

## CAFETERIA/FOOD SERVICES

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

## 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.

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 [mannl@nacc.edu](mailto:mannl@nacc.edu).

## 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.

### HOW TO ACCESS:

CLICK Canvas on the NACC homepage ([www.nacc.edu](http://www.nacc.edu)). Did you know? You can go directly to Canvas without using the NACC website by going to <http://nacc.instructure.com>. Bookmark it!

**USER NAME** is your NACC student number.

**PASSWORD** is your eight digit birthday (ex. March 5, 1996 = 03051996).

Once you are logged into Canvas you will see links to all your online courses.

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](mailto:leaj@nacc.edu).

## CENTER FOR COLLEGE SUCCESS

The Center for College Success (CCS) provides students with the utmost opportunity for college success. It is available to students the moment they enroll at Northeast Alabama Community College. This

program will enable students to build the necessary foundations for academic as well as future success.

CCS provides the following services:

- (1) Tutoring in most disciplines
- (2) Advisement
- (3) Learning Style Inventories
- (4) Learning and Study Strategies Inventory
- (5) Exemplary student success programs

## CLASS SCHEDULE CHANGES

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

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

## 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 work force.

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 Northeast 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 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.

## COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY

### Introduction

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

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

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

### Definitions and Application

This Acceptable Use Policy applies to all persons who use or attempt to use computer resources owned by Northeast Alabama Community College. Computer resources include computers, networks, software, data, and other information technologies, whether located on campus or at an off-campus activity sponsored by the College. These resources are to be used in a manner that supports the institutional mission of Northeast Alabama Community College.

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

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

### Unacceptable Use

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

- Violating or attempting to violate copyright laws governing software and materials accessed by means of computer technology.
- Violating or attempting to violate license agreements, including but not limited to making unauthorized copies of software or

data owned by or licensed to Northeast Alabama Community College.

- Using software or data obtained by means that are illegal or contrary to the policies of Northeast Alabama Community College.
- Violating or attempting to violate Northeast Alabama Community College security, including but not limited to circumventing data protection schemes, gaining unauthorized access, or decrypting secure data.
- Accessing or attempting to access information belonging to another individual or Northeast Alabama Community College office; or misrepresenting one's identity, including but not limited to using another's password.
- Allowing an unauthorized individual to access an account or information, including but not limited to divulging a password or other sign-on information.
- Intentionally executing, transmitting, or installing any program designed to damage or to place excessive load on a computer system or network, including but not limited to computer viruses, Trojan Horses and worms.
- Creating, reproducing, or transmitting materials that are slanderous or defamatory in nature, that threaten violence, or that otherwise violate existing laws or regulations.
- Displaying text or images that might be found offensive in a location that can be seen or read by others, including but not limited to text or images that are obscene or harassing in any way.
- Using or attempting to use computer resources to harass others, to monitor others, or to disrupt their work.
- Failing to abide by the provisions of this statement that give priority to educational uses of computer resources, including but not limited to using computers for commercial purposes or for recreational purposes while others need access for educational purposes.
- Failing to abide by the policies, procedures, and regulations of the lab, library, classroom, office, or other facility in which the computer equipment is located.
- Using or installing any software that has not been authorized by Northeast Alabama Community College.
- Overusing or overloading computer resources, including computer memory as well as paper and other supplies. Northeast Alabama Community College reserves the right to periodically purge excessively large files and email files.
- Damaging, destroying, defacing, or removing hardware, software, data, or supplies that belong to others or to Northeast Alabama Community College.

#### **Disciplinary Actions**

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

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

#### **Security**

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

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

#### **Disclaimer**

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

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

#### **User Agreement**

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

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

- The user accepts responsibility for knowing the contents of this policy statement. Failure to read or acknowledge this statement will not be an excuse for noncompliance.
- The user accepts that failure to comply with this policy may result in temporary or permanent denial of access to computer or information technologies, or in some cases may result in college disciplinary action or legal action.

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

## **CONDUCT**

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

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

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

Other specific forms of prohibited conduct are:

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

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

## CONTINUING EDUCATION AND PUBLIC SERVICES

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

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

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

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

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

## DEVELOPMENTAL STUDIES PROGRAM

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

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

## DISCIPLINARY PROCEDURES

1. A complaint can be lodged against any student by any affected party or any party with information or knowledge concerning the subject of the complaint. The complaint must be made through the office of the Dean of Student Services. All records of the proceedings will be kept confidential.
2. The Dean of Student Services shall investigate the complaint and make a preliminary decision. If the Dean of Student Services finds that there is no probable cause for the complaint, the Dean of Student Services shall take no further action; if there is probable cause to believe that the complaint is well-founded, the Dean of Student Services shall reduce the complaint to writing and shall submit the matter to the Disciplinary Committee.

3. The Disciplinary Committee is composed of four faculty members and one staff member. Upon receipt of a written complaint from the Dean of Student Services, the Disciplinary Committee shall convene a hearing and shall give reasonable notice of the date, time and place of the hearing, together with a copy of the written complaint, to the affected student.
4. The hearing shall consist of informal fact finding by the Committee. The accused 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 accused, accuser, 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 fix an appropriate sanction in its written findings, if appropriate.
5. The President of the institution shall approve or disapprove the suggested sanction, or the President may further alter or amend the suggested sanction.
6. The President shall, within five (5) days after receipt of the Disciplinary Committee's finding, notify the accused and accuser in writing of the sanction to be imposed.
7. The student has the right to appeal if, within five (5) days after receipt of the notice of sanction by the President, the student shall file a notice of appeal by delivering the same to the office of the President. The appellate process shall be a review by the Dean of Instruction, Dean of Student Services, Dean of Administrative Services, and Dean of Extended Day solely on the following grounds, and none other:
  - (a) to determine if there was substantial evidence to support the decision;
  - (b) to determine if the student had a fair and impartial hearing; and
  - (c) to determine if there is new evidence which would affect either the culpability of the student or the degree of sanctions.
  - (d) The findings of the Deans are presented to the President for approval and notification of results to the accused and accuser.
8. If the charges against a student are sufficiently grave, the ranking administrator on duty has the authority and responsibility to suspend the student at any time pending further disciplinary proceedings.
 

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.

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.

Notification of Proceedings: The complainant and accused 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 accused and the victim 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.

**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 will assist victim with contacting local law enforcement, at the discretion of the victim.

**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 orders, or similar lawful order against another individual is encouraged to alert campus police.

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

**Harassment and Physical Assault Prevention Programs:** The College requires all employees and new students to participate in a web-based harassment and physical assault awareness and prevention training program. 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, and stalking.

## 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.

All of the present policies that apply to on-campus or “traditional classroom” education will apply to the area of distance education. This includes admission, prerequisites, grade requirements, etc.

- Distance education courses must be of the same quality and rigor as those presented on campus as demonstrated through the following procedures:
  - Application with the accompanying course syllabi provided to the division director for review and approval by the Curriculum Committee and Dean of Instruction prior to course implementation;
  - Submission of scheduled student learning outcomes reports to supervisors for review;
  - Review by the Curriculum Committee of annual institutional effectiveness reports, including reports relating to course evaluations and the comparability of distance education and traditional courses.
- Instructors must demonstrate how student work is monitored to assure integrity through the following procedures:
  - Each instructor or an approved proctor with (1) administer at least one significant on-campus examination or assignment per course OR (2) require at least one significant examination per course be completed by the student through the LMS online monitoring system, Respondus Monitor. The choice of completing the examination or assignment on campus or through Respondus Monitor shall be at the discretion of each student.
  - Each instructor will require students to present a formal ID prior to all video monitored test or proctored test.

- Each student will be required to use a unique user name and password to access the course management system and other online instructional interfaces.

The date(s) of any required online conference/meetings or on campus meeting (if any) must be announced to students at the beginning of the semester.

- Distance education instructors must support continued communication with and amongst students by:
  - incorporating into the course a discussion board or other shared communication tool whereby students and the instructor have the opportunity to regularly communicate;
  - sending emails to students in order to encourage course progress, make announcements regarding the coursework, etc.
- Appropriate library/learning resources are made easily accessible for distance education students through access points within the course management system (Canvas) and through the Library and Learning Resources Center web page.
- Student services must be easily accessible and relative to distance education students. Access to such services is provided within the course management system and through the Distance Education and Student Services web pages.
- Faculty approved to teach distance education must meet the following requirements:
  - Completion of an orientation to distance education instruction session through the NACC Technology Learning Center prior to teaching a distance education course.
  - Participation in at least two annual training sessions through the NACC Technology Learning Center or through Canvas or other digital content training modules.

The Director of the Technology Learning Center is responsible for maintaining records of orientation sessions and of participation and assessment of training sessions.
- The NACC Intellectual Property and Distance Education Course Ownership Policy govern issues pertaining to ownership of intellectual properties and is to be employed in conjunction with the Distance Education Policy.
- Distance Education faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others. (See the TEACH Act).

## 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.

## **DRUG FREE SCHOOLS COMPLIANCE**

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

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

## **EMERGENCY MEDICAL TREATMENT**

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

## **EXAMINATIONS**

Every student will be expected to take the final examination at the scheduled time. If a delayed examination becomes necessary, it must be taken during the following semester, or the grade of I (Incomplete) becomes an F. Such delay in taking the examination must be approved by the Dean of Instruction or Director of Workforce Development. 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 Bevell 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 [riceh@nacc.edu](mailto:riceh@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](http://www.GED.com) and create an account. If you need assistance, please contact Jonathon Nappier at extension 2362 or [nappierj@nacc.edu](mailto:nappierj@nacc.edu). The Adult Education Learning Lab is located in Room 227 in the Beck Health & Fine Arts Building.

## GRIEVANCE PROCEDURES AND DUE PROCESS FOR STUDENTS

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

### I. Purpose.

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

### II. Definitions.

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

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

### III. Grievance Steps.

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

**Second Step:** If the student is not satisfied with the disposition of the grievance at the first step, he/she may file a written appeal to the immediate supervisor of the employee involved within five (5) calendar days of receipt of the decision given in the first step. Within five (5) calendar days of the supervisor's receipt of the written appeal from the student, the supervisor shall notify the employee involved in the complaint. The supervisor shall also set a date for a meeting and notify the student where and when the meeting shall take place. The meeting date shall not be later than ten (10) calendar days after the supervisor's receipt of the written

appeal. At this point the College employee involved may respond in writing to the grievance.

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

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

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

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

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

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

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

### IV. Time Limitations.

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

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

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

**V. General Provision.**

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

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

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

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

Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the Alabama Community College System (ACCS) Office.

The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is available online at the ACCS website ([www.accs.cc](http://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](mailto: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

- b) The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d) The Division of Academic and Student Affairs will adjudicate 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.
- e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

**HARASSMENT/PHYSICAL ASSAULT 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, gender, religion, national origin, age, disability, or other protected class. Such harassment and physical assault is a violation of NACC and the Alabama Community College System policies. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on campus or 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 or physical assault 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 shall be reported as promptly as possible after the incident occurs and within a reasonable time from the date of the alleged incident, typically defined as 10 calendar days (Policy 601.04).

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 appropriate official of the College as outlined in the procedures for reporting such complaints. 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)

## **RESOLUTION OF HARASSMENT/PHYSICAL ASSAULT COMPLAINTS**

Complaints against students will be handled according to usual and customary student discipline procedures in effect at the College. (See Disciplinary Procedures)

Complaints made by students against college employees will be handled according to the procedures as set forth in Alabama Community College System Board of Trustees Policy 620.01 for employee-related grievances. Proceedings shall provide a prompt, fair, and impartial investigation and resolution. Those conducting proceedings have received annual 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. Persons who have experienced harassment/physical assault may be able to change academic or working situations if accommodations are reasonably available whether he or she chooses to report the crime to campus police or law enforcement.

### **I. REPORTING COMPLAINTS**

Any member of the College community who believes that he or she has been the victim of harassment/physical assault as defined in the College Harassment/Physical Assault Policy, may bring the matter to the attention of the Title IX Coordinator, or, if the Coordinator is unavailable, to the attention of any division chair, dean, director, supervisor, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Title IX Coordinator. The Coordinator will promptly notify the President and the Vice Chancellor for Legal and Human Resources of the Alabama Community College System of the complaint. The Vice Chancellor for Legal and Human Resources must be kept informed regarding the progress and results of the investigation of the complaint.

The complainant should present the complaint as promptly as possible after the alleged harassment occurs and within 10 calendar days following the event giving rise to the complaint. The complainant should submit a written statement of the allegations.

It is the intention of this policy to resolve Title IX harassment complaints as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45)

calendar days of receipt. 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.

## II. INFORMAL RESOLUTION

Every reasonable effort shall be made to attain an informal resolution to the complaint. The investigation record shall consist of formal and informal statements from the alleged victim, 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 accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the complainant, and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

## III. FORMAL ACTION

If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative 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.

## PROCEDURES FOR FILING A HARASSMENT/ PHYSICAL ASSAULT-RELATED COMPLAINT

1. 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 Title IX Coordinator will immediately notify the President of receipt of the complaint. The statement will be provided to the Vice President/Dean of Instruction or the Director of Workforce Development, as appropriate, within 10 calendar days following the date of alleged violation(s) of the Title IX regulation. The complainant is advised to keep a copy of all written statements.
2. The Vice President or the Director will have 45 calendar days following the date of receipt of the complaint to review the written statement, conduct an investigation of the claims, and make a written report of findings and/or decisions to the complainant. This written report must be provided to the Title IX Coordinator and the President. The complainant's copy must be mailed to his or her address by certified mail, return receipt requested. The results of the decision will be mailed to the accused.
3. The complainant must, within 10 calendar days following receipt of the Vice President or Director's report, file with the President a written notice of specific written objections, if any, in order to appeal the matter and receive a Title IX grievance committee panel. The complainant must state clearly and specifically his or her objections to the findings and/or decision of the Vice President or the Director. Copies of the complainant's written objections must be provided to the Title IX Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 10th calendar day following receipt of the Vice President or Director's report, he or she waives the right to appeal the findings and/or decisions.
4. If a notice of appeal is filed, the President or designee will have 30 calendar days following the date of receipt of the complainant's notice of written objections to convene a three person Title IX grievance committee to hear the appeal. The President or designee will appoint one person to sit on the committee, and the President will allow both the aggrieved and the accused to select an employee of the College to sit on the committee, excluding the President and

designee. Should the aggrieved or accused fail to select a member of the committee in the time period required by the President or designee or if the selected employee does not agree to participate as a member of the committee in the time required by the President or designee, then the President or designee will select the committee member. The Title IX grievance committee will hold a hearing and allow the aggrieved student to present the grievance, and the accused will have an opportunity to respond within 45 days of the appeal. The committee will have access to the original complaint, report of the Vice President or Director, and appeal notice by the student. The committee will provide its findings and decision following the hearing in a timely manner.

5. The complainant or accused, within 10 calendar days following receipt of the Title IX grievance committee's findings and decision, can file a written appeal to the decision with the President. If timely appealed, the President will issue a final decision based on the original complaint, report of the Vice President or Director, appeal notice by the student, and Title IX grievance committee decision. The complainant or accused must state clearly and specifically any objections to the findings and/or decisions of the President. Copies of the written appeal must be maintained by the Title IX Coordinator and will be provided to the Chancellor. If the complainant or accused fail to file notice of appeal by 5:00 p.m. on the 10th calendar day following receipt of the President's report, the right to further appeal will be forfeited.
6. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student 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](http://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](mailto: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.

7. 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 adjudicate 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.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, the aggrieved will have until 5:00 p.m. on the first working day following the 10th calendar day to file.

Sanctions: Possible sanctions may include but are not limited to restitution, suspension, or termination.

Protective measures: Persons who have experienced harassment/physical assault may be able to change academic or working situations if accommodations are reasonably available whether the person chooses to report the event to campus police or law enforcement.

## IV. GENERAL PROVISIONS

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. 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 procedure. Such counsel shall act in an advisory role only and shall not be allowed during a formal hearing to address the hearing body or to question the complainant, the respondent, or any witness.

**Hearing body:** In the event that a hearing is scheduled, the President will appoint a committee to consist of three members, including one member selected by the President, one member selected by the complainant, and one member selected by the accused.

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

**Confidential complaint files:** Records shall be kept of each complaint 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.

**Public complaint file:** For purposes of the dissemination of 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.

**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.

**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.

**Notification of Proceedings:** The complainant and accused 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 accused and the victim 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.

**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.

**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 orders, or similar lawful order against another individual is encouraged to alert campus police.

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

**Harassment and Physical Assault Prevention Programs:** The College requires all employees and new students to participate in a web-based harassment and physical assault awareness and prevention

training program. 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, and stalking.

## **TITLE IX COORDINATOR**

The Title IX Coordinator is the first point of contact for harassment complaints. The current Title IX Coordinator is Lynde Mann, Human Resources Director, Office 116, Pendley Administration Building, ext 2230.

## **HOUSING**

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

## **ID CARDS**

Student ID cards are required for all students of Northeast. Student IDs allow students to:

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

ID cards are valid through August of each year. Returning students must obtain a new card.

ID cards and Parking Permits will be made for students, faculty, and staff in the Admissions Office in the Student Center in Room 115 on Mondays through Fridays. Students with questions may contact the Admissions Office at Ext. 2222.

## **INCOMPLETE GRADES**

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. If the student fails to complete the course during the following semester the Incomplete automatically becomes an F. A grade of I is calculated as an F until it is removed. It is the responsibility of the student to make arrangements with the instructor to remove the incomplete grade. The student must remove the I during the next semester or it becomes an F grade.

## **INSURANCE**

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.

## JOB PLACEMENT PROGRAM

Students who would like more information about job opportunities, résumé writing, interview information, and job fairs; or, businesses or industries interested in posting job opportunities on the Northeast website, should contact Dara L. Patterson.

### Contact Information

Dara L. Patterson

Job Placement Specialist

Office: WA 112

Phone: 256.638.4418 or 256.228.6001, ext. 2306

Email: pattersondara@nacc.edu

## 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 is 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 totals over 60,000 traditional/print books and bound periodicals, over 40,000 eBooks, and over 850 audiovisual items. In addition, the library subscribes to approximately 90 print magazines, journals, and newspapers. NACC students and personnel also have access to EBSCO's *Discovery Service*<sup>TM</sup>, as well as EBSCO's *Associates Programs Source Plus*<sup>TM</sup> database and EBSCO's *Nursing Reference Center Plus*<sup>TM</sup> database. The Alabama Virtual Library, a collection of 49 multidisciplinary databases, is available to students, teachers, and citizens of Alabama.

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.

## 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.

## 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 SMARTpodiums, 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<sup>TM</sup>, 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 members are able to meet the same performance standards as those persons without LTI, and medical evidence indicates that their conditions are not a threat to others, deans, directors, and division chairs should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Northeast to provide a safe environment for all students, faculty, and staff.

## **LTI POLICY GUIDELINES**

1. Northeast will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for Northeast admission or employment will not be considered in admission or employment decisions.
3. Northeast students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.
4. Northeast faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs, in compliance with the College's employment policies and federal guidelines.
5. The access of Northeast students or employees with LTI or LTI-related conditions to the College's public areas will not be restricted, in compliance with College and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding an individual diagnosed as having an LTI or LTI-related condition will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside of the college without the specific written consent of the individual involved, except where required by law.
8. Reasonable accommodations will be made to persons with LTI consistent with established laws and rules including ADA and public health policies.
9. Persons with LTI may be required to exhibit and establish that they are fully acquainted with all possibilities of complication and possible contagion and are following authorized medical advice in limiting exposure to others and in avoiding complications to themselves.
10. This policy is subject to change from time to time based on advances and increased knowledge of various conditions involving LTI.
11. Any breach of the above guidelines should be reported to 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 Security Office in the Student Center.