



STUDENT HANDBOOK & PLANNER | 2017-2018



CAMPUS DIRECTORY

General Information: (402) 371-2020 • (800) 348-9033 Fax: (402) 844-7400

Department/Office	Phone Number
Accounts Receivable Services—Cashier	(402) 844-7001
Admissions.....	(402) 844-7260
Adult Education/GED/ESL.....	(402) 844-7255
Advising & Academic Support Center	(402) 844-7719
Agriculture, Math & Science Division—Instruction	(402) 844-7180
Alumni/Special Events	(402) 844-7065
Applied Technology Division—Instruction.....	(402) 844-7216
Business & Technology Division—Instruction	(402) 844-7290
Career Services (Student)	(402) 844-7264
Center for Enterprise	(402) 844-7240
Counseling Services.....	(402) 844-7277 or (402) 844-7272
Disability Services	(402) 844-7343
Educational Services Division - Instruction.....	(402) 844-7114
Financial Aid	(402) 844-7285
Food Service.....	(402) 844-7165
Foundation/Planned Giving	(402) 844-7240
Hawks Shop	(402) 844-7140
Health & Wellness Division - Instruction.....	(402) 844-7748
Health Services	(402) 844-7176
Housing/Residence Life.....	(402) 844-7150
Human Resources.....	(402) 844-7044
Humanities, Arts & Social Sciences Division—Instruction.....	(402) 844-7350
KHWK Cable TV	(402) 844-7357
Library/Resource Center	(402) 844-7130
Lifelong Learning Center	(402) 844-7246
Marketing and Public Relations.....	(402) 844-7063
Peer Advisors.....	(402) 844-7274
President.....	(402) 844-7055
Registrar	(402) 844-7265
Security (On-campus, non-emergency)	(402) 841-5163
Service Center	(402) 844-4357
Student Accounts	(402) 844-7001
Student Activities	(402) 844-7159
Student Ambassadors	(402) 844-7283
Student Government	(402) 844-7161
Student Life	(402) 844-7722
Student Services Division	(402) 844-7272
Testing Center	(402) 844-7281
Transitional Skills	(402) 844-7346 or (402) 844-7378
TRIO Student Support Services.....	(402) 844-7736
Theatre Ticket Office	(402) 844-7360
Tutoring & Writers' Clinic	(402) 844-7125

Dear Students,

Welcome to Northeast Community College! You are about to embark on an exciting journey, and you picked an excellent college to start that journey. From New Student Orientation to graduation, we are here to assist you in achieving academic excellence in your field of study, enabling you to transfer to a four-year institution or enter the workforce.

Northeast is among the finest community colleges in the nation. Our comprehensive academic and technical programs are taught by highly dedicated and committed faculty who very quickly come to know their students on a first name basis. Each Northeast employee is committed to your success. One of our Vision 2020 goals is to increase student success, and we have many resources committed to help you along the way. Talk to your advisor and take advantage of the many academic support resources that are available to you.

I encourage you to experience college life outside of the classroom by getting involved in the many student activities Northeast has to offer. We have over 50 clubs and organizations, and you can also attend sporting events, the arts, and a number of other special events across campus. Being involved is such an important part of the college experience.

This very comprehensive Handbook will provide you with information you will need as you start classes during the 2017-18 academic year. With a map of campus, important dates, college terminology, and the Student Code of Conduct, it has it all. If you do not find the information you need, please ask!

On behalf of the faculty, staff and your fellow students, I wish you much success this year.

Sincerely,



Amanda J. C. Nipp
Vice President of Student Services

Northeast Community College reserves the right to amend this Handbook or vary the policies and procedures as necessary.

Northeast takes reasonable measures to protect your personal information in accordance with all applicable federal, state and local regulations.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

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FALL SEMESTER 2017

August 17-19 Residence Halls open by appointment
 August 20 Fall Orientation
 August 21 Classes begin
 Tuition, fees, housing and meal plans due
 August 25 Last day to cancel or change a meal plan
 September 4 Labor Day - College closed
 September 27 Last day to withdraw from first eight-week classes
 October 13 First eight-week classes end
 October 16 Fall Break for students and faculty
 October 17 Second eight-week classes begin
 November 13 Registration for spring semester begins
 November 15 Last day to withdraw from fall semester classes
 November 21 Last day to withdraw from second eight-week classes
 November 22-24 Thanksgiving Break for students and faculty
 November 23-24 Thanksgiving Break - College closed
 December 14 Semester ends
 Book Buy Back (South Sioux City)

SPRING SEMESTER 2018

January 6-7 Residence Halls open by appointment
 January 8 Classes begin
 Tuition, fees, housing and meal plans due
 January 12 Last day to cancel or change a meal plan
 February 9 Last day to withdraw from first eight-week classes
 March 2 First eight-week classes end
 March 5-9 Winter Break for students and faculty
 March 12 Second eight-week classes begin
 March 26 Registration for summer sessions begins
 March 30-April 2 Spring Break for students and faculty
 April 6 Last day to withdraw from spring semester classes
 April 10 Last day to withdraw from second eight-week classes
 April 16 Registration for fall semester begins
 May 9 Semester ends
 Book Buy Back (South Sioux City)
 May 12 Graduation

**2017-18
STUDENT CALENDAR**

		August 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
March 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
June 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

SUMMER TERM 2018

May 14 Summer term begins
 Summer term tuition, fees, housing and meal plan due
 Summer Financial Aid Book Vouchers available through May 18

PRE-SUMMER SESSION 2018

May 14 Pre-Summer Session begins
 Cooperative Internships begin
 May 18 Final day for Summer Financial Aid Book Vouchers
 May 28 Memorial Day - College closed
 June 1 Pre-Summer Session ends

JUNE SESSION 2018

June 4 June Session begins
 June 29 June Session ends

JULY SESSION 2018

July 4 College closed
 July 9 July Session begins
 August 3 July Session ends
 Book Buy Back (South Sioux City)
 Cooperative Internships end

WHERE TO GO WHEN YOU HAVE A QUESTION.

A COURSE GRADE	Instructor	LOST AND FOUND ITEMS	Receptionist College Welcome Center • (402) 844-7719
ABSENCE.....	Instructor	MY NORTHEAST	Northeast Service Center help@northeast.edu
ACADEMIC ADVISING	Faculty Advisor or Advising and Academic Support Center • (402) 844-7719	PARKING PERMIT(S) OR STUDENT ID	Receptionist College Welcome Center • (402) 844-7719
ADDRESS, NAME, OR TELEPHONE CHANGES	Admissions College Welcome Center • (402) 844-7260	PERSONAL COUNSELING	Student Services College Welcome Center • (402) 844-7277
ADVISOR CHANGE	Admissions College Welcome Center • (402) 844-7260	SCHEDULE CHANGES	Faculty Advisor and/or Add/Drop a Class
ATHLETICS	Athletic Director Cox Activities Center • (402) 844-7271	REGISTRAR	Registrar College Welcome Center • (402) 844-7265
CLUB OR ORGANIZATION	Student Activities Student Center, Room 212A • (402) 844-7159	SECURITY	Sioux City Night Patrol (402) 841-5163
DISABILITY SERVICES	Director of Disability Services College Welcome Center • (402) 844-7343	STUDENT GRIEVANCES	Vice President of Student Services College Welcome Center • (402) 844-7273
FINANCIAL AID	Financial Aid Office College Welcome Center • (402) 844-7285	STUDENT HEALTH	Student Health Services Student Center, Room 216, 216A • (402) 844-7176
FOOD SERVICES	Student Life College Welcome Center • (402) 844-7722 Meal Plans, Other Food Service Options	STUDENT RECORDS/TRANSCRIPTS.....	Registrar College Welcome Center • (402) 844-7265
GRADUATION	Assistant Registrar College Welcome Center • (402) 844-7730	TESTING	Director of Testing Services College Welcome Center • (402) 844-7281
HEALTH-RELATED EMERGENCY	911	TEXTBOOKS AND SUPPLIES	Hawks Shop Student Center, Room 221 • (402) 844-7140
HOUSING INFORMATION	Residence Life Office Burkhardt Hall • (402) 844-7150	TUTORS	Advising and Academic Support Center College Welcome Center • (402) 844-7125
INTRAMURAL SPORTS	Student Activities Cox Activities Center, Room 110 • (402) 844-7154	VETERANS BENEFITS	Assistant Registrar College Welcome Center • (402) 844-7730
JOB SEARCH (Off-Campus).....	Career Services College Welcome Center • (402) 844-7263	WORK STUDY	Financial Aid Job On-Campus
LIBRARY SERVICES	Library Resource Center (402) 844-7130	WRITING A PAPER	Writers' Clinic College Welcome Center • (402) 844-7127
		YOUR BILL.....	Accounts Receivable Services College Welcome Center • (402) 844-7001

FALL CLASS SCHEDULE

SPRING CLASS SCHEDULE

CLASS SCHEDULES

Time	Class/Location	Instructor

Time	Class/Location	Instructor

Name

Phone HRS

Email _____

Name

Phone HRS

Email _____

Name

Phone HRS

Email _____

INSTRUCTOR

Name

Phone HRS

Email _____

Name

Phone HRS

Email _____

Name

Phone HRS

Email _____

CORE COMPETENCIES

Facebook. Twitter. SnapChat. Social networking has changed the means by which we interact with one another but it shouldn't change our ability to relate to each other. Whether it's through the latest post or a 139 character tweet, members of society need to communicate effectively, apply critical thinking/problem solving skills, and demonstrate social and cultural awareness as responsible citizens. **Northeast Community College's Core Competencies** lay out general education goals focused on building these abilities to make students successful within the classroom and beyond.

GOAL #1: EFFECTIVE PUBLIC SPEAKING

Being accustomed to using technology to convey our thoughts can bring about challenges in face-to-face communication moments. Learning and then implementing the appropriate skills can make all the difference.

- Be prepared by creating a thesis statement and identifying resources.
- Organize thoughts to present a clear pathway from introduction to body to conclusion.
- Practice. Focus on learning the content and then on nonverbal and verbal skills such as eye contact, gesturing, and voice projection and variation.

GOAL #2: PURPOSEFUL WRITING

Can you text or email your way to cross-generational understanding? If your instructor cannot figure out what you sent in your last message, chances are good that the answer is no. Being able to convey your thoughts in a manner understandable to everyone from your friends to your boss is critical for everyday success. Writing that accomplishes this most commonly follows Modern Language Association (MLA) or American Psychological Association (APA) rules. Consider these suggestions to get you started:

- Start with an introduction that fits the purpose and captures interest.
- Build the paper by writing in a logical sequence that supports the topic and personal point of view presented in the thesis.
- Include supportive information such as facts, examples, and quotations that are appropriately referenced.
- Wrap up the content with a strong conclusive ending.

The four goals and learning objectives provided to you in every course offered at Northeast.

GOAL #3: THINKING CRITICALLY & SOLVING PROBLEMS

Technology has provided wonderful resources for gathering information and resolving problems. However, a search engine is only as good as the person using it. Critical thinking and problem solving skills will help you be more successful at everything from balancing your budget to determining your ideal career. Let these four steps direct you toward resolution:

- Identify the problem by asking yourself questions such as, “What am I trying to achieve?”
- Use resources such as professionals, internet sources, and previous experience to assist in problem resolution.
- Explore multiple solutions before settling on one answer.
- Evaluate all possible solutions to determine which would be most appropriate for the circumstance.

GOAL #4: GLOBAL PERSPECTIVES

Being able to interact with people anytime, anywhere demonstrates how we are all part of a global society. Each of us adds to its diversity through our unique experiences while having the ability to contribute to its progression by the responsible social actions we demonstrate. Explore your social and cultural awareness by:

- Getting involved in community and social events.
- Evaluating your own and others’ behavior in terms of both context and culture.
- Demonstrating social and ecological responsibility by caring for the community and the global environment.
- Becoming civically engaged through involvement in local and national matters.

COLLEGE TERMINOLOGY

Sometimes it seems that college has a language all its own. This list will help you get acquainted with college terms.

ACADEMIC AMNESTY – Academic Amnesty removes from a student’s cumulative record all grade point factors and credit of one or two semesters taken at Northeast Community College to recognize improvement of the student’s GPA in subsequent course work. The listing of course titles and grades remain on the student’s Academic record. The semester(s) so approved will be marked “Academic Amnesty”.

Students must successfully complete a minimum of 15 credit hours at a 3.0 GPA or 30 credit hours at a 2.5 GPA before petitioning for Academic Amnesty. The 15 to 30 credit hours must apply to the student’s current program of study and must be completed after the term(s) for which Academic Amnesty is requested and before completion of the degree for which the 15 to 30 credit hours apply. These 15 to 30 credit hours must be earned on a continuous basis at Northeast (summers optional). Of the 15 to 30 credit hours, there can be no grade lower than a “C” before petitioning for Academic Amnesty. Students seeking Academic Amnesty must contact the Registrar’s Office.

After a student has been granted Academic Amnesty, he/she is no longer eligible to graduate with honors, i.e., Highest Honors (4.0 GPA) or Honors (3.99 - 3.75 GPA).

ADD OR CHANGE OF MAJOR PROCESS – A student may change his/her major, change his/her concentration, or add a new major by completing an “Add or Change of Major Form”. This form must be signed by the student and a General Advisor from the Academic Advisement Center or his/her designee. The General Advisor will review things to consider prior to changing your major or concentrations, including financial aid and transfer issues. The form must be filled out completely, including a new tentative graduation date. The completed “Add or Change of Major Form” must be processed in the Registrar’s Office. If the student is requesting a change to a limited enrollment program major, the student must check with the Admissions Office regarding the availability of space in the program. Note: Changing one’s major to a limited enrollment program major does not guarantee a space in the program.

The change of major or adding a new major will not take effect until the next academic term. The only exception is if a student changes his/her major prior to the term starting, or, within the first two weeks of a term and has made a change to his/her

class schedule. Exceptions may be granted with approval from the Vice President of Student Services or his/her designee.

ADVANCED PLACEMENT – The College believes students should be recognized and rewarded for previous educational and occupational experience when that experience results in competence in areas normally addressed by the courses and programs of the College. Advanced standing may be awarded through credit by transfer, credit by examination, and advanced placement by waiver.

ADVISEMENT – All degree-seeking students are assigned a Primary Advisor. Your Primary Advisor helps you with your college and career plans whether you are choosing your classes at registration time, checking program requirements, or solving academic problems. Students are strongly encouraged to seek advisement to insure that program requirements are met. If you are not able to contact your Primary Advisor, you may schedule an appointment with a General Advisor. Students who are not conveniently served at campus or Extended Campus locations may seek advisement via email contact with the Online Advisor, email: onlineadvisor@northeast.edu. In addition to advisement, personal counseling is available in the Student Services Office to help you with your educational, occupational, social, and personal decisions. To schedule an appointment with a General Advisor, call (402) 844-7719, or contact your Extended Campus. To contact the counselor, call (402) 844-7277.

ATTENDANCE – The College expects students to attend classes and complete assignments, including assignments missed due to absence. Each instructor develops and enforces the attendance requirements for each course. In addition, instructors follow Northeast’s procedure for reporting students who fail to start attending and/or students who stop attending class. The consequences for non-attendance are outlined on page 136 of the Handbook under “What is the attendance policy?”. Students who cannot attend a class must notify the course instructor. Students missing class due to cases of extended illness, other health impairments, or family emergencies, must also notify the Dean of Student Life. Students who miss class due to military obligations must notify the Northeast Community College School Certifying Official in the Registrar’s Office.

AUDITING – Auditing a class means that you can attend the class for information or enjoyment with-

out doing assignments, taking tests, earning credits, or receiving a grade. You are required to pay for any classes you audit. The student's transcript will reflect "AU" in lieu of a letter grade.

CATALOG – The Catalog, which is available in the Admissions Office, is your reference guide. Among other things, the Catalog contains degree requirements, course descriptions, graduation requirements, programs of study, tuition and fees, grading system, and other College guidelines. The Catalog published in the year in which you start your degree is your reference for your degree program. If there is a break in your education, new completion standards may be implemented.

CLASS SCHEDULE – Class schedules are essential to enable you to register each semester. The class schedule is a list of classes planned for a semester. It includes course offerings, instructors, times, and locations. Class schedules are available via My Northeast at northeast.edu.

COOPERATIVE EDUCATION – Cooperative education, or "coop," is College-sponsored on-the-job training prior to graduation. In some programs, cooperative education is required; in others, it is an elective. You pay regular tuition and fees for cooperative education.

CREDIT BY EXAMINATION – Credit by examination is a testing service by which schools administer an examination to students to measure the student's knowledge in a particular subject area. The school may choose to award college credit to the student based on the achievement of a passing score. Northeast administers DSST and CLEP on campus. A fee is assessed for the administration of these tests. Credit awarded will be reflected on the student transcript. Credit by examination inquiries should be directed to the Director of Testing Services on the main campus, (402) 844-7281.

CREDIT HOURS – A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities as established by the insti-

tuition, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

DISTANCE LEARNING – Northeast offers many of its classes via distance learning to students who are not physically "on site" in a traditional classroom environment. Distance learning delivery methods include interactive television (ITV) and online.

DROP AND ADD – Changes in registration are referred to as "drop and add". To make a change in your class schedule, you must fill out a Drop/Add Form available at the Registrar's Office in Norfolk, the Extended Campuses in O'Neill, South Sioux City and West Point, and the Regional Offices in Ainsworth and Hartington. Be aware that dropping hours may affect financial aid, housing eligibility, and/or veterans benefits. You may drop classes using My Northeast through the first two weeks of classes during the fall and spring terms.

DRUG/ALCOHOL POLICY – Northeast Community College is a drug/alcohol free campus. A complete copy of Northeast Community College's policy is available electronically for students on their My Northeast account. It is also available in the Student Services Office and on the Northeast website.

ELECTIVES – In most programs of study, you have a few credit hours that are not designated as required courses. You may fulfill these credit hours by taking courses that are of special interest to you. These courses are called electives.

FINANCIAL AID – Financial aid is any type of financial assistance received by the student from sources outside the student's immediate family. An application process is required for federal, state, and agency assistance; a separate process is required for scholarship assistance. Early application can be advantageous. Students receiving financial assistance must maintain satisfactory academic progress in order to continue receiving assistance. The Financial Aid Office staff can provide information on the possibilities and requirements at Northeast or visit northeast.edu. You must be a degree-seeking student and be enrolled in classes by the tenth day of the semester in order to maintain your financial aid status. A reduction in the number of credit hours may affect your status.

FULL-TIME STUDENT – Full-time students are enrolled in at least 12 credit hours per fall or spring semester or the combined summer sessions. Students receiving financial assistance should contact the Financial Aid Office regarding the number of

credit hours needed to maintain full-time status during the summer.

GPA (GRADE POINT AVERAGE) – The grade point average is a function of the grading system referring to the average of all letter grades that you earn in your classes. The GPA is used to determine your academic status, scholastic probation, scholastic honors, and eligibility for graduation. For information on how to compute your GPA, see page 135.

GRADE APPEAL POLICY – Every student has the right to appeal the final grade in a course in accordance with the grade appeal procedures. A formal grade appeal shall be filed before the end of the first regular semester immediately following the term during which the grade was assigned. A formal grade appeal may be filed if:

1. There is a dispute over the numerical calculation of the grade, or
2. The grade assigned appears not to be indicative of the student's performance.

GRADING SYSTEM – The following grades are used to record a student's achievement in courses of instruction:

A+, A **Superior**; work of exceptional quality

B+, B **Above-average work**

C+, C **Average quality work**

D+, D **Below-average work**

F **Failing work**

UF **Unofficial F grade**

P **Pass**; acceptable quality work

W **Withdrawal**; recorded after a student formally withdraws from a class. A student must initiate action for withdrawal through the Registrar's Office prior to the end of the withdrawal period. Students who want to withdraw from college must complete a Term Withdrawal Form available from the Registrar's Office or the student's advisor. Students who officially withdraw by completing and returning a Term Withdrawal Form to the Registrar's Office will receive a "W" for the course or courses they were taking. Any student who stops attending classes and does not officially withdraw receives a "UF" grade which becomes a part of the student's permanent record.

I **Incomplete**; the temporary grade of "I" may be issued when a student has completed most of the course requirements but is unable to complete the remainder due to circumstances clearly beyond his/her control (i.e., serious illness or an emergency). It is the student's responsibility to

request an Incomplete Form from the instructor. Arrangements will then be made for the completion of the course objectives. An incomplete should not involve the student attending the majority of the class sessions during a subsequent term. An "I" must be completed by the date specified on the Incomplete Form, never more than one year after the course has concluded. If course work is not completed during this time, the "I" will be changed to an "F" on the student's permanent transcript.

AU

Audit; auditing a course allows students to attend classes without earning college credit. Students may audit any classes that do not include laboratories or studio activities with the permission of the course instructors. Students auditing courses pay the same tuition and fees as those taking courses for credit. The audited courses are marked "audit" at the time of registration or before the second meeting of the class. Students who have registered to audit courses may not change to college credit after the second week of the semester. For short-term classes (i.e., summer classes, or fast track) check with the College Registrar.

GRADUATION RATE – Graduation rate is found by using a fall cohort. A cohort is a group of students that includes all first time, full-time freshmen enrolling for a specified fall term. These students are tracked for 150% of the normal completion time to see if they completed their educational intent. Using 150% time means a student seeking a one-year diploma is given 1.5 years to attain their educational goal. A student seeking a two-year degree is given three years to attain their educational goal.

The graduation rate for the fall 2009 cohort was 47%. The graduation rate for the fall 2010 cohort was 43%. The graduation rate for the fall 2011 cohort was 46%. The graduation rate for fall 2012 cohort was 48%

HYBRID COURSE – Hybrid courses reduce the time required to attend class on campus by providing approximately one-half of the course content through structured online learning experiences. Hybrid courses teach all course objectives, are taught with the same level of rigor, and require the same amount of time to complete course requirements.

I.D. CARD – Students enrolling in credit courses are eligible to receive a Student I.D. Student I.D.s are processed when students attend an orientation/registration session on campus. I.D.s are also available in the College Welcome Center, the College Center at South Sioux City and at the Northeast Extended Campuses in Hartington, O’Neill and West Point. Replacement cost for a lost or stolen I.D. is \$5.00. The Student I.D. allows Northeast students free admission or discounts to the following Northeast events: intercollegiate athletic events, Northeast/Norfolk Community Theatre productions, and College-sponsored activities. Some local merchants require a Student I.D. for purchasing the academic version of computer software. Check with other local merchants (i.e., theaters, restaurants, and computer and video stores) for student discounts.

A Social I.D. may be obtained by paying \$10 per semester at Accounts Receivable Services. This Social I.D. entitles the student to bring a guest free to College-sponsored events for the semester. Take your receipt to the College Welcome Center to have the Social I.D. made.

INFORMATION SECURITY POLICY – Computers, laptops, devices, and WIFI are available for student use at the Norfolk Campus, extended campuses and learning centers in South Sioux City, O’Neill, West Point, Ainsworth, and Hartington. Refer to the “Information Security Administrative Procedures”, “Acceptable Use Procedures – Technology Resources”, and “Peer to Peer File Sharing Procedures” available on the Northeast website, northeast.edu.

ITV CLASSROOMS – Some Northeast classes are offered via interactive distance learning technology which provides instruction among multiple classroom sites. The live interactive video classroom allows an instructor to see and hear the students via monitor at the origination site and the students to see and hear the instructor at the receiving site. Students should arrive at their first ITV classroom meeting fifteen minutes in advance of the start time to receive a classroom orientation.

MANDATORY PLACEMENT – The College reserves the right to evaluate and determine if a prospective student has the ability to benefit from a recognized program of study at Northeast Community College. Students may be required to take prerequisites and/or academic skills courses before enrolling in certain classes. Program requirements are outlined in the program brochures, the College Catalog, and on northeast.edu.

MY NORTHEAST ONLINE (INTERNET) ACCESS TO STUDENT INFORMATION SYSTEM – My Northeast is a web-based system that allows students to access their files at Northeast over the Internet. Students can register for classes, check their grades, view current course offerings, and view course descriptions from the College Catalog. My Northeast is accessed through the Northeast Community College homepage at northeast.edu.

NONCREDIT COURSES – The Center for Enterprise Division of the College offers classes that do not qualify for traditional college credits. These courses are designed to upgrade job skills; provide training for skill development or certification; learn hobbies and crafts; and pursue recreational, special, and cultural interests. These classes are referred to as noncredit courses.

ONLINE CLASSES – Online classes are offered over the Internet. They allow the student to study and work on the course “anytime, anyplace” and still have interaction with the instructor. Students who are successful in online courses are comfortable with browsing the Internet and uploading and downloading files. They also possess good time management skills and are self-starters.

After the student enrolls, he/she will receive an email notification with their user name and password for accessing their online course. Students enrolling in an online course for the first time are encouraged to view the tutorials and help pages found in the Northeast Online Course Orientation located by the student’s online courses.

PARKING AND TRAFFIC REGULATIONS – All vehicles operated by credit students must be registered with Student Services if parked on campus. Registrations are valid from July 1 to June 30. The cling-on must be displayed on the rear window. Campus speed limits are 15 mph unless otherwise posted. Parking lots are available on a first-come, first-serve basis. Motorcycles are to be parked in regular parking stalls or in specially marked areas. Handicap parking is available and designated by signage and color-coded. Staff and students parking illegally will be ticketed. Vehicle owners should carry appropriate insurance coverage in the event that damage occurs to a vehicle or its contents while parked on the College campus. Vehicles with trailers must park in the lot east of the Agriculture/Allied Health Building unless permission is granted from the Executive Director of Physical Plant or designee to use other

lots. Abandoned vehicles will be handled per the Nebraska Department of Motor Vehicle guidelines.

PRIOR LEARNING ASSESSMENT – Prior Learning Assessment is a process that involves identification, documentation, assessment, and recognition of the learning you have acquired through formal and informal study.

Prior Learning Assessment includes learning from work and life experiences; correspondence and extension courses; individual study and reading; civic, community, and volunteer work; and participation in informal courses and in-service training sponsored by associations, business, government, and industry.

For information on how to begin the process of prior learning assessment, contact any division dean or the office of the Registrar.

REFUNDS – Tuition and fees are refundable according to the following schedule:

FULL-TERM CLASSES

Weeks of Semester	Percent of Refund
First and second week	100%
Third and fourth week	50%
After fourth week.....	NO REFUND

LESS THAN FULL-TERM CLASSES

Classes more than one (1) week in length: Follow the same refund schedule as full-term class, adjusted accordingly for the length of the class.

Classes one (1) week or less in length: If dropped prior to the day the class begins, 100% refund; if dropped the day the class begins or later, no refund.

Summer Term Classes: Follow the same refund schedule as full-term classes, adjusted accordingly for the length of the class.

Credit Courses: Once a term begins, the student must officially withdraw from a class or classes they are not attending by completing a Drop/Add Form or Withdrawal Form and submitting the completed Form to the Registrar’s Office. Depending on the length of the course, the student may be able to withdraw from courses online utilizing My Northeast. The date the form is received by the Registrar’s Office, or the date the withdrawal is completed on My Northeast, is the date used to calculate the refund.

If a student has received financial aid, a tuition refund will be used to restore amounts to the aid programs involved. All educational costs incurred up to the time of withdrawal will be considered in determining any additional overpayment of aid. Financial aid repayment is established according to federal regulations pertaining to federal student aid.

Noncredit Course Refunds: Request for refunds must be made through the Center for Enterprise or the Director of an Extended Campus prior to the first class meeting. Material fees are not refundable, except in courses canceled by the College.

REGISTRATION REQUIREMENTS – Degree-seeking students must attend New Student Registration. Students enrolling in programs of study offered primarily on the Norfolk campus should make an appointment to attend a scheduled New Student Registration on campus. Students who are attending the majority of their classes off-campus may view the Virtual New Student Presentation via the Northeast website. Contact your Extended Campus Director or Admissions for instructions regarding access to the Virtual New Student Presentation.

RETURN OF TITLE IV FINANCIAL AID FUNDS POLICY – Students receiving financial aid who withdraw or stop attending will, in most cases, be required to return a portion of financial aid received. The Higher Education Opportunity Act, as reauthorized and signed into law on August 14, 2008, established the Return of Title IV Funds Policy.

The concept behind the Policy is that the College and the student are allowed to retain only the amount of Title IV (Federal) aid that is earned. If a student withdraws or stops attending classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. For Title IV purposes, the last date of attendance is one of the following: the date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw (i.e., letter, phone call, e-mail, or in-person), the midpoint of the term, or the last documented date of attendance in an academically-related activity (i.e., documented attendance in class or lab, submission of an assignment in a video or on-line course). Northeast uses the last documented date of attendance in an academically-related activity. If a student completes 60% of the term, all Title IV Aid is considered to be earned.

Step 1) The first step is a series of formulas to determine the amount of aid which must be returned. Following the determination of the last date of attendance, the school must calculate the number of days attended and the total number of days in the term; weekends count and any period of no classes which is five days in length or greater is excluded. Days attended are then divided by days in the term to calculate percentage completed. That percentage is multiplied by total aid for which the student is eligible to determine the amount of aid earned (Percent completed x total aid = Earned aid). **Total aid - Earned aid = Unearned aid (aid to be returned).**

Step 2) The next step is for the school to determine total institutional charges and multiply that figure by the percentage of unearned aid (100% - Percent completed = Percent unearned). It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV aid goes first to pay institutional charges. **Institutional charges x Percent unearned = Amount returned by school (up to amount indicated as unearned in Step 1).**

The school must then return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)

Step 3) The school then calculates the amount for which the student is responsible by subtracting the amount returned by the school from the total amount which was unearned. That remaining amount is the student's share and is allocated in the same order as stated above. **Total amount unearned - Amount returned by school = Amount for which student is responsible.**

Once the school determines dollar amounts and which individual programs must be repaid, the student will be notified of any amounts he or she owes. Funds that must be returned by the student to the loan programs can be paid in full in accordance with the normal loan repayment terms. For grant dollars that must be repaid, the student is required to repay only 50 percent of the original grant amount disbursed or that could have been

disbursed. Unpaid balances will be turned over to the Department of Education for collection. Until overpayments are repaid or satisfactory arrangements to repay have been made, students will be ineligible for further Title IV Aid.

This policy is totally separate from the institutional refund policy. Unpaid balances due Northeast which result from amounts returned to Title IV programs and other sources of aid will be charged back to the student. If a student does not begin attendance in all classes, aid may have to be reduced to reflect the appropriate status prior to calculating the Return of Title IV Funds.

Before withdrawing or stopping attendance in classes, the student should be aware of the proper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance. Any questions on Return of Title IV Funds may be addressed to the Director of Financial Aid. Questions regarding withdrawal should be addressed to the Registrar's Office or to the Vice-President of Student Services Office.

SMOKING/TOBACCO USE – The use or possession of tobacco and/or tobacco substitutes is not permitted on any College-owned property, in buildings, vehicles, during classes, athletic events, or at any College-sponsored activities. This includes, but is not limited to, cigarettes, cigars, smokeless tobacco, and electronic smoking devices.

SPECIAL TOPICS – A special topics course is a "tailor-made" class, suited specifically to special interests and needs that is not offered as part of the regular curriculum. If you have a special interest in a particular area, visit with your advisor about special topics.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – Northeast Community College is required to establish minimum academic standards that students must meet to be eligible or maintain eligibility for federal, state and institutional aid including but not limited to grants, loans, federal work study, institutional scholarships and waivers. Northeast Community College must notify students of this policy and monitor the progress of all students receiving financial aid to insure their continued compliance with the policy.

Students who are receiving financial aid or seek to receive financial aid in the future are required to meet these minimum academic standards. Failure to meet these standards means the student is no

longer eligible to receive financial aid. It is the responsibility of all students receiving financial aid to familiarize themselves with the policy and to insure that the standards are met.

Enrollment Status: Student status is based on the following semester enrollment:

- Full-time (FT) – Attempting 12 or more credits
- Three-quarter time (TT) – Attempting 9-11 credits
- Half-time (HT) – Attempting 6-8 credits
- Less-than-half-time (LTHT) – Attempting 5 or fewer credits

For financial aid awarding purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to be the tenth day of the term for the majority of students. Financial aid will be adjusted to reflect less-than-full-time status if the student is not registered for at least 12 credits hours on that date. Financial aid will not be adjusted to reflect credit hours added after that date. Students who are registered for a class on the first day of the term but never begin attendance in that class cannot include that class in determining enrollment status for financial aid purposes. Aid will be adjusted if students are reported as a no show in their class.

Requirements Cumulative GPA: A student must maintain a cumulative GPA of at least 2.000.

Requirements

The following components are measured to determine whether the student is meeting SAP standards: Cumulative GPA, Pace Requirement, and Maximum Timeframe.

Grade Point Average - Cumulative GPA: A student must maintain a cumulative GPA of at least 2.000.

Pace Requirement or Completion Ratio - The pace requirement or completion ratio component of the satisfactory academic policy is measuring the pace at which a student must progress through his or her program of study to ensure completion within the maximum timeframe permitted and provides for a measurement of the student's progress at the end of each evaluation. Pace or completion ratio is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of cumulative credit hours the student has attempted. To meet the pace requirement, the

student's completion ratio must be 67% or higher. Attempted credits include any course taken for credit while attending Northeast. Credit hours transferred in from another institution are included in both attempted and completed credits. Successfully completed credit hours include letter grades of A+, A, B+, B, C+, C, D+, D, or P. Credit hours that will not count as successfully completed include letter grades of F (Fail), UF (Unearned F) or I (Incomplete), W (Withdrawal), AU (Audit), credit by exam (i.e., CLEP). Repeats of successfully completed credits will be considered in the hours attempted and may be used in determining enrollment status for financial aid purposes. Title IV funds can pay for repeat coursework previously taken in a program as long as it is not a result of more than one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework.

Maximum Time Frame Measure - Rate of Program Completion (Maximum Time Frame): Students are expected to complete their program of study within a reasonable time period. A student's maximum time frame is based on total credit hours attempted at Northeast plus any transfer credits accepted towards their program of study and the student's degree objective. **These limits apply regardless of whether or not the student has received federal funding.** Students are eligible to receive aid for up to 150% of the published number of credit hours for a program of study (see program descriptions in the College Catalog).

Example: If a program of study requires 78 credit hours to graduate, the maximum credit limit you could take and receive financial aid would be 117 (78 x 150 percent). All credit hours attempted by you including transitional and ESL classes are counted, maximum time frame may be adjusted by the number of transitional or ESL credits taken.

At the end of each semester, the total number of attempted credit hours will be counted to see if you have reached the maximum number of credit hours for your program. All credit hours are counted. This includes:

- Credit hours attempted in semesters you did not receive financial aid.
- Credit hours attempted prior to a change in your program of study. Students nearing maximum time frame due to a change in their program of study will be reviewed for an academic plan.

- Credit hours transferred from another institution into your program of study at Northeast.

Consequences

Financial Aid Warning - Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of a payment period. During a warning semester, the student may still receive financial aid. The student's future financial aid eligibility is dependent upon how well the student does during the warning semester. If the student completes the warning semester and now has a cumulative GPA of 2.000 or higher and the student is meeting the pace or completion ratio requirement, the student will be removed from financial aid warning status and restored to good standing. If, however, the student again fails to meet one or both of those requirements, the student will be placed on financial aid suspension.

Suspension - A student will be placed on financial aid suspension if he/she fails to meet the academic progress requirements at the end of a warning semester.

Regaining Eligibility - A student whose financial aid eligibility has been suspended has two options for regaining eligibility.

- A student may qualify for reinstatement of financial aid eligibility by enrolling at his/her own expense and bringing their cumulative GPA above 2.0 and by bringing their pace or completion ratio requirement up to 67% to meet the minimum requirements of the satisfactory academic progress policy.
- A student may appeal their financial aid suspension if extenuating circumstances (death of a relative, injury or illness of the student, or other special circumstance) exist. Appeals must be made in writing to the Director of Financial Aid and must include supporting documentation of the extenuating circumstances. In the appeal request the student must provide information regarding why the student failed to make SAP and what has changed in the student's situation that would allow them to demonstrate satisfactory academic progress at the next evaluation. If a student's appeal is granted he or she will be placed on financial aid probation. A student on financial aid probation may receive aid (federal, state or institutional) for one payment period. At that point, the student must meet Northeast's standards of academic progress or the requirements of

an academic plan that was established on an individual student basis as a result of the appeal process. Denied appeals may be directed to the Vice President of Student Services in accordance with the Northeast Community College Policy for Student Grievance Procedure.

Additional Information

Transitional Classes: Students may receive financial aid for a maximum of 30 credits of transitional classes.

Incompletes: A student who is placed on warning or suspension because of incomplete credits may request that the Financial Aid Office review his/her status once the course has been completed.

Additional Degree: If a student has completed one program of study, he/she may qualify for federal, state or institutional aid for one additional qualifying program of study. The student will be required to meet with the Financial Aid Office for a credit evaluation to determine eligibility. Students seeking a second degree will not be able to obtain aid for hours above 125% of the credit hours required for that second degree. *Federal aid time limits may apply.

Withdrawal from Northeast Community College: Students withdrawing during a semester will be placed on financial aid warning or suspension. Those students who received financial aid should be prepared to repay a portion of aid received according to federal regulations and the Northeast refund policy, which is printed in the College Catalog and financial aid brochure.

Evaluation Timeframe: Northeast Community College will evaluate a student's satisfactory academic progress and the end of each payment period; fall, spring, and summer. All summer sessions jointly are considered one term. A student placed on financial aid warning or suspension will be notified via U.S. mail to the current mailing or permanent address on record. It is the responsibility of the student to keep their address updated.

The complete standards of Satisfactory Academic Progress can be found on the Northeast website or they may be requested from the Financial Aid Office.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

STUDENT MILITARY CALL-UP PROCEDURE – Students who have their education at Northeast Community College interrupted as the result of being called to active military duty will be served in the following manner:

1. The student must contact the Director of Financial Aid and the Veterans Certifying Official at Northeast prior to leaving for active duty. The student veteran/reservist must provide a copy of the orders activating them. The copy of the orders will be on file in the Registrar's Office.
2. The student is also requested to communicate the anticipated military leave to each of his/her instructors. The Veterans Certifying Official, within 48 hours of the student's anticipated leave date, will make a follow-up contact with the student's instructors.
3. Students being called to active duty for three weeks or less will be granted a leave of absence from Northeast to fulfill their military obligations. Upon the student's return to Northeast, every effort will be made to grant the student a timeline equivalent to double the amount of time he/she is absent for completion of work missed. The maximum six-week time period may be extended per individual instructor discretion.
4. If a student's absence extends beyond three weeks, the student will be administratively withdrawn and he/she will be given a full refund of tuition and fees. Return of any Title IV Aid received will be calculated as of the last date of attendance prior to the military leave.
5. Students living on campus will have the option

of relinquishing their on-campus housing or being charged for the amount of time their belongings remain in housing. Meal plans will be adjusted accordingly.

6. Upon return from active duty, the student will be given priority to re-enter the program of study he/she was pursuing prior to his/her military leave.

SYLLABUS – A syllabus is a document prepared by your instructor that should be furnished to you at the beginning of your course work. It will outline course requirements, standards, objectives, attendance policy, and evaluation procedures. The syllabus lists instructor contact information and may be an important resource document to support transfer of credits to other colleges or universities.

TITLE IX –

Sexual Misconduct and Title IX: Title IX, a segment of the Education Amendments of 1972, forbids exclusion on the basis of gender from any education program or activity receiving federal financial assistance.

The College Commitment: Northeast Community College ("College") is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. As required by Title IX, the College does not discriminate on the basis of sex in its education programs and activities. It encourages any student or non-student who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any of the individuals or offices listed below.

"Title IX also requires that pregnant and parenting students have equal access to education and activities. Schools must excuse absences due to pregnancy or childbirth for as long as it is deemed medically necessary."

We encourage all members of our campus community to seek support for and report all sexual harassment and sexual misconduct directly to the Norfolk Police (911), Sioux City Night Patrol (402-841-5163), or the Title IX Coordinator. These individuals will assist in eliminating the misconduct, preventing its recurrence and addressing the effects. The Title IX Coordinator can assist individuals with contacting the law enforcement agency.

Please see options for "What to Do If You Experience Sexual Misconduct", "Reporting Options" and

"Resources", available at northeast.edu/About-Us/TitleIX. Regardless of where it is reported, all complaints will be vetted by the Title IX Coordinator. If you need immediate confidential counseling, Bright Horizons provides confidential rape crisis counseling to men and women, 24 hours a day, at (877) 379-3798 or contact the Northeast Community College Counselor during office hours Monday - Friday 8:00 a.m. - 5:00 p.m. at (402) 844-7277.

WHERE TO REPORT:

Craig Garrett
Associate Vice President of Human Resources,
Title IX Coordinator
(402) 844-7046
craig@northeast.edu
Norfolk Campus
Maclay Building 110
801 East Benjamin Avenue
Norfolk, NE 68702

The College encourages students and staff to immediately consult with or report incidents of sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to the Title IX Coordinator.

You may also report to any of the following individuals:

Stephen Morton, Dean of Student Life
(402) 844-7722
stephen@northeast.edu
Norfolk Campus
College Welcome Center 1111
801 East Benjamin Avenue
Norfolk, NE 68702

Maureen Baker, Director of Student Conduct
(402) 844-7258
maureen@northeast.edu
Norfolk Campus
College Welcome Center 1235
801 East Benjamin Avenue
Norfolk, NE 68702

Pete Rizzo, Director of Residence Life
(402) 844-7151
pete@northeast.edu
Norfolk Campus
Residence Hall Burkhardt 116
801 East Benjamin Avenue
Norfolk, NE 68702

Students may also report incidents of sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to any college ad-

ministrator, official or staff member, who is then responsible for promptly notifying the Title IX Coordinator of the reported incident.

Students may also contact the U.S. Department of Education, Office for Civil Rights (800-421-3481) to complain of sex discrimination or sexual harassment including sexual violence.

TRANSCRIPTS – A transcript is a record of all courses, grades, and credits earned and is kept on file in the Registrar's Office. Requests must be in writing and signed by the student with a 24 hour notice to acquire an official transcript of your scholastic record. Requests for transcripts are not acceptable by email. Contact the Registrar's Office or an Extended Campus Director for additional information. Students may access their unofficial transcript from their My Northeast account.

TRANSFER OF CREDITS – Students planning to transfer from Northeast Community College to another college or university should work closely with their advisor to help plan courses that apply toward a degree at the receiving institution. To make certain of transferability, students should contact the college where they plan to transfer their Northeast credits. The generally accepted requirements for transfer to another college include a minimum of "C" grades in course work in a program at Northeast Community College that is applicable to a like program at the college where the student is transferring. Electives may or may not transfer to another college or university. Students may refer to the Transfer Nebraska link on the Northeast website, northeast.edu, for transfer equivalency information.

TUITION, FEES AND PAYMENT – For information regarding tuition, fees, payment, and refunds, visit the Accounts Receivable Services Office in the College Welcome Center or see tuition and fees information on the Northeast website.

WITHDRAWALS – The Term Withdrawal Form must be completed and signed by the student when withdrawing from school. A reason must be given and required signatures obtained. Contact your advisor, Extended Campus Office, or the Registrar for more information.

SERVICES OFFERED AT NORTHEAST COMMUNITY COLLEGE

Some services are available on the Norfolk campus ONLY. If you attend classes at off-campus locations, contact your Extended Campus Director or the appropriate College office in Norfolk for additional information.

ACCUPLACER – The ACCUPLACER is a comprehensive battery of exams designed to evaluate the academic abilities of students. It measures basic skills in the areas of reading, English, mathematics, and computer skills and helps determine appropriate student placement in Mathematics and/or English courses. The ACCUPLACER is administered to all degree-seeking and transfer students who have not successfully completed a college-level mathematics and/or English course (2.0 or higher on a 4.0 grading scale), and any student wishing to enroll in a college-level English or mathematics course. Students are exempt from taking the ACCUPLACER if they have received comparable acceptable scores on the ACT, ASSET, COMPASS or SAT within the past five years. ACCUPLACER testing services are available by appointment on the campus in Norfolk and the Extended Campuses located in O’Neill, South Sioux City-College Center and West Point.

ACTIVITIES – To enhance students’ educational experience, Northeast has many extracurricular activities including athletics (intercollegiate and intramurals), drama productions, livestock judging, musical groups, publications, radio, as well as various special interest student organizations which are all listed in the Catalog. In addition, the Student Activities Council in coordination with the Student Activities Office sponsors College-wide activities throughout the year. Students are advised to read the “What’s Happening” (student weekly newsletter) or the calendar of events on the Northeast website for announcement of activities. New activities can be organized by contacting the Student Activities Office.

ADVISING AND ACADEMIC SUPPORT CENTER (A&ASC) – The Advising and Academic Support Center is staffed by General Advisors and Academic Support personnel. You may wish to visit

the A&ASC if you are undecided about your major, have questions about transferring, need help to select courses, wish to improve your performance in classes, or need assistance with a written assignment.

General Advisors are available to assist students with schedule building, career planning, transfer questions, changes of major, academic recovery, and other issues impacting academic success.

Northeast offers several academic supports including Tutoring, Writers’ Clinic and Supplemental Instruction. All academic supports are offered free of charge to Northeast students. Tutoring is designed to help students understand course material and review information for tests. Tutoring is available by appointment (individual) and on a drop-in (group) basis during both the fall and spring semesters.

Writers’ Clinic offers assistance with the writing process and provides suggestions in the following areas: writing anxiety, topic selection, introductions, paragraph development, conclusions, word choice, grammar, mechanics, punctuation, and writing styles.

Supplemental Instruction (SI) is a peer-facilitated academic support program that increases student performance and retention. Designated classes are supported by Supplemental Instruction. These courses can be identified in My Northeast.

The A&ASC is located in the College Welcome Center, Room 1284. To access General Advising, stop into CWC 1284, call (402) 844-7719, or email advising@northeast.edu for an appointment. To access Tutoring, Supplemental Instruction or Writers’ Clinic, stop into CWC 1284, call (402) 844-7125, or email matthewch@northeast.edu for an appointment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE – Northeast Community College is committed to providing learning opportunities for all students who demonstrate the ability to benefit from instruction. Northeast Community College willingly provides reasonable accommodations for individuals with diagnosed disabilities and supports all students in their effort to become self-sufficient learners. Reasonable accommodations are provided to ensure access to all courses, programs, services, activities, and facilities at the Northeast Main Campus; the College Center at South Sioux City and the Northeast Extended Campuses in Ainsworth, Hartington, O’Neill and West Point; and for distance learning courses.

The Section 504/ADA Title IX Compliance Officer at Northeast Community College is the Associate Vice

President of Human Resources, Maclay Building, Room 110, (402) 844-7046. If you believe you have been discriminated against, contact this office or the Office of Civil Rights at ocr@ed.gov.

CAMPUS ALERT – Northeast believes that your safety on the main and Extended Campuses is of paramount importance. Northeast has partnered with Rave Mobile Safety, the leader in mobile safety, to offer an emergency notification system. Campus Alert is available to all staff, faculty and enrolled students. Northeast’s Campus Alert system will disseminate timely emergency notifications and weather announcements via text message, email, and voice messages. For more detailed information, visit northeast.edu/campus-alert.

CAREER PLANNING – Career Planning services are available through both the Advising and Academic Support Center and Career Services. These services give participants the opportunity to discover their interests, aptitudes, needs, and values to determine vocational goals. This is accomplished through testing, interviewing, career exploration, research, and vocational guidance. The Nebraska Career Connections and/or TYPE FOCUS programs are career exploration computer programs for student use. With this information, a participant can better choose an occupation they will enjoy and determine the steps necessary to achieve their career goal. A one credit hour online Career Planning class is also available to students.

CAREER SERVICES – The Career Services Director, together with instructors, assists students in their job search. The Career Services website lists current part-time and full-time job openings for students and graduates. Students interested in a job before or after graduation are encouraged to visit the Career Services Office located in the College Welcome Center. Visit the website to learn more about job openings, Career Services events, and helpful career links at northeast.edu/career-services.

COMPUTER LABS – Northeast Community College computer labs are available to students for their use in conducting research or preparing course assignments. Contact the Library Resource Center on campus, the College Center at South Sioux City or your Northeast Extended Campus Office to schedule access.

COUNSELING – Confidential, short-term counseling is available to students who are currently enrolled in six credit hours or more. Costs are already covered by tuition and student fees, so there are no “out-of-pocket” payments. Following an initial

appointment and depending upon the student’s needs, a student may receive services on campus or be referred elsewhere. To schedule an appointment call (402) 844-7277 or (402) 844-7272.

DEVELOPMENTAL ENGLISH – Developmental English is designed to improve and enhance the English skills of college students. Instruction includes the areas of reading comprehension, vocabulary, grammar, and writing skills. Memory techniques, study skills, and test taking strategies are also reviewed.

DISABILITY SERVICES – Accommodations are available for a student with a permanent or temporary disability. The Director of Disability Services (DDS) determines eligibility for accommodations and services. The student must disclose a need to the DDS and complete an application. A student must provide documentation of disability as defined by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. Under the ADAAA and Section 504, a person has a disability if that person has a physical or mental impairment that substantially limits one or more major life activities that includes, but is not limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Students with a disability (SWD) have a right to:

- Equal access to courses, programs, services, jobs, activities, and facilities available through Northeast;
- Reasonable, appropriate, and effective accommodations, academic adjustments, and/or auxiliary aids determined on an individual basis; and
- Appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as required by law.

The Disability Services Office is the designated office to obtain and file disability-related documents.

Reasonable accommodations are determined on an individual basis. Examples of reasonable accommodations, academic adjustments and/or auxiliary aids are: testing accommodations which may include listening to exams, extended time for exams, and/or taking exams in a lower distracting environment; obtaining textbooks in an electronic format to listen to the textbook while reading; obtaining copies of lecture notes and/or recording lectures;

usage of specialized computer software to include but not limited to speech recognition software and text-to-speech software; FM systems; calculators; adjustments to course participation and providing accessible classrooms/residence halls. Some accommodations may take several weeks to put into place, so please make requests known early.

The DDS is Northeast's designated staff person who certifies eligibility for services, determines reasonable accommodations, and develops a plan for the provision of such accommodations with the student. To schedule an appointment, go to the Disability Services Office in the College Welcome Center, Room 1263, call (402) 844-7343, or send an email to mary@northeast.edu. For additional information, please visit the Disability Services website at northeast.edu/Support-Services/Disability-Services.

FIRST-YEAR EXPERIENCE COURSE – Successful transition to college happens by design, not accident. Increase your likelihood of attaining and maintaining academic, personal, and career success in this engaging and rewarding class. Presents techniques that foster success in college and in life.

FOOD SERVICE – Food Service is only available at the Norfolk Campus. Hawks Point, located on the west end of campus by the Residence Halls, offers all you can eat buffet choices daily. Hawks Landing, in the Student Center, offers grill items and sub sandwiches. A new Convenience Store is also located in Hawks Point.

Meal plans are available. Please check the College Catalog or website for more information and hours of operation. Weekend food services are available at Hawks Point.

The coffee kiosk, located in the College Welcome Center, offers a menu of Starbucks brewed coffee, espresso beverages and Starbucks signature Frappuccinos. In addition to the beverage menu of hot, iced and blended Starbucks drinks, soups, sandwiches, bakery and snack items are also available. Hours of operation are posted at northeast.edu.

HAWKS SHOP – The Hawks Shop in Norfolk is located on the second floor of the Student Center. Students can shop for books, supplies, apparel, and gift items. Textbooks (including eBooks) both new and used are available to purchase or rent upon availability.

The Northeast Hawks Shop in Norfolk offers daily buy back throughout the semester. Students can

also sell back textbooks online at collegestore.northeast.edu.

Extended hours are offered at the beginning of each semester. Regular store hours are from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday. Students can also purchase their textbooks online at collegestore.northeast.edu.

The College Store in South Sioux City is located on the first floor of the College Center. The store carries text books, supplies, apparel, and gift items. Extended hours are offered at the beginning of each term. Regular store hours can be found at collegecenter.org. For more information call (888) 698-6322 or (402) 241-6416.

Students attending classes in Ainsworth, Hartington, O'Neill and West Point can order text books at collegestore.northeast.edu. A limited supply of College apparel is available at each location.

HEALTH SERVICES – If medical problems occur on campus, emergency medical personnel should be summoned by calling 911 from any campus phone. For non-emergencies, contracted Health Services from Faith Regional Health Services for students are offered in the Student Center, Room 216. Students can be served on a walk-in basis or via appointment by calling (402) 844-7176. No cost services offered in the Student Center include: OTC medicine, STD education and testing, HIV testing, pregnancy testing, blood pressure checks, blood glucose monitoring, crutches (lend only), ice packs, wraps, and community resource information.

HOUSING – Northeast offers on-campus housing services for the Norfolk campus. The College operates three residence halls and two apartment-style buildings on campus with a limited occupancy. All students are encouraged to apply for residence life services as soon as they have been accepted for admission to the College. By applying and submitting the \$25 Residence Life Application fee, you will be eligible for on-campus housing services on a first-come, first-serve basis.

Students living on-campus are required to purchase a meal plan, plus a \$100 express meal card per semester.

INDIVIDUALIZED MATH – Provides academic support to students whom are enrolled in any other of Northeast's mathematics courses. Classes are offered during the fall, spring and summer semesters.

INSURANCE – The College does not provide student health/accident insurance or renter's cov-

erage. If students are not covered by a parent, spouse, or employer's policy, it is a good idea to obtain health accident insurance. Students living away from home also need to check their parents' policy for personal property coverage. If their personal belongings are not covered, students should purchase renter's insurance.

INTEREST-FREE MONTHLY PAYMENT PLAN – To help students meet their educational expenses, Northeast Community College offers the Nelnet Business Solutions (NBS) as a convenient budget payment plan. This is not a loan program and there is no interest or finance charges. Students are charged a \$25 non-refundable enrollment fee each semester they are enrolled in the program.

To budget tuition and fees with the NBS payment plan, students or parents may have payments transferred from a bank account or automatically charged to a credit card on the fifth day of each month. Contact an Accounts Receivable Specialist in Accounts Receivable Services or call (402) 844-7001 for more information about the NBS payment plan.

LEARNING SKILLS FOR SUCCESS – Learning Skills for Success is a two-credit hour course designed to help students become more successful students. In the class, students learn how to manage time, learn more effectively from lectures and textbooks, prepare for and take tests, and access College resources. Learning Skills for Success class is also available to students as an on-line class.

LIBRARY RESOURCE CENTER – The Library Resource Center provides students with valuable tools to find information on thousands of topics. Resources include over 20,000 print volumes and over 100,000 ebooks. Through the Library's subscription databases including EBSCOhost and Films on Demand, students have access to credible journals, magazines, and full length educational documentaries.

The Library's computer lab includes full internet access and standard software packages offered in the classroom labs, comfortable reading areas, private study carrels, and tables for small group meetings are available for student use.

The Library staff is available to assist students with their research needs:

Monday-Thursday 7:00 a.m.-10:00 p.m.
 Friday 7:00 a.m.-5:00 p.m.
 Sunday 1:00 p.m.-9:00 p.m.
 Library hours during the summer and

student breaks are: Monday-Thursday
 7:00 a.m.-6:00 p.m.
 Friday 7:00 a.m.-5:00 p.m.

NOTARY PUBLIC SERVICE – Notary service is available free of charge in the Human Resources Office on the Norfolk Campus.

PEER ADVISORS – Peer Advisors serve as a peer connection and resource for Northeast Community College students. Peer Advisors will have specific knowledge of My Northeast, scheduling, general education requirements, general knowledge of program requirements, campus resources, etc. They are selected through a hiring process and trained extensively. Peer Advisors have offices in the Residence Halls, College Welcome Center, and Ag Allied Health.

PRESCRIPTIVE MATH – Helps students develop and/or improve math skills. This class is offered during the fall and spring semesters. Students attend class for two hours a week. Classes are also offered during the summer.

RESIDENT-STUDENT ASSISTANTS (RA/SA TEAM) – The RA/SA Team is comprised of active and knowledgeable campus residents who work closely with the Residence Life Office to ensure a safe and fun environment that supports academic and personal success. The members of the Team understand and promote campus policies and procedures, assist in resolving residents' concerns, and plan fun and educational activities for residents, among other things. Each member is a resource for residents needing information about Residence Life or the other areas of campus. All students are eligible for the RA/SA positions before the fall semester and should be committed to the position for at least one year. Students must live in campus housing to serve on the Team.

SECURITY SERVICE – College policy provides for safe and healthy working conditions in all facilities and activities and complies with all rules, laws, and regulations pertaining to the safety and health of students.

Northeast, Norfolk campus, contracts with Sioux City Night Patrol for 24 hour, 7 days a week security service. Students may access this service anytime by calling (402) 841-5163.

STUDENT ACTIVITIES COUNCIL (SAC) – The Student Activities Council plans, organizes, and oversees a wide variety of campus activities such as "Monday Night @ the Movies" and "Wacky Wednesdays". Meetings are held regularly. Check the

“What’s Happening”, the Northeast website, and/or the Student Activities Office for meeting dates, location, and other information.

STUDENT AMBASSADORS PROGRAM – The goal of the Ambassadors is to provide a positive image of Northeast Community College to the community, prospective students, parents, high school and College personnel, and alumni. Student Ambassadors help to promote Northeast by serving eight to ten hours per week hosting campus tours, participating in appreciation/recognition activities, speaking to civic organizations, and maintaining correspondence with prospective students. Qualifying students must be willing to serve as an Ambassador for at least one year.

STUDENT CENTER – A gathering place on the Norfolk campus for students of all ages and backgrounds, the Student Center offers a variety of services. Public use areas include a game room which offers wireless Internet, big screen TV, pool tables, foosball, ping-pong, and space to study or socialize with friends. Other offices and services are Student Leadership Association, Student Activities, Health and Wellness, Student Health Services, lactation room, Veterans Lounge and the Hawks Shop. Hawk’s Landing Express is also located in the Student Center. The Student Center is open weekdays, Monday through Thursday evenings when classes are in session and for weekend meal services.

STUDENT LEADERSHIP ASSOCIATION (SLA) – The Student Leadership Association is the voice of the student body. The SLA helps resolve student concerns and promotes positive communication on campus. The SLA creates and works on community service projects and promotes and develops leadership and service. Meetings are held regularly. Check “What’s Happening”, the Northeast website, and/or the SLA Office for other pertinent information. Elections are held in the fall for freshmen representatives and in the spring for officers and sophomore representatives. Students are encouraged to stop by the SLA Office in the Student Center, Room 216C.

STUDENT ORGANIZATIONS – Northeast offers a wide variety of organizations. A listing of the student organizations and descriptions is available from the Student Activities Office, online, or the College Catalog.

TRIO STUDENT SUPPORT SERVICES – The TRIO Student Support Services Program at Northeast Community College is an academic assistance program funded through TRIO Grants by the U.S. Department of Education. The program is designed

for low-income, first-generation college students or students with a disability. These students will be offered academic development opportunities, assistance with meeting college requirements and support to motivate them towards the successful completion of their postsecondary education.

Eligibility: To qualify for services a student must be a citizen or permanent resident of the United States, be registered at Northeast Community College, demonstrate an academic need for services and meet at least one of the following criteria:

- First-Generation: An individual whose parents have not completed a four-year degree.
- Low-Income: Household taxable income meets TRIO/SSS guidelines established by the U.S. Department of Education.
- Students with a Disability: An individual with a documented learning, physical or emotional disability. Documentation must be submitted to the Northeast Community College Disability Services Office.

Services Offered: TRIO/SSS offers individual support, advising and a referral process to ensure program participants take full advantage of the services and activities offered on campus.

- A thorough needs assessment and development of a Student Success Plan
- Structured first-year experience course
- Required academic advising and success coaching
- Academic transfer assistance and visits to four-year colleges
- Assistance completing FAFSA, scholarship and transfer applications
- Financial literacy education
- Student Success Workshops
- Access to a free laptop through the TRIO Laptop Loan Program
- Tutoring and Supplemental Instruction
- College Readiness Boot Camp
- Educational Field Trips

Selection Process: The TRIO/SSS program at Northeast Community College will serve a total of 140 program participants each year. Priority will be given to:

1. Students who are both income-eligible and first-generation college student.
2. Students who are both income-eligible and have a disability that requires an educational accommodation.
3. Students who are income-eligible, first-generation, or have a documented disability and are motivated to take full advantage of the services offered through the TRIO/SSS program.

For more information or to apply to the program, please contact the TRIO Office in the College Welcome Center, call (402) 844-7736, or send an email to trio@northeast.edu.

VETERANS BENEFITS – Northeast Community College programs are approved by the Nebraska Department of Education for students eligible to receive veteran’s educational benefits. Veterans or persons eligible for veteran benefits should contact the Veterans Certifying Official in the Northeast Registrar’s Office.

WORK STUDY – The Federal Work Study Program provides a number of part-time jobs, usually on campus, for students who have demonstrated financial need. Check with the Financial Aid Office to find out if you qualify.

GETTING ANSWERS

Can I drop or add a class?

If you need to drop or add a class or change class periods, visit with your advisor and complete the necessary forms. You should try to make any class changes during the first week of the semester; however, you may still do so after the first week with instructor permission. Be aware that dropping classes may affect financial aid eligibility.

Note: Students should complete a Term Withdrawal Form if dropping all classes. A “UF” will be recorded on the transcripts of students who stop going to class if they do not complete and process an official Drop/Add or Term Withdrawal Form.

Can I repeat a class?

If you do not do well in a class, you may repeat it. The Registrar’s Office will use only the higher grade you received to compute your grade point average. Both grades will remain on your transcript; however, the lower grade will note the repeat and be excluded from the GPA calculation.

What if for some reason I have to withdraw from school?

If you must withdraw from school, see your advisor first. It is important you officially withdraw to avoid “F” grades. This is possible if the withdrawal form

is completed and returned prior to the “last day to withdraw” listed on the academic calendar. Your advisor or Extended Campus Director will supply you with the necessary forms (or they may be obtained in the Registrar’s Office on the Norfolk campus) and explain the withdrawal procedure. Again, withdrawing or not completing the term could result in financial aid ramifications.

Where can I go to find out what College activities are going on?

A calendar of events can be found online at northeast.edu, student activities link. Notices of activities and other items of interest to students are posted on the bulletin boards and in table tents throughout campus. Notices and posters require a stamp of approval from the College Welcome Center Receptionist before posting. In addition, Student Services prints the “What’s Happening”, a weekly newsletter published each Monday, which lists current and upcoming activities. The “What’s Happening” is also available on the College website at northeast.edu, which also includes other helpful information.

How do I compute my GPA (Grade Point Average)?

The Grade Point Average, usually referred to as GPA, is a function of the grading system used to determine academic status, scholastic probation, scholastic honors, and eligibility for graduation. Grade points are allocated **for each credit hour** earned as follows:

A+	4 points	C+	2.5 points	F	0 points
A	4 points	C	2 points	UF	0 points
B+	3.5 points	D+	1.5 points	P	0 points
B	3 points	D	1 point		(not used in computing GPA)

To compute GPA, multiply the semester hours of credit for each course by the grade value to determine honor points, and then divide the sum of the honor points by the total number of credits. When a course is repeated, only the higher grade will be used in computing the grade point average.

What leadership opportunities are available on campus?

All Northeast students are offered the opportunity to participate in the Student Leadership Development Series. The Series is comprised of four workshops intended to assist students in becoming better leaders; is free of charge; and is filled with outstanding information, activities, and speakers. To learn more about the series and workshop dates, contact Carissa Kollath at carissa@northeast.edu.

Can I participate in athletics at Northeast?

Northeast offers athletic opportunities through intercollegiate competition in baseball, basketball, golf, softball, soccer, and volleyball. For intercollegiate sports eligibility information, contact the head coach of the sport you are interested in or the Athletic Director.

Intramural competitions include flag football, softball, basketball, volleyball, soccer, and more. For intramural sports, watch for notices on campus about athletic opportunities or check with the Student Activities Office.

Is it too late to apply for financial assistance?

You may apply for some types of financial aid until the period of enrollment has ended. Northeast offers several kinds of financial assistance, including grants, loans, scholarships, and work study. To be considered for all types of aid for the upcoming academic year, you should complete the Free Application for Federal Student Aid (FAFSA) as soon as possible each year after tax preparation is completed for the preceding year. The Financial Aid staff will work closely with you to determine your eligibility for financial aid to meet the cost of attending college. Contact the Financial Aid Office on campus in Norfolk for more information.

Who do I contact if I do not feel well?

If a major medical emergency or minor medical problems occur on campus, the student should immediately contact emergency medical personnel by calling 911 from a campus phone. Students can visit the Student Health Services Office in the Student Center, Room 216 for non-emergency health issues. See "Health Services" on page 132.

What is the attendance policy?

The College expects students to attend classes and complete assignments, including assignments missed due to absence. Each instructor develops and enforces the attendance requirements for each course. In addition, instructors follow Northeast's procedure for reporting students who fail to start attending and/or students who stop attending class. Outlined below are the consequences for non-attendance. Students who cannot attend a class must notify the course instructor. Students missing class due to cases of extended illness, other health impairments, or family emergencies must also notify the Dean of Student Life. Students who miss class due to military obligations must notify the College's VA certifying official in the Registrar's Office.

Student Failure to Start Attendance - Administrative Withdrawal

Northeast Community College is required to verify the enrollment and participation of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through alternate funding sources. Students who fail to start a class and never complete an assignment will be reported for non-attendance by Northeast faculty.

- Students who have no active participation in a course will be administratively withdrawn from the course and the student's financial aid will be adjusted to reflect eligibility only for those courses attended.
- Active participation in a course is defined as submitting an assignment, test or quiz or attending an in person class. Logging into an online course does not demonstrate active participation.
- Students who have been administratively withdrawn from a course will have the course and all tuition and fees associated with the course removed from their record. Students who are administratively withdrawn will receive email notification from the Registrar's Office.
- Students who have not had any active participation in a course in the first two weeks of the term will not be allowed to re-enroll in the course. In the event that the student can prove he/she had active participation within the first two weeks, the student must appeal to the course instructor to be re-enrolled. All appeals will be reviewed within five consecutive calendar days by College committee; the student will be notified of committee decision.

Students Who Stop Attending

Students are expected to follow the College's Drop/Withdrawal procedures. Students who stop attending a course after attendance has been established must drop the course and/or withdraw from the term. Stopping attendance during a term is defined as not actively participating in a course for 14 consecutive calendar days. Stopping attendance does not cancel tuition charges or prevent the course and grade from appearing on the student's academic record. Students who have stopped attending a course and fail to officially drop the course will be assigned a "UF" (Unearned "F") grade.

- A "UF" grade is counted as a failure in the calculation of grade point average and academic standing.
- A student who is assigned a "UF" grade will not be allowed to return to the class for the current term.

- The issuance of a “UF” grade will activate re-evaluation of the student’s financial aid and may result in repayment as noted in the Return to Title IV guidelines.
- Students who have been issued a “UF” grade can officially withdraw from the course by filling out and returning a Drop Form or if withdrawing from all courses, a Term Withdrawal Form, to the Registrar’s Office. This will replace the “UF” grade with a “W” for the course(s) they are officially withdrawing from. Note: To do this students must meet the withdrawal deadline for the term the “UF” was issued as listed in the Academic Calendar.

What if I don’t have a high school diploma?

You can still apply for admission to Northeast without a high school diploma. However, a student who seeks federal financial aid must have a high school diploma, GED certificate, or completed home schooling at the secondary level.

What if I need to cancel my Residence Life Contract?

Any student living on campus is required to have a nine month binding contract and to have paid a \$250.00 security deposit. If you need to cancel the contract, contact the Residence Life Office in person as soon as you start thinking about canceling the contract or moving off-campus. A canceled contract will have consequences of a forfeited security deposit, as well as current and next month’s rent.

Can I transfer my credits to another college or university?

If you want to transfer to another college, you should work closely with your advisor and the college where you plan to transfer for help in planning your program of study. The generally accepted requirement for transfer to another college includes a minimum of “C” grades in your course work in a program at Northeast that corresponds with the college where you are transferring. Classes numbered below 1000 level will not transfer. For more specific information about transferable classes, visit the transfer information page on northeast.edu, under “Quick Links” menu.

Will I be notified if I’m doing poorly in a class?

As a college student, it is your responsibility to keep track of your progress in course work and seek extra help from your instructor or a tutor if necessary. At mid-term, faculty enters grades. Students may view mid-term grades on My Northeast.

Should I carry health insurance?

Northeast Community College does not sponsor

a school insurance plan, but the College recommends that students enroll in a voluntary group accident and/or health insurance plan available through commercial insurance companies. If a student is enrolled as a member of a family health or hospital-related plan, he/she should check to see at what age that coverage ends.

What classifications are used to determine resident status?

Students shall be classified as Nebraska resident, Iowa or South Dakota resident, or nonresident for admission and tuition purposes by the Admissions Office. Classification as a Nebraska, Iowa, or South Dakota resident requires that the student be a resident of the State of Nebraska, Iowa, or South Dakota for six months prior to the first day of class. Refer to the College Catalog for the Residency Guidelines and Procedures that support residency status. Qualifying Northeast Veteran students will be eligible for in-state tuition rates.

Any student who has been classified as a nonresident for tuition purposes and believes that he or she may qualify as a Nebraska, Iowa, or South Dakota resident must file a residency application form with the Dean of Enrollment Management by the first day of the term for which the tuition fee was charged. An individual who believes that he or she has been incorrectly denied a Nebraska, Iowa, or South Dakota residency determination by the Dean of Enrollment Management may appeal the decision through the Vice President of Student Services, then the President, and subsequently the Board of Governors.

How do I file a complaint?

Occasionally, a student will encounter a College-related problem that he or she does not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those directly involved with the issue. If, however, an issue or problem still exists, there is a formal complaint process at Northeast Community College that students may initiate. All formal complaints must be put in writing using the online Student Complaint Form. If a form is submitted without a student’s name, the complaint will not be considered. All written complaints will be tracked to ensure an action has been taken. In addition, outcomes of appeal processes are not subject to further consideration through this process.

Complaint: A written concern or formal charge of dissatisfaction with a person, service, or process that requires clarification, investigation, and resolution. This requires completion of the Student Complaint Form.

Exclusions: The Student Complaint Process does not apply to grade appeals, complaints of sexual harassment, or any student-to-student complaints. Please refer to the Student Code of Conduct for procedures regarding these types of complaints.

Instructions for initiating a formal complaint:

1. Attempt to resolve the issue by speaking directly with the individual(s) or office(s) involved.
2. Complete and submit the online Student Complaint Form.
3. When the complaint is received by the Director of Student Conduct, it will be forwarded to the appropriate individual to review and address the issue.
4. After the concern has been addressed, the student/future student will receive written communication from the Director of Student Conduct documenting the receipt, review, and resolution of the complaint.

If a student feels the administrative response is not satisfactory, the Formal Student Grievance Procedure may be initiated.

Distance Education Student Complaints:

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education conducted a Negotiated Rule Making Process in 2010, and institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

It is recommended that students taking online classes at Northeast Community College first pursue their concerns locally. Students taking online classes at Northeast Community College who reside out-of-state should follow the instructions for initiating a formal complaint listed above.

Northeast Community College is required to have contact information on its website for out-of-state students who want to file a complaint within their home state. We provide additional online resources for filing student complaints that provides phone numbers, emails and/or other contact information for state education agencies.

Family Educational Rights & Privacy Act (FERPA)

Northeast Community College complies with all federal, state, and local laws, which relate to student records including the Family Educational

Rights and Privacy Act (FERPA) and pursuant regulations. Regardless of the student's age, rights under FERPA begin when a student enrolls at Northeast Community College.

The College Registrar through the Vice President of Student Services is responsible for maintaining and controlling all student education records. An individual who believes that the College has failed to comply with the requirements of FERPA may file a complaint with the:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Under the law, directory information may be released by the College without the student's consent. The following items are considered directory information: student's name, address, telephone number, email address, major field of study, participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, honors and awards received, degrees and awards, photographs, and the most recent previous institution attended by the student. If a student does not desire such directory information to be released, a request in writing must be filed each semester with the Vice President of Student Services.

Release of information other than directory information normally requires written permission from the student. The College may release non-directory information without consent in specific cases as outlined in College policies. Northeast maintains a record of all disclosures, and if a student so requests, a copy of the disclosure will be given to the student.

Northeast officials may release information without student's prior written consent to the following groups:

- Northeast Community College faculty and staff with a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibilities for the college.
- Person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials. (such as an attorney, auditor, collection agent, verification agency such as the National Student Loan Clearinghouse)
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student

- Organizations conducting certain studies on or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Students have the right to inspect their educational records. The College will not withhold a student's record from a student who has properly requested information under the conditions described in College policies and presented valid identification. A student has the right to request an amendment of their record, obtain a hearing related to their record, or add a statement to their record. An individual who believes that he or she has been denied the right to view appropriate records may appeal the decision with the Vice President of Student Services through the student grievance procedure. This procedure does not apply to disputes about grades assigned by faculty. For information on the grade appeal policy and procedure, refer to the Student Handbook or College Catalog.

For additional information regarding students' rights and freedoms, refer to the Student Code of Conduct section of the Student Handbook, available in the Student Services Office. To obtain a complete copy of the College's policy governing educational records, contact the Vice President of Student Services.

Northeast Community College takes reasonable measures to protect your personal information in accordance with all applicable federal, state and local regulations.

How do I find out if classes are canceled due to bad weather?

When weather or other conditions necessitate the cancellation or postponement of daytime classes or events and services provided by Northeast Community College, a decision will be made by 5 a.m. If evening classes or events must be cancelled or postponed, a decision will be made and announced by 3 p.m.

Northeast Community College believes the safety of its students is of paramount importance and encourages students to use their best judgment when weather conditions have deteriorated. Northeast's **Campus Alert** system disseminates timely weather announcements and emergency notifications via text message, email and voice messaging. Campus

Alert is available to all faculty, staff and enrolled students. To register for Campus Alert, visit www.northeast.edu/campus-alert.

For cancellation or postponement announcements, students may also call (402) 371-2020 or (800) 348-9033, visit KHWK Cable TV Channel 20 (Channel 23.2 on the Norfolk Campus), or listen or watch the following radio and television stations:

AINSWORTH

KBRB, 92.7 FM
KBRB, 1400 AM

COLUMBUS

KKOT, 93.5 FM
KZEN, 100.3 FM
KLIR, 101.1 FM
KJSK, 900 AM
KTTT, 1510 AM

NORFOLK

KPNO, 90.9 FM
KUSO, 92.7 FM
KNEN, 94.7 FM
KEXL, 97.5 FM
WJAG, 105.9 FM
KQKX, 106.7 FM
KUSO, 107.5 FM
WJAG, 780 AM

O'NEILL

KBRX, 102.9 FM
KBRX 1350 AM

SIoux CITY, IA

KGLI, 95.5 FM
KKMA, 99.5 FM
KSEZ, 97.9 FM
KKYY, 101.3 FM
KQNU, 102.3 FM
KSUX, 105.7 FM
KSFT, 107.1 FM
KMNS, 620 AM
KSCJ, 1360 AM
KWSL, 1470 AM

WAYNE

KTCH, 104.9 FM
KCTY, 1590 AM

WEST POINT

KTIC, 107.9 FM
KTIC, 840 AM

VERMILLION, SD

KVHT, 106.3 FM

YANKTON, SD

KKYA, 93.1 FM
WNAX, 104.1 FM
WNAX, 570 AM

TELEVISION STATIONS

KTIV, Sioux City - Channel 4
KCAU, Sioux City - Channel 9
KMEG, Sioux City - Channel 14
News Channel Nebraska, Norfolk - Channel 35
KPTH, Sioux City - Channel 44

If Northeast classes are held at an area high school and the school closes due to bad weather, Northeast classes held at that site are also canceled.

Northeast Extended Campuses will close or cancel classes based on weather conditions at their locations.

INFORMATION FOR STUDENTS ENROLLED IN OFF-CAMPUS CLASSES

- The Extended Campus locations in O'Neill, South Sioux City and West Point
- The Regional Offices in Ainsworth and Hartington
- Interactive Distance Learning classrooms throughout the 20-county service area
- Online

EXTENDED CAMPUS LOCATIONS

Northeast Community College provides off-campus student support in three strategically located communities within the 20-county service area. The Northeast Extended Campuses are located in O'Neill, South Sioux City and West Point. The Extended Campuses are staffed with personnel to assist with on-site and interactive campus tours and distance learning classes that are offered in the Extended Campus facilities. Personnel assist students with ACCUPLACER tests, registration, advisement, and academic testing. Computer labs are available for student access. The Extended Campuses include a student lounge and an office for adjunct faculty. The Extended Campus at South Sioux City also provides bookstore services. The Extended Campuses are approved to offer complete degree programs at their sites by the Higher Learning Commission. The Extended Campus personnel also assist students who are enrolled in an ITV and/or online classes. In addition to the Extended Campus locations, Northeast Community College has Regional Offices in Ainsworth and Hartington providing limited services for students.

Listed below are locations and primary contact personnel at each of the Extended Campuses and Regional Offices.

O'Neill Extended Campus

505 East Highway 20
 P. O. Box 269
 O'Neill, NE 68763-0269
 Phone: (402) 336-3590 or (800) 421-6322
 Fax: (402) 336-1103

Extended Campus Director: Merri Schneider
 Email: merri@northeast.edu

Advisor: Ted Myers
 Email: ted@northeast.edu



South Sioux City Extended Campus

College Center
 1001 College Way
 P. O. Box 989
 South Sioux City, NE 68776-0989
 Phone: (402) 241-6400 or (888) 698-6322
 Fax: (402) 241-6440

Executive Director: Dr. Cyndi Hanson
 Email: cyndih@northeast.edu

Advisor: Teresa Frank
 Email: teresa@northeast.edu

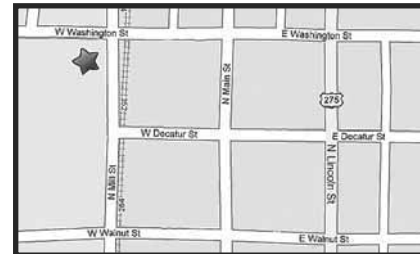


West Point Extended Campus

202 Anna Stalp Avenue
 West Point, NE 68788-1960
 Phone: (402) 372-2269 or (888) 794-6322
 Fax: (402) 372-5839

Extended Campus Director: Kacie Borchers
 Email: kacie@northeast.edu

Advisor: Lisa Reifenrath
 Email: lisar@northeast.edu

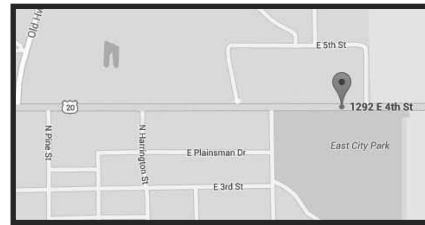


Regional Office in Ainsworth
1292 East 4th Street
P.O. Box 54
Ainsworth, NE 69210-0054
Phone: (402) 844-7661

Regional Coordinator: Sonja Corkle
Email: sonja@northeast.edu

Regional Office in Hartington
107 West State Street
P.O. Box 578
Hartington, NE 68739
Phone: (402) 844-7660

Regional Coordinator: Russell Flamig
Email: russellf@northeast.edu



INTERACTIVE DISTANCE LEARNING CLASSROOMS

Distance Learning classrooms are located on the Norfolk campus, each of the three Northeast Extended Campuses, at Educational Services Units, and at area high schools. Proctors facilitate classroom and student needs at locations that receive instruction from a site other than where faculty is originating the class. In addition to the personnel listed above at the Extended Campuses, the following personnel assist with the delivery of distance learning classes:

ASSOCIATE DEAN OF BUSINESS AND TECHNOLOGY

Shawn Tillotson
Phone: (402) 844-7298 or
(800) 348-9033, Ext. 7298
Fax: (402) 844-7400
Email: shawnt@northeast.edu

For support, contact the Service Center at 402-844-HELP or help@northeast.edu.

ONLINE CLASSES AND SERVICES

Northeast Community College offers online classes via a learning management system on the web. Students enrolling in an online class are encouraged to view the tutorials in the Orientation for Online Students at <https://myclasses.northeast.edu>.

Students taking an online class MUST update their email address in My Northeast. All online class log-in information is sent via email, therefore having a valid email is important. Students taking an online class will receive their log-in information one week prior to the course start date.

For technical assistance while taking an online course students can contact the Service Center at (402) 844-HELP or email help@northeast.edu. The Service Center is available for walk-in traffic, email, or phone during the

following hours:

Monday-Thursday 7:00 a.m.–10:00 p.m.
Friday 7:00 a.m.-5:00 p.m.
Sunday 1:00 p.m.-9:00 p.m.

Online Course Help Desk

Phone: (402) 844-HELP or
(800) 348-9033, Ext. 4357
Email: help@northeast.edu

Inquiries regarding other student support services may be made via email to the addresses listed below:

Academic Advising:
onlineadvisor@northeast.edu

Career Planning/Career Services:
terrih@northeast.edu and
northeast.edu/career-services

Counseling:
stephanie@northeast.edu

Developmental English:
scotta@northeast.edu

Disability Services:
mary@northeast.edu

Hawks Shop:
bookstore@northeast.edu

Individualized Math
kelly@northeast.edu

International Students:
intladmissions@northeast.edu

Learning Skills for Success:
connie@northeast.edu

Online Advising:
onlineadvisor@northeast.edu

Prescriptive Math:
kelly@northeast.edu

Testing Center:
testingcenter@northeast.edu

Tutoring, Supplemental Instruction, and Writers' Clinic:
matthewch@northeast.edu

STUDENT CODE OF CONDUCT

PREAMBLE

Students enrolled at Northeast Community College (Northeast) are expected to conduct themselves in a mature and responsible manner. It is the policy of Northeast to allow students maximum freedom consistent with good scholarship and citizenship. Students are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship in any community. Good citizenship implies high standards of conduct and requires conformity to the laws of the United States, the State of Nebraska, its subdivisions, and to Northeast policies, procedures, and Code of Conduct.

ARTICLE I: DEFINITIONS

- A. The term "College" means Northeast Community College, including its Norfolk campus, Extended Campuses in O'Neill, South Sioux City and West Point, and the Regional Offices in Ainsworth and Hartington, Nebraska.
- B. The term "student" includes all persons enrolled in courses at the College, including credit and non-credit, full-time or part-time, on site, online, or via distance education, or Adult Education courses. Persons who withdraw from classes after allegedly violating the Student Code and persons who are living in College residence halls, although withdrawn from Northeast Community College, are considered "students" under this Code of Conduct. This Student Code does apply at all locations of the College, including sites of College-sponsored events/activities.
- C. The term "faculty member" means any person employed by the College to conduct teaching activities or who is otherwise considered by the College to be a member of its faculty.
- D. The term "College official" includes any person employed by the College performing assigned administrative or professional responsibilities.
- E. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the College President.
- F. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, rented, or controlled by the College, including adjacent streets and sidewalks.
- G. The term "organization" means any number of persons who have complied with the formal requirements for College recognition or registration.
- H. The term "academic year" means the first day of the fall semester through the last day of the second summer session.
- I. The term "Student Conduct Appellate Board", hereafter referred to as the "Appellate Board", means those persons appointed by the Director of Student Conduct to consider an appeal from the sanctions imposed by the Director of Student Conduct, or his/her designee.
- J. The term "shall" or "will" is used in the imperative sense.
- K. The term "may" or "might" is used in the permissive sense.
- L. The term "Director of Residence Life" is the official at the College who is responsible for the administration of Residence Life policies, including the imposition of sanctions upon any student(s) found to have violated specific Residence Life policies.
- M. The term "Director of Student Conduct" is the official at the College who is responsible for the administration of the Student Code of Conduct, including the imposition of sanctions upon any student(s) found to have violated said Code.
- N. The term "Vice President of Student Services" is the College official exercising primary authority over the College's Student Services, programs, and operations.
- O. The term "code" means the Student Code of Conduct as found in the Student Handbook, on the College website, or other official College publications.
- P. The term "Residence Life Manual" means the written regulations of the College as found in the Residence Life Manual or on the College website.
- Q. The term "cheating" includes, but is not limited to, 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; and 4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- R. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

- S. The term “Complainant” means any person who submits a charge alleging that a student, group of students, or student organization violated the Student Code of Conduct. When a student believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under the Student Code of Conduct as are provided to the Complainant, even if another member of the College community submitted the charge.
- T. The term “Accused Student” means any student, group of students, or student organization accused of violating the Student Code of Conduct.

ARTICLE II: STUDENT CODE AUTHORITY

- A. The Director of Student Conduct or his/her designee shall appoint three (3) persons each academic year to serve on the Student Conduct Appellate Board: one (1) on-campus student; one (1) off-campus student; and one (1) full-time faculty or staff member. The Director of Student Conduct shall also appoint one (1) alternate member from each of the three (3) categories who shall serve if the regular member is unavailable.
- B. The Director of Student Conduct shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Appellate Board Hearings. These policies shall be consistent with provisions of the Student Code of Conduct.
- C. Decisions made by a Student Conduct Appellate Board and/or the Director of Student Conduct shall be final, pending the “normal appeal process”. This process is outlined in the Student Handbook and on the College website.

ARTICLE III: PROSCRIBED CONDUCT

- A. Jurisdiction of the Northeast Student Code of Conduct

The College Student Code of Conduct shall apply to conduct that occurs on College premises and at College sponsored activities. Each student shall be responsible for his/her conduct during each academic year for which he/she is enrolled. The Student Code shall apply to a student’s conduct if the student withdraws from school while a disciplinary matter is pending.

- B. Conduct – Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including, but not limited to, the following:

- a. Cheating on an advanced placement test or other examination required for admission.
- b. Cheating or plagiarism in the classroom or other forms of academic dishonesty. Such acts of dishonesty shall be referred to the Educational Services Division for handling pursuant to Educational Services policy and administered by the instructor, associate dean, dean, and/or Vice President of Educational Services.
- c. Furnishing false information to any College official, faculty member, or office.
- d. Forgery, alteration, or misuse of any College document, record, or instrument of identification, including misrepresentation of degrees awarded or honors received.
- e. Other forms of dishonesty relating to academic achievement or academically related public service.
- f. Tampering with the election of any institutionally recognized student organization.
- g. Claiming to represent or act on behalf of the institution when not authorized to so represent or so act.

2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on- or off-campus, or of other authorized non-College activities when the conduct occurs on College premises.

3. Disruption of or interference with the activities of persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities or of student residential facilities.

4. Acts of aggression including threats, intimidation, coercion, or other conduct that threatens or endangers the health or safety of any person:

- a. Conduct that threatens or endangers a student’s own health or safety may also violate this section.
- b. “Aggression” means not only intentional infliction of harm, but also conduct that intentionally subjects another to unwelcome, offensive, physical contact or that puts another person in reasonable fear that the actor intends immediately to subject that person to intentional injury or unwelcome, offensive touching.

- c. Threats, intimidation, or acts of violence against employees, students, or visitors on Northeast Community College property will not be ignored, condoned, or tolerated. (Northeast Community

- College BP 7015 or as the same may from time to time be amended) Physical contact will result in law enforcement being called.
5. **Sexual Misconduct.** Sexual Misconduct offenses occur when a person is subjected to any sexual act against that person's will or consent and include, but are not limited to: sexual harassment; sexual assault (rape, fondling, incest, and statutory rape) including non-consensual sexual contact (or attempts to commit same); non-consensual sexual intercourse (or attempts to commit same); sexual exploitation. Consent is clear, knowing, and voluntary. Persons who are minors, mentally disabled, and/or under the influence of alcohol, marijuana, or other illegal or legal controlled substances at the time they are subjected to the sexual act shall be presumed incapable of effective consent. In matters of alleged sexual misconduct, both the accuser and the accused have the opportunity to have an advisor present during a disciplinary proceeding as permissible by the Title IX Coordinator.
 6. **Discriminatory Conduct,** including race, color, national origin, sexual orientation, disability, religious, or gender-based harassment or harassment on any other grounds, directed at individuals. This also includes intimate partner violence (domestic or dating), bullying, and stalking.
 - a. Harassment may be established by showing:
 - i. Conduct toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and/or that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource; or
 - ii. Other conduct that is extreme and/or outrageous, exceeding bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or benefit from the College's educational programs or activities. This also includes stalking; cyber stalking; bullying; threats; abuse; insults; or humiliation to the instructor or the members of a class; demeaning written or oral comments of an ethnic, religious, sexist/sexual orientation, or racist nature; and unwanted sexual advances or intimidation by email, text message, discussion boards, and other postings in course shells. Any case that is determined to be of a criminal or legal nature will be referred to local authorities.
 7. **Attempted or actual theft of and/or damage to property of the College or property of a member of** the College community or other personal or public property, on- or off-campus.
 8. **Possession of stolen property on institutional property or at a College-sponsored activity where the property is known to be stolen.**
 9. **Hazing,** defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
 10. **Failure to comply with directions of College officials, campus security staff, or law enforcement officers acting in performance of their duties and or failure to identify oneself to these persons when requested to do so.**
 11. **Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.**
 12. **Operating a vehicle on campus so as to endanger public safety, including negligent and/or reckless driving and other vehicle misconduct. Vehicles on campus must be properly licensed and in working order or they will be subject to towing at the owner's expense. Exceptions may be made for vehicles used for class projects and must meet the approval of the Dean of Applied Technology or designee.**
 13. **Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.**
 14. **Violation of any federal, state, or local law on institutional premises or at institutionally-sponsored or supervised activities, including behavior classified as disorderly, lewd, indecent, or a breach of peace.**
 15. **Use, possession, manufacture, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. This includes possession of drug paraphernalia or drugs in unmarked containers, and attending College classes and/or activities while under the influence of illegal and/or controlled substances both on- and off-campus.**
 16. **Use, possession, manufacture, or distribution of alcoholic beverages, containers, and paraphernalia on all property of the College and at all College sponsored events held off campus. This includes possession of alcohol paraphernalia, and attending College classes and/or activities while under the influence of alcohol. Student health and safety are**

- primary concerns of Northeast Community College. Students are expected to contact 911, Campus Security, Residence Life staff, or other College officials when they believe medical assistance for an intoxicated/impaired student is required. When such assistance is sought for an intoxicated/impaired student, the student seeking help, as well as the individual assisting, will not be subject to College disciplinary actions with respect to the alcohol policy. Student(s) may be required to complete an alcohol education class of assessment.
17. The use or possession of tobacco and/or tobacco substitutes is not permitted on any College-owned property, in buildings, vehicles, during classes, athletic events, or at any College-sponsored activities. This includes, but is not limited to, cigarettes, cigars, smokeless tobacco, and electronic smoking devices.
 18. Making bomb threats.
 19. Any possession, such as, but not limited to, firearms, explosives, knives with over 3.5" blade, destructive devices, dangerous chemicals, fireworks, or any other items, even if legally possessed (such as look-alike items – fake guns, swords), used in a manner that harms, threatens, or causes fear to others. Violation of these prohibitions will result in disciplinary and/or law enforcement action.
 20. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt schedules and/or normal activities within any campus building or area.
 21. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
 22. Performing acrobatic maneuvers on bicycles, skateboards, rollerblades, Segways, or other like equipment as well as using such equipment inside College buildings or Residence Halls and Apartments. Students found violating this rule or causing property damage will be subject to fines and replacement or repair costs.
 23. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, the College or members of the academic community. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises or at a College-sponsored event without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom and/or living quarters; it also includes posting such photos to websites. In addition, unauthorized photos of students and employees in any area of the College is prohibited, unless it is approved by the College.
 24. Theft or other abuse of computer facilities and technology resources, including, but not limited to,
 - a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password or misrepresenting the identity of the sender.
 - d. Use of computing facilities and technology resources to interfere with the work of another student, faculty member, or College Official.
 - e. Use of computing facilities and technology resources to send obscene, threatening, harassing, or abusive messages.
 - f. Use of computing facilities and technology resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and technology resources in violation of copyright laws.
 - h. Making, acquiring, or using unauthorized copies of computer software or violating terms of applicable software license agreements.
 - i. Attempting to circumvent data protection schemes or tampering with security.
 - j. Any violation of BP 5250 Acceptable Use Policy—Technology Resources - Student (or as the same may from time to time be amended).
 25. Abuse of the Student Conduct System, including, but not limited to,
 - a. Failure to obey notice from a College Official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a College official and/or the Appellate Board.
 - c. Disruption or interference with the orderly conduct of an Appellate Board proceeding.
 - d. Instituting a student conduct code proceeding in bad faith.

- e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of an Appellate Board prior to, and/or during the course of, the Appellate Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of the Appellate Board prior to, during, and/or after a student conduct code proceeding.
 - h. Influencing or attempting to influence another person to commit a violation of the Student Code of Conduct or procedures relating thereto.
26. Conduct not expressly proscribed may also subject students, groups of students, or student organizations to discipline where it demonstrates that a student, group of students, or organization has disregarded the need to conform to reasonable rules and regulations intended to protect the health and safety of others and to assure their orderly access to and beneficial use of institutional resources and facilities.
27. Formal or informal student organizations, which by repeated practice, initiate, encourage, support, or tolerate conduct by members, associates, or guests that violate the provisions of this Code shall be subject to discipline.

C. Violation of Law and College Code of Conduct

- 1. No provision of this Code shall be interpreted to deprive students of rights guaranteed them under state or federal law.
- 2. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the Student Code of Conduct (it is possible both violations may result from the same factual situation) without regard to the pendency of any civil or criminal proceedings under this Student Code may be carried out prior to, simultaneously with, or following any civil or criminal proceedings conducted off-campus. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges brought against a student or group of students were dismissed, reduced, or resolved in a Court of Law.
- 3. When a student or group of students is/are charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special considerations for that individual because of his or her status as a student. Off-campus conduct that

affects the well-being of the College community can be cause for sanctions from the College. If the alleged offense is also being processed under the Code, the College may advise off-campus authorities of the existence of the Code and of how such matters are typically handled within the College community. The College will cooperate with law enforcement and other agencies in the enforcement of criminal law violations which occur at the College. Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

- 4. When the Vice President of Student Services receives a report of student misconduct that may constitute a felony offense under state or federal law, that official shall immediately report the known facts and circumstances to the local law enforcement officials who have jurisdiction over the matter.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES (other than Title IX related complaints)

A. Charges and Appellate Board Hearings

- 1. Any member of the College community may file charges against a student for violations of the Code. A charge shall be prepared in writing and filed with the Director of Student Conduct or his/her designee. Any charge should be submitted as soon as possible after the event takes place, preferably within three (3) work days.
- 2. The Director of Student Conduct or his/her designee shall conduct an investigation to determine 1) if a violation may have in fact occurred, 2) if so, what an appropriate sanction(s) might be, and 3) if a charge(s) and sanction(s) can be administratively resolved by mutual consent of the parties involved. The Director or his/her designee shall supply to the accused student, a letter outlining the Code or Residence Life violation and the sanction(s) to be imposed. Accused students may appeal the sanction(s) for the following reasons: 1) inappropriate sanction (does not follow the Residence Halls or Student Services matrix of sanctions); 2) procedural defect during the initial investigation or meeting with College Official(s); 3) presence of new evidence. A Petition for Appeal form can be obtained from the Director of Student Conduct and/or the Director of Residence Life and Food Service.
- 3. In disciplinary cases involving sexual misconduct, both the accused and the accuser/victim will receive, in writing, the results of the investigation and any sanction(s) imposed.

B. Sanctions

1. Sanctions may be imposed upon any student found to have violated the Code or Residence Life Manual. Those sanctions may include the following:
 - a. Warning – Written: A notice in writing to the student that the student has violated the Code or Residence Life Manual. Verbal: A discussion with the student outlining the violation.
 - b. Probation – A designated period during which a student is considered “not in good social standing” with the College. Additional behavior in violation of College regulations during the probationary period may constitute grounds for more serious disciplinary action including, but not limited to, suspension/dismissal from the residence halls, and/or suspension/dismissal from the College. Probation may include specific terms and conditions as deemed appropriate by the Director of Student Conduct, the Dean of Student Life, the Director of Residence Life and Food Service, and/or the Vice President of Student Services.
 - c. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - d. Fines – A sum imposed as a consequence of violating the Code of Conduct or the Residence Life Manual.
 - e. Community Service - Time spent, without pay, on projects that benefit the College and the College community.
 - f. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. Discretionary Sanctions – Work assignments, essays, service to the College, or other related discretionary assignments.
 - h. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. Residence Hall Eviction – Permanent separation of the student from the residence halls.
 - j. Interim Suspension – In certain circumstances, the Vice President of Student Services or his/her designee may impose an institutional or residence suspension prior to the hearing before a judicial officer. Interim suspension may be imposed only for one or more of the following purposes:
 - i. To ensure the safety and well-being of members of the campus community or preservation of institutional property or other property located on premises controlled by the College.
 - ii. To ensure a student’s own physical or emotional safety and well-being.
 - iii. To ensure the normal operations of the institution where a student poses a definite threat of disruption of or interference with the normal operations of the institution. During the interim suspension, students shall be denied access to residence facilities or to the campus (including classes) or all other institutional activities or privileges for which the student might otherwise be eligible as the Vice President of Student Services may determine to be appropriate.
 - k. College Suspension – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - l. College Expulsion – Permanent separation of the student from the College.
 - m. Revocation of Admission and/or Degree – Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - n. Withholding of a Transcript – The College may withhold a formal transcript until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. a. Student Disciplinary Records: Other than College expulsion or withholding of a formal transcript, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the students’ disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or withholding of a formal transcript, upon application to the Vice President of Student Services or his/her designee. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree shall be

expunged from the student's confidential record seven years after final disposition of the case.

- b. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV (B) (1) (a) – (n).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation: Loss of all privileges, including College recognition, for a specified period of time.
 5. In each case in which the Director of Student Conduct or his/her designee determines that a student and/or group or organization has violated the Code or Residence Life Manual, the sanction(s) shall be determined and imposed by the Director or his/her designee. Following the meeting with the Director or designee, the accused student and/or group or organization will be informed in writing of the sanction(s) imposed, if any.
- C. Appeals
1. A decision reached by the Director of Student Conduct or his/her designee may be appealed by the accused student(s) or complainant(s) to the Appellate Board within three (3) working days of the decision. Accused students may appeal the sanction(s) for the following reasons: 1) inappropriate sanction (does not follow the Residence Halls or Student Services matrix of sanctions); 2) procedural defect during the initial investigation or meeting with College Official(s); 3) presence of new evidence. A Petition for Appeal form can be obtained from the Director of Student Conduct and/or the Director of Residence Life and Food Service.
 2. The appeal shall be limited to a review of the initial meeting with the Director or his/her designee and supporting documents. If there is new information and/or relevant facts which were not known to the accused at the time of the original meeting with the Director or his/her designee, the Appellate Board may allow said new information and/or relevant facts to be brought out if requested by the accused prior to the time for the appellate hearing as provided in Subparagraph 4 below.
3. The Appellate Board's responsibility is:
 - a. To determine whether the meeting was conducted fairly in light of the charges and information presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Code or Residence Life Manual was violated and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures shall not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine if the decision reached regarding the accused student was based on whether there were sufficient facts in the case to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code or Residence Life Manual which the student was found to have committed.
 4. The Appellate Board hearings shall be conducted according to the following guidelines:
 - a. Appellate Board hearings shall be conducted in private unless requested to be an open hearing by the accused or complainant. The hearing shall be not less than five (5) nor more than fifteen (15) work days after the student or accused has filed the appeal with the Director of Student Conduct or his/her designee. Maximum time limits for scheduling of this meeting may be extended at the discretion of the Director or his/her designee.
 - b. College faculty or staff member shall serve as the Chair of the Appellate Board.
 - c. The complainant and the accused student shall have the right to be assisted by an advisor of their choice, at their own expense. The advisor shall be a member of the College community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his or her own information. Advisors shall only be permitted to speak at the hearing if requested by the complainant or accused prior to the hearing and approved by the Appellate Board Chair.

- d. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Appellate Board hearing at which information and testimony is received (excluding deliberations). Admission of any other person to the Appellate Board hearing shall be at the discretion of the Appellate Board Chair.
- e. In Appellate Board hearings involving more than one accused student, the Appellate Board Chair, at his or her discretion, may permit the Appellate Board hearing(s) concerning each student to be conducted either separately or jointly.
- f. The Appellate Board Chair shall have the power to remove from the hearings any person whose conduct interferes with the hearings.
- g. The complainant, the accused student, and the Appellate Board may arrange for witnesses to present pertinent information to the Appellate Board. If reasonably possible, the College will try to arrange the attendance of possible witnesses who are members of the College community and who are identified by the complainant and/or accused student at least two work days prior to the Appellate Board hearing. Witnesses will provide information to and answer questions from the Appellate Board. The accused Student, the complainant, and the Director of Student Conduct shall have the privilege of presenting witnesses, subject to the right of cross examination by the other party or parties. Witnesses may only be present during the hearing while testifying. It is the intent to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether certain information will be allowed to be introduced and considered at the hearing shall be resolved by the Appellate Board Chair.
- h. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Appellate Board at the discretion of the Appellate Board Chair.
- i. All procedural questions are subject to the final decision of the Appellate Board Chair.
- j. After the evidentiary portion of the Appellate Board hearing concludes in which all pertinent information has been received, the Appellate Board shall determine (by majority vote) whether the accused student has violated each section of the Code or Residence Life Manual which the student is charged with violating.
- k. The Appellate Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code or Residence Life Manual and whether the sanction imposed was reasonable and appropriate for the violation.
- l. The fact that a student acted while under the influence of alcohol, marijuana, or an illegal controlled substance shall not be considered a mitigating factor.
- m. Formal rules of process, procedure, and formal rules of evidence, as are applied in civil or criminal court proceedings, are applicable to these appellate proceedings.
5. There shall be a single verbatim record, such as an audio recording, of all hearings before the Appellate Board (not including deliberations). Deliberations shall not be recorded. The record and its contents shall be held in confidence and may be used only for the purpose of appeal to the Dean of Student Life or the Vice President of Student Services. In the event of such appeal, the complainant and the accused student shall be given access to the record for purposes of preparing the appeal. Access shall be provided at such places and times as the Vice President of Student Services may direct. The record shall be the property of the College.
6. If an accused student or complainant, with notice, does not appear for a scheduled Appellate Board hearing, after having received written notice of the same, the information in support of the charges shall be presented and considered even if the accused student is not present.
7. The Appellate Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, or other means, as long as the ability for cross examination of the witness is preserved, and where and as determined is the sole discretion of the Appellate Board Chair to be appropriate.
8. The Appellate Board Chair shall prepare written findings to support the Board's determination. These shall include:
- Concise statements of each factual finding.
 - Brief explanations of whether factual findings justify a conclusion that the conduct violated the Code or Residence Life Manual.
 - Recommendations concerning appropriate sanctions.

STUDENT CODE OF CONDUCT

- d. A copy of these findings will be presented to the Director of Student Conduct, and mailed certified mail, return receipt requested to the complainant and the accused student within five (5) work days of the determination.
 - e. Cases involving sexual misconduct are handled by the Title IX procedures.
 - 9. The determination of the Appellate Board is final, unless new information regarding the accusation is brought forth.
 - 10. If the accused or complainant does not agree with the determination of the Appellate Board, he/she may file a written Notice of Appeal to be considered by the Dean of Student Life or the Vice President of Student Services. This Appeal must be requested, in writing, to the Dean of Student Life or the Vice President of Student Services, no more than five (5) work days from the date of the statement prepared/submitted by the Appellate Board Chair to the accused student or complainant.
 - 11. The Dean of Student Life or the Vice President of Student Services shall review the record on appeal and render a written decision within fifteen (15) working days after receipt of the Notice of Appeal. The Dean of Student Life or the Vice President of Student Services shall send a copy of his/her decision to the accused student and complainant by certified mail, return receipt requested, within the fifteen (15) work days prescribed above. The decision of the Dean of Student Life or the Vice President of Student Services shall be considered final.
- D. Freedoms
- The following enumeration of freedoms shall not be construed to deny other rights retained by students in their capacity as members of the student body or as members of the campus community:
- 1. Freedom of Access.
 - a. Within the limits of its resources, Northeast will admit all applicants who are qualified in accordance with published admission requirements.
 - b. All facilities and services of Northeast will be available to registered students insofar as practical according to Northeast policy.
 - 2. Freedom in the Classroom.
 - a. Students will have the freedom to inquire, discuss, and express their views by orderly means that do not infringe upon the rights of others or impede the progress of the class.
 - b. Students have the right, through a course syllabus or outline, to be informed of the academic standards expected of them in each course. Academic standards include, but are not limited to, class attendance requirements, objectives to be achieved, and the grading criteria which are applied to a particular course.
 - 3. Freedom on Campus.
 - a. Students have the right to discuss and express by orderly means any view in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community.
 - b. Students are free to determine their personal behavior without institutional interference, according to the following guidelines.
 - i. Dress and grooming are modes of personal expression which are left to the individual except when they violate the Student Code, Residence Life Manual, or for reasonable requirements of health and safety. Standards of dress and grooming will be set for ceremonial occasions, such as graduation, the nature of which requires particular dress.
 - ii. Student's lockers or Residence Hall rooms will not be searched unless:
 - a. The student utilizing the locker or room,
- c. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards or course requirements. Students have the right to be protected through established procedure against prejudiced or capricious academic evaluation.
 - d. Students have the right to expect that faculty will post and maintain office hours, as required by Northeast policy. Students may also expect that faculty will be available during scheduled office hours to help with academic concerns.
 - e. Students have the right to expect the institution to provide reasonable academic assistance both in and out of the classroom.
 - f. Students have the right to be free from explicit or implied harassment including, but not limited to, sexual or racial harassment.
 - g. Students will have the opportunity, through established institutional mechanisms, to assess the value of a course theme, to make suggestions as to its direction, and to evaluate both the instructor and the instruction they have received.

- or to whom the possessions in question belong, consents to the search, or
- b. A law enforcement officer conducts a search pursuant to a judicially obtained search warrant, or
 - c. The search is conducted pursuant to administrative approval by the Vice President of Student Services or his/her designee. In those instances where there is probable cause to believe that a life-threatening situation exists, no warrant will be necessary.

4. Freedom from Improper Disclosure of Student Records. The privacy and confidentiality of all student education records will be preserved and access guaranteed in accordance with the Family Educational Rights and Privacy Act of 1974 (as amended, 2011) and pursuant regulations. Northeast will not permit access to, or the release of, non-directory student educational records or personally identifiable information contained therein without a formal Release of Information signed by the student. All information pertaining to an individual student may be inspected by school officials pursuing legitimate educational interests.

STUDENT GRIEVANCES PROCEDURES

SECTION A. DEFINITIONS

College Working Day: This is a day the College is regularly open for business. It does not include Saturdays, Sundays, or holiday breaks recognized by the College.

Complaint: A complaint is an event or condition that is the cause or subject of protest or an allegation against a party. A student(s) having a complaint about a College staff member, a College policy or procedure, or an action or position taken by the College may discuss their concerns with an advisor, instructor, counselor, or any full-time College staff member. The advisor, instructor, counselor, or staff member will attempt to informally resolve any complaints between the particular College department or staff member and the student.

All complaints shall be resolved at the lowest possible organizational level. The student(s) may continue to pursue any unresolved issues by following the College chain of command up through the College President. Should this process fail to give the student(s) satisfactory resolution, the student(s) may then continue to pursue the issue in accordance with the formal student grievance procedures identified herein.

Grievance: A grievance is a protest or allegation against a party which gives rise to the filing of a formal complaint. The grievance may be based upon an event(s) or condition(s) which affects the welfare of the student. This includes the interpretation, meaning, or application of any College policy, procedure, or an action or position taken by the College or by a College staff member.

SECTION B. STUDENT GRIEVANCE PROCEDURES

Step One - Within ten (10) College working days of the event or condition giving rise to a complaint, the student(s) [the grievant(s)] shall file a written notice, in any format, stating the nature of the grievance by delivering such notice to the accused College staff member (the accused), and by delivering copies of such notice to the immediate supervisor of the accused and the Human Resources Office. In the event that the grievance concerns a College policy or procedure, the Associate Vice President of Human Resources shall become the accused for purposes of this grievance procedure. Within five (5) College working days after the written complaint has been filed, the accused, his/her immediate supervisor, and the appropriate divisional vice president shall meet and review the grievance. This meeting shall be set up by the divisional vice president or his/her designee. Within ten (10) College working days from the date of filing the written notice, the grievant(s) and the accused shall meet at a mutually agreed upon time and place to discuss the grievance (set up by the divisional vice president or his/her designee). If a meeting time and place cannot be agreed upon, the grievant shall notify the Human Resources Office, who shall then set a time and place for the meeting. The grievant(s) shall have the option of requesting the attendance of the accused's immediate supervisor and/or divisional vice president at this meeting.

Step Two - If the grievance cannot be resolved in Step One and the grievant(s) desires to pursue the grievance further, the grievant(s) must file a "Formal Student Grievance Report" on a form

available from the Dean of Student Life within five (5) College working days of the informal meeting identified in Step One. The Dean of Student Life shall schedule a formal grievance hearing within ten (10) College working days of the date the "Formal Student Grievance Report" is filed. A "Grievance Committee" shall hear the grievance. A Grievance Committee consisting of two (2) representatives of each College employee group (exempt, non-exempt, and Faculty) shall be appointed by the Dean of Student Life or Vice President of Student Services respectively, and three (3) Student Leadership members who shall be selected by the Dean of Student Life. The grievant(s) or the accused shall have the right to strike any of the committee members selected from the employee groups or the Student Leadership prior to the hearing. Any stricken committee member shall be replaced by a new member selected by either the president of that employee group or by the Dean of Student Life. The committee chairperson shall be elected by the members of the Grievance Committee. The Grievance Committee shall issue a decision either supporting or not supporting the grievance within five (5) College working days and shall file a "Formal Grievance Disposition" with the Human Resources Office. The Human Resources Office shall send the "Formal Grievance Disposition" to the grievant(s) and the accused by certified mail, return receipt requested, within three (3) College working days of the receipt of the "Formal Grievance Disposition". The Human Resources Office shall also provide a copy of the disposition to the Student Leadership President and the Dean of Student Life. The grievant(s) or the accused may elect to proceed with the grievance regardless of the decision of the Grievance Committee.

Step Three - If the grievance is not resolved in Step Two and the grievant(s) or the accused desires to pursue the grievance, the grievant(s) or the accused must submit the "Formal Student Grievance Report" to the Dean of Student Life within five (5) College working days of either the grievant's or accused's acceptance of the certified mail receipt of the "Formal Grievance Disposition" rendered by the Grievance Committee in Step Two. The Dean of Student Life shall review the grievance and shall issue a written decision to support or not support the grievance within five (5) College working days of the submission of the grievance with the Dean of Student Life and shall file the same in the Human Resources Office. The Human Resource Office shall provide copies of the Dean of Student Life's written decision to the grievant(s) and the accused by certified mail, return receipt requested, within three (3) College working days of the Dean of Student Life filing his/her decision in the Human Resources

Office. The Human Resources Office shall also provide a copy of the disposition to the Student Leadership President. Decisions rendered by the Dean of Student Life are final within the College.

SECTION C. TIME LIMITS

1. The failure of the grievant(s) or the accused to act within the prescribed time limits will act as a bar to any further appeal.
2. The failure of the Grievance Committee or the designated administrator to give a written decision within the prescribed time limits shall permit the grievance to proceed to the next step.
3. Any grievances not appealed within the time limits shall be deemed settled on the basis of the Grievance Committee or designated administrator's last written response.
4. Time limits may be extended at any step by mutual consent of both parties involved. Notice of any such extended time limits shall be provided to the Human Resources Office in writing, at which time the new date shall be controlling.

SECTION D. SEPARATE GRIEVANCE FILE

All documents, communications, and records dealing with the processing of a grievance involving a student shall be filed in a separate grievance file and shall not be kept in the student file or the employee file of any participant until the final decision is rendered, at which time the disposition will be placed in the student or employee file.

SECTION E. DOCUMENTATION

1. Step 1 - Time, date, who attended, and a copy of the signed written agreement, if resolved at this level, is to be filed with the parties involved and the Human Resources Office.
2. Step 2 - The Formal Grievance Disposition will be completed and signed by the chairperson of the Grievance Committee.
3. Step 3 - The Dean of Student Life will submit a written decision to the Human Resources Office.
4. A recording of the proceedings in Step 2 shall be made and shall be the official transcript of the proceedings; no other recordings shall be permitted.

SECTION F. RETRIBUTION OR RETALIATION

Under no circumstances will any person who in good faith files a grievance or assists in a hearing and/or investigation be subject to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary

action. A person who believes he or she has been or is being subjected to retribution or retaliation should immediately notify the Associate Vice President of Human Resources or his or her designee (employees) and/or the Vice President of Student Services or his or her designee (students).

SECTION G. OTHER

Under Step Three, the Dean of Student Life shall have authority to reverse, modify, or sustain the action or decision of the accused which constitutes the basis for the grievance, or to take whatever other action that is appropriate and within the scope of the administrative and disciplinary policies of the College permissible to such administrator.

None of the meetings and hearings under these procedures shall be conducted in public, except as provided in this procedure, and shall include only the grievant(s), the accused, committee members, and individuals called to give testimony.

Costs associated with additional copies of materials, reports, certified mail, or written transcripts requested by the grievant(s) and not identified in these procedures shall be paid by the grievant(s).

Transcripts, reports, or other information generated as a result of the grievance shall be confidential records and shall be reviewed only with the parties involved in the grievance process.

Complaints regarding Title IX violations will be addressed by the Title IX policy and procedure.

NOTES