

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 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. 2322. 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.educause.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 your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should 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, reading, 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 10 1-542) 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. Transcripts from high schools or other colleges will not be released.
- 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 from 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 other 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 9 am-3:30 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/>.



- 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 6 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.



- 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. (Student can not have attended JSU previously and scholarships are subject to the availability of funding.)
- A JSU Transfer Advisor is on campus one day each week from 8 AM to 3:30 PM to 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 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.



- 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 to be delivered on-site (engineering classes only) at NACC, 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 \$812 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.**



- You will be emailed instructions for signing up for SchoolCast early in your first semester. Keep your contact information up to date! More information:

<http://www.nacc.edu/faculty-and-staff/nacc-alert-system>

- (2) **Radio and television**

The following stations carry NACC announcements:

Radio	Television
WQSB/WAVU 105.1 FM Albertville	WHNT Ch 19 Huntsville
WTWX 95.9 Arab/Guntersville	WAAY Ch 31 Huntsville
WQEN 103.7 FM Gadsden/B'ham	WAFF Ch 48 Huntsville
WRSB 96.9 Huntsville	WZDX Ch 54 Huntsville
WKEA 98.3 FM Scottsboro	WRCB Ch 3 Chattanooga
WKEA 1480 AM Scottsboro	WTVC Ch 9 Chattanooga
WWIC 1050 AM Scottsboro	WDEF Ch 12 Chattanooga
WZCT 1330 AM Scottsboro	

- (3) **PA system on campus if classes are affected immediately.** If these do NOT make a weather announcement about Northeast, assume that classes WILL meet at the regular time. For current

National Weather Service information and severe weather statements (not NACC announcements), go to: <http://www.srh.noaa.gov/hun/> **Safe Zones for Use During Storm Warnings.** Take cover in the nearest safe zone when a storm warning is announced via PA system or NACC Alert (SchoolCast). All one-story buildings and Knox will evacuate to safe zones in two-story buildings. Those near the new Math Science Engineering Building (MT) will use its Storm Shelter.

All two-story buildings except Knox have a safe zone inside them as listed below. If people prefer to leave these safe zones and go to the MT Storm Shelter they can do so, but it will be at their own risk.

AX	Annex	MT Storm Shelter
BE	Campbell Business Ed Bldg	Rooms 100 and 110 and east hallway
EN	English Bldg	MT Storm Shelter
GY	Beck Health and Fine Arts\Gym	Downstairs rear hallway
HE	Health Ed Bldg	Rooms 110 and 106 and downstairs east hallway
IC	Industry Training Ctr/Alabama Career Ctr	Room 101 or MT Storm Shelter
IS	Industrial Systems Technology Bldg	If time allows, MT Storm Shelter; if not, center hallway away from doors
KX	Knox Science Bldg	MT Storm Shelter
LI	Library/Word Learning Resources Ctr	Audio-Visual Room 101 and Distance Learning Room 102
LY	Tom Bevell Lyceum	Front vestibule between lobby and auditorium, closing all doors; green room, rehearsal room, dressing rooms at the back of the stage, restrooms in lobby, east corridor; or move to Pendley Bldg rear hallway
MT	Math Science Engineering Tech Bldg.	MT Storm Shelter
PA	Pendley Admin Bldg	Downstairs rear hallway and break room
SI	Salon Institute	Offices, break room, and hallway
SC	Student Center	MT Storm Shelter
SS	Social Science Bldg.	MT Storm Shelter
TC	Tech Bldg	Move to WD Bldg Room 132
WA	Wallace Admin Bldg	MT Storm Shelter
WD	Workforce Development Bldg	Room 132

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 law;
- 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 apprenticeship 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.

CHRISTIAN CAMPUS 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 Wednesday at noon in the Student Center. Campus Minister: John Prose; Sponsor: Sherry Whitten, Wallace 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, Mark Webb, Tom Bevill Lyceum, 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:

- Completion of MTH 112 Precalculus Algebra or a higher level mathematics course; and,
- a 3.0 GPA overall in all two year college mathematics courses at or above the MTH 112 Precalculus Algebra level; and,
- 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. Sponsor: Bryan Roe, Student Center.

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.

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 semesters hours earned in non-developmental courses and 3.5 minimum cumulative GPA in non-developmental courses. Sponsor: Brad Fricks, 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, Joan Tucker, 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.

Northeast Alabama Community College has an active SkillsUSA chapter and our members regularly participate in community service events, as well as state and national level leadership and skilled competitions that allow them to showcase their skills and talents. Membership begins in the fall semester of each year and is open to all students in a career technical program. 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 officership 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.

