventory (LASSI)
- Student outreach

For more information about CCS services, contact Juliah Sanford, Director of Developmental Studies Support Programs & College Retention, at ext. 2257 or sanfordj@nacc.edu.

CHANGE IN SCHEDULE (DROP/ADD)

Any change in class schedule before or during the drop/add period should be initiated with the student’s academic advisor. A “Schedule Change/Withdrawal” form must be completed and delivered to the appropriate administrative office in order to complete the process. During this time, a course may be dropped officially, without academic penalty. No grade will be noted on the student’s transcript for courses dropped before the end of the drop/add period.

Students who wish to drop a class after the drop/add period must initiate the process with their academic advisor. The student must complete a “Schedule Change/Withdrawal” form and deliver it to the appropriate administrative office in order to complete the drop process. It is the student’s responsibility to ensure that the change in schedule paperwork is received by the appropriate administrative office. The student must obtain and hold written documentation of the drop.

Students may drop a class until the official last day to drop/withdraw published in the semester schedule of classes and in the College calendar. 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. Dropping a course may affect a student’s financial aid. Failure to drop a class may result in an F for the course.

COLLEGE AND CAREER PLANNING CENTER

The College and Career Planning Center provides students with career planning services. Suggestions and advice are given in an attempt to help the student identify strengths and weaknesses as they may be related to college and career plans. The services include individual career advising sessions, career assessments, coordinating job shadowing opportunities, résumé writing and job search assistance. Clients served are students currently enrolled including dual enrollment students, adult education students, displaced workers, former NACC students or graduates, and community residents are also provided career planning services. The goal of the program is to help individuals find the right career path, education, and training to be competitive and successful in today’s workforce.

A career and transfer advisor is also available to assist students transferring to four-year institutions as well as other two-year colleges. The transfer advisor provides one-on-one college transfer advising regarding selection of an institution to attend, selection of a major for the students desired degree, and the articulation of courses taken at NACC to universities and two-year colleges within the State of Alabama as well as out-of-state schools. The transfer advisor also assists with the admissions and scholarship process for four-year institutions. It is the goal of the transfer advisor to help students successfully transfer and complete their bachelor’s degree.

The College and Career Planning Center also houses the Job Placement Office. This office can assist students and alumni with their job search preparation and employment needs. Students can work with a Certified Professional Résumé Writer to craft a résumé and/or cover letter, work one-on-one to develop better interviewing skills, and get access to local job postings related to their field of study.

COLLEGE DRESS

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

COMPLAINT PROCESSES

Complaint process proceedings provide students with a prompt, fair, and impartial investigation and resolution. Those conducting proceedings have received training on issues including, but not limited to, domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Any member of the College community who believes that he or she has been the victim of harassment, physical assault, or discrimination as defined in the College Anti-Harassment, Physical Assault, and Anti-Discrimination Policy can make a report. Reports should initially be made to the Title IX Coordinator. The complainant should present the complaint as promptly as possible after the alleged event occurs and within 10 business days following the event giving rise to the complaint. If the Title IX Coordinator is not available, the matter may be brought to the attention of any division director, dean, director, supervisor, advisor, or campus security authority. Complaints received by these individuals will be forwarded to the Title IX Coordinator.
immediately. It is the intention of this policy to resolve complaints as quickly as possible and within the timelines established as part of the complaint process. Except in extraordinary cases, it is the intent of the college to investigate and resolve all complaints within the established timelines. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a “need to know” basis with a view toward protecting the interests of both parties. Persons who have experienced harassment or physical assault may be able to change academic or working situations if accommodations are reasonably available even if the student chooses not to report the crime to campus police or law enforcement.

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. This action must be reported immediately to the Dean of Student Services and the Title IX Coordinator (in cases of harassment, discrimination, or physical assault).

**COMPLAINTS AGAINST A STUDENT**

A complaint can be lodged against any student by any affected party (student or employee) or any party with information or knowledge concerning the subject of the complaint. Complaints for harassment, physical assault, or discrimination should be reported to the Title IX Coordinator. All other complaints should be reported to the Dean of Student Services. All records of the proceedings will be kept confidential, unless it is deemed necessary to release information for the safety of the campus and/or community.

**Procedures for Filing an Informal Complaint Against a Student**

1. The complainant shall meet with the Dean of Student Services or Title IX Coordinator to lodge an informal complaint. The Title IX Coordinator will provide Title IX complaints and concerns to the Dean of Student Services, who will conduct an informal review into the matter unless more formal action is deemed necessary.

2. After receiving a complaint, the College shall make every reasonable effort to attain an informal resolution. The informal complaint investigation record may include informal statements from the complainant, the alleged offender, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the alleged offender a full opportunity to respond to the allegations.

3. If an informal resolution of the complaint is accepted by the complainant, and he or she desires no further action against the alleged offender, the complainant will sign a statement requesting that no further action be taken and that the informal resolution is accepted by him or her.

**Procedures for Filing a Formal Complaint Against a Student**

1. If the complainant does not accept the informal resolution to the complaint or desires to make an immediate formal complaint, he or she may file a formal, written complaint with the Dean of Student Services or the Title IX Coordinator. The complainant must provide a written statement that clearly and specifically states the alleged violations, names the person(s) whom the complaint is against, and provides the date of the alleged violation. The complainant is advised to keep a copy of all written statements.

2. The Dean of Student Services or Title IX Coordinator will immediately notify the President of receipt of the complaint. Any Title IX complaints will be provided to the Dean of Student Services within 10 business days following the date the formal complaint was filed.

3. 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 Dean of Student Services shall take no further action and will notify the respondent and complainant of the findings. If there is probable cause to believe that the complaint is well-founded, the Dean of Student Services will compose a written complaint, submit the written complaint to the Disciplinary Committee, and notify the complainant that the complaint has been filed with the Disciplinary Committee. The Disciplinary Committee is composed of faculty and staff members appointed by the President.

4. 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 respondent and the complainant. Before the hearing, the Dean of Student Services and the respondent may provide supporting documentation and the names of witnesses to the Disciplinary Committee to aid in the hearing.

5. The hearing shall consist of informal fact finding by the Committee. The respondent may present facts and may also present witnesses; the Dean of Student Services shall present facts and witnesses. Those present at the hearing may only consist of the respondent, complainant, witnesses, Dean of Student Services, and Committee members. 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 determine an appropriate sanction in its written findings, if appropriate. If the Disciplinary Committee finds that the complaint is not supported by the facts, the Disciplinary Committee will take no further action and will notify the respondent, the complainant, the Dean of Student Services, the Title IX Coordinator (if applicable) and the President of the findings.

6. The President of the institution shall approve or disapprove the suggested sanction, or the President may further alter or amend the suggested sanction.

7. The President shall, within ten (10) business days after receipt of the Disciplinary Committee’s finding, notify the respondent, complainant, Dean of Student Services and the Title IX Coordinator (if applicable) in writing of the sanction(s) to be imposed.

8. If the complainant and/or respondent is not satisfied with the decision of the President, he or she may file a written appeal with the President specifically stating the objections to the decision within five (5) business days after receipt of the notice of sanction. Copies of the appeal must be provided to the Dean of Student Services and the Title IX Coordinator (if applicable). The appeal will be reviewed by an Appeals Committee made up of college administrators appointed by the President. The Appeals Committee will review the appeal 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 guilt or innocence of the student or the degree of sanctions.

9. The findings of the Appeals Committee are presented to the President for approval and notification of results are provided to the respondent, complainant, Title IX Coordinator (if applicable) and Dean of Student Services.

10. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the
Procedures for Filing an Informal Complaint Against an Employee:

1. The complainant shall meet with the College employee who would be best able to handle the complaint (i.e., the person with whom the student has a difference or a dispute) or Title IX Coordinator to lodge an informal complaint. The Title IX Coordinator will provide informal complaints and concerns to the Student Complaint Form which is available on the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

   Alabama Community College System
   Attention: Division of Academic and Student Affairs
   P.O. Box 302130
   Montgomery, AL 36130-2130

   The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

2. The institution has 30 days to provide a written response to questions and/or concerns raised during the Division of Academic and Student Affairs investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will judge the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed, the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution’s compliance to ensure the completion of any required corrective action.

   Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. However, these procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or to the institution when the initial complaint was filed. The investigation will afford the alleged offender a full opportunity to respond to the allegations.

STUDENT COMPLAINTS AGAINST AN EMPLOYEE

A student who has a difference or dispute with a college employee with respect to the application of the rules, policies, procedures, and regulations of the College which has affected the student may file a complaint. These processes do not apply to the contesting of disciplinary decisions or to ADA concerns since separate disciplinary appeal and ADA procedures exist to address these issues. For ADA or disability service concerns, see “ADA Complaint Process.” The purpose of the complaint process is to provide fair and orderly processes to resolve these issues. Procedures for complaints made by students against college employees will be based on the procedures as set forth in the Alabama Community College System’s official Student Complaint Form, which is available on the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

   Alabama Community College System
   Attention: Division of Academic and Student Affairs
   P.O. Box 302130
   Montgomery, AL 36130-2130

   The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

3. The College shall make every effort to pursue an informal resolution before filing a formal complaint. If the complaint does not accept the informal resolution to the complaint does not accept the informal resolution to the complaint, he or she may file a formal, written complaint. Formal complaints for harassment, physical assault, or discrimination should be reported to the Title IX Coordinator. All other formal complaints should be reported to the College employee immediate supervisor. Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. However, these procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed. The investigation will afford the respondent a full opportunity to respond to the allegations.

Procedures for a Formal Student Complaint Against an Employee (Issues Other than Harassment, Physical Assault, and Discrimination)

1. Students should make every effort to pursue an informal resolution before filing a formal complaint. If the complaint does not accept the informal resolution to the complaint, he or she may file a formal, written complaint stating the objections and requesting a meeting with the immediate supervisor of the employee involved within five (5) business days of receipt of the decision of the informal resolution. Within five (5) business days of the supervisor’s receipt of the formal complaint from the complainant, the supervisor shall notify the employee involved in the complaint. The supervisor shall also set a date for a meeting and notify the complainant where and when the meeting shall take place. The meeting date shall not be later than 14 business days after the supervisor’s receipt of the formal complaint. At this point, the College employee involved may respond in writing to the complaint. The supervisor must make a written report of findings/decisions and provide it to the parties involved within 10 business days of the meeting date.

2. If the complaint is not satisfied with the decision by the supervisor of the employee involved, he or she may file a written appeal specifically stating the objections to the decision and request a meeting with the appropriate dean(s), if applicable, within five (5) business days after the receipt of the decision of the employee’s immediate supervisor. If the employee does not answer to a dean, the complainant will file the appeal with the President. The dean will render a decision to address the complaint or if in the dean’s judgment the appeal and record of previous actions have addressed the complaint or do not warrant further action, no further action will occur. The involved dean(s) must make a written report of findings/decisions and provide it to the complainant, employee, and supervisor within 14 business days after receipt of the appeal of the decision.
3. If the complainant is not satisfied with the decisions by the dean(s) involved, he or she may file a written appeal specifically stating objections to the decision and request a meeting with the president within five (5) business days after receipt of the decision of the dean.

   If in the president's judgment the appeal and record of previous actions have addressed the complaint or do not warrant further action, the president shall notify the complainant, employee, supervisor, and dean(s) within 10 business 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 complainant, employee, supervisor, and dean(s) of this decision within ten (10) business days after the conclusion of the meeting.

   If the hearing committee is to hear the appeal, the chairman shall within five (5) business days after the appointment of the committee set a time and place for the hearing and notify the complainant, the employee, the employee's supervisor, the appropriate dean (if applicable), and the president. The committee shall review the appeal and determine the facts. The committee may also choose to meet with the complainant, witnesses and the employee. The committee will communicate its recommendation in writing to the president within five (5) business days after the hearing is completed.

   Within 14 business days of the president's receipt of the recommendation, the president shall make the decision and notify the complainant, the employee involved, the employee's supervisor, and the appropriate dean (if applicable). If the president hears the appeal, the president will make his decision and notify the complainant, the employee involved, the employee's supervisor, and the appropriate dean (if applicable) within 14 business days of receipt of the appeal. The decision of the president shall be final under the provision of this complaint process.

4. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the Alabama Community College System (ACCS) using the System’s official Student Complaint Form, which is available on the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:
   
   Alabama Community College System
   Attention: Division of Academic and Student Affairs
   P.O. Box 302130
   Montgomery, AL 36130-2130

   The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

5. The institution has 30 days to provide a written response to questions and/or concerns raised during the Division of Academic and Student Affairs investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will judge the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution’s compliance to ensure the completion of any required corrective action.

   **Procedures for Filing a Formal Student Complaint Against an Employee (Harassment, Physical Assault, and Discrimination)**

   1. If an informal resolution cannot be attained, the complainant shall meet with the Title IX Coordinator to provide a written statement that clearly and specifically states the alleged violations, names the person whom the complaint is against, and provides the date(s) of the alleged violation. The complainant is advised to keep a copy of all written statements.

   2. The Title IX Coordinator will immediately notify the President of receipt of the complaint. The statement will be provided to the Senior Personnel Officer or other designee within 10 business days following receipt of the formal complaint.

   3. The Senior Personnel Officer will have 30 business days following the date of receipt of the formal complaint to review the written statement, conduct an investigation, and present facts of the investigation and witnesses to the Title IX Hearing Panel during a formal hearing. Parties that may be included in the formal hearing include the Senior Personnel Officer, the Title IX Hearing Panel, the complainant, witnesses called by the Senior Personnel Officer, and retained legal counsel. The respondent will have an opportunity to respond to the allegations. The Panel will have fifteen (15) business days to make a written report of its findings to the complainant and respondent. The report will be mailed to the complainant and respondent certified mail, return receipt requested simultaneously. A copy will be provided to the Senior Personnel Officer, Title IX Coordinator, and the President.

   4. The complainant or respondent, within ten (10) business days following receipt of the Title IX Hearing Panel’s findings, can file a written appeal to the decision with the President. The complainant or respondent must state clearly and specifically any objections to the findings of the panel. Copies of the written appeal must be provided to the Title IX Coordinator. If timely appealed, the President will issue a final decision based on the original complaint; reports of the Senior Personnel Officer, Title IX Hearing Panel, and appeal notice. If the complainant or respondent fail to file notice of appeal by 5:00 p.m. on the 10th business day following receipt of the Title IX Hearing Panel’s report, the right to further appeal will be forfeited.

   5. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the Alabama Community College System (ACCS) using the System’s official Student Complaint Form, which is available on the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:
   
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   **General Provisions (All Complaints):**

   Confidential complaint files: Records of each Title IX formal and informal complaints shall be maintained by the Title IX Coordinator. These shall include at minimum the following: the name of the complainant; the date of complaint filing; the specified allegation made
in the complaint and any corrective action requested; the name(s) of the respondent(s), the levels of processing and resolution, date and hearing officer at each level; a summary of major points, facts, and evidence presented by each party to the complaint; a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the complainant and the respondent.

**Constitutional rights:** The complaint process shall not be construed as to restrain employees and/or students in their exercise of constitutional rights.

**Counseling:** Those in need of counseling, health, mental health, victim advocacy, legal assistance, and other services should contact the Title IX Coordinator or Dean of Student Services for information on the local services available.

**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 to the next step of the process within the stated time, the complaint 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 complaint process to notify the student of the reviewer’s decision within the specified time limit shall permit an appeal at the next step of the process within the time which would have been allotted had the decision been communicated by the final day.

**Harassment and physical assault prevention programs:** The College requires all employees and invites all students to participate in a web-based harassment and physical assault awareness and prevention training program, which includes information required by the Campus SaVe Act. Additionally, the College coordinates ongoing educational programs for employees and students to promote awareness and prevention of harassment and physical assault, including, but not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, consent, and stalking.

**Identification:** All written complaints and appeals shall include the name of the complainant, the name of the alleged offender, a brief statement of the nature of the complaint, and the corrective action sought by the complainant.

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

**Notification of law enforcement:** Victims of sexual harassment and physical assault needing immediate assistance from law enforcement can notify the NACC campus police or local law enforcement offices. Additionally, the NACC campus police can assist a victim with contacting local law enforcement, at the discretion of the victim. Individuals should dial 9-1-1 in emergencies.

**Notification of proceedings:** The complainant and respondent will be simultaneously informed, in writing, of the following:

- the outcome of any institutional disciplinary proceeding that arises from an allegation of harassment or physical assault;
- the institution’s procedures for the respondent and the complainant to appeal the results of the institutional disciplinary proceeding;
- any change to the results that occurs prior to the time that such results become final; and
- when such results become final.

**Preservation of evidence:** Victims of sexual harassment and physical assault should make every effort to preserve evidence that could be necessary to prove that the violation occurred or to obtain a protection order. Victims of assault are encouraged to seek a thorough medical examination. Rape victims should not bathe, smoke, use the toilet, or change clothes. Stalking victims should preserve gifts and letters received and should also document phone calls, social media posts, and any other contact they have had with the alleged stalker. Domestic violence victims can document injuries by seeking medical attention or by taking photos of bruises, cuts, or other injuries.

**Protection:** In an effort to provide a harassment-free campus environment, the College is committed to the protection of employees and students. Anyone who has a legal order of protection, no contact order, restraining order, or similar lawful order against another individual is encouraged to provide a copy of the order to campus police.

**Public complaint file:** For purposes of the dissemination of Title IX complaint precedents, separate file records shall be kept by the Title IX Coordinator which indicate only the subject matter of each complaint, the resolution of each complaint, and the date of the resolution. These records shall not refer to any specific individuals, and they shall not be considered confidential.

**Retention of an attorney:** Any party to a complaint shall have the right, at the respective party’s own expense, to retain legal counsel at any level of the complaint process. While legal counsel may be present during hearings when complaints are made against employees, legal counsel is not permitted during hearings held as part of the student complaint process. Counsel shall act in an advisory role only and shall not be allowed to address the committee or college employees or to question the complainant, the respondent, or any witness.

**Sanctions:** Possible sanctions for students may include but are not limited to restrictions from specific areas of campus, restitution, suspension, or expulsion. Possible sanctions for employees may include but are not limited to restitution, suspension, or termination. Recommended disciplinary sanctions can be approved and executed only with the approval of the President.

**Standard of evidence:** During resolution proceedings, the College shall use a preponderance of evidence to determine if a violation of policy has been made. The preponderance of evidence will consist of such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the mind’s belief that what is sought to be proved is more likely true than not true.

**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.

**Timeframes:** It is the intent of the college to address complaints as quickly as possible. Every effort shall be made to expedite the process and to stay within the timeline parameters of these procedures. However, there may be individual cases where the timelines involved may need to be adjusted to allow the institution to thoroughly investigate the issues. Timeframe extensions will be made by mutual, written agreement.

**Witnesses:** Both the complainant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the complaint.

**TITLE IX COORDINATOR**

The Title IX Coordinator is the first point of contact for discrimination, harassment, or sexual assault complaints. The current Title IX Coordinator is Lynde Mann, Human Resources Director, Office 116, Pendley Administration Building, ext. 2230; mannl@nacc.edu.
ANTI-HARASSMENT, PHYSICAL ASSAULT, AND ANTI-DISCRIMINATION POLICY

As an institution under the Alabama Community College System Board of Trustees, Northeast Alabama Community College (NACC) is committed to providing both employment and educational environments free of harassment, physical assault, or discrimination related to an individual’s race, color, national origin, religion, marital status, disability, gender, age, or other protected class as defined by federal and state law. Such harassment, physical assault, and discrimination is a violation of NACC and the Alabama Community College System policies.

Any practice or behavior that constitutes harassment, physical assault, or discrimination shall not be tolerated on campus, at any off-campus site, or in any division or department by any employee, student, agent, or non-employee on the institution’s property and while engaged in any institutionally-sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the college community are respected that harassment, physical assault, and discrimination of students and employees is unacceptable conduct and shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate to the severity of the offense, with final approval by the President. Employees and students of the College shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

For these purposes, the term “harassment” includes, but is not necessarily limited to, the following: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, religion, creed, sex, gender identity, transgender, pregnancy, national origin, disability, sexual orientation, military or veteran’s status, genetic information, age or any other characteristic that is protected by applicable state or federal law or the Alabama Community College System policies.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to, the following:

1. Physical assault which may include domestic violence, dating violence, sexual assault, and stalking
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student’s academic status
3. Direct propositions of a sexual nature
4. Subtle pressure for sexual activity
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
   a. Comments of a sexual nature; or
   b. Sexually explicit statements, questions, jokes, or anecdotes
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person toward whom the conduct was directed that includes one or more of the following:
   a. Touching, patting, pinching, hugging, or brushing against another’s body
   b. Commentary of a sexual nature about an individual’s body or clothing
   c. Remarks about sexual activity or speculations about previous sexual experience(s)
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not
8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed
9. Domestic violence
10. Dating violence
11. Sexual assault
12. Stalking
13. Gender stereotyping

Harassment of employees or students by non-employees on the institution’s property and while engaged in any institutionally-sponsored activities is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Title IX Coordinator.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that any of the following situations exist:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational opportunities
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

Any complaint of harassment, physical assault, or discrimination, as defined within this policy, shall be reported as promptly as possible to the Title IX Coordinator after the incident occurs and within a reasonable time from the date of the alleged incident, typically defined as ten (10) business days.
The employees of the College determine the ethical and moral tone for the College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any other inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

This policy encourages students, faculty, and other employees who believe that they have been the victims of harassment to contact the Title IX Coordinator. Retaliation against a student or employee for bringing a harassment complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action. Any reprisals shall be reported immediately to the Title IX Coordinator or other appropriate College official. (Source: Policy 601.04, 4/13/2016)

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. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College. It is assumed that students enrolling in the College are mature and have a desire for constructive learning. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person - whether a student, visitor, faculty or staff member or the College itself is strictly prohibited. The College does not permit in any way on consumption or possession of alcoholic beverages, narcotics and/or other hallucinogenic drugs the campus or at college-sponsored functions. Possession of firearms is prohibited. Littering is also prohibited. Students who are observed littering on campus will be fined $10.00 per incident. Students on probation may not represent the school in interscholastic contests.

Other specific forms of prohibited conduct include but are not limited to:
1. Dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the College. Any student found guilty of cheating may be dropped from the course with a grade of “F.”
2. Destruction or theft of property;
3. Failure to comply with directions of College officials acting in the performance of their duties;
4. Forgery, alteration, or misuse of College documents, exams, records, or identification;
5. Disorderly or disruptive conduct, including classroom disruptions, reckless endangerment, harassment, assault, bullying, cyberbullying, and discrimination;
6. Obstruction or disruption of the College’s academic program or operations;
7. Unauthorized entry to College facilities;
8. Unauthorized possession of a key to College facilities.
9. Violation of traffic regulations;
10. Violation of library regulations;
11. Violation of any federal, state, or local law or ordinance.

Violation of the college’s conduct policy may lead to disciplinary action up to and including suspension, expulsion and arrest for any criminal acts.

CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS
Northeast Alabama Community College recognizes that individuals can develop mastery of course competencies through different methods. The College awards non-traditional credit by the following methods: College Board Advanced Placement Program (AP), College Level Examination Program (CLEP), Military Service Credit, Articulated High School Technical Coursework and Prior Learning. Academic credit may be granted for other officially documented learning experience according to American Council on Education recommendations.

Credit for academic transfer courses awarded through non-traditional means may only be awarded by examination or nationally recognized guidelines. Course credit earned through non-traditional means will be noted as such on the student’s transcript. Credit awarded
through non-traditional means does not count toward the minimum of 25% of semester credit hours that must be completed at Northeast Alabama Community College. Credit may not be received twice for the same learning.

ADVANCED PLACEMENT

Advanced Placement (AP) 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). Credit awarded for AP by Northeast does not indicate that four-year or transfer institutions will award credit. It is the student’s responsibility to verify credit with the transfer institution.

AP credit at NACC is offered in the subjects listed in the chart below. Other AP courses must be evaluated by the appropriate division director for evaluation.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Min. Score</th>
<th>NACC Equivalent</th>
<th>Sem. Hrs. Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIO103</td>
<td>4</td>
</tr>
<tr>
<td>Biology</td>
<td>4 or 5</td>
<td>BIO103 and BIO104</td>
<td>8</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MTH 113 and MTH 125</td>
<td>7</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MTH 113, MTH 125, and MTH 126</td>
<td>11</td>
</tr>
<tr>
<td>Calculus BC – AB subscore</td>
<td>3</td>
<td>MTH 125</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHM111 or CHM104</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 or 5</td>
<td>CHM111 and CHM104</td>
<td>8 or 4</td>
</tr>
<tr>
<td>English Language/Composition</td>
<td>3</td>
<td>ENG101</td>
<td>3</td>
</tr>
<tr>
<td>English Language/Composition</td>
<td>5</td>
<td>ENG101 and ENG102</td>
<td>6</td>
</tr>
<tr>
<td>English Literature/Composition</td>
<td>3</td>
<td>ENG101</td>
<td>3</td>
</tr>
<tr>
<td>English Literature/Composition</td>
<td>5</td>
<td>ENG101 and ENG102</td>
<td>6</td>
</tr>
<tr>
<td>Government &amp; Politics: US</td>
<td>3</td>
<td>POL 211</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>3</td>
<td>PHY 201 and PHY 202</td>
<td>8</td>
</tr>
<tr>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>3</td>
<td>PHY 214</td>
<td>4</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>3</td>
<td>PHY 213</td>
<td>4</td>
</tr>
<tr>
<td>Physics I</td>
<td>3</td>
<td>PHY 201</td>
<td>4</td>
</tr>
<tr>
<td>Physics II</td>
<td>3</td>
<td>PHY 202</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 200</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language/ Culture</td>
<td>3</td>
<td>SPA 101 &amp; SPA 102</td>
<td>8</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>MTH 265 or BUS 271</td>
<td>3</td>
</tr>
<tr>
<td>US History</td>
<td>3</td>
<td>HIS 201 and 202</td>
<td>6</td>
</tr>
</tbody>
</table>

ARTICULATED HIGH SCHOOL TECHNICAL COURSEWORK

Northeast awards credit to students who have completed high school courses listed on the approved Statewide Career and Technical Education Articulation Agreement and/or locally established articulation programs with area secondary technical schools. To ensure that coursework and learning outcomes are at the collegiate level and comparable to NACC degree programs, Northeast faculty must be involved in the process to determine which secondary technical course may be accepted for articulation. Students must request credit for articulated credit within 20 months of high school graduation.

COLLEGE LEVEL EXAMINATION PROGRAM – CLEP

Northeast awards credit earned through CLEP examinations provided minimum scores are achieved. Credit 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. CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned.

Official score reports must be received by the college directly from Educational Testing Service. Credit awarded for CLEP by Northeast does not indicate that four-year or transfer institutions will award credit. It is the student’s responsibility to verify credit with the transfer institution.

CLEP credit at NACC is offered in the subjects listed in the chart below. Other CLEP courses must be evaluated by the appropriate division director for evaluation.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Min. Score</th>
<th>NACC Equivalent</th>
<th>Sem. Hrs. Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>POL 211</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENG 251</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I</td>
<td>50</td>
<td>BIO201</td>
<td>4</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>BIO 103,104</td>
<td>8</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>MTH125</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>CHM111, 112</td>
<td>8</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>MTH100</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MTH110</td>
<td>3</td>
</tr>
<tr>
<td>Composition (College)</td>
<td>50</td>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENG 261</td>
<td>3</td>
</tr>
<tr>
<td>History of the US I</td>
<td>50</td>
<td>HIS 201</td>
<td>3</td>
</tr>
<tr>
<td>History of the US II</td>
<td>50</td>
<td>HIS 202</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth And Development</td>
<td>50</td>
<td>PSY 210</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>MTH112</td>
<td>3</td>
</tr>
<tr>
<td>Psychology (Intro)</td>
<td>50</td>
<td>PSY 200</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language, Level 1</td>
<td>50</td>
<td>SPA 101, 102</td>
<td>8</td>
</tr>
</tbody>
</table>

MILITARY SERVICE CREDIT

Students who desire to receive college credit for their military training should request a Joint Services Transcript (JST). All enlisted, officers and warrant officers, both active and veterans from all Army components, Coast Guard, Marine Corps and Navy are eligible to receive free official transcripts from JST. Individuals interested in a free official JST should request a transcript at https://jst.doded.mil. Air Force personnel should contact Community College of the Air Force (CCAF) at www.au.af.mil/au/ccaf/transcripts.asp to obtain official transcripts. Students requesting transcripts should ask that the transcript be mailed directly to the Admissions Office.

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.

PRIOR LEARNING CREDIT

Prior learning credit allows students to receive credit for life experiences which may include employment, training, professional certifications, noncredit courses, and other experiences. Students must document that they have obtained a mastery of skills equivalent to the course objectives. Prior learning does not apply to secondary/post-
secondary articulation agreements or dual enrollment. Students seeking credit through prior learning must pay a $25.00 fee for each course.

Prior learning credit is awarded through industry certification or portfolio review. Both methods must be reviewed and approved by the program instructor, Director of Workforce Development and Skills Training, Dean of Student Services and President. The awarding of credit may be dependent upon the student passing an examination and/or verification of the industry certification. The student requesting prior learning credit through portfolio review must also obtain a copy of the course syllabus/plan of instructor from the instructor in charge of the program and provide documentation indicating that the student has met all learning objectives for the course.

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program at Northeast Alabama Community College provides students with the academic foundation to be successful in college-level English and math courses. Incoming students are placed in developmental courses based on their ACT scores, high school GPA, and/or ACCUPLACER scores. The co-requisite developmental model allows students to enroll directly in college-level courses and receive academic support through a learning support course. Learning support courses are co-requisite environments that provide instruction, one-on-one support, and small group engagement as well as active learning opportunities that are designed to review skills that mirror in real-time what is currently being taught in the college-level course. The Developmental Studies Program promotes scholastic opportunity, academic skill development, and educational efficiency.

DISTANCE EDUCATION

Northeast Alabama Community College (NACC) recognizes distance education as a delivery system for instruction. Distance education is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. The goal of these courses is to help fulfill the NACC mission of providing available, accessible, and affordable courses for transfer and career programs for students. The Developmental Studies Program promotes scholastic opportunity, academic skill development, and educational efficiency.

DISTANCE EDUCATION 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.

Students may use a device of their choice to complete online courses provided that the device is up-to-date and compatible with the Canvas Learning Management System. Northeast does not provide technical support nor guarantee satisfactory performance of course software with any device other than devices/computers owned by the college.
Northeast utilizes the Canvas Learning Management System for online course delivery. 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 Student and Faculty Technology Learning Center at extension 2309.

Distance education courses meet the same standards of quality of those offered in classroom instruction on campus. Each course provides opportunities for interaction with the instructor as well as classmates. Students will be given information on the logistics of accessing and participating in the online course at an initial orientation session conducted by the instructor. The instructor will also provide students with information on access to library resources. Students will be expected to complete internet courses within the semester time frame that they enrolled for the course. Students are advised that Internet courses demand good self-motivation habits and persistence in completing assignments.

Registration procedures and tuition for distance learning courses will be the same as for regular on-campus courses.

For more information contact the Student and Faculty Technology Learning Center in room 107, Business Education Building, or call phone extension 2309.

**DUAL ENROLLMENT FOR DUAL CREDIT**

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken at NACC while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of the Code of Alabama 1975. Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials and supplies as required in the syllabus of each course.

Courses offered must be approved by the student’s high school counselor and principal and will be drawn from Northeast’s existing academic inventory of courses offered for credit. Courses numbered below 100, physical education (PED) courses, and independent study courses are not eligible for dual enrollment for dual credit. Students may not audit courses. Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, online courses, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements. Students must meet all applicable prerequisites prior to enrolling in courses.

Students who earn a grade of D, F, I or who withdraw from a course will be suspended from the Dual Enrollment for Dual Credit program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements identified above.

Upon completion of the dual enrollment program and high school graduation, the student must apply for admissions and meet all NACC admissions requirements.

**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 current 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 Dean of Student Services can provide students with information on substance abuse as well as referral to counseling and other treatment.

**EARLY COLLEGE ENROLLMENT PROGRAM**

The Early College Enrollment Program (ECEP) provides an opportunity for qualifying high school students to earn a high school diploma and college credits toward a technical or health certificate and/ or degree that meets local, regional, or state high-skill, high-wage, and high-demand critical workforce training needs.

**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 campus police, 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 Vice President/Dean of Instruction or Director of Workforce Development and Skills Training. 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.

**FOOD AND DRINKS IN CLASSROOMS**

No food and drinks are permitted in the Northeast classrooms, laboratories, the Learning Resources Center, the Music Auditorium, or the auditorium of the Tom Bevill Lyceum. In areas where these objects are permitted, to help keep our campus clean, please dispose of bottles, cans, wrappers, paper, food items, and discarded cigarettes in the appropriate trash/cigarette receptacles that are located throughout the campus.

**FOUNDATION**

The NACC Foundation assists the college with fundraising and fiscal issues to support the NACC mission. The board consists of community and business leaders from DeKalb and Jackson counties. The Foundation serves as a legal vehicle for donations to the College, whether it is a financial donation, property, or technology equipment. The focus of the Foundation, however, will be on fundraising activities through various events and activities selected by the College President, Director of Development, and the Foundation Board. The NACC Foundation has the 501(c)(3) status so that donations to the foundation are tax deductible. For more information about the Foundation and its activities and opportunities, contact Heather Rice, Director of Development, in the Pendley Administration Building, Room 145, by telephone at extension 2301, or by email at richeh@nacc.edu.
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, GED® testing is available in our Adult Education Learning Lab. To schedule an appointment, please go to www.GED.com and create an account. If you need assistance, please contact Jonathon Nappier at extension 2362 or nappierj@nacc.edu. The Adult Education Learning Lab is located in Room 227 in the Beck Health & Fine Arts Building.

HOUSING

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

INCOMPLETE GRADES

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. A grade of I is calculated as an F in the GPA until the student has completed the coursework and the instructor has completed a Grade Change Form. It is the responsibility of the student to make arrangements with the instructor to complete the required coursework and ensure that the Grade Change Form has been completed. If the student fails to complete the course during the following semester, the Incomplete automatically becomes an F on the student’s transcript.

INSURANCE

All 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.

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.-8:00 p.m.
Friday: 7:30 a.m.-3:00 p.m.*
*The library may be closed between semesters.
Advance notice of changes in hours of operation will be posted on the LRC’s doors whenever possible.
Phone: 256-228-6001 or 256-638-4418 ext. 2326
The Cecil B. Word Learning Resources Center houses the library, two multimedia rooms, faculty offices, and classrooms.

MISSION
The mission of the library of Northeast Alabama Community College is to provide for the students, faculty and staff of the College, the personnel, services, information resources and facilities to support, sustain, and enrich the educational purposes, programs and curriculum of Northeast Alabama Community College.

Embracing the College’s “open door” policy, many of the Northeast Alabama Community College’s resources and services are available to the community.

COLLECTION
Currently, the library’s collection consists of over 55,000 print books and bound periodicals, over 50,000 eBooks, and over 850 audiovisual items. Additionally, the library subscribes to approximately 90 print magazines, journals, and newspapers. NACC students and personnel also have access to the following electronic resources: EBSCO’s Discovery Service™, EBSCO’s Associates Programs Source Plus™ database, EBSCO’s Nursing Reference Center Plus™ database, and EBSCO’s Academic eBook Collection, which contains over 170,000 eBooks. The Alabama Virtual Library, a collection of 49 multidisciplinary databases, is available to students, teachers, and citizens of Alabama.

SPECIAL COLLECTIONS
An archives/special collections division is in Room 206 on the second floor of the library. This collection contains various books and other resources that focus on local history and culture. This collection is available to NACC students, personnel, and to the public.

The library also contains a designated collection of books donated to the college by Dr. Barbara Heath, a clinical psychologist who practiced psychology in the area. Taken as a whole, Dr. Heath’s collection of books demonstrates the extent and type of knowledge necessary to work as a clinical psychologist and can be useful for someone interested in a career in the field. This collection is available to students and the public.

TECHNOLOGY
Wireless access is available in the LRC, as well as throughout the NACC campus. On the first floor, twenty-three computers provide access to the library’s online catalog, as well as access to the internet for student research. In addition, one computer located on the second floor provides access to the library’s online catalog. The two multimedia rooms contain SMARTpods, DVD players, computers, ELMOs, and LCD projectors. Eight laptops and six LCD projectors are also available for short-term circulation by NACC personnel.

ASSISTANCE
Librarians offer one-on-one assistance in conducting library research. Assistance may be requested in person, by telephone, chat, text, or email.

REQUEST FOR INSTRUCTION/orIENTATION/RESEARCH
Information literacy is a general education outcome for students at NACC. Therefore, students in ENG 101 and SPH 107 have the opportunity to attend a library orientation and complete an assessment to demonstrate achievement of the program learning outcome of information literacy. Instructors of courses other than ENG 101 and SPH 107 schedule library orientation and/or research on an individual or as-needed basis.

DISTANCE EDUCATION AND DUAL ENROLLMENT STUDENTS
The library’s resources and services are available to distance education and dual enrollment students, online, in person, or via Canvas™, depending on the resource/service being requested.

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: Gadsden State Community College, Northwest Shoals Community College, Scottsboro Public Library, and Snead State Community College.

NACC students may view and borrow the holdings of other LMN member libraries.

POLICIES
1. When checking out items 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 items are checked out.
2. Items may be checked out for two weeks and may be renewed for two additional two-week periods unless needed by another student. Students are limited to ten items overall and five items per subject.
3. A fine of ten cents per day is charged per overdue item. No fine in excess of $5.00 per item will be charged. When the library is closed, items may be returned in the outside book drop facing the student center.
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. Students who have delinquent library records will not receive copies of their transcripts.
6. By checking out items, students agree to comply with all policies, pay fines promptly, and pay for lost and damaged items.
POLICIES FOR COMMUNITY LIBRARY PATRONS

Many of the library’s resources are available to members of the community.
1. Community members wishing to use the library should obtain a library card by completing an application at the circulation desk and showing an Alabama-issued ID card demonstrating residence in the community (as defined by NACC’s service area).
2. Adult community members may check out up to five items at a time.
3. Juvenile community members may check out up to two items at a time.
4. Items are checked out for two weeks and may be renewed for two additional weeks unless needed by another patron.
5. A fine of ten cents per day is charged per overdue item. No fine in excess of $5.00 per item will be charged. When the library is closed, items may be returned in the outside book drop facing the student center.
6. Community members who have overdue items or fines will forfeit their library privileges.
7. Community members will be charged a $2 fee for a lost library card.
8. Community members wishing to use the library’s multimedia rooms should complete an activity request, which may be obtained from an NACC library faculty or staff member.

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 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 asymptomatic, 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 the 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 Campus Police in the Student Center.

MAXIMUM AND MINIMUM COURSE LOADS

The student course load for a full time student is 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 should inform the Admissions Office of the change immediately. Students seeking to change their name must present a legal document that reflects the requested name change.

NOAH LOG-IN INFORMATION

NORTHEAST ONLINE ACCOUNT HOST (NOAH) is the secure Internet access to NACC grades, transcript, tuition account, financial aid status, and online registration.

To access NOAH, click any NOAH link on the NACC website.
User ID = social security number or student number
Default Password = birthdate (mmddyy)

Students should change their password the first time they access their NOAH account to another six-digit number. Students should use a password that they will remember. Changing the NOAH password will also change the student’s email password.

NOAH support: leaj@nacc.edu
General technical support: etshelp@nacc.edu

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found in this catalog and online:
Computer Technology Acceptable Use Policy
Peer-to-Peer File Sharing Policy
Wireless Internet Access Policy
Helpful links are found online by clicking:

- Email Instructions
- Canvas Instructions
- NACC Alert System/Schoolcast

**NONDISCRIMINATION**

It is the official policy of the Alabama Community College System and entities under its control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (ACCS Board of Trustees Policies 601.02/4/15/16 and 800.00—5/10/17)

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 grounds 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 or 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 or herself or through a representative, file a written complaint. Harassment and discrimination complaints can be reported to the Title IX Coordinator (Lynde Mann, PA 116, ext. 2230). Northeast is an Equal Opportunity Employer.

**NONDISCRIMINATION ON THE BASIS OF DISABILITY**

Northeast does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The ADA Compliance Coordinator, Leslie Reyes (256-638-4418 Ext 2222), located at 138 Alabama Hwy 35, Rainsville, AL 35986 in Office 115 in the Student Center has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Compliance Coordinator.

Persons who need accommodations or assistance in order to participate in college programs or services should contact the ADA Compliance Coordinator as identified above. The telephone numbers are (256) 638-4418 and (256) 228-6001, ext. 2222. The relay number for speech or hearing impaired persons using a text telephone or TDD is (800) 548-2546.

**ONLINE REGISTRATION GUIDELINES**

Current and former Northeast students, transients, and transfer-in students who have completed admission files must see an advisor to be authorized to register online. Students will be able to print an invoice that they can mail or bring to the college with tuition payment or to verify and validate financial assistance (scholarship, Pell grant, etc.).

**ORGANIZATIONS AND OFFICERS**

Social fraternities and sororities or societies are prohibited on the NACC campus. Any student or group of students desiring to form new organizations on the campus must use the following procedure:

1. A statement of the purpose of the organization (including the proposed name of the organization and the students expected to participate), a draft constitution, bylaws, and the desired meeting schedule should be presented in writing to the Dean of Student Services.
2. The Dean of Student Services refers this statement to the Student Services Committee to determine if the proposed organization is in keeping with the philosophy of the College.
3. If the Student Services Committee approves the proposed organization, the Dean of Student Services forwards the information to the Dean of Instruction for the appointment of a sponsor and provides the Student Government Association the constitution and bylaws for approval.
4. If the Student Government Association approves the constitution and bylaws and the Dean of Instruction appoints a sponsor, the Dean of Student Services presents all of the above to the President for final approval.
5. If the President approves, the Dean of Student Services will issue a permit to hold an organizational meeting.

Any student seeking nomination for any elected office must submit in writing his/her platform for office to the sponsors. After the platform is approved, the student will be given instructions concerning the display of campaign material.

Any student holding an office in any organization on the campus must carry a minimum course load of 12 hours each semester and must not have accumulated more than 64 hours. Students on probation may not hold offices within the College.

**PARKING/VEHICLE REGISTRATION/TRAFFIC REGULATIONS**

1. All students will park in the areas designated for student parking.

**PARKING CATEGORIES ARE:**
- STUDENT PARKING
- UNPAINTED (OR WHITE)
- HANDICAPPED PARKING
- BLUE
- FACULTY & STAFF PARKING
- RED
- NO PARKING
- YELLOW

Students are not permitted to sit in parked cars or to play loud music between classes and during social events. Students are not permitted to park in red, blue, yellow or other restricted areas, or in the reserved parking spaces in front of the Pendley Administration Building. Only cars with an official decal are allowed in the parking spaces designated for the disabled. Individuals with temporary disabilities should check with the Campus Police.

2. Any student who drives a car or motor-driven cycle on campus must register it and obtain a parking permit from the Admissions Office. These permits are issued to students free of charge. The permit should be placed on the student’s vehicle as directed.
3. Parking and traffic violations will be ticketed. Students receiving parking or traffic tickets will pay the Campus Police within 72 hours. Fines will double after 72 hours.
4. Trucks larger than pickups are not allowed to park in front of the administration buildings or to use angle parking anywhere on campus. Tail gates must be up on all trucks parked on campus. It is illegal to back in and park on angle parking.
5. Students driving unregistered vehicles will park off campus. Visitors of students will park in any unrestricted area and come to the Campus Police to get a visitor’s pass.
6. Each semester a student is given a fine of $5.00 for the first violation on all nonmoving violations, $10.00 for the second, and $15.00 for the third.
7. The speed limit on all campus streets is 15 miles per hour. Speeding, reckless driving, running stop signs, and driving in the wrong direction are moving violations. The fine for this violation is $10.00.
8. Students will clear the campus within a reasonable time after classes and all other activities are over. This does not include students using the library; however, these students must remain in the library.
9. Traffic and parking regulations for the campus are conspicuously posted and made available at least thirty (30) days prior to their enforcement.
10. Individuals assessed parking and traffic fees can appeal their fee assessments and have their appeals heard within thirty (30) days by a standing traffic and parking committee appointed by the president. This committee will consist of the Chief of Police, Business Manager and the Dean of Student Services.

**PEER TO PEER FILE SHARING AND ILLEGAL DOWNLOADING**

File sharing is the practice of distributing or providing access to digitally stored information, such as computer programs, multi-media (audio and video), documents, or electronic books. Illegal file sharing is the sharing of copyright protected files without authorization. Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner.

Northeast maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and community. The college is required by federal law to inform students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. The law also requires that the college take steps to detect and punish users who illegally distribute copyrighted materials.

Peer to Peer (P2P) technologies have many genuine uses and Northeast does not ban P2P programs from its network. It is however, a violation of copyright law to use P2P technology for copying commercial music and/or video files without the copyright holder’s permission.

NACC utilizes technology based deterrents to effectively combat unauthorized downloading/distribution. The college internet provider is through the Alabama Supercomputer Authority (ASA), which monitors bandwidth traffic and accepts and responds to Digital Millennium Copyright Act (DMCA) notices. When illegal downloading is detected, DMCA notifies ASA, which in turn notifies the college immediately. IT personnel at the college track down the offenders.

For more information on “fair use” and copyright laws please go to:
http://www.copyright.gov/title17/

Some music, movies and television shows can be legally obtained through online subscription services or from sites officially permitted by the copyright holders to offer certain downloads. Use the following sites as alternatives to illegal downloading:
http://www.educasuse.edu/legalcontent

The college reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe or the use is impacting the operation of the network. NACC must report any violations to appropriate authorities for criminal or civil prosecution. In addition, violators may be referred to the college discipline committee, which may impact college enrollment.

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to 150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

**PLAGIARISM**

Plagiarism is the intentional copying of the ideas or words of another and using those ideas or words as one’s own. Instructors may use anti-plagiarism programs to check student work. When outside sources are paraphrased or incorporated verbatim, they must be acknowledged.

Students who submit plagiarized or partially plagiarized assignments will not receive credit for those assignments and may be subject to failure in the course.

**POSTER/INFORMATION DISPLAY**

Posters, signs, announcements, and other information should be placed only on the bulletin board space provided in each building. Nonstudents and off-campus organizations must secure permission from the Dean of Student Services before displaying information on campus.

The placement of any posters or announcements on glass or walls, or defacing existing materials posted, is strictly prohibited.

**PRIVACY ACT INFORMATION**

Confidentiality and access to student record information at Northeast Alabama Community College is administered in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974. A student’s FERPA rights include:

1. The right to inspect and review your education record within a reasonable time after Northeast Alabama Community College (NACC) receives a request for access. If you want to review your record, contact the registrar’s office to make appropriate arrangements.
2. The right to request an amendment of you education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, contact the registrar’s office and they will advise you regarding the appropriate steps for you to take.
3. The right to provide written consent before NACC discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with “Legitimate educational interests”. A school official has a legitimate
educational interest if the official has a need-to-know information from your educational record in order to fulfill his or her official responsibilities. Northeast Alabama Community College may release a student’s educational records without his or her approval as follows:

- To NACC faculty and staff with legitimate educational interests
- To representatives of agencies under contract with NACC
- To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs
- To persons involved in granting financial aid for which the student has applied
- To testing, research, and accrediting organizations
- In compliance with a court order or lawfully issued subpoena
- In very narrowly defined emergencies affecting the health and safety of the student

In addition, Directory Information, which is defined by FERPA as information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed, can be disclosed to outside organizations or agencies upon request unless the student specifies otherwise. Directory information may include the following:

- Name
- Home address
- Email address
- Telephone Number
- Date and place of birth
- Major field of study
- Enrollment status (e.g. full-time or part-time)
- Withdrawal status
- Honors, degrees, and awards received
- Participation in and personal statistics associated with officially recognized activities and sports
- Photograph
- Most recent educational institution attended
- Dates of attendance – The term “dates of attendance” refers to general periods of time, such as an academic year or a specific semester. It does not include specific daily records of a student’s attendance, which may not be disclosed without consent under FERPA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by NACC 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

   Students at NACC have the right to withhold the release of directory information. To do so, you must contact the Admissions Office to place a “No Release” on your record. Please note an important detail regarding placing a “No Release” on your record: NACC received many inquiries for directory information from a variety of sources outside the institution, including prospective employers, the news media and honor societies, parents, and relatives. Having a “No Release” on your record will preclude release of such information, even to those people.

   Any additional questions concerning FERPA should be referred to the registrar’s office.

REGISTRATION

The Admissions Office assigns each student to an academic advisor according to the student’s college major program. Each semester, the academic advisor assists the student in preparing a class schedule that is appropriate to the student’s major, monitors academic progress and helps ensure that the advisee meets requirements for the associate’s degree. Students should change advisors if they change their college major.

Students who intend to transfer to a public 4-year college in Alabama are responsible for obtaining a transfer guide from http://stars.troy.edu. All students must bear final responsibility for completing all requirements for a degree and selecting the correct courses for transfer.

RESTROOMS

Restrooms are designated separately for men and women unless otherwise posted.

REVERSE TRANSFER

NACC participates in the Reverse Transfer Program. Reverse Transfer allows student to complete their Associate’s Degree at NACC by the reverse transfer of college credits from other two and four year institutions. Each student’s credits will be evaluated to see if the combined credits meet the degree and graduation requirements. There is no cost for awarding of the degree. However, students that wish to receive a printed diploma or to participate in graduation ceremonies must pay required fees. All paperwork for the associate degree will be completed by the Reverse Transfer Specialist. Any questions may be directed to the Reverse Transfer Specialist at reversetransfer@nacc.edu or ext. 2207.

SCHOLARSHIPS

Institutional scholarships are provided by Northeast, as authorized by the Alabama Community College System. Sherie Grace, Dean of Student Services, disseminates scholarship information to area high schools.

Scholarships that are funded by private donations, civic clubs, churches, corporations and businesses are selected by those enterprises.

SEQUENCE COURSES

Sequence courses permit students to complete an academic year’s worth of work in a subject during the summer term. These courses are scheduled so that students may take additional NACC courses chosen from the regular class schedule. Students should consult the class schedule to determine the sequence courses offered each term.

SMOKING

Smoking or the use of tobacco products shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution, and no area therein may be designated for smoking or the use of tobacco products.

SOCIAL EVENT GUIDELINES

1. Any student or visitor attending a social function under the influence of alcohol or drugs or having either in their possession will be turned over to the proper law officials. Offending students may be suspended after a proper hearing.
2. Visitors may attend social functions only by invitation which must be approved by the Social Committee. Students will be held accountable for the actions of their guests.
3. All social events at the College are sponsored and attended by certain faculty/staff members.
4. All visitors and students attending social events will be expected to attend in the building housing the social event and there only.
When guests or hosts leave the building, they will be expected to leave the social and the campus for the evening.
5. All socials will be closed no later than 12:00 midnight.
6. Attendees must be at least sixteen years of age.
7. NO refreshments may be brought into a social event.
8. Each student will sign in for herself/himself and for any nonstudent guest(s).
9. Any attendee who goes outside during the social event will first be hand stamped if planning to return to event.

SOCIAL SECURITY NUMBER

Although the students’ social security numbers are used for the keeping of permanent records, for reasons of confidentiality they are not used for identification purposes. Students are assigned a student number upon application to the college and they should remember this number to use in the various offices of the college. Social security numbers will not be released without the consent, in writing, of the student. Authority for requesting the disclosure of a student’s social security number is in Section 7(a) of the Privacy Act of 1974 (5 U.S.C. 552a).

SOLICITATIONS AND SALES

Solicitation for any cause must have the President’s approval. Northeast does not permit the sale of any product on campus without the knowledge and consent of the President.

SPEAKERS INVITED TO CAMPUS

Recognized student organizations desiring to sponsor a guest speaker to address a college audience should complete an Activity Request Form and obtain approval from the President before scheduling or publicizing the event.

STUDENT ACCESS TO TECHNOLOGY

NACC is connected to the Alabama Super Computer Authority. Internet is available campus wide through T-1 dedicated line access to the Alabama Super Computer ARE Network. The incoming line has a speed of 1.54 million bits per second capability.

Currently, the college has 10,000 feet of fiber optic backbone cable and 55,000 feet of Category 5 cable. Wireless access has been installed. All buildings have cable access.

Online class registration is available through the website, as well as many other services.

NACC has a contract with one of the largest computer suppliers (Howard Computers) so that the most up to date equipment is available.

Software available for use includes: Microsoft Office Suite, COBOL, Web Tools, Front Page, Flash, RPG, C, Visual Basic, and other various programs including tutorials.

Student accessible computer labs on campus include:
- Mathematics Lab
- Computer Science Labs
- ACCUPLACER Testing Lab
- Networking Lab
- Nursing Lab
- Statistics Lab
- Work Keys Lab
- Computer Assisted Drafting Lab
- Office Administration Lab
- Electronics Labs
- English and Spanish Labs

STUDENT ASSESSMENT

All entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours must take the ACCUPLACER placement test. Students who score below the standards set by the Alabama Community College System must enroll in appropriate English and/or mathematics developmental courses.

STUDENT COMPLAINTS ABOUT FEDERAL FINANCIAL AID

Any student who has a complaint concerning the college’s management or conduct of Title IV, HEA programs or its advertising or promoting of its educational programs, may seek resolution of such complaints by contacting the Dean of Student Services, Sherie Grace. The Dean of Student Services will receive the complaint and assist the student in resolving the complaint.

Should students feel their complaint has not been resolved adequately, they have the right to complain online at the FSA Feedback System.

STUDENT INPUT INTO INSTITUTIONAL DECISION MAKING

Northeast is a public college and welcomes input from the students regarding institutional decision making. Student surveys are conducted periodically that help determine needs, establish policies, and develop programs. There are student members on relevant committees that make recommendations regarding institutional policies and procedures. Students are also encouraged to participate in institutional decision making through the Student Government Association.

STUDENT PERMANENT INFORMATION

All permanent records include student application materials, grade reports, and transcripts.

STUDENT PUBLICATIONS

All student publications are coordinated with the assistance of a faculty sponsor or advisor. Freedom of expression is encouraged and protected in all student publications. However, all publications must regard community, state, and federal libel and obscenity law. Questions pertaining to these legal issues must be submitted to the Student Services Committee for a judgment. Final approval rests with the college president.

STUDENT RECORD POLICY

Original, paper copy student records are maintained by the functional areas responsible for the creation, collection, maintenance, and retention of those records. Electronic versions of each record are maintained on the College’s central computer system. Access to both record forms is controlled by the dean or director responsible for the area. Admissions Office records access is controlled by the Dean of Student Services. Financial Aid record access is controlled by the Director of Financial Aid. Student transcripts access is controlled by the Dean of Administrative Services, responsible for Management of Informational Services and Registrar functions.

Record integrity is maintained by restricting records creation and modification access to employees within each functional area. Employees are given user identification and password access to each computer record with specific creation, update, or read only access to the record. Access to records correspond with the employee’s job duties and are approved by the President of the institution. Control documents for all modifications to records are processed and maintained within the functional areas.

Student transcripts are created by computer programs which process faculty grade rolls. Student transcripts may only be modified by
written documentation signed by the instructor who originally assigned the grade and the Vice President/Dean of Instruction. Transcript modifications can be performed only by specific personnel within the Registrar’s office controlled by the Dean of Administrative Services.

Student record retention is governed by the guidelines of the Alabama State Records Manual, developed by the Functional Analysis and Records Disposition Authority of the Alabama Department of Archives and History (ADAH) for all state agency records, including colleges and universities.

Records are identified by record type and assigned a retention period, after which they may be destroyed. Northeast retains student records for periods which meet or exceed the minimum periods specified in the manual. Non-permanent, paper records are physically stored in filing cabinets within each functional area for the retention period or longer. Electronic versions of the files are maintained on computer for periods exceeding the guidelines.

Safety and security of student records is provided with the record type and retention period. Nonpermanent records, such as admission records and student financial aid records, are maintained in storage filing cabinets and on computer. Permanent student records, such as faculty grade reports and student transcripts, are maintained in a concrete, reinforced, fire-proof vault with access controlled by the Dean of Administrative Services. Nightly backup computer files of all records are maintained in the fire-proof vault within the MIS area. A weekly backup tape is stored in a fire-proof filing cabinet in the Business Office safe. An off-campus backup tape is kept in a safe at a local bank.

**STUDENT RIGHT-TO-KNOW CAMPUS SECURITY REPORT**

In compliance with the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) and The Higher Education Amendments of 1992 that expanded the security-related requirements of the Act, Northeast has established policies related to campus security and publishes reports regarding campus security. These policies and reports are found in the Annual Security Report, distributed annually to students and posted on the college website. This report details how to report emergencies and alleged crimes; campus security policies, procedures, and education programs; information on legal orders of protection; etc.

Students are encouraged to immediately report all acts of crime, violence, vandalism, and burglary to Campus Police (101 Student Center; Extension 2249; 256.609.1060). These types of acts can also be reported to the administrator on duty (Dean of Student Services, ext. 2325; Dean of Instruction, ext. 2320; Director of Extended Day/Distance Education Programs, ext. 2253; or the Dean of Administrative Services, ext. 2313) or other Campus Security Authority (See Campus Security Authorities). Radio communication equipment is available for contact with local municipal law enforcement. Each campus police officer is certified and has full arrest powers under the State of Alabama.

When such breaches of security occur, campus police will take reasonable action to minimize harm or threat of harm to college students, employees, and visitors. Acts of a criminal nature that may require investigation and prosecution will be reported to the appropriate law enforcement authority. NACC allows voluntary, confidential reporting to Campus Security Authorities who are not campus police. The college will strive to protect confidentiality in Clery Act reporting and disclosures and will maintain confidentiality regarding the investigation, accommodations, and protective measures provided to the complainant except when maintaining confidentiality could cause harm to others or hinder an investigation.

Orientation sessions are conducted for new students. Each session addresses campus security procedures and encourages students to be responsible for their own and others’ safety and security by understanding safe bystander intervention techniques. Each student is sent a copy electronically of the “Drug and Alcohol Abuse Prevention Program” published by the college, which is also available on the college website. It includes information about the school’s policy regarding alcohol and drug-related violations, including use, sale, possession, and underage drinking. Additionally, educational programs on awareness and prevention of domestic violence, sexual assault, rape, stalking, and bystander intervention are offered to students throughout the year. These programs are outlined within the Annual Security Report.

**STUDENT RIGHTS AND RESPONSIBILITIES**

**STUDENT RIGHTS:**

**A. Legal Rights:** Northeast is a part of the Alabama Community College System and adheres to the standards of the System and the policies of the Alabama Community College System which outline the rights and privileges of its students. Northeast recognizes the Student Government Association as the approved agency to voice students’ opinions on institutional policies and students’ activities. Also, students have the right to know about:

1. The College’s programs, instruction, laboratories, physical facilities, and faculty;
2. The cost of attendance and refund policy;
3. The types of financial assistance offered;
4. Who the financial aid personnel are and the location of the Financial Aid Office;
5. What the procedures and deadlines are for applying for financial aid;
6. How the College selects its financial aid/scholarship recipients;
7. How the College determines financial need;
8. How much financial need has been met;
9. How financial aid is received;
10. The kind of Work-Study jobs offered, hours, duties, rate and frequency of pay;
11. When and how financial aid awards are adjusted;
12. The special facilities for the disabled;
13. The College’s Satisfactory Progress Policy.

**B. Rights of the Learner:** The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

**C. Student Records:** The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the registrar.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents. The Dean of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity.

**D. Freedom of Association:** Students are free to organize or join an existing organization to promote the student’s curriculum or career interest. Student organizations must be approved as outlined in the section on “Organizations and Officers” before organizing on the
campus in order to ensure adherence to Northeast’s policies and procedures.

E. Due Process: Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student.

STUDENT RESPONSIBILITIES:
Students have the responsibility to—
1. Review and consider all information about the College before enrolling;
2. If applicable, pay special attention to the application for financial aid, complete it accurately, submit it to the proper office in a timely manner;
3. Know all deadlines for applying for aid and meet them;
4. Provide all required documentation, corrections, and/or information requested by the Financial Aid Office;
5. Notify the College of any information that has changed since the financial aid application was submitted.
6. Read, understand, and keep copies of all forms;
7. Notify the Admissions Office of a change in name, address, or enrollment status;
8. Satisfactorily perform the work agreed upon in a College Work-Study job;
9. Understand the College’s tuition refund policy should withdrawal become necessary.

TECHNOLOGY LEARNING CENTER
The Technology Learning Center is a multi-function resource and instructional support center for students and faculty. The primary mission of the Center is to provide instructional technology support to faculty and students. The Center focuses on the instructor as a lifelong learner by providing tools, resources, and facilities that enrich and support the integration of instructional technology into the curriculum. The Center hosts workshops and training designed to bring together faculty and other professionals to share expertise, explore innovations, and discuss the challenges of the integration of instructional technology. As a service to the community, the Center administers proctored exams and certifications for distance learning courses. All of the services and supports are free to students currently enrolled at Northeast. The Technology Learning Center reflects and supports goals four, five, nine, and ten of the College Mission.

THEATRE GALLERY COLLECTION
A gallery of photographs of theater productions is housed in the east hallway of the Tom Bevill Lyceum. The photographs show images of various productions performed since the NACC Theatre was established in 1982. The Gallery is open whenever the Bevill Lyceum is open. For more information about the Gallery, contact Mark Webb, Director of the NACC Theatre, at ext. 2318 or by email at webbm@nacc.edu.

TRANSFER OF COLLEGE CREDIT
Coursework transferred or accepted for credit must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled. In assessing and documenting equivalent learning and qualified faculty, NACC may use recognized guides which aid in the evaluation for credit including but not limited to those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

A course completed at another duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students. All foreign transcripts MUST be evaluated by an approved agency and a copy sent directly from the agency to the admissions office at NACC. An example of such an agency is Lisano http://www.lisano-intl.com/.

TRANSFER PARTNERSHIPS
NACC has several university/college partnerships. See below for details on how each school might be a choice for you. NACC students have several great opportunities to complete their degree here at NACC, stay here and finish a Bachelor’s degree, or transfer anywhere with the help of scholarships to different colleges in and out of the state of Alabama. See Bryon Miller in the Wallace Administration Building, Room 112. He is the Career and Transfer Advisor at NACC.

- Athens State University offers majors in business, arts and sciences, and education, allowing Northeast Alabama Community College (NACC) students an easy way to apply their two years of college credit towards a four-year bachelor’s degree.
- The 2+2 program means you can complete your first two years at NACC and transfer to Athens State to earn the last two years of your Bachelor’s degree with a seamless transition.
- With close to 15 business degrees offered completely online, Athens State provides the flexibility and affordability to fit most any life schedule. Athens State University also offers education courses by Athens State instructors on the NACC campus.
- An Athens State Advisor is on campus on Wednesdays and Thursdays from 10 am-3 pm to help you with your transfer questions in the Athens State University Center located in GYM 107. The Athens State University Advising Center at NACC can make transferring to Athens State an easy process.
- There are several scholarships offered by Athens State for NACC graduates who have no more than 12 credit hours completed at Athens State. Three of them are listed below:
  - Merit Scholarships: 3.0 GPA or higher, $1000 annually or 3.75 GPA or higher, $2000 annually.
  - Empowerment Scholarships: Minimum EFC of 1000, $375 per semester if taking at least 9 semester hours at Athens State or $475 per semester if taking at least 12 semester hours at Athens State.
  - Foundation, Alumni, and External Scholarships: various other scholarships that our students may be eligible to receive. For a complete list, visit http://www.athens.edu/financial-aid/scholarships/.

Birmingham-Southern College
• Birmingham-Southern College is a small, private liberal arts college, 2 miles from downtown Birmingham, AL.
• Due to our articulation agreement with NACC, students who earn their associates degree from NACC need only take a writing reinforcement course and a senior capstone to fulfill general education requirements.
• Transfer merit scholarships can range up to $9,000, and Phi Theta Kappa Scholarships are a guaranteed $8,500 (not stackable with merit scholarships) a year.
• BSC has over 50 majors, minors, and special programs, and our most popular programs include business, pre-health, education, psychology, and pre-law.
• In the fall of 2017, BSC announced a tuition reset and reduced tuition and fees by 50% to $17,760, making our rates more competitive with our neighboring institutions. Please reach out to the school directly to learn more, as a number of external sources may not be updated.

BRYAN COLLEGE

Bryan College is a Christian, liberal arts school located in Dayton, Tennessee. The college offers courses completely online and onsite in Chattanooga, in a convenient six-week format.

NACC students graduating with an Associate in Science (AS) or an Associate in Art (AA) can now transfer credit earned from NACC to Bryan College by following the articulation agreement between the schools.

An exciting benefit of this agreement is a $1,000 scholarship will be awarded to all NACC graduates with an AA or AS who meet the entrance requirements at Bryan College. The scholarship award will be divided over the first three semesters of study.

Another $1,000 scholarship is specifically designated for NACC faculty and staff or their spouses. This scholarship may be used to help pay for bachelor’s or masters programs.

In addition, one full-tuition scholarship will be awarded each academic year to a NACC graduate completing an AA or AS degree with outstanding academic performance. This scholarship will include tuition for the core program courses and will not include fees, books, elective credits, or courses being repeated.

Difference Maker program: Students can obtain their Master’s degree completely free after completing their Bachelor’s with Bryan College. Must maintain a 3.75 GPA while at Bryan and maintain continuous enrollment.

HUNTINGDON COLLEGE

After students complete an associates degree at NACC, they can finish a four year bachelor’s degree in business management or criminal justice with Huntingdon at NACC.

Business management majors can also select healthcare management as a concentration for their degree.

Classes meet one night a week for five weeks. Students can complete three to five classes per semester this way.

After students take their first class through Huntingdon, they should be able to progress to degree completion on-time in two years or less.

• Students taking classes on NACC’s campus receive a deeply discounted tuition rate of $765 per three-hour course. The tuition rate on Huntingdon’s main campus (Montgomery) is $2925 per three-hour course.

• NACC students can get an Associate’s degree and transfer to JSU to obtain one of their 62 bachelor’s degrees.

• JSU has two scholarships for transfer students called the JSU Presidential Transfer Scholarships. After NACC students finish their associate’s degree they can receive a scholarship based on their JSU-calculated GPA. For a 3.5 or higher GPA, the amount is $3000 per semester for up to four semesters. For a 3.0-3.49 GPA, the amount is $1500 per semester for up to four semesters. (Scholarships are subject to the availability of funding.) Apply here: www.jsu.edu/scholarships.

• JSU has recently added a scholarship for Phi Theta Kappa members as well. This scholarship requires a 3.5 or higher GPA (JSU-calculated) and awards $1000 per semester for up to six semesters. It is not currently stackable with the Presidential Transfer Scholarships.

• A JSU Transfer Advisor is on campus one day each week during the Fall and Spring semester from answer your questions and assist you in transferring to JSU.

The University of Alabama offers multiple transfer scholarships and students can see a full listing at: scholarships.ua.edu/transfer.

In-State students are now eligible for AUTOMATIC scholarships! These automatic awards can be for students starting in the Fall semester (2019+) AND the Spring semester (2020+). This does not require a separate scholarship application, but students must meet the 3.5+ GPA, 45+ hours criteria, and meet the transfer deadlines of March 1 (Fall entry) and October 1 (for Spring entry). Note: Students must have the GPA and hour requirements completed prior to the deadlines mentioned; not at the conclusion of the term.

In-State students can see a full listing at: scholarships.ua.edu/transfer.

• Amounts vary based on their GPA at the time of the deadline:
  ○ (3.50-3.74 GPA = $3,000/year for two years | 3.75-4.00 GPA = $5,000/year for two years | PTK Member & 3.5 GPA=$1,500/ year for two years)

• (University of Alabama) In addition, for transfer students who graduate with their Associate’s degree and are interested in attending UA via distance learning (online courses), the Bama Link program offers a tuition grant that will pay for your first class. More information on Bama Link can be found at: bamabydistance.ua.edu/landing/bama-link.

• Bama Fast Pass: With Bama Fast Pass, you can prepare now for a successful transfer to The University of Alabama. Apply as early as your first semester at your two-year college, and track your degree progress at UA. Once you are accepted into this program, you can begin tracking your UA degree completion while still at NACC. To apply, start by applying for admission to UA (www.ua.edu/apply) and then visit https://gobama.ua.edu/bamafastpass/ for your next steps.
• UAHuntsville recognizes the academic success of new transfer students who are seeking their first bachelor’s degree by offering special two-year merit scholarship awards. Students who have at least a 3.0 GPA are guaranteed the transfer merit scholarship which is valued at $1,500 annually. Students who have a 3.5 or higher GPA will be awarded a super scholar transfer scholarship valued at $3,000 annually.
• The UAH Pathways Program enables a more seamless transition from NACC to UAH. Students register for the program within their first year at NACC. This program allows students to take 64 hours of general education courses at NACC, including the Charger Foundations and a set of courses that are unique to their major, but taught by NACC.
• Students in the Pathways Program can enroll in up to 12 hours of UAH coursework taken on UAH’s campus or via online education.
• If they maintain good standing, students will also receive a UAH tuition scholarship while in the Pathways Program. This scholarship will result in students paying tuition for UAH courses equivalent to the NACC tuition for each 3-credit hour course. This is a savings of approximately $742 per 3-hour course!
• Lastly, the Pathways Program grants NACC students a UAH Charger ID card to allow them to attend UAH events, participate in UAH student organizations, and utilize UAH resources.
• To sign up for the Pathways Program, please see Bryon Miller in WA 112 or email him at millerb@nacc.edu for more information.

VETERANS
Northeast is approved for veterans training. Students who are eligible should contact the Veterans Services Officer, located in the Financial Aid Office in the Wallace Administration Building. This office will complete enrollment certification forms for veterans when they enroll.

VISITORS TO CAMPUS
Upon arriving on campus, a visitor is required to go directly to the Campus Police in the Student Center to get a visitor’s pass. The police officer will ask the visitor to wait in the Campus Police Office. Unless it is an emergency, the police officer will wait until the student’s class has ended, then ask the instructor to step into the hall with the student, where the officer will ask the student if he or she agrees to see the visitor. If the student refuses to see the visitor and/or feels endangered, the police officer will take appropriate steps to ensure that the visitor leaves campus.

WEATHER POLICY AND ANNOUNCEMENTS
How Weather Announcements Will Be Made
(1) SchoolCast messages to students
and staff by phone voicemail, cellphone text, and email.
See the campus map on page 204 of this catalog.
Restrooms without glass qualify as safe zones but should be the last choice for shelter because they should remain available for use as restrooms.

Message to NACC Students from
Dr. David Campbell, President:
Inclement weather may sometimes determine whether or not the college will be open. Northeast personnel have a number of sources of information available to decide if the college should be closed due to icy roads and snow and will be monitoring weather conditions very carefully.

CLOSINGS: If the college is to be closed for day classes, this information will be sent to student and staff email and phones by SCHOOLCAST. Information also will be provided to LOCAL TELEVISION AND RADIO STATIONS so that they might give notification by no later than 6:30 a.m. If the college is to be closed for evening classes, this information will be made available to the media for release no later than 4:00 p.m. Decisions to close will be made and released at the earliest possible time.

DELAYS: Depending on highway conditions, on some occasions the college may have a LATE OPENING. It may, for example, be announced that the college will open at 10:00 a.m. Under these circumstances students would go directly to their normally scheduled 10:00 a.m. class and follow the rest of the day’s schedule.

If there is NO SchoolCast or media announcement for a specific date, assume that classes WILL meet at the regular time.

EMERGENCIES: In the event of an announced weather warning during classes, the college will evacuate classrooms to safe areas.

Be mindful that weather conditions in Northeast Alabama can change very quickly and that our students come from a diverse geographic area. On some occasions road conditions in most locations of our service area may be fine, but dangerous in a few isolated places. Therefore, when inclement weather occurs, please use caution and your best judgment in deciding whether to drive to Northeast or not. Your safety and that of our staff is our number one concern.

WEBSITE POLICY

I. Policy guidelines for official College web publications
The Northeast Alabama Community College is a State institution and College web publications have the same character as a written publication of the institution. These web publications include division, department, or program sub-web pages and Facebook and other social networking pages that in any way represent or reflect upon the College. The following are the official guidelines for the Northeast Alabama Community College websites and Internet related material.

All web content published by Northeast Alabama Community College must:

• be approved by the Office of the president or designee;
• present content that describes the College accurately for the current semester;
• reflect positively upon the College as an institution of higher learning in visual appearance and editorial tone;
• further the institutional mission and goals of the College;
• be consistent with all policies, rules, regulations, and guidelines of the College, including but not limited to those published in the Catalog, Faculty and Staff Handbook, and Board Policy;
• obtain approval through the appropriate college channels for any news releases or public announcements;
• be consistent with local, state, and federal laws, including copyright laws;
• be consistent with principles of professional, educational, and creative ethics;
• be generated by software supported by the College;
• be designed to load quickly on computers of varied ages, Internet connections, and browsers.

II. Web content outside official College web publications
The College recognizes that individuals or groups may, without the consent or authority of the College, establish web pages, weblogs, social network accounts, or other web presences. The College will not preview, censor, or otherwise superintend such items. Any current student or current employee who establishes or maintains an unofficial web presence will, however, be subject to appropriate discipline if web content therein is in violation of the policy, rules, regulations or guidelines of the College, and said web presence must display in a prominent and appropriate location the following:

“This site does not officially represent Northeast Alabama Community College, and it has not been reviewed or approved by the College. The authors are solely responsible for the contents herein.”

III. Enforcement
The College reserves the right to enforce the provisions of this policy. Violations of any of these provisions may result in the loss of access or linkage without notice. In addition, students and employees are subject to College policies regarding discipline and sanctions.

WIRELESS INTERNET ACCESS POLICY
Northeast Alabama Community College provides wireless data network access in select locations for the campus community. This access uses the 802.11b and 802.11g standards for speeds up to 54Mbps. Wireless networking is provided as a supplement to the College’s wired LAN network and is not considered a replacement for wired access. Use of the wireless network on campus is subject to the following rules:

1. Wireless access on campus is subject to the college’s Acceptable Use Policy found in the college catalog and posted on campus.
2. Connection of hubs, switches, routers, unapproved access points or any other device which may interfere with the campus network are not permitted.
3. Any other action that is judged detrimental to campus network operation by the IT staff may be terminated.
4. The wireless connection is a direct connection to the Internet with a basic firewall. The college does not provide virus or spyware scanning software for this connection, and therefore the risk of infections to computers increases. Connection users, not NACC, are responsible for infections originating from this wireless Internet connection.

It is the responsibility of students and other computer users to read and become familiar with the institution’s Computer Technology Acceptable Use Policy.

ACCESS IS A PRIVILEGE, NOT A RIGHT.

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies:

Computer Technology Acceptable Use Policy
Peer-to-Peer File Sharing Policy
Wireless Access Policy

WITHDRAWAL FROM ALL COURSES
A financial aid student who withdraws from all courses may be required to repay benefits received that semester up to the time of withdrawal. Withdrawal from all courses may also affect the status of
scholarship students. Therefore, students should consult with Financial Aid before beginning the withdrawal process. Students should also consult with their instructor and advisor to determine if the student can successfully complete the courses and to determine how dropping courses will affect graduation.

Students who wish to withdraw from all courses must initiate the process with the Dean of Student Services, Dean of Instruction, Director of Extended Day/Distance Education, or Director of Workforce Development and Skills Training. The appropriate administrator will complete a “Schedule Change/Withdrawal” form and the student will deliver it to the appropriate administrative office in order to complete the withdrawal process. Failure to complete the withdrawal process will result in a grade of F for each course in which the student is enrolled. The student must obtain and keep written documentation of the withdrawal. Students who withdraw after the drop/add period will receive a grade of W in each of their courses. Grades of W are not used in grade point calculation.

WORK EXPERIENCE PROGRAMS

All Workforce Development programs require a work experience component as part of the degree. Work experience may include internships, preceptorships, cooperative education, and US Department of Labor Registered Apprenticeships.

Internships and Preceptorships – Unpaid internships and/or preceptorships are required in MAT, EMS, and SAL as an integral part of the education process. Details regarding requirements are available from each program advisor.

Cooperative Education – Cooperative education opportunities are available for students in ACR, ENT, INT, ILT, DDT, MTT and WDT and usually take place in the final semester. These experiences may be paid or unpaid, and typically require a minimum of 15 hours per week for 15 weeks. However, some paid co-ops require additional work hours. Details regarding specific program requirements are available from each program advisor.

US Department of Labor Registered Apprenticeships – The college coordinates the Tri-State Apprenticeship Consortium, which provides opportunities for selected students to work approximately 30 hours per week while going to college approximately 10 hours per week. Students completing the Registered Apprenticeship program will receive a US DOL Journeyworker credential, along with a number of additional certifications, certificates and the Associate in Applied Science. Apprentices are selected by participating companies, which pay the apprentices for work hours and pay for tuition and fees. Current apprenticeships programs include CAR, MTT, INT and ILT although additional programs are being added each year. Details are available from program advisors or from Nancy Griggs, Administrative Assistant Workforce Development Coordinator of Work Experience Programs (extension 2217, office WD259).

ACTIVITIES, AWARDS AND ORGANIZATIONS

POLICY STATEMENT ON STUDENT ACTIVITIES—The Division of Student Services is responsible for the student’s educational experience which takes place outside the formal classroom program. The Dean of Student Services approves all College-related activities, including: formation of new organizations and clubs, campus events, and participation of students in departmental activities. The Dean of Student Services judges each request based upon the social and educational benefits provided to the students by the activity. Any student group seeking a student activity must have a sponsor. Following approval, the Dean of Student Services works with each sponsor of student activity groups on developing specific supervisory guidelines for the activity. To assist the Dean of Student Services in supervising these activities is Mrs. Joan Reeves, the Coordinator of Student Activities. All formal student activities have a sponsor. The College deems this important and necessary for both academic and legal reasons. Sponsors are to encourage wholesome and creative student efforts. The College believes that it should fulfill academic, legal, ethical, and moral responsibilities, and uphold federal and state laws regarding student activities. Student activities personnel adhere to these principles as an integral part of their professional duties. In instances of travel if hotels/housing arrangements are made through the college, assignments will be made based on biological sex of individuals.

ACADEMIC HONORS

The College recognizes scholastic achievement by publishing the President’s List and the Dean’s List at the end of each semester. Requirements for the President’s List are (1) semester grade point of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

Requirements for the Dean’s List are (1) a semester grade point of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

The Part-Time Honor List is compiled at the end of each semester. Requirements for the Part-Time Honor List are (1) a semester grade point of 4.00 and (2) completion of a semester course load of 7 to 11 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course requirement.

ALL-ALABAMA/ALL-USA ACADEMIC TEAM

Each year two students are nominated by a panel of faculty judges to the All-Alabama/All-USA Academic Team. The purpose of this program is to recognize scholarly achievement, leadership, and service to the community. The nominees participate in a national and state competition coordinated by Phi Theta Kappa International, and the Alabama Community College System. Sponsor: Dean Sherie Grace, Student Services, Student Center.

ALUMNI ASSOCIATION FRIENDS AND ALUMNI OF NORTHEAST (FAN)

The NACC Alumni Association fosters a feeling of friendship and loyalty between alumni and the College whereby the two can continue to be of service to each other. The association works to promote education and to advance the interests of NACC. Membership is available to alumni and friends of Northeast. Sponsor: Jody Ragsdale, English Building.

AMERICAN CRIMINAL JUSTICE ASSOCIATION

The Nu Alpha Chi Chapter of the American Criminal Justice Association is an organization that strives to improve criminal justice through educational activities; to promote professional, academic, and public awareness of criminal justice issues; to foster professionalism in law enforcement personnel and agencies; to promote high standards of ethical conduct, professional training, and higher education within the criminal justice field. Sponsor: Steven Whited, Social Science Building.
ANIME APPRECIATION ASSOCIATION CLUB
The Anime Appreciation is a non-profit student organization with the purpose of promoting Japanese animation. The Anime Club facilitates students with a shared special interest in anime, manga, and the Japanese culture. Sponsor: Barbara Kilgore, Health and Fine Arts Building.

CAMPUS CHRISTIAN MINISTRIES (CCM)
This organization is open to students of all denominations who are interested in developing a deeper spiritual life while in college. Its focus is to prepare students for Christian leadership, and involve students in community service projects, mission service and education. Students meet each Tuesday and Wednesday at noon in the Student Center. Campus Minister: John Prose; Sponsors: Bryon Miller, Wallace Administration Building and Katelin Miller, Pendley Administration Building.

DRAMA/THEATRE
The Theatre Department (NACC Players) is open to all students and the community at large. The NACC Theatre presents three productions annually, one each semester. The theatre produces a variety of classic dramas, comedies, and Broadway scale musicals each year. Season auditions are typically the third week of July and are for the entire season of plays. Students or community members who are unable to make the season auditions due to a schedule conflict may make arrangements for an audition by appointment throughout the year by contacting the Theatre Department. Students and community members who wish to participate behind the scenes in any technical or stage crew capacity are strongly encouraged to attend auditions and apply for such positions by filling out an application. No performance audition is necessary for those interested in assisting backstage. No experience is necessary to participate either onstage or backstage. Sponsor: Mark Webb, Tom Bevill Lyceum.

GOLF TEAMS
NACC has both men and women golf teams who compete in the Alabama Community College System Conference. The Golf Program is approved for membership by the National Junior College Athletic Association. Scholarships will be available to those who are chosen to participate on the teams. Sponsor: Darrell Kirk, Golf Coach, Health and Fine Arts Building.

INTRAMURALS
The Northeast intramural program is open to any Northeast student. Students are encouraged to participate each semester in the sports that are scheduled. Sports scheduled are basketball, tag football, volleyball, table tennis, tennis, and softball. Trophies are given in all sports.

JAMES B. ALLEN AWARD
The James B. Allen Award is presented each year to an outstanding student at Northeast. The recipient is chosen by faculty and administrative staff. Contact: Nicky Willmon, Wallace Administration Building.

MISS NORTHEAST PAGEANT
Each year the Student Government Association sponsors the Miss Northeast Pageant. The winner of this pageant represents the College at various school and community functions. Sponsors: Joan Reeves, English Building, Chasley Bellomy, Pendley Administration Building, and Andrea Okwu, Pendley Administration Building.

MUSIC ENSEMBLES
CONCERT BAND – The NACC Concert Band was founded by Mr. Stacy Morris in 2015. It is comprised of 30-45 NACC students from various majors as well as community and high school musicians. The band performs a varied repertoire of literature ranging from the most cutting edge new literature to the cornerstone classics of the wind band repertoire. The band performs for the community as well as participate regionally and nationally in wind band festivals. Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building.

CHORUS – The Chorus is open to all NACC students, regardless of major or experience. The NACC Chorus presents a variety of concerts throughout the year both alone and with the Instrumental Ensembles. The Chorus is available for school, church, and community activities. Sponsor: Sara Markham, William M. Beck Health and Fine Arts Building.

ENCORE! – Encore is an audition only chamber group that focuses on contemporary and jazz choral literature. Encore is available for school, church, and community activities. Sponsor: Sara Markham, William M. Beck Health and Fine Arts Building.

ENSEMBLE – The Ensemble is a mixed vocal group selected by audition. The Ensemble is available for performances for civic, club, church, and other community functions. Sponsor: Sara Markham, William M. Beck Health and Fine Arts Building.

GUITAR ENSEMBLE – Through the Music Workshop class, students will have an opportunity to participate in the Guitar Ensemble. It consists of 3-12 guitarists, 1-2 bassists, and a percussionist. Minimal experience is necessary and it is open to all majors as well as community musicians. No notation reading is required! Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building.

JAZZ ENSEMBLE – The Jazz Ensemble performs a variety of music within the genre of jazz. The ensemble is open to all students, music and non-music majors, as well as community musicians. The NACC Jazz Ensemble performs for civic groups, schools, church, and other community functions. They perform on a regular basis in DeKalb and Jackson counties. They have also performed throughout the state and have had numerous appearances at the Panoply Arts Festival in Huntsville. The Jazz Ensemble makes annual appearances at the Jacksonville State University Jazz Festival, where it has received consistent superior ratings when judged. It has also been rated superior at the annual Alabama Jazz Hall of Fame Festival. Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building.

MUSTANG STAGE BAND – The Mustang Stage Band consists of a full rhythm section and 2-5 horns. The group covers many genres of music including rock, R&B, soul, funk, jazz, and fusion. One of the main functions of the band is to be a primary outreach performance group for NACC and the community. It is also a great training ground for musicians who want to pursue a career as a working musician. Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building.

SUMMER JAZZ BAND – During the summer semester, the Summer Jazz Band is open to the community as well as all NACC students. The group covers all aspects of Jazz repertoire as well as Rock, Blues, and Funk. This is a perfect opportunity to get to know some of the area musicians and it is a way to “get in the door” of the music department at NACC! Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building.

MU ALPHA THETA
Mu Alpha Theta is an honorary society for students who are mathematics majors or for students who are interested in mathematics. Requirements for membership are:
a. Completion of MTH 112 Precalculus Algebra or a higher level mathematics course; and,
b. a 3.0 GPA overall in all two year college mathematics courses or above the MTH 112 Precalculus Algebra level; and,
c. pursuing a higher level mathematics course, that is one above the MTH 112 Precalculus Algebra level.

The purpose of the organization is to promote the study and enjoyment of mathematics. Sponsors: Milah Breland, John Camp, Adam Niblett, and Thomas Frost, Mathematics, Science, and Engineering Technology Center.

NACC FISHING TEAM

The NACC fishing team is a club that competes in local, regional, and national bass fishing tournaments. The club’s purpose is to allow NACC students to be a part of a competitive and fun sport. Members must be Full-time students. Monthly tournaments are decided by the club at required meetings.

NACC RURAL HEALTH CLUB

The NACC Rural Health Club is a student chapter of the Alabama Rural Health Association. It is the first community college chapter in the state of Alabama. The purpose of the NACC Rural Health Club (ASRHA) is to educate students and Alabamians regarding rural health issues in the state by addressing pertinent health issues through activities, workshops, volunteering, and information distribution through multiple media outlets. Membership is open to all students, faculty, and staff regardless of degree status, major, residency status, or school of enrollment. The only requirement is interest in Alabama rural health. Sponsors: Rodney Land, Misty Chapman, Kevin Holt, and Denise Patterson, Mathematics, Science and Engineering Technology Center.

NATIONAL STUDENT NURSES’ ASSOCIATION (NSNA)

The National Student Nurses’ Association (NSNA) is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. The NSNA socializes students into the world of professional organizations and provides opportunities to gain invaluable skills and experiences that enhance professional development. We strive to build and strengthen the bridge between education and practice. The mission of the NSNA is to: 1) Bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs. 2) Convey the standards and ethics of the nursing profession. 3) Promote development of the skills that students will need as responsible and accountable members of the nursing profession. 4) Advocate for high quality, evidence-based, affordable and accessible health care. 5) Advocate for and contribute to advances in nursing education. 6) Develop nursing students who are prepared to lead the profession in the future. NSNA Core Values: Professionalism, Leadership and Autonomy, Diversity, Quality Education, Advocacy, and Care. Pre-nursing and nursing students are eligible for membership. Faculty Sponsors: Christine Rains and Stacey Hart, Health Education and Technology Center.

NBL

The Northeast Basketball League (NBL) is organized and managed by students. Student leaders conduct tryouts, play a season of weekly games, and hold a championship tournament. Sponsor: Nicky Willmon, Wallace Administration Building.

NORTH EAST STUDENT VETERANS ASSOCIATION

This organization is open to all students and acts as an advocate for student Veteran related issues. Its purpose is to provide a fellowship of like-minded individuals and build awareness within the college and community of the challenges, experiences and related needs of the student Veteran and their dependents. NSVA students participate in fundraiser events to aid local Veterans and provide outreach to potential student veterans, local schools and youth organizations. Sponsors: Jennifer Brown and Brenda Hernandez, Wallace Administration Building.

PHI THETA KAPPA

Phi Theta Kappa (Psi Epsilon Chapter) recognizes intellectual achievement at Northeast. The purposes of Phi Theta Kappa are the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students. Eligibility: minimum of 12 semester hours earned in non-developmental courses and 3.5 minimum cumulative GPA in non-developmental courses. Sponsor: Billy Day, Social Sciences Building, and Olivia Dodd, Wallace Administration Building.

PRESIDENT’S CUP

The President’s Cup is presented each year to the most outstanding student at Northeast. Contact: Nicky Willmon, Wallace Administration Building.

PRESIDENTIAL HOSTS

Presidential Hosts are a group of men and women chosen each spring to serve Northeast Alabama Community College as student hosts throughout the year. Member selection is based upon the review of applications and an interview. Presidential Hosts are involved in a variety of duties both on and off campus including campus luncheons, dinners, receptions, campus tours, high school college programs, involvement with local charitable organizations, and support of other clubs and groups on campus during their various activities and functions. Sponsor: Andrea Okwu, Pendley Administration Building.

ROTARACT CLUB

NACC has joined with the Scottsboro Rotary Club to initiate the NACC Rotaract Club on campus. The Rotaract Club is a service organization that is open to NACC students from ages 18 to 30. The club’s goals are to sponsor and partake in at least one community service project and one international service project per year. Sponsors Keith McBride, Harry Campbell Business Education Building, and Kristen Shelton, Student Center.

SIGMA KAPPA DELTA

Sigma Kappa Delta, Epsilon Alpha Chapter, is an English honor society at Northeast. It is the first chapter in the state of Alabama to be chartered. The society is specifically designed for two-year community colleges. Membership requirements include: completion of at least 12 semester hours college credit, three semester hours of college English, and an overall 3.0 GPA. Sponsors: Joan Reeves, Jeff Hawes, and Jody Ragsdale, English Building.

SKILLSUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel by
providing educational programs, events and competitions that support career and technical education (CTE) in the nation’s classrooms.

SkillsUSA improves the quality of America’s skilled workforce through a structured program focused on the development of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

All NACC students enrolled in a Career Technical course receive a complimentary membership to SkillsUSA. Sponsor: Kelly Black, Workforce Development Building.

SPECTRUM

Spectrum, an art club, is open to all students who have an interest in the visual arts. The purpose of the club is to raise student awareness and understanding of art to facilitate the improvement of student ability and skills in the production of art. The club provides opportunities for students to participate in cultural and visual activities within the community; it sponsors art shows and field trips to museums and art exhibits. Sponsor: Barbara Kilgore, William M. Beck Health and Fine Arts Building.

SPIRE HONOR SOCIETY

Spire was founded for the purpose of recognizing the unique achievements of adult and other non-traditional students enrolled in Associate Degree programs. The founders of Spire noticed that nontraditional students, who are typically less involved in campus life, often married, and usually employed while attending college, were rarely selected for campus honoraries. It seems that the typical lifestyle and daily responsibilities of these students prevented them from being widely considered for membership in most campus academic, service, and leadership honoraries, thereby withholding from this entire category of students the career-enhancing advantages of such membership.

Spire was created to provide adult (defined as 25 years old or older) and other non-traditional students (such as young single parents, disabled students, students who earn degrees while working full-time, international students, and other similarly situated students) with the same level of recognition which outstanding traditional students have always received.

All students selected for induction must meet the following standards:

- Qualify as adult or non-traditional students (adult students must be at least 25 years of age); and
- Be within 12 months of graduation; and
- Have a minimum cumulative grade point average of 3.0 on a 4.0 scale; and
- Be involved in at least three campus and/or community activities; and
- Demonstrate leadership, persistence, and future promise; and
- Maintain the highest ethical standards.

Sponsor: Marilyn Dalton, Workforce Development Building.

STRATEGIC GAMING LEAGUE

The Strategic Gaming League is a student organization intended on bringing students together to participate in games involving strategy. The league does not include games of chance but rather focuses on high-level, competitive games of strategy. Sponsors: Adam Niblett and John Camp, Math, Science, and Engineering Technology Center.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the voice of students at Northeast. Its purpose is to promote the general welfare of students, to cultivate friendship and cooperation among the students and faculty, and to encourage participation in individual and group responsibilities in a democratic atmosphere. Through SGA participation and appropriate committee appointments, students participate in the college’s decision-making process. All persons registered as students at Northeast are members of this organization and are encouraged to take an active part in its functions. Sponsor: Joan Reeves, English Building.

SGA CONSTITUTION

ARTICLE I. DESIGNATION

Section 1. Name:

The organization representing the students at Northeast Alabama Community College shall be called the Student Government Association.

Section 2. Members:

All students attending Northeast Alabama Community College shall be members.

Section 3. Officers:

The officers and members representing the students shall be known as the Student Government Association. The officers shall be president, vice president, secretary, treasurer, and historian. There shall be three elected representatives from each class.

Section 4. Awards:

Student Government Association awards shall be made to each Student Government Association member. The type and kind of award shall be voted on by the Student Government Association.

ARTICLE II. THE STUDENT GOVERNMENT ASSOCIATION SECTION

Section 1. Qualifications:

To be eligible for office in the Student Government Association, a student must carry a regular class load, must have a 3.0 grade point average, and must not be on probation. To be an officer in the Student Government Association, a student must have completed two semesters at Northeast Alabama Community College, and have attained at least 30 hours credit at the end of the spring semester.

Section 2. Selection:

A selection committee composed of the faculty advisors and two students will review records of students whose names are submitted by the students as candidates for membership in the Student Government Association. Three students for each officer and a maximum of ten students from each class for representatives will be chosen as candidates for election by secret ballot by the students. Officers will be elected during the latter part of the spring semester and installed at the beginning of the following term. Election of members shall be held no later than two weeks after the beginning of the fall semester.

Section 3. Suspension:

An officer or representative can be suspended from his/her office if he/she misses more than two meetings or SGA functions. Additionally, should an officer or representative receive more than two reprimands for failing to perform his/her duties, he/she can be suspended from office.

Section 4. Vacancies:

In the event the office of the president of the Student Government Association is vacated, the vice-president will become president, and a new member will be appointed by the remaining council members. In the event of a vacancy in the position of secretary, treasurer, or
historian, a new member will be appointed to fill the vacancy. If more than one office is vacated at the same time, there will be an election to fill these vacancies.

If the presidency, secretaryship, and treasurership are vacated, the vice-president will become president, and there will be an election to fill the office of vice-president, secretary, and treasurer. If a representative vacates his position, the Student Government Association will appoint a new representative.

Section 5. Removal from Office:

Any officer of the Student Government Association whose g.p.a. drops below a 3.0 will be allowed one semester to raise his/her grades to the required level. Failure to do so will automatically result in removal from office. Any student who is placed on probation will be removed from office. A member of the Student Government Association who is found guilty of any activity which would bring discredit upon the college or the students will be subject to removal from office.

Section 6. Tenure of Office:

All officers and members of the Student Government Association shall serve for a period of twelve months or until their successors shall have been duly chosen and installed in the fall semester. This tenure is with the provision that all services conducted are satisfactory.

Section 7. Duties and Responsibilities:

The Student Government Association will assist in planning and executing a program of co-curricular activities for the students. Such activities will be planned in accordance with established school policies as outlined in the student handbook and catalog. The Student Government Association will conduct all student elections and perform such other duties as may be appropriate for the organization. All members are to attend all Student Government Association meetings. Absences from meetings may be excused by the presiding officer and sponsor.

Section 8. Meetings:

The Student Government Association may meet at least twice each month or as often as is deemed necessary. A quorum shall consist of a majority of the members including at least two officers and the sponsor.

ARTICLE III. AMENDMENTS

Section 1. Proposal:

Amendments may be proposed by any student. Proposed amendments must be submitted in writing to the Student Government Association.

Section 2. Ratification:

In not more than two weeks after the proposed amendment is submitted, the Student Government Association will review the suggestion to determine whether a vote is necessary. Any proposed amendment must be approved by the sponsor in order for an amendment to be ratified. A majority of the student body must vote in the election, and two-thirds of those voting must be in favor of the change.

POWERS AND DUTIES OF THE PRESIDENT

a. Administer and enforce the constitution, its by-laws, and the Student Government Association statutes;
b. Appoint committees with the concurrence of the Student Government Association;
c. Remove, at his/her discretion, any person whom he/she has the power to appoint to fill vacancies in elective offices;
d. Instruct and require reports from executive officers and committee members;
e. Call and preside over meetings of the Student Government Association;
f. Make recommendations for legislation to the Student Government Association;
g. Have the power to sign or veto statutes passed by the Student Government Association, provided that he/she exercise such power within ten class days after receipt of said legislation. A presidential veto may be overridden by a two-thirds vote of the Student Government Association membership.
h. Vote in case of a tie.

POWERS AND DUTIES OF THE VICE-PRESIDENT

a. Assume the powers and duties of the president in his/her absence.
b. Assume the office of president should the president resign, be removed, or surrender office.
POWERS AND DUTIES OF THE SECRETARY
a. Take minutes and maintain records of meetings of the Student Government Association.
b. Conduct Student Government Association correspondence.
c. Complete all activity requests.

POWERS AND DUTIES OF THE TREASURER
a. Maintain and complete financial records of all the Student Government Association funds.
b. Complete all purchase order forms.

POWERS AND DUTIES OF THE HISTORIAN
a. Coordinate with the college public relations director to advertise all Student Government Association activities.
b. Attend all Student Government Association functions and make pictures.
c. Maintain a Student Government Association scrapbook.

WHO’S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES
Each year students are selected by the faculty and administration for Who’s Who Among Students in American Junior Colleges based on academic achievement, service to the community, leadership in extracurricular activities, and potential for success. Selections for Who’s Who are made during the fall semester from sophomores enrolled full-time who have a minimum 3.50 grade point average. Contact: Rob Woodall, Charles M. Pendley Administration Building.