

# N **NORTHEAST TEXAS** COMMUNITY COLLEGE

focused



## Student Handbook

### Disclaimer:

#### THE STUDENT'S RESPONSIBILITY TO KNOW

*THE STUDENT IS RESPONSIBLE FOR BECOMING FAMILIAR WITH THE CONTENTS OF THIS HANDBOOK, AS WELL AS NORTHEAST TEXAS COMMUNITY COLLEGE CATALOG AND OTHER OFFICIAL DOCUMENTS OR INFORMATION PERTINENT TO STUDENTS. THE COLLEGE RESERVES THE RIGHT TO CHANGE A PROVISION OR REQUIREMENT AT ANY TIME WITHIN THE STUDENT'S TERM OF ENROLLMENT*

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# About Northeast

## Mission Statement

Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.

## Northeast Vision

To become a destination and learning community.

Northeast Texas Community College is committed to transforming the lives of our students through all means available. Students will be challenged to acquire the values and habits associated with a post-secondary education. Students will be exposed to the world beyond their prior experience. The education provided at NTCC will be active, and require full engagement of both student and college. We will seek to make a fundamental impact on the mindset, worldview and aspirations of our students, through personal involvement between faculty/staff and students.

The college environment will encourage creative instructional approaches, particularly those that provide students with greater opportunity for direct participation in learning. Because we believe that transformative learning results in changes in behavior, the college will encourage personal responsibility, hard work, and accountability.

Creating a place rich in educational opportunity, in a global environment, will require significant changes from traditional classroom instruction. Many students will need meaningful work opportunities, travel opportunities, and small group learning experiences. Most will need intentional coaching which must begin even before they start their NTCC classes.

Rather than thinking of college as a place students go to listen to lectures and take exams, Northeast will become a community students join; a place of high expectations and high commitment among students, faculty, and staff. Just like you don't join the Marines but you become a Marine; so too you don't attend college, you become a college student. It must change you, as well as inform you.

In many ways this is the very same vision that guided the College from its inception. However, it is a time for recommitment, reengagement, and an intensive search for methods more effective today.

## Core Values

We believe...

1. the best education involves a broad and diverse set of experiences, in and out of the classroom.
2. we are an institution of public trust, and as such must act with complete integrity in all matters.
3. knowledge is indispensable to living a full life.
4. people rise to their highest achievements in an environment of openness and collaboration
5. adapting to our ever-changing world is an essential result of education and must be an essential characteristic of this college.
6. in the importance and value of life-long learning.
7. teaching and learning need to occur in an environment that is physically, spiritually, and intellectually safe.
8. that the college exists to serve the community and both share responsibility for each other's success.

9. in high expectations and accountability for all involved in education.
10. people learn differently and should participate in a variety of learning opportunities.
11. faith and family are foundational to our society.
12. an education must be earned through education dedication, engagement and self-sacrifice.
13. people are most productive and fulfilled in an environment with maximum flexibility and creativity.

## **Aspirations**

Graduates will...

1. possess various learning skills necessary to succeed in an ever-changing world and will be able to flexibly utilize them
2. leave with an education that improves their lives.
3. be able to compete in a multi-cultural global economy.
4. have actively participated in their own education.
5. become valuable contributors to their communities and society.

## **Institutional Goals**

We will...

1. provide engaging & creative instruction.
2. build connections between our college and the rest of the world.
3. create a comprehensive campus experience.
4. partner with the community to assure students can complete a degree debt-free.
5. consistently encourage a college lifestyle that is healthy and environmentally sustainable.
6. earn a reputation for unique educational experiences.

# **General Information**

## **The College**

The voters of Camp, Morris, and Titus Counties approved the community college district and elected members to its board of trustees in January 1984. An administrative team was selected and creation of the College, including instructional programs and buildings, began. Both were in place for the beginning of the College's first semester-fall 1985. Since that time Northeast Texas Community College has experienced growth in student enrollments and in its level of recognition as an institution which offers quality instructional programs in a student-oriented environment.

## **Accreditation**

Northeast Texas Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast Texas Community College.

Northeast Texas Community College is also approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.



## Bulletin Boards

Northeast Texas Community College is a multi-site institution and has designated the Vice President of Student and Outreach Services, as well as the Student Activities Office and satellite site as authorized officials to approve bulletin board use on these campuses.

The Student Activities Office serves as an approval center for all materials to be posted on campus. NTCC attempts to provide an opportunity for the student body, staff, and faculty to promote activities. In providing such a service, it is important that certain guidelines be followed. Individuals and student organizations on campus shall adhere to the following procedures:

- Receive approval from the office of the Director of Student Activities.
- Materials may be posted only on bulletin boards. Materials are not to be posted to glass doorways. Under special circumstances, the Director of Student Activities will designate other areas for posting.
- Materials may be approved for a maximum of four weeks.
- The individual posting the material is responsible for removal of the material within 24 hours of the removal date.
- Materials which do not conform to the posting procedures are subject to removal.

## Campus Contact Information

<i>Addresses</i>	Mailing	P.O. Box 1307, Mt. Pleasant, Texas 75456-1307
	Physical	2886 FM 1735, Chapel Hill Road, Mt. Pleasant, Texas 75455

<i>Telephone Numbers</i>	Switchboard		903-434-8100
	Residence Hall	Men's Hall	903-572-9071
		Women's Hall	903-572-9922
	Security		903-434-8127 903-563-1417
	Off-Campus Locations	Hanson-Sewell Center in Pittsburg, TX	903-855-1441
		Naples / Omaha Center in Naples, TX	903-897-2935

<i>Campus Emails</i>	<a href="#">Faculty &amp; Staff Directory</a>
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## Children on Campus and In Classrooms

Northeast Texas Community College prohibits students from bringing infants and small children into the classroom during class sessions or allowing unsupervised children to remain on campus.

## Emergency Procedures

The following steps are to be followed for contacting help in an emergency:

1. Call 911. Have another person, if one is present to call 911. Explain the nature of the emergency.

2. Dial (0) to reach the campus operator. Explain there is an emergency. The operator will contact Security personnel from the EMS department or the Nursing department and the Vice President for Student and Outreach Services.
3. Do not leave the individual experiencing the problem unless you are the only one available to call 911.
4. Provide basic care as you are capable until help arrives

### **ID Card/ Debit Card “MyEAGLE Passport”**



It is required that all student on the Northeast Texas Community College Campuses obtain and carry a [MyEAGLE Passport ID Card](#). You will use your MyEAGLE Passport often, so make sure to carry it with you at all times. You will need it to:

- Receive financial aid disbursements (unless Student designates another financial institution)
- Receive book buyback credits
- Purchase food through your meal plan
- Check out books from the library
- Attend athletic events
- Receive student discounts from participating merchants
- Dorm and building access
- Copy/print services
- Optional access to a Herring Bank checking account with Debit Card capabilities

Northeast Texas Community College and Herring Bank have teamed up to offer you a convenient, one-card solution with the myEagle Passport Card. The myEagle Passport Card is a multi-functional card which allows you to open an optional checking account that offers free access to Herring Bank ATMs and over 55,000 Allpoint ATMS nationwide (effective July 2016). You will to make no-fee purchases at merchant locations that accept MasterCard signature or pin-based transactions. It's the easy way to access cash and make purchases on and off campus.

A Herring Bank College checking account offers you:

- No Monthly Service Charge
- Free Online Banking and Mobile App
- Text or Email Alerts
- Free rewards program with debit card purchases (enrollment required)

Parents can easily deposit money to your account

Visit the ID card office to get your Eagle Passport. Use your new Eagle Passport, your official student ID, for all of your on-campus needs and to access your Herring Bank checking account.

For information on how to obtain your MyEAGLE Passport Card, call the Business Office, (Monday - Thursday, 8am – 6pm or Friday, 8 am - Noon).

**To report a lost or stolen card** contact Herring Bank at 1-866-348-3435. You will also need to go to the Business Office for a new card.

### **Inclement Weather Policy**

The Inclement Weather Policy was adopted to ensure the safety and welfare of students and staff. Decisions affecting day classes and college operations will be made by the College President no later than 6:00 a.m. One or more classes or the entire daily class schedule may be cancelled depending on weather conditions or forecasts.

Students should tune to one of the following area radio stations for information: KPXI-FM, 100.7; KXAL-FM, 103.1; K-ALK-FM, 97.7; KIMP-AM, 960 of KEGG-AM, 1560. These stations are designated as official NTCC stations and will broadcast announcements concerning NTCC schedules of operation.

### **Lost and Found**

Lost and found service is located in the Student Activities office. Lost and found items will be held until the end of each semester. Found items may be turned in at this location.

### **Reserving/Scheduling College Facilities**

Rooms and facilities on campus must be reserved prior to holding meeting or activities. Students must reserve space for an activity before submitting material for publicity. Students should contact the administrative secretary to the Executive Vice President for Instruction in the Administration Building to reserve space.

### **Graduate Guarantee**

Northeast Texas Community College is committed to working with area businesses and industries to provide quality workforce education. Therefore, NTCC guarantees its workforce graduates. If an Associate of Applied Science (A.A.S.) graduate is judged by an employer to be lacking in workforce job skills identified as exit competencies for that specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training under the conditions of the guarantee policy.

### **Guarantee Policy**

- The graduate must have earned the A.A.S. degree after January 1, 1993 in a workforce program published in the Northeast Texas Community College catalog.
- The graduate must have completed the A.A.S. degree with a majority of the credits being earned at NTCC and must have completed the degree within a four-year time span from initial enrollment.
- Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Executive Vice President for Instruction.
- Employment must commence within twelve months of graduation.
- The employer must certify in writing that the employee is lacking entry-level workforce skills identified by NTCC as program competencies and must specify the areas of deficiency within ninety days of the graduate's initial employment.
- The employer, graduate, and Executive Vice President for Instruction will develop a written educational plan for retraining.

- Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time agreed upon for the educational plan.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and/or other course related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- A student's sole remedy against the College and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under the conditions described above.
- A request to develop an educational plan for additional skill training by NTCC can be initiated through a written contact with the office of the College president.

## **Statements**

### ***Statement Regarding ADA / Students with Disabilities***

Northeast Texas Community College welcomes students with disabilities, and we are committed to the principle that every individual should have an equal opportunity to enroll at NTCC, register for courses or examinations in order to demonstrate their knowledge and skills under appropriate conditions, and to complete a degree/certificate or transfer. NTCC seeks to assure access by providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the [Americans with Disabilities Act of 1990 \(ADA\)](#) and the ADA Amendments Act of 2008 (ADAAA). Reasonable accommodation is the provision of aids, or modification to testing, services, or a program of study, that allows access by individuals with disabilities.

The ADA defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities” as compared with the average person in the general population. Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, concentrating, caring for one’s self, working, learning, and the operation of a major bodily function such as those of the immune system, respiratory system, etc.

The ADA requires an institution of higher education, which differs from secondary public schools, to provide reasonable accommodation to a qualified individual with a [documented disability](#), providing that the accommodation does not create an undue hardship. An undue hardship refers to any accommodation that would be unduly costly, substantially disruptive, or that would fundamentally alter the nature of the program.

Additionally, NTCC is required to abide by the provisions of Section 504 of the Rehabilitation Act of 1973 which protect otherwise qualified individuals from discrimination based on their disability. In order to be considered “otherwise qualified”, a student with a disability must be capable, either with or without accommodation, of fulfilling the essential requirements of the educational program.

Individuals requesting reasonable accommodation are required to self-disclose to the Special Populations Coordinator and submit a request in writing by completing the [NTCC Request for Accommodation Form](#). The request must be given in a timely manner, and accompanied by official documentation of the disability from an appropriate, licensed professional, which must address the current functional limitation(s), their prognosis, and recommendation(s) of appropriate accommodation. Once eligibility has been established, [accommodations](#) are requested on a course-by-course, semester-by-semester basis.

### ***Statement of Non-discrimination/Equal Opportunity Policy***

It is the policy of Northeast Texas Community College not to discriminate on the basis of sex, race, color, national origin, handicap, or age in its education programs, activities or employment policies. Inquiries regarding compliance may be directed to the Affirmative Action Officer at P.O. Box 1307, Mt. Pleasant, Texas 75456, 903-434-8100

#### **Declaración Sobre el Plan de Acción de Igualdad de Oportunidad**

Es la política del colegio de Northeast Texas Community College de no discriminar sobre la base de sexo, raza, color, origen nacional, discapacidad o edad en sus programas de educación, actividades o las políticas de empleo. Investigaciones sobre cumplimiento de normas pueden ser dirigidas al director responsable de la acción afirmativa en P.O. Box 1307, Mt. Pleasant, Texas 75456, 903-434-8100.

### ***Statement Regarding Drug-Free Schools and Campuses Act***

Northeast Texas Community College is committed to maintaining a safe, healthy, lawful and productive working and educational environment for its students and employees. Studies have shown that excessive use of alcohol and use of illegal drugs and controlled substances increase the potential for unsatisfactory performance in class and on the job, absenteeism, tardiness, inefficiency, accidents and poor morale. As per College policy (Policies DHB and FLBE), no student or employee shall, in any campus area, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant (as those terms are defined by the Texas Controlled Substance Act). Any student or employee violating this policy shall be subject to disciplinary action. Consistent with federal, state and municipal law, criminal prosecution may also be pursued. The Office of Counseling Services, located in the Administrative Services Building, will provide confidential assistance to students and employees, including making referrals to outside agencies.

### ***Statement Of Ethics And Philosophy***

It is the policy of Northeast Texas Community College to apply the highest ethical standards to all members of the College community including the Board of Trustees, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives. Northeast Texas Community College includes a code of ethics for Board members, administration, staff, and faculty in its Policies and Procedures Manual.

Northeast Texas Community College seeks to treat each person of the College community as a unique individual and provide a positive, encouraging, and success-oriented environment. Policies and practices that protect the rights and development of each individual in the College community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment and freedom to develop as a student and/or college employee shall be promoted.

Northeast Texas Community College accepts its responsibilities to its students, to its employees, and to the members of the community. NTCC is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity.

## **Academic & Administrative Policies**

### **Recommended Academic Load**

Ordinarily, a student load of 18 semester hours of course work is the maximum allowable. If an employed student carries a full course load, (12 semester hours or more) it is recommended the student should limit

the total work time to 20 hours per week. If the student must work more hours, it is recommended the credit hour load in college should be reduced proportionately.

The maximum load limit during December and May intersession is three credit hours. The maximum load limit during a five-week summer session is seven credit hours. The maximum load limit during a 10-week summer session is 14 credit hours.

An overload (over 18 hours - fall or spring semesters; over 14 hours - summer session; over 7 hours - 5-week summer session) must be approved by the Executive Vice President for Instruction. Overloads are not permitted during December intersession. Overloads are permitted during May intersession if the student is participating in a travel course that spans the first five weeks of summer and has instructor approval.

### **Grading System**

The grading system used at Northeast Texas Community College is as follows:

A (excellent), B (good), C (average), D (passing), F (failure), I (incomplete), W (withdrawal), NC (non-credit), CR (credit).

A	4 points per semester hour
B	3 points per semester hour
C	2 points per semester hour
D	1 point per semester hour
F	0 points per semester hour

The grade point average (GPA) is found by dividing the total number of grade points by the total number of semester hours attempted. Grades of “CR,” “NC,” “W,” or “I” do not affect the grade point average.

Grade changes can be made only by the faculty member who issued the grade. Approval of the Executive Vice President for Instruction is required. Requests for a grade change must be made before the completion of the next fall or spring semester.

### **Incomplete**

The conditional grade of “I” may be given to a student only with the approval of the instructor. It is the responsibility of the student to arrange with the instructor for completion of the course when an “I” is given. To remove an “I”, the student must complete the work of the course within 30 days after the beginning of the next fall or spring semester, at which time the earned grade will be received without penalty. If the student does not complete the work satisfactorily within the 30-day period, the “I” will become an “F.”

### **Withdrawal**

A student who officially withdraws from a course after the twelfth class day but within the first twelve weeks of a regular semester, after the seventh class day but within the first 8 weeks of the summer semester, or after the fourth class day but within the first four weeks of a 5-week summer term will receive a grade of “W” in the course. Students may not withdraw from school or drop classes after this

time and receive the grade of “W.” Requests for withdrawal must be made in person, in a written and signed request sent by mail or by FAX, or by email using the student’s Northeast email account only. Emails will not be accepted from other email accounts. Withdrawals will not be accepted by telephone. (See “Adding or Dropping a Course” in [Registration](#) )

### **Limits on the Number of Dropped Courses**

Section 51.907 of the Texas Education Code, enacted by the Texas Legislature, applies to students who enroll in a public institution of higher education as a first time freshman in Fall 2007 or later. The College may not permit a student to drop more than six courses, including those taken at another Texas public institution of higher education. All courses dropped after the Official Day of Record are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

Drop Exceptions can be approved if the student documents that the drop was required for one of the following reasons for that reason the student could not satisfactorily complete the course:

- The student, a member of the student’s family, or a person of equally important relationship to the student experiences a serious illness or other debilitating condition.
- The student becomes responsible for the care of a sick, injured, or needy person.
- There is a death in the student’s family or of a non-family member of equally important relationship.
- The student or a member of the student’s family, or a person of equally important relationship to the student, is called to active duty service as a member of the Texas National Guard or the armed forces of the United States.
- There is a change of the student’s work schedule that is beyond the student’s control.
- The College determines that there is other good cause for the student to drop the course.

Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur registration and drop restrictions during all subsequent semesters, and may incur other enrollment limitations or requirements. Any drops attained while attending a former educational institution will be recorded by the Admissions Office on the student’s Northeast record, and drops attained while at Northeast will be recorded on the student’s transcript, compiled with any previous drops, and supplied to future transfer universities.

Northeast Texas Community College students liable under this legislation who plan to attend another Texas public college or university should determine that institution’s policies and penalties for dropping courses and for approving Drop Exceptions.

### **Non-Credit Status**

A person who meets admission requirements may, with the consent of the instructor, enroll in a credit course as a non-credit student. The non-credit fee and admission requirements are the same as for credit enrollment. A listing of “NC” will be posted on the student’s transcript. A student may not change status after the twelfth class day during the fall or spring semester, the seventh class day during the 10-week summer semester, or the fourth class day in the 5-week summer sessions.

## Grades

Following the end of the eighth week of each regular semester, students may request a statement of progress report from each instructor for each course they are enrolled in. Students may access their final grades on MyEagle at <https://myeagle.ntcc.edu>. The naming format for your login is first name initial + last name + last 3 digits of your Social Security Number (SSN). The password is set to your date of birth (DOB) in an 8-digit format, mmddyyyy.

For example, if Bart Simpson (SSN 123-45-6789, DOB January 3, 1989) was a student at Northeast, his log-in credentials would be bsimpson789 and his password would be 01031989.

## Transcripts

NTCC has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via the web. Please visit [Transcript Requests](#) and follow the instructions for obtain an official copy.

Transcripts from other institutions submitted to Northeast Texas Community College become the property of the College and are not to be reproduced and/or mailed to other institutions, agencies, or individuals. The policy considers that 1) the transcript(s) have become admissions documents; 2) the transcript(s) may no longer be complete and/or correct; 3) the other institution may now have blocks on the student's records; and 4) in most cases, an official document will be required, not a copy.

Official transcripts may be requested using the Transcript Request link in MyEagle. Former students who no longer have access may request a transcript by visiting [www.ntcc.edu/registrar](http://www.ntcc.edu/registrar). The Transcript Request page offers several request options.

## Honor Roll

Northeast Texas Community College recognizes academic achievement for both part-time and full-time students. To be included on the Academic Honors List a student must have the following grade point averages in courses numbered 1000 or above.

Academic Honors	12 hours or more	3.5
Special Academic Merit	9-11 hours	3.75
Special Academic Merit	7-8 hours	4.0

The Academic Honors List is published after the close of the fall and spring semesters.

## Graduation

Northeast Texas Community College offers four associate degrees and a number of certificates. Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered Northeast Texas Community College, provided the catalog is dated no more than five years prior to the expected graduation date.

Commencement ceremonies are held in May, August and December. Refer to the [Academic Calendar](#) for commencement/graduation application deadlines.



To be considered as a candidate for a degree or certificate, the student must have a formal degree plan on file and submit a formal application for graduation on or before the deadline specified in the College calendar. Students must make formal application for graduation on the form furnished by the Registrar's Office, or online in MyEagle, using the Graduation Application link. An applicant for graduation must provide official transcripts reflecting all college work applied toward the degree or certificate. Students must discharge all financial obligations to the College prior to graduation.

The following steps should be followed when applying for graduation:

1. Each student must apply for graduation. A graduation application form can be obtained from the Registrar's Office, or can be printed from the Registrar's page at [www.ntcc.edu/registrar](http://www.ntcc.edu/registrar). Application can also be made online using the Graduation Application link on MyEagle.
2. Each student should meet with an academic advisor prior to applying for graduation to determine that all of the requirements for the degree have been or will be met prior to the end of the semester of anticipated graduation.
3. The application for graduation must be returned to the Registrar's Office with original signatures. Please do not FAX applications. Online applications completed in MyEagle are signed and submitted electronically, so no original signatures or paper documents are needed.
4. All of the above steps need to be completed by the posted deadlines found in the Academic Calendar.

### **Graduation With Honors**

Those students who have excelled academically by meeting one of the sets of criteria listed below will graduate with the specified honors. The cumulative grade point average referred to in each set of criteria will be based on all work attempted at the post-secondary level. Courses that have been repeated for credit will be counted only one time utilizing the last grade earned.

***PRESIDENT'S HONORS***-The associate degree graduate must have met all requirements in residence and must have a 4.0 cumulative grade point average on all college level courses.

***HIGH HONORS***-The associate degree graduate must have completed at least 24 semester hours in residence with at least a 3.8 grade point average and must have at least a 3.8 cumulative grade point average.

***HONORS***-The associate degree graduate must have completed at least 24 semester hours in residence with at least a 3.5 grade point average and must have at least a 3.5 cumulative grade point average.

### **Repeating Courses**

Students may repeat a course regardless of whether credit hours were previously earned; however, no more credit hours can be earned than would be received from one successful enrollment. If a student re-enrolls for credit, an asterisk (\*) on the transcript will identify the repeated course. In determining graduation qualifications, the highest grade for a repeated course is computed in the cumulative grade point average.

Transfer students are reminded that the institution to which they wish to transfer may average both the original and the subsequent grades for determining transfer eligibility.

### **Course Cancellation Policy**

The college reserves the right to cancel classes that do not meet the minimum enrollment criteria or for other reasons. If a class is canceled, the Office of the Executive Vice President for Instruction will inform students and an effort will be made to help students find other courses that meet their needs. Tuition and fees for a canceled class will be refunded by the Business Office if no appropriate substitute can be found. Class information is subject to change without notice.

### **Satisfactory Academic Progress Policy**

Northeast requires each student to maintain reasonable academic progress. The policy for governing academic progress is as follows.

#### ***Academic Early Alert***

As a caution to students, an academic early alert is sent when a student's cumulative grade point average (GPA) is between 2.0 and 2.25. Academic early alert does not penalize the student. An advisor will contact the student to help him/her find ways to improve his/her GPA.

#### ***Academic Warning***

Northeast will place a student on academic warning if he/she fails to achieve a cumulative GPA of 2.0 or above, regardless of the number of semester credit hours taken, and regardless of any break in enrollment. The College will place a hold on the records of a student on academic warning and he/she will only be able to register with the approval of the Vice President for Student and Outreach Services or his/her representative. A student may continue on academic warning provided a 2.0 or higher semester GPA is achieved in the last term of enrollment, even when the cumulative GPA remains below a 2.0.

#### ***Academic Suspension***

A student is placed on academic suspension if, after being placed on academic warning for the last term enrolled, he/she fails to achieve at least a 2.0 GPA for the current semester and maintains a cumulative GPA below 2.0. An academically suspended student will not be able to enroll in any credit course for the next long semester (fall, spring, full summer) without completing a contract for improvement, or through a written appeal made to the Appellate Committee.

#### ***Academic Probation/Readmission***

A student readmitted as a result of a successful appeal will be placed on academic probation. If the readmitted student enrolls in six (6) or more credit hours and earns a cumulative GPA of 2.0 or higher, the student will be removed from suspension and probation and readmitted with no restrictions. If the student achieves a 2.0 or higher GPA for the term, but does not achieve a cumulative GPA of 2.0 or higher, he/she will continue on academic probation for the following long semester.

### **Developmental Education Grading Policy**

To advance to the next level in developmental education or to a college-level course, students must receive an A, B, C, or CR.

### **Textbook Refund Policy**

Textbooks may be returned for a full refund during the first 12 days of the long semesters and during the first 4 days of the short semesters. Textbooks may be returned for the following reasons:

- When a student purchases the wrong book.

- When a student drops a class.
- When a class is cancelled.

Textbooks must be returned in new condition, free of markings and scratches and if shrink wrapped, the wrap must be intact. Access codes and CD's must be unopened.

A student must present the cash register receipt and student identification when requesting a refund.

Special orders and reference books are not eligible for refunds. Electronic merchandise and software are not eligible for refunds. General Merchandise and clothing may be returned for a full refund within 5 days of receipt date. Returned items must be in new condition and unopened.

College Store hours are Monday - Thursday, 7:30 a.m. to 6:00 p.m., and 8:00 a.m. until noon on Friday. Extended hours are observed during registration, student orientation and the first 2 weeks of fall and spring semesters.

## **Information Technology Acceptable Use Policy**

### ***General Policy Statement***

Northeast Texas Community College provides its faculty, staff, and students with access to information technologies and network resources. The College encourages the use of these resources for the advancement of its mission and fulfillment of its goals.

Northeast's information technologies and network resources encompass, but are not limited to computer hardware and software; a network; computer laboratories; network bandwidth; databases, files, and other electronic information; software licenses and computing-related contracts; and usernames, passwords, and documentation. All such technology resources are the property of Northeast.

The purpose of this policy statement is to protect both the College's technology resources and users of those resources. The policy also seeks to ensure equitable access and proper management of technology resources.

### ***Applicability and Related Agreements***

This policy applies to all Northeast employees and students, individuals visiting the College in an official capacity, and members of the public who use the College's resources through sanctioned venues such as the Learning Resource Center.

Users agree to comply with all stipulations set forth in this policy. Additional unit or departmental policies may apply in specific circumstances, such as the use of resources in open computer laboratories and the Learning Resource Center. Users of Northeast's technology resources agree to abide by all existing federal and state laws, both those laws and regulations specific to information technology and those governing personal conduct.

Employees of Northeast agree to abide by all pertinent sections of the Policy Manual, including those sections regarding intellectual property and employment requirements and restrictions.

### ***Rights of Users***

Users of Northeast's technology resources have the right to the free expression of opinions and beliefs within the bounds of federal and state laws and College policies. Northeast reserves the right to remove from any College server any content or material that violates the law or College policies.

Users have no right to privacy with regard to their use of technology resources. Northeast may inspect or monitor individual use of technology resources. The College does not guarantee the security of any user's email or files from external intrusion.

The College reserves the right to access a user's email or files under circumstances including, but not necessarily limited to the following:

- Requests for review or disclosure under the Texas Public Information Act and other laws
- Routine system maintenance such as back-ups, data caching, and activity logging
- Administrative review for security purposes or in regard to a policy-compliance question
- Business-related needs, such as access to a needed file or electronic communication when an employee is absent from work and cannot be contacted
- Investigation of misconduct
- Monitoring or inspection of accounts in suspected illegal activity, to protect the College from liability, when activity from an account prevents access to computing or networking resources by others, or for any other reason deemed to be in the legitimate interest of the College

Users have the right to reasonable access to technology resources. Some resources are dedicated to specific programs or purposes that limit their access. Activities related to the College's mission and goals take precedence over activities of a more personal nature, and the College reserves the right to limit access and specific uses if such access or use impedes college operations. The College may, for example, limit the use of programs that impinge upon available bandwidth, such as music/radio programs. On rare occasions access may be limited due to repair or maintenance of college equipment or the network.

### ***Responsibilities of Users***

Users are responsible for safeguarding their user IDs and passwords and may be held responsible for any or all activity generated from their accounts.

Users are responsible for complying with reasonable requests or instructions from Computer Services personnel and other managers/supervisors of technology resources.

Users are responsible for refraining from misuse of the College's technical resources. Examples of misuse include, but are not limited to, the following:

- Criminal and illegal acts
- Failure to comply with policies, procedures, license agreements, and contracts pertinent to the use of technology resources
- Abuse of resources, including damage to hardware or software, interference with college or network operations, and tying up technology resources for an unreasonable length of time
- Use of the College's technology resources for personal financial gain, including the transmission of commercial or personal advertisements, solicitations, or promotions

- Allowing the use of one's computer account or using another's account
- Unauthorized use, access, disclosure, or destruction of data contained in any electronic file or program owned by the College
- Unauthorized duplication of commercial software
- Attempting to circumvent or assisting in the circumvention of any security measure or administrative access control that protects college computer and networking resources
- Use of the College's technology resources for racial, ethnic, religious, or sexual harassment
- Use of the College's resources to access pornography

### ***Additional Stipulations***

#### ***Personal Use of Email and the Internet***

Northeast's network and technology resources should be used primarily for academic or administrative purposes, and for the advancement of the College's mission and fulfillment of its goals.

Limited personal use of email or the Internet by employees of the College is permitted as long as the use:

- Does not create any cost to the state;
- Has no adverse effect on an employee's job performance;
- Does not interfere with the employee's official duties;
- Is brief in volume and frequency;
- Does not disrupt college business;
- Does not compromise the security or integrity of college resources or information;
- Does not burden the College's computer or network resources; or
- Does not otherwise violate state or federal laws, or Northeast policies.

#### ***Web Publication Standards***

Units, departments, and individual employees may develop and publish web sites using college resources, provided such sites support the College's mission and goals. All such web sites are considered college publications and are subject to the same policies and procedures governing print publications. The creator of a web site is responsible for the accuracy of the information contained in its pages. Web site creators should review content on a periodic basis to assure continued accuracy. Web sites must offer telephone or email contact information for the unit, department, or individual to whom questions or comments should be directed.

Creators of web sites are responsible for compliance with all federal and state laws, including, but not limited to, copyright laws; obscenity laws; slander, libel, and defamation laws; and laws regarding piracy of software. Creators using copyrighted material with permission are responsible for 1) keeping on file a written statement of permission from the copyright holder and 2) using the material in a manner consistent with the standards and conditions set forth by the holder. Creators are also responsible for compliance with all college policies.

#### ***Copyright Infringement***

Users agree to honor laws protecting intellectual property against copyright infringement. Examples of copyrighted materials existing in electronic format include, but are not limited to, software, database files, articles, and graphics files. The text of United States Code 17 governing copyright may be found at

<http://www4.law.cornell.edu/uscode/17/>.

### ***Sanctions***

Violations of this policy may result in temporary or permanent loss of computing and/or networking privileges. Any loss of privilege will be documented according to due-process procedures stated in the Policy Manual and the Student Handbook, and notification will be provided in accordance with the same procedures. Violators may also be subject to other sanctions related to policies, procedures, and codes of conduct for employees and students. Evidence of illegal activity will be turned over to the appropriate authorities.

### ***Reporting Violations***

Violations may be reported to the Director of Technical and Computer Services or any other appropriate college employee. Employees to whom violations are reported are responsible for providing the information to the Director of Technical and Computer Services.

### **Unauthorized Persons: Refusal Of Entry, Ejection, Identification**

Vernon's Statutes 51.209 states: "The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on refusal to leave peaceably on request. Identification may be required of any person on the property."

## **Admissions**

Northeast Texas community college has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The college and the state of Texas require certain assessment procedures for use in course placement, but the assessment is not used to determine admission eligibility to NTCC. Admission to NTCC does not ensure admittance to a particular course or program of study. Students may, in some instances, be required to remove deficiencies before enrolling in certain courses or applying to programs of study.

### **Methods of Admissions**

A person may be admitted to Northeast Texas Community College by any one of the following methods:

- 1. Graduation from an Accredited High School or completion of the General Educational Development test (GED)**
- 2. Graduation from a non-Accredited High School or non-traditional education program, including home-school.** . Such graduates must provide an official, notarized transcript to the Admissions Office. These transcripts must show the date of successful completion and be consistent with TEA minimums for high school completion. All students will be required to comply with Northeast testing requirements and agree to limitations or conditions of admission established by Northeast, if applicable. Such graduates who are at least 18 years of age must provide an official transcript to the Admissions Office. Such graduates who are under 18 years of age may be admitted by meeting all of the following requirements:
- 3. Transfer from another College/University.** For students with more than 12 credit hours earned and are in good standing at another collegiate institution may be admitted by transfer of credits. Students must provide official transcripts from all previous colleges attended. If less than 12 credit hours have been earned, the student must provide both college transcript(s) and high school transcript. Student must have a cumulative grade point average of 2.00 (on a 4.00 scale) to be granted admission in good standing. Students with a grade point average of less than 2.00 will be considered for admission on academic warning. A student who is under academic suspension from another institution may petition the Executive Vice President for Instruction for admission to Northeast. It is the policy of Northeast

Texas Community College not to admit students who are on enforced disciplinary withdrawal from another institution.

4. **Individual approval.** An applicant 18 years or older who is not a high school graduate and does not have a GED may be admitted on “individual approval” by the Dean of Enrollment Management or Registrar. The student will be required to pursue GED preparation following admission to the college. Students will not be eligible for federal financial aid as a result of not having completed high school or GED.
5. **Concurrent enrollment.** A student who has completed the sophomore year of high school may, upon written permission of the high school principal or designee, apply for “Concurrent Enrollment.”

The class load of such students shall not exceed two college credit courses per semester. However, under special circumstances which indicate a student with exceptional academic abilities is capable of college-level work, based on such factors as grade-point average, ACT or SAT scores, and other assessment indicators, the Executive Vice President for Instruction may grant exceptions to the class load requirement.

Concurrent students must have a “B” average in high school courses and must continue to make normal progress toward high school graduation. Concurrent students must also submit a high school transcript prior to enrollment. Some courses may have additional requirements, and all concurrent students should review Texas Success Initiative (TSI) guidelines carefully.

Students in a non-traditional program who seek concurrent enrollment must meet the following conditions:

- Have completed the equivalent of the sophomore year in high school.
- Provide a notarized record of subjects completed (consistent with TEA minimum requirements).
- Comply with institutional testing requirements documenting assessment of readiness for college-level coursework.
- Agree to limitations and conditions of admission established by Northeast, which include a maximum of two courses or eight semester hours each semester.

The decision to award high school credit rests solely with the local independent school district. Students are not eligible for financial aid prior to graduation from high school.

*Word of caution regarding concurrent enrollment: Students should be aware that they are enrolling in college-level courses taught by college faculty and will receive no special consideration because they are still in high school.*

6. **Readmission.** A student seeking readmission to Northeast after having missed one long semester or more, should contact the Admissions Office, and file a Readmit Application. If the student has attended another college since last being enrolled at Northeast, an official transcript from that college must be on file. A readmitted student will not be allowed to re-enroll if the admission file was incomplete during the student’s previous enrollment.
7. **International students.** International students may be accepted for admission to Northeast Texas Community College when all requirements have been met. An international student must submit the following documentation, as one complete packet, at least sixty (60) days prior to the beginning of the semester.
  - Application for admission.
  - A \$50 (U.S. currency) non-refundable application fee.
  - A deposit of \$500 (U.S. currency). The deposit will be returned to the student at the completion of his/her last semester at Northeast.

- An official score report on the Test of English as a Foreign Language (TOEFL) with a minimum score of 79 on the Internet-based version, 213 on the Computer-based version, or 550 on the paper version. The applicant must be adequately proficient in English to pursue his/her course of study.
- A certified English translation of grades and credits for the final four years of secondary school showing date of completion.
- Official transcripts from all previous colleges, universities, or intensive English language schools. All foreign transcripts must be certified English translations. If the student expects to receive any credit for foreign coursework, the transcripts must also be evaluated by an international transcript evaluation service, such as International Academic Credential Evaluators, Inc. ([www.iacei.net](http://www.iacei.net)) or World Education Services ([www.wes.org](http://www.wes.org)).
- Certified proof of financial support showing that the applicant has sufficient resources for support for the entire period of study at Northeast Texas Community College. Students should expect to pay at least \$12,000 per academic year for tuition, fees, books, room and board, and living expenses for two regular semesters.
- A physician's statement showing proof of immunization against diphtheria and tetanus within the last 10 years and a negative result on a tuberculosis test within the past year.
- Proof of medical insurance, which must be current for the duration of a student's attendance.

Admission to the College will not be granted until all admission requirements have been satisfied. After acceptance by Northeast, and before registration, the College will require all international students to take the TSI Assessment. Results of this test will determine the particular courses for which a student may register. All international students are required to purchase health and accident insurance coverage specified by the College during their stay at Northeast.

## **Admissions Procedures**

### ***New Northeast Students***

1. Complete the application for admission online at [www.ntcc.edu/admissions](http://www.ntcc.edu/admissions).
2. Provide official high school transcript or GED certificate and official transcripts from all previously attended colleges/universities to the Admissions Office. Transfer students who have completed 12 or more semester hours do not have to provide a high school transcript or GED certificate.
3. Furnish TSI Assessment scores to the Admissions Office prior to enrolling. If the student is exempt through TAKS, STAAR, SAT or ACT scores, appropriate documentation must be provided.

### ***Methods for Authenticating High School Diploma/Transcript Validity***

The following methods will be used to authenticate incoming high school transcripts.

1. All transcripts must include the following: date of graduation/completion, signature of school official, and school seal. Transcripts must be submitted to Northeast by one of the following methods to be considered valid and official:
  - a) Mailed to the Admissions Office directly from the sending institution in original, sealed envelope;
  - b) Mailed to the Admissions Office from student in original, sealed envelope from the high school;
  - c) Hand-delivered to the Admissions Office in original, sealed envelope from the high school; or,
  - d) Sent electronically to the Admissions Office directly from the high school, or through an approved electronic records exchange format (i.e. TReX, SPEEDE, Parchment, Credential Solutions, and National Student Clearinghouse).



2. For non-traditional, online, or private high schools with listed accreditation, Northeast will cross-reference the accrediting agency with the list of approved agencies found on the Department of Education (DOE) or Texas Education Agency's (TEA) websites listed below:
  - a) **DOE** - <http://www2.ed.gov/students/prep/college/diplomamills/accreditation.html>
  - b) **TEA** - <http://tea.texas.gov/accredstatus/>
3. If a high school is found to be non-accredited or listed on an official list of known "diploma mills," the student will be considered for the "individual approval" option, including all restrictions and requirements.

### ***High School Juniors and Seniors***

- a) Complete the application for admission online at [www.ntcc.edu/admissions](http://www.ntcc.edu/admissions).
- b) Obtain a letter of permission from the high school principal or designee listing specified courses and a current high school transcript.
- c) Return the completed permission letter, transcript and TSI Assessment scores to the Admissions Office prior to enrolling. If the student is exempt through TAKS, STAAR, SAT, or ACT scores, appropriate documentation must be provided.

An official final high school transcript with the date of graduation must be furnished to the Admissions Office once the student has graduated from high school.

### **Texas Success Initiative**

The Texas Success Initiative (TSI) is a state-mandated program of basic academic skills assessment and advisement with the goal of creating a personalized learning experience for students pursuing higher education. In accordance with SB 286, Texas Education Code Section 51.3062, and the directives of the Texas Higher Education Coordinating Board regarding TSI, Northeast Texas Community College has developed an institutional plan for addressing college readiness through assessment, advisement, and placement of students.

### ***College Readiness***

College readiness is defined as a student demonstrating the ability to successfully complete college-level coursework. This ability is determined by:

1. Achieving passing placement scores on approved assessment instruments, and/or
2. Successfully completing a prescribed individual education plan that includes appropriate developmental coursework in preparation for enrolling in college-level coursework in mathematics, or coursework designated as reading or writing intensive.

### ***Assessment***

Unless otherwise exempt, all Northeast Texas Community College students must take the TSI Assessment prior to enrolling in any college-level course work.

### ***Advisement***

Northeast Texas Community College encourages all students, regardless of TSI college readiness status, to seek individual academic advising prior to each registration. Advisors help students understand academic requirements. Additional information about advisement is available from the College Connection Center located in the Administration Building, phone (903) 434-8100. Students who are entering Northeast for the first time are required to receive academic advisement. The following students are also required to receive academic advisement:

- Students who have failed the TSI Assessment,
- Students who are enrolled in developmental courses,
- Students who are on academic probation or who are returning from academic suspension,
- Students who desire to change an academic major, certificate program, or intend to transfer to a college or university,
- Students who are military veterans and are eligible for veterans' benefits (must see Director of Financial Aid).

### ***Placement***

1. The beginning course placement for each student is determined by scores on Texas' high school exit level test or TSI Assessment. A detailed placement guide is available in the College Connection and Career Center.
2. Students who wish to enroll in December or May intersession terms must have met the requirements that correlate to the course in which they enroll.

If the TSI Assessment is re-taken before the student completes a developmental course, the resulting score will determine placement in subsequent courses. It is the student's responsibility to take the test score to the instructor of the class. That instructor will give the student a grade of CR or a letter grade on the final grade sheet (as he/she chooses), and the student will no longer be required to attend that class for the rest of the semester.

### **TSI Exemption and Exceptions**

The following students shall be exempt from the requirements of this title:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
  - ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;
  - Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or
2. For a period of five (5) years from the date of testing
  - A Texas high school graduate who is tested and performs on the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.
  - A Texas high school graduate who is tested and performs on the STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III EOC and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the assessment required under this title for those corresponding sections
3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

6. A student who is enrolled in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
7. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

An institution may exempt a non-degree-seeking or non-certificate-seeking student.

*The provisions of this  $\beta$  4.54 adopted to be effective December 3, 2003, 28 TexReg 10753; amended to be effective May 17, 2004, 29 TexReg 4868; amended to be effective August 15, 2004, 29 TexReg 7971; amended to be effective November 28, 2012, 37 TexReg 9358; amended to be effective August 15, 2013, 38 TexReg 5063; amended to be effective November 21, 2013, 38 TexReg 8195*

### ***Distance Learning***

Texas students enrolled in collegiate-level courses offered by Texas public institutions of higher education via distance learning delivery systems must meet all TSI college readiness requirements unless otherwise exempt.

### ***TSI-Waived Status***

Students who are enrolled in certification programs consisting of 42 semester credit hours or less are considered TSI-waived until the student:

1. Changes to a degree and/or Level II certificate program of 43 or more semester credit hours. (Some degree programs with 43 or more semester credit hours have been approved as Level I certificates) or
2. Completes more than six semester credit hours outside the TSI-waived certified curriculum. Certain TSI-waived certificate programs include ENGL 1301 , a college-level math course, or a course designated as “reading intensive”. Even though a student enrolled in such certificate program(s) is TSI-waived, he/she must pass the appropriate section of the THEA or approved alternative test in order to take corresponding college-level courses.

### ***Concurrently Enrolled High School Students***

1. A high school student is eligible to enroll in dual credit courses in the eleventh and/or twelfth grade if the student:
  - a. demonstrates college readiness by achieving the minimum passing scores for the Texas Success Initiative Assessment;
  - b. demonstrates that he or she is exempt under the provisions of the Texas Success Initiative through SAT, ACT, PLAN, or PSAT qualifying scores
2. An eleventh grade high school student is also eligible to enroll in dual credit courses under the following conditions:
  - a. the student achieves a combined score of 1070 on the SAT (107 on the PSAT/NMSQT) with a minimum of 500 on the critical reading and/or mathematics test (50 on the PSAT/NMSQT) relevant to the courses to be attempted. An eligible high school student

- who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in twelfth grade; or
- b. the student achieves a composite score of 23 on the PLAN/ACT with a 19 or higher in mathematics and English. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in twelfth grade.
3. Students enrolled in TSI-waived Level 1 certificate courses are not required to meet the minimum testing requirement, but must be approved for such courses by the high school and the institution.
  4. Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (3) of this subsection
  5. To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
  6. To be eligible for enrollment in a dual credit course offered by a public college, students must have at least junior year high school standing. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by achieving or exceeding the minimum TSI college readiness standards on PSAT/NMSQT, PLAN, SAT, ACT, or TSI Assessment) may be approved by the high school representative and the chief academic officer of the college. Students with less than junior year high school standing must demonstrate eligibility as outlined under paragraph (1) of this subsection.
  7. High school students shall not be enrolled in more than two dual credit courses per semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, ACT or SAT scores, or other assessment indicators) may be approved by the high school representative and the chief academic officer of the college to a maximum of 15 semester credit hours.
    - a. Institutions of higher education must have established, written policies in place prior to approving a student to enroll in more than two dual credit courses per semester.

*The provision of this §4.85 adopted to be effective May 27, 2003, 28 TexReg 4114; amended to be effective December 3, 2003, 28 TexReg 10754; amended to be effective February 26, 2004, 29 TexReg 1659; amended to be effective May 25, 2004, 29 TexReg 5058; amended to be effective December 19, 2004, 29 TexReg 11591; amended to be effective May 14, 2007, 32 TexReg 2637; amended to be effective August 15, 2007, 32 TexReg 4972; amended to be effective November 24, 2013, 38 TexReg 8422*

### ***Transfer Students***

Transfer students are required to meet all TSI requirements by:

- Having met college readiness standards at another institution, or
- Having successfully completed (C or above) college-level coursework in mathematics, or a course designated as reading or writing intensive.

### ***Casual Student***

A student who is not seeking a degree or a Level I certificate can be considered to be a “casual student” for TSI developmental education purposes. A student’s “casual student” status will be determined and certified each semester that the student is enrolled. The student will be eligible to maintain the “casual student” status until such time as the student declares that he/she is seeking a degree and/or a Level II certificate.

- A “casual student” will be permitted to enroll in restricted classes only if he/she has passed the appropriate section(s) of the THEA or an approved alternative test.

- Casual students may enroll in a maximum of two (2) courses per semester.

### **Residency Information**

Although Northeast Texas Community College is an “open door” institution, state laws are very specific concerning residency requirements. Students are responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question as to the right to classification as a resident of Texas or the Northeast taxing district, it is the student’s obligation, prior to, or at the time of enrollment, to raise the question with the appropriate administrative officials of the College.

### **Determination of Resident Status**

The following persons shall be classified as Texas residents and entitled to pay resident tuition at all institutions of higher education:

1. a person who:
  - graduated from a public or accredited private high school in this state or, as an alternative to high school graduation, received the equivalent of a high school diploma in this state, including the successful completion of a nontraditional secondary education, and
  - maintained a residence continuously in this state for:
    1. the thirty-six months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and
    2. 12 months preceding the census date of the academic semester in which the person enrolls in an institution.
2. a person who:
  - established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
  - maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
3. a dependent whose parent:
  - established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
  - maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

**In-District** - A Texas resident who has established a domicile within the geographic boundaries of the Northeast Texas Community College district (Camp, Morris, and Titus counties). Students must have established a domicile, and lived in the taxing district for at least 90 days prior to the beginning of the semester. Residence in the Northeast district cannot be established by moving into the district for the specific purpose of attending Northeast.

**Out-of-District** - A Texas resident who does not physically reside within, or who has not established a domicile within, the geographic boundaries of the Northeast Texas Community College district.

### **Reclassification of Residence Status**

Students classified as nonresident or out-of-district students shall be considered to retain that status until they apply for reclassification and provide the appropriate supporting documentation to be officially reclassified by the proper administrative officers of the institution. Application for reclassification and documentation must be submitted prior to the official census date of the relevant semester.

Additional information regarding residence requirements may be obtained from the Admissions Office or the Texas Higher Education Coordinating Board website at [www.theccb.state.tx.us](http://www.theccb.state.tx.us).

### **Transfer Credit**

Credit for courses in which a grade of “D” or better has been earned may be transferred to Northeast Texas Community College from colleges and universities accredited through the eight recognized regional accrediting associations. Transfer credits from any unaccredited institution are evaluated on a case by case basis.

On receipt of an official transcript from an accredited institution, coursework from the institution is evaluated for transferability and students will be provided a CR on their transcript for individual successfully completed courses. When a student repeats a course, the most recent course will be utilized. Students should meet with their advisor(s) to determine transferability of courses for application toward a degree or certificate at Northeast. When the acceptability of credits earned at any other institution is in question, Northeast follows the policy of the major state university in the home state of that institution. Course work completed at colleges and universities outside the United States will be considered on an individual basis.

### **Transfer from Northeast to Another Institution**

Transfer of credit from Northeast Texas Community College to other institutions is typically completed without difficulty with courses numbered 1000 and above generally accepted for transfer by other institutions. However, it is the responsibility of the student, to determine prior to registration if the courses will transfer. The transfer of specific courses normally depends upon the applicability of the completed work toward a degree plan specified by the receiving institution. Therefore, any program of study at NTCC should be planned to parallel, as nearly as possible, the requirements of the program at the institution to which the student plans to transfer. College Connection Center maintains course articulation or conversion charts for many Texas universities. These cross-reference charts enable student to determine course equivalencies at their chosen university. Advisement is available to students who need additional information about transferring to another institution.

The public colleges and universities in Texas, through the leadership of the Texas Higher Education Coordinating Board, provide for transferability of “general academic courses which, when offered at a community college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been done at the receiving institution.”

Students should be aware of the following provisions regarding transfer of course credits:

- No university shall be required to accept by transfer or toward a degree more than 66 semester hours, or one-half of the degree requirements if these constitute fewer than 66 hours, of credits earned by a student in a community college. In addition to the courses listed in the appropriate approved transfer curriculum, the university may count additional lower division courses in the student’s major to give the total of 66 hours. No university is required by this policy to accept more than 66 hours; however, the university may accept additional hours.
- Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.
- Each Texas public community college or university shall accept course credits earned by any student transferring from another accredited Texas public community college or university provided such credits are within the approved transfer curriculum of the student’s declared major

field at the receiving institution. Each Texas public community college or university shall grant full value for transfer curriculum course credits toward degree requirements as they apply to the student's declared major. Additional course credits may be accepted in transfer at the discretion of the receiving institution.

- Since courses included in each transfer curriculum vary according to the major subject areas represented, a student should be advised to declare a major prior to attaining sophomore standing at a community college. The student shall be required to declare a major at the time a request is made for admission to a degree program at a university. Students should be advised that a change of major may result in loss of credits earned in the previous program.
- A student shall not be required to complete an entire transfer curriculum for credits in individual courses to be transferable and applicable to a degree program.
- Any community college or university choosing to grant credit for courses taken by non-traditional modes shall evaluate and validate the learning according to policy established at the receiving institution. Examples of nontraditional modes include:
  - national examination,
  - institution examination taken in lieu of course enrollment,
  - course taken at non-degree granting institution,
  - work experience, or
  - life experience
- Institutions which establish institution-wide enrollment ceilings or specified program enrollment controls may be exempted from certain of these general provisions by the commissioner of higher education upon adequate justification. Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements.

### **Transfer Dispute Resolution**

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
- The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of Higher Education of the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions. Problems that occur during the transfer process will not always be categorized as disputes, and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution. Problems may include, but are not limited to these situations:

- A student may lose credit hours or have to take additional lower-level credit hours when changing majors.

- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level coursework. Courses taken may not apply or transfer to the institution selected.
- A student may have taken more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.
- A student may have taken vocational, technical, developmental, or remedial courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly-enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may have taken more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old.

A student may have repeated courses to raise grade point averages. Duplicate credit is not accepted

### **Academic Fresh Start**

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. When students apply for “Academic Fresh Start” all credit 10 or more years old will not be used for admission. Students who wish to apply for “Academic Fresh Start” must contact the Admissions Office.

### **Course Numbering System**

To facilitate the transfer of courses, Northeast Texas Community College has joined the Texas Common Course Numbering System Consortium and began using common course numbers in the fall of 1992. Courses that are equivalent have been designated a common number for use by participating colleges and universities. Students can thus more easily choose the appropriate courses to take as they plan to transfer.

The number of a course gives the rank and semester hour value as follows:

1. The first digit gives the rank of the course. A course number beginning with 0 is a developmental course. A course number beginning with a figure 1 is a freshman level course. A course number beginning with the figure 2 is a sophomore level course.
2. The second digit signifies the semester hour value of the course.
3. The third and fourth digits serve to distinguish the course from others in the same department.

For example, ENGL 1301 is a freshman level course and has the value of three semester hours.

### **Classification of Students**

Students attending the College are classified as follows:

- Freshman: Successfully completed fewer than 30 credit hours.
- Sophomore: Successfully completed 30 but less than 60 credit hours.
- Unclassified: Successfully completed 60 or more credit hours.
- Less than Half-Time: A student carrying fewer than 6 hours in a regular semester or fewer than 6 hours combining both summer sessions.
- Half-Time: A student carrying 6 to 11 semester hours in a regular semester or 3 semester hours in each summer session.



- Full-Time: A student carrying a minimum of 12 credit hours in a regular semester or 6 credit hours in each summer session.

### **Guidelines Applicable to Credit by Examination/Advanced Placement**

1. Credit by advanced placement at Northeast is available for entry level students, transfer students, and students currently enrolled. Potential Northeast freshmen or entry level transfer students may earn course credit through the College Board Advanced Placement Program examinations offered at selected high schools in May of each year. Students enrolled in Advanced Placement (AP) courses or honors courses qualify for these examinations.
2. Scores earned on examinations should be sent to Northeast. The student should notify the Admissions Office to accept or decline credits. Students will not receive test results from College Board until mid-July.
3. The symbol “CR” (credit), rather than a grade will be posted on a transcript. Unsuccessful attempts will not be recorded on the transcript.
4. Credits earned by examinations or advanced placement are not included in computation of grade point average.
5. Northeast will not award credit by examination or advanced placement for courses in which a student is currently enrolled, courses in which a student has previously failed, or courses which are prerequisites to courses for which the student has already earned credit.
6. A student may earn a maximum of 15 credit hours through credit by examination or advanced placement. Students will be eligible to earn up to 42 semester credit hours in emergency medical services coursework at the Basic, Intermediate and Paramedic levels. See [Emergency Medical Services - Paramedic Certificate](#) for additional information.
7. Northeast will award credit only after the student, while in residence, earns 12 credit hours through classroom instruction.
8. Credit by examination or advanced placement is not applicable toward determination of scholastic standing or academic honors. Likewise, credit hours earned through credit by examination or advanced placement will not satisfy requirements for minimum hours in residence which the student must earn at Northeast for certificates of completion or earning a degree.
9. Northeast urges the student to verify transferability with the College or university to which the student intends to transfer. The receiving college or university determines transfer of courses earned through credit by examination or advanced placement.
10. Standards for awarding credit by examination or advanced placement for courses are set by the academic departments and approved by the Executive Vice President for Instruction.
11. Northeast charges a one-time administrative fee of \$40.00 for processing and posting credit by examination or advanced placement to a transcript.
12. Advanced placement examinations for which students may earn Northeast course credit include the following: See [Guidelines Applicable to Credit by Examination/Advanced Placement](#).
13. Advanced placement credit for other university parallel courses may be earned with the approval of the Executive Vice President for Instruction.

### **Credit by Examination/Experience**

Students at Northeast Texas Community College may earn course credit by demonstrating specified achievement on the subject examinations of the College Board of New York’s College Level Examination Program, commonly called CLEP, through departmental examinations, or for learning achieved through experiences outside typical educational settings.

### **College Level Examination Program (CLEP)**

In recognition of the growing interest in continuing education for adults and in recognition of the fact that learning takes place in many ways, Northeast Texas Community College participates in the College Level Examination Program (CLEP).

CLEP enables those who have reached a college level of education in nontraditional ways to assess the level of their achievement. This assessment takes place through general and subject examinations, the results of which are used in establishing college credit.

Northeast Texas Community College has been designated an open testing center which allows both currently enrolled students and members of the community to benefit from any of the College level examinations offered through the College. The fee for each exam is \$110. A maximum of 15 hours may be used for graduation. Northeast Texas Community College awards college credit by examination in the following courses: See [College Level Examination Program \(CLEP\)](#)

*\*Students may receive credit for only one of these tests by CLEP.*

*NOTE: Credit via CLEP Test(s) will not be awarded for courses in which a student is currently enrolled; has been previously enrolled and/or earned a grade; has previously failed; or which are prerequisite to courses for which credit has already been earned.*

### **Credit for Experience and Departmental Examinations**

Credit may be awarded toward completion of an Associate of Applied Science Degree or a Certificate of Completion for learning achieved through experiences outside typical educational settings when such learning is consistent with the educational objectives of the student, the requirements of the curriculum, and the policy on granting credit for experience. Decisions regarding the awarding of credit are made by full-time faculty members. Students must demonstrate proficiency in the course competencies/objectives as listed in the syllabus to the satisfaction of a full-time faculty member who is qualified to teach the course and must achieve a minimum score acceptable to the department. In exceptional cases where credit is awarded without validation through departmental examination, it must be supported by official and verifiable documentation. A copy of all documentation in support of the award of credit must be submitted to the Executive Vice President for Instruction with the appropriate form requesting credit.

Examples of non-traditional experiences for which the award of credit may be considered are:

1. Military training and experience.
2. Selected work experience in business and industry.
3. Professional certificates, licenses and other recognized credentials.
4. Learning achieved through workshops, seminars, conferences, apprenticeships, or in-house/on-the-job training.
5. Other experiences with appropriate documentation.

Students seeking credit for experience should contact both the counseling center for the appropriate request form and a faculty member in the subject area to make arrangements to document proficiency. The student is responsible for identifying the specific experiences for which he/she seeks credit. There is a fee of \$40 for credit by examination/experience/advanced placement.

### **Guidelines Applicable to Credit by Examination/Experience/Non-Credit Learning**

Student must be currently enrolled at Northeast and must have completed at least 12 semester hours of course work at Northeast to be eligible to receive credit by examination/experience.

1. Credit may be granted only as it relates to specific courses offered by Northeast.
2. Courses for which credit is granted will be reflected on the student's transcript. The symbol "CR" (credit), rather than a grade, will be posted to the transcript. In addition, the transcript will note that credit was earned through a non-traditional method.
3. Examination/experience credit will not be awarded for courses in which a student is currently enrolled, has previously earned a grade, has previously failed, or which are prerequisite to courses for which credit has already been earned.
4. Fifteen hours of credit by examination/experience may be applied toward graduation requirements. The number of credits awarded may not exceed the total number of credits required for the student's specific associate degree objectives. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by the policy.
5. Transfer of credit earned through credit by examination/experience is determined by the receiving institution. The student is urged to verify transferability with the college/university to which transfer is intended.

### **Guidelines for Awarding International Baccalaureate Diploma Credit**

Northeast Texas Community College will grant a minimum of 24 semester credit hours (SCH) to any new student receiving the International Baccalaureate Diploma with a score of at least a 4 on all subjects. The maximum number of semester credit hours that will be awarded is 30. Northeast may grant fewer than 24 SCH to an entering student if the student has scored less than 4 on any IBD examination administered as part of the diploma program. This stipulation applies only to courses that are related to the subject of the exam for which the student did not achieve the required score. Applicants with the IB diploma must provide a completed IB transcript to the Admissions Office prior to enrolling in order to receive credit. See [Guidelines for Awarding International Baccalaureate Diploma Credit](#).

## **Registration**

Students who do not have a degree plan should obtain one from an advisor prior to registration. Registration should be completed using MyEagle; however, students may request the assistance of an advisor as needed. Students who do not have computer access at home may use any of the designated computers on the Northeast Texas Community College campus for registration, including those in the Administration Building in the Student Services area and in the Learning Resource Center. Students may not attend any classes until their registration is complete, and those who enter after classes have begun are responsible for all work prior to their entrance. Registration is not officially completed until all admission credentials have been received and approved, registration forms and course enrollment completed, and tuition and fees paid, or satisfactory arrangements made through Northeast Texas Community College's Financial Aid and Business Office.

### **MyEagle**

MyEagle is an online information and registration service provided for students at Northeast. Current students may access MyEagle at <https://myeagle.ntcc.edu>. The naming format for your login is first name initial + last name + last 3 digits of your Social Security Number (SSN). The password is set to your date of birth (DOB) in an 8-digit format, mmddyyyy. For example, if Bart

Simpson (SSN 123-45-6789, DOB January 3, 1989) was a student at Northeast, his log-in credentials would be bsimpson789 and his password would be 01031989.

New students may register using MyEagle after successful completion of MyEagle orientation. MyEagle also allows students the opportunity to:

- Register/add/drop courses prior to the start of a semester (if eligible)
- View/print the student's class schedule
- View/print a current grade report
- Determine course availability
- View/print a copy of the student's Unofficial Transcript
- View/print a copy of the student's Verification of Enrollment from the National Student Clearinghouse
- View/print the student's Financial Aid History
- Access the degree audit feature to determine courses needed to complete the student's degree plan
- View/print account billing and history
- Pay account balance online
- Verify the student's demographic data. Address or name changes must be made in the Admissions and Records Office.

### **Adding or Dropping a Course**

Students who are able to access MyEagle may add classes online prior to the close of late registration (first week of classes for each long semester; first 2 days of a 5-week summer session). Students cannot drop their final or only class using MyEagle during late registration. Complete withdrawals must be done in person at the Registrar's Office.

**Students cannot drop, add, or withdraw using MyEagle after the last day of late registration.** After that date, all changes must be submitted either in person, in writing, by Northeast student email, or by FAX to the Registrar's Office. Drops prior to the official reporting day/census date (twelfth day, regular semester; seventh day, 10-week summer term, fourth day, 5-week summer term) are not recorded on the student's permanent record. Students may withdraw no later than the last date for withdrawal in that semester. See the [Academic Calendar](#) for specific withdrawal dates for each semester.

A student who desires to drop a course after the census date of the term but prior to the deadline for withdrawal for that term, as posted in the Academic Calendar, will be awarded a grade of 'W' for the course. Withdrawal grades are not granted after the deadline without written approval from the instructor.

A student wishing to withdraw may do so through one of the following methods:

1. Request the withdrawal in person by visiting the Student Services Center during regular business hours and meeting with an Academic Advisor;
2. Request the withdrawal in writing, with the student's name, ID number, course number and name of course, and student's signature required. The written request can be mailed to:

Northeast Texas Community College  
ATTN: Registrar's Office  
P.O. Box 1307  
Mount Pleasant, TX 75456-1307

3. Request the withdrawal through the student's Northeast email account. The email must include the student's name, ID number, course number, and name of course. The student may send the emailed request to [advising@ntcc.edu](mailto:advising@ntcc.edu). Email requests originating from accounts other than the student's Northeast email account will not be honored.

A student who withdraws from all courses (complete withdrawal) must follow the same procedures as outlined above; however, the student must state that he/she wishes to withdraw from all classes in which currently enrolled.

If the student received Financial Aid assistance, the advisor and/or the Financial Aid office will provide information regarding any funds that must be repaid by the student.

### **Access to Student Records**

The College President shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College District program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school officials.

### ***Custodians of Records***

The Registrar is custodian of all records for currently enrolled students and for all official academic records. The registrar is custodian of academic status records. The Vice President of Student and Outreach Services is custodian of all other records. The addresses for the custodians of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g.

### ***Types of Education Records***

Each record custodian shall be responsible for the education records of the College District. These records may include:

- Admissions data, personal and family data.
- Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
- All achievement records, as determined by tests, recorded grades, and teacher evaluations.
- Attendance record.
- Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
- Disciplinary records, including scholastic disciplinary actions.
- Copies of correspondence with parents and others concerned with the student.
- Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
- Records pertaining to participation in student activities including academic awards or recognition by the College District.
- Information relating to student participation in special programs.

- Records of tuition and fees paid and outstanding.
- Financial aid records.
- Job placement records.
- Scholarships or other financial awards.
- Records pertaining to student complaints.
- Other records that may contribute to understanding of the student.

### ***Request Procedures***

The College District shall make a student's records available to the student. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular business hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times. Records to be viewed shall be restricted to use only in the College President's, office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with on an individual basis. A student may be denied copies of records if he or she fails to follow proper procedures or pay the copying charge.

### ***Directory Information***

Directory information shall be released to a qualified individual or organization that files a written request with the College President or designee.

The College District shall give public notice of the categories of information designated as directory information; whether the disclosure or directory information will be limited to specific parties, for specific purposes, or both; and the period of time after such notice for a student to inform the College District that any or all of the directory information should not be released without prior consent.

### ***Access by School Officials***

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

- An employee, Trustee, or agent of the College District, including an attorney, a consultant, a contractor, a volunteer and any outside service provider used by the College District to perform institutional services.
- A person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's record when he or she is:

- Working with the student;

- Considering disciplinary or academic actions, the student's case, or services for a student with disabilities;
- Compiling statistical data;
- Reviewing an education record to fulfill the official's professional responsibility; or
- Investigating or evaluating programs.

### ***Access by Parents***

The College District may disclose educational records to a student's parent without the student's consent under circumstances specified in law. [See FJ(LEGAL)] A qualified parent shall be subject to the provisions of the REQUEST PROCEDURES, above.

### ***Transcripts and Transfers of Records***

The College District may request transcripts from previously attended schools for students transferring into the College District; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the student.

For purposes of a student's enrollment or transfer, the College District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. The College District may return an education record to the school identified as the source of the record.

### ***Procedure to Amend Records***

Within 15 College District business days of the record custodian's receipt of a request to amend records, the College District shall notify the student in writing of its decision on the request and, if the request is denied, of his or her right to a hearing. If a hearing is requested, it shall be held within ten College District business days after the request is received.

Students shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present the evidence, and at his or her own expense, may be assisted or represented at the hearing.

The student shall be notified of the decision in writing within ten College District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the student shall be informed that he or she has 30 College District business days within which to exercise his or her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the College District's decision.

### ***Family Rights & Privacy Act***

FERPA (Family Educational Rights and Privacy Act of 1974), As Amended is a Federal Law that protects the privacy of a student's education records. It applies to the education records of persons who are or have been in attendance in post -secondary institutions, including students in cooperative and correspondence study programs. FERPA applies to all educational agencies or institutions that receive funds under any program administered by the United States Secretary of Education.

FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution and it does not give rights to students enrolled in one component of an institution who seek to be admitted in another component of an institution.

### ***Education records***

Education records are handwriting, print, computer, videotape, audiotape, film, microfilm, microfiche or e-mail of an institution that contain information directly related to the student and are maintained by an agency or institution or party acting in its behalf.

Education records do not include

- Records/notes in sole possession of maker not accessible or revealed to any other person except a temporary substitute
- Medical records
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment
- Records created and maintained by a law enforcement unit used only for that purpose, is revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to education records
- Information on a person that was obtained when no longer a student (i.e., alumni records) and does not relate to the person as a student

### ***Public or Directory Information***

Directory information is “contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.” (1988 Final Regulations). At its discretion, the college may provide directory information in accordance with the provisions of the Act.

#### ***Directory Information MAY include:***

- Student name
- Address
- Telephone number
- Email address
- Photograph/visual likeness
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- Other information including major field of study and degrees and awards received.

#### ***Directory Information can NEVER include:***

- Social security number or
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender



A student may request that all or any part of the directory information be withheld from the public by making written request to the Admissions Office during the first 12 days of class of a fall or spring semester or during the first 4 days of a summer session. If no request is filed, information will be released upon inquiry. The following document can be read using [Adobe Acrobat](#)

[Reader](#).  [Authorization to Release Education Records Form](#)

In compliance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, information classified as “Directory Information” may be released to the general public without the consent of the student.

The Registrar is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. The Registrar is located in the Administration Building in Student Services on the Main Campus.

### ***Students Rights under FERPA***

- Students and former students have rights to inspect and review their education records.
- Students must be able to inspect and review their education records within a maximum of 45 days after they request to do so.
- The right of inspection and review includes:
  - The right to an explanation and interpretation of the record.
  - The right to a copy of the education records when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record.
- Some limitations exist on students' right to inspect and review their education records, including:
  - Financial information submitted by parents.
  - Confidential letters and recommendations placed in their files prior to January 1, 1975.
  - Confidential letters and recommendations placed in their files after January 1, 1975, to which the student has waived his or her right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors.
  - Education records containing information about more than one student.

The Registrar is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. The Registrar is located in the Administration Building in Student Services on the Main Campus.

### **Social Security Number Information**

The social security number is used as a permanent student identification number. Each student is also assigned an id number which they may use to access their records. Those who do not have a social security number should obtain one prior to filing an application for admission. However, it is not mandatory for a person to have a social security number to be admitted to Northeast. Application for social security numbers may be obtained from any post office or the local Social Security Office.

Registration at Northeast Texas Community College implies consent to the use of the student’s social security number for the reporting of information for management purposes only. All such information will be used without personal identifiers.

## Tuition & Fees

### **Payment Of Tuition, Fees, And Deposits**

Payment of tuition, fees and deposits is required prior to the first class day. Payment due dates can be found on the student's statement of charges or by accessing the student's statement through MyEagle under Student Information and choosing the appropriate term. Northeast Texas Community College offers a variety of ways to pay for classes. Students can pay using cash, checks, MasterCard, VISA, or DISCOVER by visiting the Business Office located within the Administration Building. If paying by check, students are required to furnish the current driver's license number and date of birth of the person signing the check.

Students can also pay in full or establish a payment plan online by accessing the Northeast website and clicking the MyEagle button. Once the student is logged into MyEagle, under the Student Information tab, the Review/Pay Account option should be clicked. Students can then choose to pay in full or to set up a payment plan. If the full pay option is chosen, the student will be directed to the QuikPay site for payment. If the payment plan option is chosen, the student will be directed to the FACTS website to set up a convenient payment plan. The cost to initiate your interest-free monthly payment plan is a \$35 nonrefundable enrollment fee. Students that wish to make payments must do so online through their MyEagle log in. Visit [www.factsmgt.com](http://www.factsmgt.com) or [www.mypaymentplan.com](http://www.mypaymentplan.com) for additional information on this payment option.

Students planning to attend Northeast Texas Community College with financial assistance should have all forms completed and awards should be verified on MyEagle prior to registration. For additional information, contact the Financial Aid Office at 903-434-8100.

### **Returned Checks**

There will be a fee of \$35 for all returned checks. Reimbursement for returned checks shall be made with cash or money order only. If a student does not make payment or contact the Business Office within 10 days after notification or attempted notification, they will be dropped from all classes, official records will be put on hold, and prosecution will be initiated.

Students attempting to drop classes by stopping payment on their check instead of initiating approved drop procedures through the Admissions and Records Office will also be subject to the return payment fee.

### **Student Notification Regarding Payment of Collection Costs**

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college. In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

### **Right to Collect Special Fees**

The Board shall have the right to collect special fees authorized by law. *Education Code 54.005*  
The College District may not collect from students any fee or charge except as permitted by law. Students may not be refused admission to or be discharged from the College District for the nonpayment of any fee or charge except as permitted by law. *Education Code 54.003*

### **Fees for Extraordinary Costs**

The Board of the College District may establish a fee for extraordinary costs associated with a specific course or program and may provide that the exemptions provided by Education Code 54.203(a) and (b) do not apply to this fee. *Education Code 54.203(g)*

### **Individualized Courses**

College District students registered for a course or courses in art, architecture, drama, speech, or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee in addition to the regular tuition. The fee shall be as set by the Board. *Education Code 54.051(l)*

### **Laboratory Fees**

The College District shall set and collect a laboratory fee in an amount sufficient to cover the general cost of laboratory materials and supplies used by a student. The College District may charge a laboratory fee in an amount that does not exceed the lesser of \$24 per semester credit hour of laboratory course credit for which the student is enrolled or the cost of actual materials and supplies used by the student.

### **General Deposits**

The College District may collect a reasonable deposit in an amount not to exceed \$100 from each student to insure the institution against any losses, damages, and breakage for which the student is responsible and to cover any other amounts owed by the student to the institution. The College District shall return to the student the deposit, less any such amounts owed to the College District by the student. The deposit must be returned within a reasonable period after the date of the student's withdrawal or graduation from the institution, not to exceed 180 days, that provides the College District with sufficient time to identify all amounts owed and to determine that the student does not intend to enroll at the College District in the semester or summer session immediately following the student's withdrawal or graduation or, if the student withdraws or graduates in the spring semester, in the next fall semester. *Education Code 54.502(a)*

### **Student Services Fees**

The Board may charge and collect from students registered in the College District fees to cover the cost of student services, as defined by Education Code Section 53.503(a)(1). The fee or fees may be either voluntary or compulsory as determined by the Board. The total of all compulsory student fees collected for any one semester or summer session shall not exceed \$250. No portion of the compulsory fees collected may be expended for parking facilities or services, except as related to providing shuttle bus services. *Education Code 54.503(b); Atty. Gen. Op. DM-450 (Sept. 2, 1997)*

### **Dual Enrollment**

If a student registers at more than one institution of higher education within a college or university system under concurrent enrollment provisions of joint or cooperative programs between institutions, the student shall pay all compulsory student services fees to the institution designated as the home institution under the joint or cooperative program. The governing board of the college or university system may waive the payment of all compulsory student services fees at the other institution or institutions. *Education Code 54.503(g)*

### **Vehicle Registration, Parking and Traffic Fees**

The Board may charge a reasonable fee for registration of a vehicle under Education Code 51.202. The Board may fix and collect a reasonable fee(s) for providing facilities and enforcing and administering

traffic and parking regulations approved by the Board. No fee for parking facilities shall be charged to a student, unless the student desires to use the facilities. *Education Code 54.505*

### **International Education Fee**

The Board may charge and collect from students registered at the College District a fee in an amount not less than \$1 and not more than \$4 for each semester or summer session. The amount of the fee may be increased only if the increase is approved by a majority vote of the students at the College District participating in an election called for that purpose.

Fees collected shall be deposited in an international education financial aid fund outside the state treasury. Money in the fund may be used only to assist students participating in international student exchange or study programs.

The international education financial aid fund shall be used in accordance with guidelines jointly developed by the student governing body of the College District and the administration. If the College District does not have a student governing body, the College President may appoint a Committee of Students to assist with the development of the guidelines.

The fee imposed under this section may not be considered in determining the maximum student services fee that may be charged under Section 54.503(b) of this code. *Education Code 54.5132*

### **Continuing Education Course Fees**

The Board shall charge a reasonable fee to each person registered in a continuing education course at the College District. The Board shall set the fee in an amount sufficient to permit the College District to recover the costs to the College District of providing the course.

This section applies only to a course for which the College District does not collect tuition or receives formula funding, including an extension course, correspondence course, or other self-supporting course. Subchapters B and D of Chapter 54 of the Education Code do not apply to a fee charged under this section, except to a fee for a correspondence course taken by a student who would qualify for an exemption from tuition under Section 54.203 if the correspondence course applies towards the student's degree plan. The Board may grant an exemption provided by Section 54.203 for continuing education courses. *Education Code 54.545*

### **Exemption from Payment of Fees**

Students for whom Texas law provides specific exemptions from tuition and/or dues, fees, and charges shall be granted those exemptions. *Education Code chapter 54, subsection D; Education Code 130.008*

### **Incidental Fees**

The Board may fix the rate of incidental fees to be paid by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds so designated. The rate of an incidental fee shall reasonably reflect the actual cost to the College District of the materials or services for which the fee is collected. In fixing the rate, the Board may consult with a student fee advisory committee which the Board may establish if it does not presently exist.

The Board shall publish in the general catalog a description of the amount of each fee to be charged. Incidental fees include, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges, but does not include other legally authorized fees. *Education Code 54.504; Atty. Gen. Op. DM-450 (1997)*

### **Proration of Fees**

Based on the length of the semester or term for which a student is enrolled, the Board may prorate the amount of any fee charged to the student under Education Code Chapter 54.

For a student fee authorized by Education Code Chapter 54 to be charged per academic semester or term, including a fee authorized to be charged per semester credit hour, the Board shall prorate the amount of the fee charged for a term of the summer session of nine weeks or less based on the length of the term, unless the statute authorizing the fee specifies a reduced fee amount for that term. Education Code 54.5025, 54.010

### **Waiver of Fees**

Except as provided below, the Board may waive a mandatory or discretionary fee for a student if the Board determines that the student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.

Except as provided below, the Board may waive a mandatory or discretionary fee for a specific category of students if the Board determines that the waiver is in the best interest of the College District or is critical to the viability of an academic initiative.

The Board must ensure that a waiver under this section does not result in the College District's inability to service a debt to which revenue from the fee is obligated or to support an activity, service, or facility for which the fee is charged.

The Board is not permitted to waive payment of tuition or laboratory fees.

The Board may limit or prohibit a student's participation in or use of an activity, service, or facility supported by a fee that is waived for the student. Education Code 54.5035

### **Credit Card Fees**

An institution of higher education may charge a fee or other amount in connection with a payment of tuition, a fee, or another charge to an institution of higher education that is made or authorized in person, by mail, by telephone call, or through the Internet by means of an electronic funds transfer or a credit card, in addition to the amount of the tuition, fee, or other charge being paid, including:

- A discount, convenience, or service charge for the transaction; or
- A service charge in connection with a payment transaction that is dishonored or refused for lack of funds or insufficient funds.

A fee or other charge under Education Code 54.5011 must be in an amount reasonable and necessary to reimburse the institution for the expense incurred by the institution in processing and handling the payment or payment transaction.

Before accepting a payment by credit card, the institution shall notify the student of any fee to be charged. Education Code 54.5011

### **General Fees**

See [General Fees](#) for a complete list of fees.

\*Emergency Medical Services Credit by examination \$10/SCH

\*\*Each student enrolled must make a general property deposit of \$10.00. This deposit is subject to charges for property loss, damages, and breakage in libraries or laboratories. Students are required to maintain a balance of \$10.00 in their property deposit account. If the balance is below that amount they will be charged an additional fee sufficient to bring the account balance to \$10.00. This deposit is refundable upon written request and will be returned to the student within 10 days after the request is received by the Business Office, giving ample time for all charges and fines to be received against the deposit. Under state law, deposits which remain without call for a refund for a period of four years from the date of last attendance will be forfeited and transferred to the Student Property Deposit Fund.

•• This fee will be charged in the fall, spring, and summer I semesters.

### **Tuition and Fee Schedules**

[Tuition and Fee Schedules](#)

### **Dual Credit Tuition Schedules**

[Dual Credit Tuition Schedules](#)

### **Special Course Fees**

[Special Course Fees](#)

### **Refund of Tuition and Fees**

Students who officially drop or withdraw from Northeast Texas Community College shall have their tuition and mandatory fees refunded according to the following schedule as adopted by the Texas Higher Education Coordinating Board. Refunds are based on the date that the drop or withdrawal form is received in the Registrar's Office. For courses dropped prior to the first class day, a 100 percent refund is to be made. NOTE: Class day means the day the semester is designated to begin and each consecutive school day thereafter. The timetable applies to all refunds, including early registered students. Please note: Residential Life will apply refunds for housing fees accordingly; however, meal plan fees and deposit will be forfeited in the case of a withdrawal. See [Refund of Tuition and Fees](#).

Refunds are deposited to the student's My Eagle Passport account. If the student does not have a MyEAGLE Passport, a refund check will be mailed to the address on file in the Admissions Office.

### **Refund schedules are determined by the Texas Higher Education Coordinating Board.**

Title IV programs are regulated by federal policy. The law requires that, when you withdraw during a payment period, the amount of student financial aid assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than you earned, the excess funds must be returned. Any amount you have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

To officially withdraw, you must complete the appropriate forms in the Registrar's Office.

## **Educational Opportunities**

No officer or employee of the College District shall, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, national origin or disability.

A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

### **Discrimination on the Basis of Sex**

No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research or other education program or activity operated by any College District receiving federal financial assistance. *34 CFR 106.31* Educational programs and activities include:

- Housing.
- Comparable facilities.
- Access to course offerings.
- Counseling.
- Financial assistance.
- Employment assistance to students.
- Health and insurance benefits and services.
- Athletics.

### **Federal Funding Recipients**

No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination by any College District that receives federal financial assistance, on the basis of any of the following protected characteristics:

- Sex.
- Race, color, or national origin.
- Disability, or relationship or association with an individual with a disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is being regarded as having such impairment.

### **Pregnancy and Marital Status**

A recipient shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.

### **Religious Freedom**

The College District may not substantially burden a student's free exercise of Religion, unless the burden is in furtherance of a compelling government interest and is the least restrictive means of furthering that interest

### **Religious Holy Days**

Pursuant to House Bill 256 (78<sup>th</sup> Legislature), students are not required to notify their professors in advance regarding absence due to the observance of a religious holy day. Such students will be excused from attending classes or other required activities, including exams, during the time needed for travel and the observance of a religious holyday. Northeast Texas Community College will allow students who are

absent from class for the observance of a religious holiday to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. "Religious holy day" denotes a holy day observed by a religion whose places of worship are exempt from property taxation under section 11:20, Tax Code.

## Financial Aid

The Financial Aid Office provides grants, scholarships, short-term loans, and/or job opportunities. These aid opportunities are provided in the belief that education should not be controlled by the financial resources of students. The amount and type of aid a student may receive depends on the availability of funds and the student's established financial need.

Any applicant who is married, 24 years of age or older, a graduate/professional student, orphaned or a ward of the Court, a veteran of the U.S. armed forces, or has legal dependents other than a spouse may be considered self-supporting (independent).

Federal and state funding not used to pay tuition and fees, books, or room and board charges will be disbursed to the student. This amount should be reported on the student/parent federal income tax return.

### Minimum Requirements for Eligibility

- Must be attending Northeast for the purpose of obtaining a degree or certificate, or be enrolled in a transfer program leading to a baccalaureate degree. Programs require a minimum of three (3) hours per semester.
- Must have a U.S. high school diploma (this can be a foreign school if it is equivalent to a U.S. high school diploma) or GED certificate.
- Must be a U.S. citizen or eligible non-citizen.
- Must be making satisfactory academic progress as defined [here](#).
- Male applicants who are at least 18 years old and were born after December 31, 1960, must be registered with the Selective Service as required by federal regulations.
- Applicants cannot be in default on federal loans or owe a refund to a Federal Pell or Supplemental Educational Opportunity Grant program.

### Application Procedures

Students needing financial assistance must complete these steps each year:

1. Complete the Free Application for Federal Student Aid (FAFSA) on-line at <http://www.fafsa.gov>. Computers for student use are available in Student Services or the Learning Resource Center (LRC).
2. If the FAFSA is marked for verification by the Department of Education, the student and/or parents will be required to furnish supporting documentation to the Financial Aid Office.
3. Submit a Northeast financial aid application.
4. Transfer Students will be required to furnish academic college transcript(s) from all other schools attended regardless of course completion, transferability, program of study, etc.
5. Turn in all required materials to the Financial Aid Office by priority date in order to have financial assistance available during registration.



**Students who need financial assistance are encouraged to complete their application well in advance of registration for the semester they wish to attend.**

**Important Dates** - Although an application for financial aid may be submitted at any time during the term, priority is given to students who complete their file with the financial aid office by the dates recommended below:

Fall Semester - June 1

Spring Semester - October 1

Summer - April 1

**Students whose files are completed after these dates cannot be assured of funding availability for registration purposes.**

EARLY application allows the Financial Aid Office time to prepare a realistic financial aid package.

### **Financial Aid Students Withdrawing From Courses**

#### ***How a Withdrawal Affects Financial Aid***

Title IV (federal) financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (semester) for which the funds were awarded.

When a student withdraws from all courses, regardless of the reason, she/he may no longer be eligible for the full amount of funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which she/he remains enrolled. A pro-rated schedule determines the amount of federal student aid funds she/he will have earned at the time of full withdrawal. For example, a student who withdraws in the second week of the semester has earned less of his/her financial aid than a student who withdraws in the fifth week. Once the 60% point in the semester is reached, a student is considered to have earned all of the financial aid originally awarded and not be required to return any funds.

Federal regulations require a recalculation of financial eligibility if a student:

- completely withdraws;
- stops attending before the semester's end (this is considered an unofficial withdrawal and the return is based on the last date of an academically-related activity);
- does not complete all modules (mini-sessions) in which the student is enrolled as of the start date of the mini session.

Northeast students who receive federal financial aid who do not remain in attendance through the end of the semester could be responsible for repaying a portion of the financial aid originally received.

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

#### ***How to Withdraw from Class(es)***

See: "Adding or Dropping a Course" in [Registration](#) .

### ***How Earned Financial Aid is Calculated***

Financial aid recipients “earn” the aid they originally received by remaining in classes. The amount of federal assistance earned is based on a pro-rated system. Students who withdraw or do not complete all classes in which they were enrolled may be required to return some of the aid originally awarded.

Northeast is required to determine the percentage of Title IV aid “earned” by the student and returned the “unearned” portion to the appropriate federal aid programs. Northeast is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the funds within 45 days of the calculation. The Return to Title IV (R2T4) calculation is completed by the Financial Aid Office. The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government.

- The percent earned is equal to the number of calendar days completed up to the withdrawal date divided by the total number of calendar days in the payment period.
- The payment period for most students is the full 16-week fall and spring semesters or the full 10-week summer semester. However, for students enrolled in modules (mini-session), the payment period only includes those days for the module in which the student is enrolled.
- The percent of unearned is equal to 100 percent less the percent earned.
- Break of 5 days or longer are not included in the count of total days in the payment period.

### ***For Students Enrolled in Flex Entry/Fast Track Classes***

A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. Northeast tracks enrollment in each class that doesn't span the entire 10-week summer or 16-week fall or spring semesters and combines them to form a semester. If a student withdraws from a course in a later class while still attending a current class, the student is not considered as withdrawn based on not attending the other class. However, a recalculation of aid based on the change in enrollment status may be required.

If a student provides written notice to the Financial Aid Office at the time of withdrawal from a current class that s/he plans to attend a later class in the same payment period, s/he is not considered a withdrawal. If the student does not provide that written confirmation, the R2T4 recalculation of aid will be done. However, if the student does return in a later class in the same payment period, regardless of whether prior written confirmation was received, the R2T4 process will be reversed and the student will be awarded the funds that s/he is eligible to receive at the time of the return.

### ***Post-Withdrawal Disbursement of Loan Proceeds***

When the R2T4 calculation results in the student's being eligible to receive either Federal Direct Stafford Subsidized or Unsubsidized Loan proceeds, s/he will be contacted via e-mail and US mail by the Financial Aid Office. Written authorization from the student will be requested and is required before loan proceeds can be processed and awarded to the student.

### ***Determination of Withdrawal Date***

The withdrawal date used in the R2T4 calculation is the actual last date of attendance as provided by the instructors on the withdrawal form.

### ***Withdrawing Prior to the 60% Point of a Payment Period***

Unless and until a student completes 60% of the term in which financial aid was awarded, the student will be required to return all or part of the financial aid originally awarded for the term.

### ***When a Student Fails to Begin Attendance***

If a student never begins attendance in a class for which s/he registered in a term, they are dropped from the classes by the Registrar and a recalculation of aid based on the change in enrollment status is performed.

### ***Order of Return to Federal Aid Programs***

In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized
- Federal Direct Parent Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant

### ***Information Regarding Loan Repayment***

The R2T4 calculation may result in the student's being responsible for directly returning additional loan amounts to the U.S. Department of Education.

The loan grace period begins on the withdrawal date from the school or when a student ceases to be enrolled on at least a half-time basis. If the student does not re-enroll as a half-time student within 6 months of withdrawal or less than half-time enrollment, the loans enter repayment. The student should contact the loan servicer or the US department of Education with any questions.

### ***Consequences of Non-Repayment***

Students who owe the US Department of Education for an overpayment of Title IV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education. Students who owe Northeast because of an R2T4 calculations will be placed on a financial hold. They will not be allowed to register for subsequent semesters or receive academic transcripts until the balance is paid.

### ***How a Withdrawal Affects Future Financial Aid Eligibility***

Refer to the Financial Aid Office Satisfactory Academic Progress Policy to determine how a withdrawal impacts aid eligibility.

NOTE: This policy is subject to revision without notice based on changes to federal laws and regulations or Northeast policies. If changes are made, the student is held to the most current policy. This statement is to provide an overview of policies and procedures related to a complicated and very encompassing regulation. Additional information, including examples of R2T4 calculations, is available in the Financial Aid Office.

### ***Refund of Tuition and Fees***

Students who drop or withdraw from courses at Northeast shall have their tuition and mandatory fees refunded according to the schedule adopted by the Texas Higher Education Coordinator Board. See: [Refund of Tuition and Fees](#).

### **Funding for Summer School**

Summer only transfer students are not eligible for financial aid at Northeast unless they have eligibility left on Pell.

Students must submit a Summer Financial Aid Request (found on MyEagle Portal under Student Online Forms) by May 1 to ensure processing in time for summer classes.

Pell, FSEOG and TPEG Grant funding are the only forms of financial aid offered during summer sessions. FSEOG and TPEG are based on funds available and require that students be enrolled in a at least six hours.

To be considered for summer Pell Grant funding, a student must:

- Have remaining eligibility from their current academic year Student Aid Report, AND have a completed financial aid file for the current academic year on file in the financial aid office.
- Be maintaining satisfactory academic progress (see [policy](#) for details).
- Enroll for at least 3 credit hours.

### **Satisfactory Academic Progress Policy**

The United States Department of Education guidelines require the Financial Aid Office at Northeast Texas Community College to monitor a student's Satisfactory Academic Progress (SAP). SAP is accomplished by meeting minimum Grade Point Average (GPA) requirements and course completion in accordance with the [Pace and Timeframe Requirement](#). SAP is evaluated each semester before financial aid is extended for the following term. If a student does not successfully complete any coursework for a given semester, they will automatically be placed on Financial Aid Suspension. While on Financial Aid Suspension, the student is not eligible to receive financial aid funds. To regain eligibility to financial aid, a student must complete a Financial Aid Appeal which will be reviewed to determine if financial aid can be restored. If student completes a portion of coursework, but is not in compliance with the SAP Policy, it will cause the student to be placed on Financial Aid WARNING. While on Warning status, the student will continue to receive financial aid. The second consecutive semester of non-compliance will place the student on Financial Aid SUSPENSION. While on suspension, financial aid is not available.

After grades are posted each semester, students on warning and suspension will be notified by campus email.

A transfer student from another institution must meet the SAP requirements as evidenced by academic transcript(s) from prior institutions.

Satisfactory academic progress for financial aid is accomplished through the following measures:

**Minimum Grade Point Average (GPA)**

Students must maintain a cumulative 2.0 GPA each semester. \*FINANCIAL Aid GPA=All grade points/all hours earned. (This is often different than what appears on the transcript.)

**Pace and Timeframe Requirement**

- For financial aid purposes, grades of 'F', 'I', 'W' or 'NC' on a Northeast transcript will be counted as hours attempted, but not completed.
- Transfer credits ('CR') will be counted as hours attempted/completed.
- Students must complete 75% of attempted credit hours. This is calculated by dividing the total number of hours successfully completed by the total number of hours attempted. Students attempting 12 credit hours or more must complete a minimum of 9 credit hours.

Students cannot receive aid for hours exceeding 150% of the published length of their program of study (major). A student becomes ineligible when it is mathematically impossible to complete a program within 150% of the length of the program. This is calculated by dividing the total number of hours successfully completed by the total number of hours attempted. For example, if enrolled in a 60-hour associate degree program, a student must be on the pace to complete the program with 90 or less attempted hours. All attempted hours for a student's program, whether taken at Northeast or another institution, will be counted toward the attempted and completed credit hours, regardless of whether financial aid was received or not.

Students must be pursuing an eligible degree or certificate to be eligible for financial aid. Developmental or remedial courses may be considered for funding if required as a prerequisite to enable the student to successfully complete a degree or certificate objective. Remedial courses are funded up to a one-year limit.

Students can retake (one time only per previously-passed course) any previously passed course. Financial aid cannot be used to pay for courses that are taken more than two times.

**To Reinstate Financial Aid**

Students on financial aid SUSPENSION are offered the opportunity to regain eligibility to financial aid by submitting an appeal to the Financial Aid Office. The appeal request must be made, in writing, to the Dean of Enrollment Management within ten (10) days of date of notification. All appeals will be evaluated by the Financial Aid Appeal Committee and the student will be notified of the decision. The decision of the Committee is final. The appeal should include the following:

- The required appeal form. The form is available in the Financial Aid Office or online.
- Personal statement that includes explanation of extenuating circumstances and resolution or plan of action explaining what will ensure future academic success.
- Documentation such as letter from doctor, death notice, car repair receipt, etc.

If a student fails to make satisfactory progress resulting in a second suspension of financial aid, the period of suspension will be twelve months, and successful completion of at least twelve credit hours. Once a student has met these two requirements, an appeal can be submitted.

## **Student Financial Aid for Continuing Education Courses**

Tuition assistance is available for eligible individuals who wish to enroll in Continuing Education courses. The Texas Public Education Grant (TPEG) may be used for course tuition only and there is no reimbursement for pre-paid tuition bills. Financial aid can be awarded for up to 100% of course tuition, but not to exceed a total amount of \$500. Awards will be based on determined eligibility and available state funding. The standard Free Application for Federal Student Aid (FAFSA) should be completed eight weeks prior to registering for the class to ensure adequate time for processing.

### **Types of Aid Available**

*Completion of the FAFSA determines student eligibility for all programs. [Steps to Apply for Financial Aid](#)*

### **Scholarships**

Visit the [Northeast Foundation's webpage](#) for more information on available scholarships.

### **Grants**

#### ***Federal Pell Grant***

The Federal Pell Grant is a federal aid program. Eligibility is based on the financial strength of the student and/or his family and is determined by applying a standard need analysis formula. Completion of FAFSA will determine eligibility.

#### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

This is a supplemental grant that may be awarded to eligible students.

In selecting among eligible students for FSEOG awards in each award year, Northeast Texas Community College will select those students, both part-time and full-time, with the lowest expected family contributions (derived from FAFSA) who will also receive Federal Pell Grants in that year.

If Northeast has FSEOG funds remaining after giving FSEOG awards to all the Federal Pell Grant recipients at the institution, the institution shall award the remaining FSEOG funds to those eligible students with the lowest expected family contributions who will not receive Federal Pell Grants.

A student can receive between \$100 and \$4,000 per year, depending on financial need, date financial aid file completed, amount of other aid, and availability of funds. A portion of FSEOG will be disbursed each payment period during the academic year. If a student intends to enroll during the summer term, and wishes to have their award applied against three semesters, they should notify the Financial Aid office by email ([financialaid@ntcc.edu](mailto:financialaid@ntcc.edu)) prior to August 1.

Northeast receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid. Once the full amount of FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year. For this reason, it is important to have a complete financial aid file by June 1 of each year.

#### ***Texas Public Educational Grant (TPEG)***

Grants are made available to Texas students with demonstrated need. Grants vary depending on available funds.

### ***Texas Educational Opportunity Grant (TEOG)***

This grant provides funds to eligible students that are within the first 30 hours of their college coursework and enroll at least halftime in a certificate or associate degree program. The Texas Higher Education Coordinating Board determines award amounts annually.

### ***Student Employment***

#### ***Federal/State Work Study Program***

A federal or state program through which eligible students may earn part of their college expenses. Employment is on a part-time basis. Students are paid the current minimum wage rate, and work an average of 10 hours per week.

#### ***Campus Employment***

This program provides limited employment for students that do not qualify for college work study. Employment will be part-time and will depend on available funds.

#### ***America Reads and America Math Programs***

Students awarded funds from the federal work-study program may tutor grades K-3 in reading and grades K-9 in math. Students work at area schools. Contact the Financial Aid Office if you are interested in this program. Students must attend a three-day training workshop.

### ***Loans***

#### ***Short Term Emergency Loan***

Need-based short term loans are made to enrolled students to help defray a portion of tuition, fees, books and supplies during regular registration periods only. These loans must be repaid during the semester in which the loan is made. Students should contact the Financial Aid Office for more information.

#### ***Federal and State Student Loan Information***

Student loans, unlike grants, are borrowed money that must be repaid, with interest. You cannot have these loans canceled because you didn't get a job in your field of study or because you're having financial difficulty. Learn more about federal student loan debt at <http://studentaid.ed.gov/repay-loans>.

#### ***Federal Direct Subsidized Loan***

The subsidized loan is awarded on the basis of need. No interest is charged before you begin repayment or during any authorized periods of deferment. The federal government pays the interest until the time of repayment.

#### ***Federal Direct Unsubsidized Stafford Loan***

The Unsubsidized loan is not awarded on the basis of need. The student is responsible for interest during in-school and deferment periods. Interest accruing during those periods may be paid or capitalized as agreed by the borrower and lender.

### ***Other Resources***

#### ***Vocational Rehabilitation Program***

The Texas Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and fees to students who are vocationally challenged as a result of a physically or mentally disabling

condition. This assistance is generally limited to students not receiving other types of aid. For information contact the Texas Department of Assistive and Rehabilitative Services in your area.

### ***Bureau of Indian Affairs***

The Bureau of Indian Affairs offers educational benefits to American Indian/Native students. Students need to contact the regional office regarding eligibility.

Bureau of Indian Affairs  
Oklahoma Area Education Office  
4149 Highline Blvd., Suite 380  
Oklahoma City, OK 73108  
(405) 945-6051 or 6052

### ***Tuition Exemptions/Waivers***

The state of Texas and Northeast Texas Community College provide and fund several tuition exemptions and/or waivers. Interested students should contact the Financial Aid Office for additional information about guidelines for qualifying.

- Blind and Deaf Students
- Certified Education Teacher Aide
- Children of Disabled Firemen, Police Officers, Game Wardens and Employees of Texas
- Dependents of Texas Veterans killed in action
- High School Valedictorians
- Senior Citizens
- Students in Foster Care
- Students of Prisoners of War or Persons Missing in Action

### ***Veterans' Educational Benefits***

#### ***Veterans' Affairs***

The Veterans' Affairs Office at Northeast Texas Community College is part of the Financial Aid Office. Northeast is approved for Veterans' Training under the GI Bill of Rights, Public Laws 358 and 550 and under the Vocational Rehabilitation Laws. A student enrolling under any of the various provisions for VA Educational Benefits should be prepared to pay the initial cost of tuition and fees or request advance pay at least eight weeks prior to the period of enrollment. Students should be prepared to wait six to eight weeks before receiving their first payment from the Department of Veterans' Affairs.

Students receiving VA educational benefits must maintain a 2.0 cumulative grade point average in all courses to satisfy VA Satisfactory Progress Standards. The Office of Veterans' Affairs can certify enrollment only if:

- Transcripts from all colleges and universities are on file
- Courses fulfill degree/certificate requirements
- Courses were not previously completed with a passing grade
- Students are in good academic standing with a 2.0 minimum grade point average



Changes in enrollment status or complete withdrawal may result in partial or full repayment of VA benefits by the student. Veterans should contact the VA office for additional information and application.

### ***Veteran Vocational Rehabilitation Program***

Veterans with a service-connected disability may be eligible for tuition, fees, books and supplies. You may contact:

Department of Veterans Affairs  
Vocational Rehabilitation & Employment  
1700 SSE Loop 323, Suite 310  
Tyler, TX 75701  
(903) 565-0440

### ***Veterans' Dependents' Aid***

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may be eligible.

### ***Texas National Guard Tuition Assistance Program***

Senate Bill 526 passed by the 76th Legislature in 1999, created a college tuition exemption program for certain eligible individuals in the Texas Army or Air National Guard and Texas State Guard. Funds may be used for tuition only. If you have questions regarding this program, contact Education Services Office at Camp Mabry at (512) 465-5270 or [education.office@tx.ngb.army.mil](mailto:education.office@tx.ngb.army.mil).

### ***Hazlewood Act***

Texas veterans whose educational benefits from the Veteran's Administration have been used up or lapsed may be entitled to free tuition and some education related fees up to a maximum of 150 credit hours. Contact the Financial Aid Office or visit [www.collegefortexans.com](http://www.collegefortexans.com) for more information.

### **Notice to all First Time Students**

Students continuing their education at a university may qualify for a \$1,000 tuition rebate if they complete their bachelor's degree efficiently. The \$1,000 Tuition Rebate is available at universities in the state of Texas.

#### ***Eligibility Requirements:***

- Enrolled for the first time in an institution of higher education in the fall of 1997 or later.
- A Texas resident, and have attempted all coursework at a Texas public institution of higher education and have been entitled to pay resident tuition at all times while pursuing the degree.
- Attempted no more than three (3) hours in excess of the minimum number of semester credit hours required to complete the degree in the catalog in which you are graduating.
- Have not yet graduated from a university.

Students must apply for rebates toward receiving their baccalaureate degrees on forms provided by the institution they are graduating from and must keep the institution informed of their address for at least 60 days after graduation date.

## Instructional Program Information

Northeast Texas Community College's primary purpose is to meet the variety of educational needs of individuals within its service area. The College provides the freshman and sophomore years of traditional baccalaureate programs; it trains technicians for business and industry; it supplies background courses essential to up-grading one's job; and it enables people to pursue leisure and avocational interests through planned activities. Courses are offered in the day and evening during the academic year, during the December intersession, May intersession, and in the summer. Students may enroll for part or full-time study.

### Core Curriculum Philosophy

The philosophy of the core curriculum at Northeast is based on the development of students so they are prepared for successful careers, for successful transfer to baccalaureate programs, and for effective functioning as citizens and as members of families, groups, and organizations. Students need effective oral and written communication skills. They need computational skills which result from the study of mathematics. Effective citizenship is based on a variety of skills and knowledge. However, an understanding of our nation's history and the political process are certainly keys to effective participation in the formation and implementation of public policy at all levels. Critical thinking and decision-making skills are essential for students to perform effectively at all levels within organizations. The expression of ideas and values through visual and performing arts and other humanities is an integral part of student development. Especially in the technological and fast-paced environment of the modern workplace it is important for students to understand and appreciate the various expressions of ideas, values, emotions, joy, and suffering throughout history as manifested in the arts and other cultures. The integration of personal and social responsibility as well as the ability to work others as a team is an important aspect of student development. More important than the accumulation of a set body of knowledge is the student's ability to conduct research and acquire new knowledge through self-learning. Consequently, the research skills acquired through the physical, biological, and social sciences, along with English and communications, are essential for the development of a society of life-long learners.

### Core Curriculum Required Courses

[Core Curriculum Required Courses](#)

### Degree Requirements

#### *Associate of Arts (A.A.) Degree; Associate of Science (A.S.) Degree*

The Associate of Arts and Associate of Science degrees include coursework in general academic and pre-professional education and give broad exposure to lower division baccalaureate study. These degrees enable students to enter as juniors at the four-year college/university of their choice.

While the Associate of Arts and Associate of Science degree programs will satisfy the transfer requirements of most four-year institutions, it is the student's responsibility to determine the transfer institution's specific requirements and plan accordingly with the assistance of an NTCC counselor.

#### *Associate Of Arts Degree Requirements*

1. Core Curriculum.

2. Eighteen hours of academic transfer electives primarily in a major field of study. (see [Programs of Study](#) section for specific program requirements)

**TOTAL:** 60 semester credit hours

- Complete a minimum of fifteen total semester hours at Northeast Texas Community College.
- Attain a minimum cumulative grade point average (GPA) of 2.0 for all courses counted for graduation.
- Discharge all financial obligations to the College prior to graduation.

To earn both the Associate of Arts Degree and the Associate of Science Degree, the minimum requirements for each must be met, and an additional 15 college-level semester hours of transfer courses must be earned at Northeast. All residency requirements must be met.

For all students who fall under the guidelines of the Texas Success Initiative (TSI), passage of the TSI test is required prior to graduation with an Associate of Arts degree. Please consult the Northeast Texas Community College Texas Success Initiative Institutional Plan for further information. (Students may not receive the full six hours of credit for HIST 1301 and HIST 1302 by testing. Three hours of United States history must be taken in class to meet the state requirements for graduation).

### *Associate Of Science Degree Requirements*

1. Core Curriculum.
2. Eighteen hours of academic transfer electives primarily in a major field of study. (see [Programs of Study](#) section for specific program requirements)

**TOTAL:** 60 semester credit hours

- Complete a minimum of fifteen total semester hours at Northeast Texas Community College.
- Attain a minimum cumulative grade point average (GPA) of 2.0 for all courses counted for graduation.
- Discharge all financial obligations to the College prior to graduation.

To earn both the Associate of Science Degree and the Associate of Arts Degree, the minimum requirements for each must be met, and an additional 15 college-level semester hours of transfer courses must be earned at Northeast. All residence requirements must be met.

For all students who fall under the guidelines of the Texas Success Initiative (TSI), passage of the TSI test is required prior to graduation with an Associate of Science degree. Please consult the Northeast Texas Community College Texas Success Initiative Institutional Plan for further information. (Students may not receive the full six hours of credit for HIST 1301 and HIST 1302 by testing. Three hours of United States history must be taken in class to meet the state requirement for graduation).

### *Associate Of Arts In Teaching (A.A.T.) Degree*

The Associate of Arts in Teaching degree is a Texas Higher Education Coordinating Board-approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. The Associate of Arts in Teaching degree is fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.

### *Associate Of Arts In Teaching Degree Requirements*

1. Core Curriculum
2. Three hours in literature or psychology
3. Six hours of education field experience courses including EDUC 1301 and EDUC 2301

4. All required courses as specified in the degree plan  
**TOTAL:** 60 semester credit hours
  - Complete a minimum of fifteen total semester hours at Northeast Texas Community College.
  - Attain a minimum cumulative grade point average (GPA) of 2.0 for all courses counted for graduation.
  - Discharge all financial obligations to the College prior to graduation.

To earn both the Associate of Arts in Teaching Degree and the Associate of Arts or Associate of Science Degree, the minimum requirements for each must be met, and an additional 15 college-level semester hours of transfer courses must be earned at Northeast. All residency requirements must be met.

For all students who fall under the guidelines of the Texas Success Initiative (TSI), passage of the TSI test is required prior to graduation with an Associate of Arts in Teaching degree. Please consult the Northeast Texas Community College Texas Success Initiative Institutional Plan for further information.

### *Associate Of Applied Science (A.A.S.) Degree*

The Associate of Applied Science Degree includes a concentration of coursework in a specific technical or occupational field and support courses in general education.

The Associate of Applied Science Degree is awarded for successful completion of prescribed programs of study which prepare students with the knowledge and entry-level skills necessary to enter and compete in the job market. Such courses and programs of study are not intended to transfer to four-year institutions although some colleges and universities will accept all or some of the work.

### *Associate Of Applied Science Degree Requirements*

Complete a minimum of sixty college-level credit hours (sixty-six in Physical Therapy Assistant) including:

1. Three hours in English or three hours in speech.
2. Six hours in mathematics, science or computer technology.
3. Three hours in language, philosophy and culture or creative arts from the following: SPAN 2311 or philosophy or literature or world civilization or HUMA 1301 or HUMA 1302 or ARTS 1301 or ARTS 1303 or ARTS 1304 or MUSI 1306 or DRAM 1310 or DRAM 2361
4. Three hours in the social or behavioral sciences from the following: COMM 1307 , history, government, psychology, sociology, economics, geography or anthropology.
5. All required courses as specified in the degree plan.

Complete a minimum of fifteen total semester hours at Northeast Texas Community College.

The student must attain a minimum of a “C” grade for all courses in the major and a cumulative minimum grade point average (GPA) of 2.0 for all courses counted toward the degree.

Discharge all financial obligations to the College prior to graduation.

For all students who fall under the guidelines of the Texas Success Initiative (TSI), passage of the TSI test is required prior to graduation with an Associate of Applied Science degree. Please consult the Northeast Texas Community College Texas Success Initiative Institutional Plan for further information. See [Associate of Applied Science Degree Requirements](#) for a complete list of the areas the College confers the Associate of Applied Science Degree.

### *Certificates Of Competency*

Certificates of Competency are awarded for successful completion of prescribed programs of study which prepare students with the knowledge and skills necessary to enter a specific job market or to up-grade their skills in a particular area. Such courses or programs are not intended for transfer to four-year institutions. The student must attain a minimum of a “C” grade for all courses in the major and a cumulative minimum grade point average (GPA) of 2.0 for all courses counted toward the certificate. Students wishing to complete a certificate of competency must complete a minimum of fifteen semester hours at Northeast Texas Community College.

### **Northeast Honors Program**

Northeast Texas Community College offers alternate ways for students to excel and reach career goals. The Honors Program endeavors to free students from financial obligations, promote student success at the highest levels, and foster lucrative transferability to universities of choice, including admittance into four-year honors programs.

This program features smaller classes, special amenities like laptops, field trips, and more contact time with faculty, in this case, honors professors. It includes two kinds of students. Presidential Scholars receive substantial institutional scholarships, gifts, and other grants that usually eliminate all educational costs. Honors Scholars receive lesser institutional scholarships, which in addition to other grants, however, can often cover all basic educational costs. Presidential and Honors Scholars enroll in one honors seminar (6-7 hours combining two core curriculum classes) in each of their first three semesters of matriculation at Northeast, and in special Honors Seminar, ENGL 2342.22/ENGL 2323.22 during their fourth and last semester.

An ‘h’ will appear on the transcript of any student who successfully complies with the special standards of any course offering honors credit.

### ***Mission Statement Of Honors Program***

The Honors Program at Northeast Texas Community College strives to provide free and exemplary education. It exists to develop original ideas and successful projects. Inclusive and supportive, the program resolves to enroll ambitious, rising, students, promote their careers, and enhance the vitality of the college and surrounding community.

### ***Becoming An Honors Or Presidential Scholar***

High school students who have scored a minimum of 25 on the ACT or 1740 on the SAT, or who have graduated in the top 10 percent of their high school class are eligible to apply. Dual Enrollment students or college students with more than twelve hours of credit and a 3.5 GPA or better are also welcome to apply. Aspiring scholars must also submit an application which will include a one-page essay showing how they could work successfully in the program. Applications can be acquired from and sent to the office of the Honors Director, Dr. Andrew Yox.

### ***Enrolling In Open Honors Courses***

Any student who has attained the necessary prerequisites of a given course can enroll in any course announced as “honors” unless it is reserved only for scholars in the program include honors and non-honors students. Students with a 3.0 GPA after twelve credit hours in college, or high school graduates or students with an equivalency of a B or better average in High School can also receive an honors designation if they receive a B or better on the Honors portion of the course. All students desiring honors credit must make this clear to the professor within ten calendar days after the course begins.

### ***Honors Credit By Taking Designated Courses***

In the “Designated Courses,” shown below, students with a 3.0 GPA after twelve credit hours in college, or high school graduates or students with an equivalency of a B or better average in High School may initiate an honors component, and receive honors credit. These components must be approved by the instructor of the course, the Division Director, and the Honors Director within 10 calendar days after the course has started. This honors portion will consist of at least two elements: 1) a project that goes beyond traditional expectations, and illustrates original thought. 2) “with-it-ness” in class, a continuing engagement with course material that is exemplary. To receive honors credit in a Designated Course, students must have an abstract of their project approved by the Honors Director, and must receive a B or better from their instructor in the honors portion of their course. The abstract should state a problem, an awareness of other attempts to solve it, the question or focus posed by the student, and the student’s thesis or findings.

### ***Designated Courses***

Designated Courses in the honors system are those in a given discipline with course numbers that are equal to or greater than the following: ACCT 2301 , AGMG 2380 , ANTH 2351 , ARTS 1301 , BIOL 1406 , BUSI 1301 , CHEM 1405 , COMM 1307 , COSC 2320 , ITSE 2313 , CSME 2410 , CSME 2514 , DRAM 1330 , ECON 2301 , EMSP 2330 , ENGL 1302 , HIST 1301 , HUMA 1301 , MATH 1325 , MUSI 1301 , POFT 2312 , PHIL 1301 , PTHA 2301 , PHYS 1401 , GOVT 2305 , PSYC 2301 , SOCW 2361 , SOCI 2301 , SPAN 1311 , DRAM 1330 .

### ***Progression In Program***

Honors and Presidential Scholars are expected to engage in five hours of community service each semester, and to maintain course loads as full-time students. To continue as Honors and Presidential Scholars, students must maintain a minimum cumulative grade point average (GPA) of 3.25, as well as a minimum cumulative GPA in their interdisciplinary seminars of 3.0 and in subsequent classes taken for honors credit. To graduate as a Presidential Scholar, students must have taken at least twenty-one hours of overall honors credit, and meet the requirements of an associate degree.

The Honors Program is meant to be porous. Any Northeast student with a cumulative 3.5 GPA or better can apply to enter the program before the fall or spring semesters. Any Honors Scholar can be elevated after any fall or spring semester to Presidential Scholar by completing projects that exceed expectations, and keeping up with their commitments in Honors.

### ***Charlie and Helen Hampton Library***

The Charlie and Helen Hampton Library’s mission is to support the institution’s educational programs through the acquisition of a well-balanced collection of instructional materials that are accessible to students and faculty regardless of location. The library is conveniently located in the center of campus, as part of the newly renovated Learning Commons, and provides an attractive atmosphere for study, research, and leisure.

Use of the library and its materials is extended to all members of the community. Students, faculty, and staff of Northeast, as well as adult residents of Camp, Morris, and Titus counties, may register for a library card and borrow materials. In addition, the library provides Interlibrary Loan services and participates in the TexShare Library Card program, a reciprocal lending program that allows users to borrow materials in person at libraries across the state.

Books, periodicals, audiovisual materials, and online databases are selected primarily to support the curriculum and serve the needs of Northeast students and faculty. The book collection consists of over

15,000 print titles, and over 55,000 eBooks are available through a database subscription. Over 120 periodicals and newspapers are available in print, and thousands more are accessible online through database subscriptions. DVDs and videocassettes are available for checkout, and the library subscribes to Films on Demand, an online, state-of-the-art, streaming video database which provides access to over 23,000 titles geared towards academics.

The library's website, [www.ntcc.edu/library](http://www.ntcc.edu/library), contains links to its online catalog, databases, and other Internet resources. Instruction in the use of library resources is provided to classes on request. Individual assistance from a librarian is always provided.

The Bill and Sally Ratliff Computer Lab, Tutoring, and Jo's Coffee Shop share the Learning Commons with the Charlie & Helen Hampton Library. The library houses collections of John Biggers' art and Caddo Indian pottery. Wireless Internet access is available in the library and throughout campus. Printing is available for a nominal cost through Wepa print management solutions, and scanning services are provided at no cost.

### **Continuing Education and Corporate Training**

Continuing Education and Corporate Training at Northeast Texas Community College is committed to providing opportunities to all who are motivated to learn and enrich their lives. Non-credit courses, seminars, workshops, and conferences are offered on current topics in a wide variety of areas, such as banking, management and business related courses, computers, food safety, as well as food protection management certification. Students can explore the latest developments in their occupational fields, meet continuing education requirements for job re-certification, and train for new and emerging careers or enrolling in the night Police Academy. In addition, human interest and leisure learning programs in the arts, recreation, gardening, and family, money management, dancing, and personal development courses help people of all ages improve their quality of life. Finally, corporate training classes can be customized for business, industry, and area organizations to meet the ever-changing needs and requirements. These classes can be offered on campus, on-site, at the Naples Center in Naples, or at the Hanson-Sewell Center in Pittsburg, as well as other sites provided by the community. Programs for youth ages 6 and up are available throughout the year, and during the summer, Kids Camp is held annually. In cooperation with local workforce development boards, the Continuing Education program targets specific demand occupations for intensive training and retraining. Tuition and fees may be defrayed through the Workforce Investment Act (WIA) with approval of the local boards for students who qualify. Other grant aid is limited but may be available to qualified students who apply at least six weeks in advance of a workforce-related training program. Students may enroll in a credit course for no credit through Continuing Education on a space available basis with instructor permission. Tuition and fees will be assessed at the same rate as a credit course. For more information, please call 903-434- 8134.

### **Professional Education and Health Sciences**

The Professional Education and Health Sciences Training Department is responsible for the development, coordination, and management of a variety of noncredit continuing professional education programs and courses for licensure and/or certification for individual students. This area consists of Nurse Aide, Medication Aide, Phlebotomy, Emergency Medical Services, Fire Academy, Rural Health, and other program areas as well as various state and local agencies, community services, and health-care providers that provide quality pre-service training and staff development. For more information, please call 903-434-8288.

### **Distance Education**

Northeast Texas Community College offers courses that students can take over the Internet. Most academic departments on the Northeast campus offer courses online, and the Virtual College of Texas offers an extensive range of courses in which students can enroll through Northeast Texas A&M



University - Texarkana offers several ITV classes on the Northeast campus through a partnership agreement with the college. The mission of Distance Education at Northeast Texas Community College is to provide enhanced educational opportunities for students through advanced technology. Distance Education classes enable students to access courses that have already filled in the traditional classroom, and to pursue educational goals while balancing work and family.

### ***Procedures for Protecting Student Privacy in Distance Education***

Northeast Texas Community College is committed to protecting the privacy of students enrolled in all courses regardless of the mode of instruction (online, hybrid, or face to face); therefore, all of the college policies regarding student privacy and information security apply to distance education courses. College personnel are required to uphold these policies and follow these procedures to protect student privacy in distance education:

- The college requires the use of Blackboard LMS to teach all distance education courses in order to ensure the security of student course material, communication, student work submission, and grades. Instructors are required to use Blackboard to post course material, send announcements, facilitate collaboration among students, collect student work, deliver tests and quizzes, and post grades.
- Secure college user names and passwords are generated through the admissions application process. These credentials generate a single sign-on service allowing students access to Blackboard, email, grades, transcripts, and all other student services through the secure MyEagle student portal using their NTCC generated user name and password. Although the college assumes the initial responsibility for issuing and maintaining a secure user name and password to all students, students are instructed to change their passwords once they have signed into the portal for the first time. Their self-created password is encrypted and stored in the institution's active directory. Other than the user, no one on campus, including the information technology (IT) department, has access to the new password. Students can securely manage all aspects of their password through the MyEagle portal.
- Students are assigned an official college email address at the time of admission, and the college email system is required for all official communication with students.
- Faculty are required to keep student user names, work, scores, and grades confidential. Students in distance education courses do not have access to other students' work or grades. Students are instructed not to share login and password information with others.
- College personnel are required to follow the college and FERPA guidelines for sharing student educational record information with other faculty, staff, parents, or others outside of the college.

### ***The Virtual College of Texas***

Northeast Texas Community College is a consortium member of the Virtual College of Texas. The mission of the Virtual College of Texas is to provide all Texans access via instructional technologies to quality instruction and support wherever they may live, regardless of geographic, distance, or time constraints. The Virtual College of Texas is a consortium of accredited, public Texas community and technical colleges. It includes 53 community college districts and the four colleges of the Texas State Technical College System. Through the Virtual College of Texas, students may access college courses offered at institutions across the state. However, students enroll in Virtual College of Texas classes through their local community college. They receive advisement, testing, and other student services on their local campus as well. Students interested in learning more about the Virtual College of Texas may contact Northeast's VCT office at 903-434-8243.



## **Dual Credit for High School Students**

### ***Eligibility Requirements***

**Grade level:** must have completed the sophomore year of high school

**Grade Point Average:** “B” average in high school courses

**Test Scores:**

- TAKS English Language Arts (ELA) score of 2200 AND writing sub-score of 3 (for reading and writing intensive college courses), TAKS Math score of 2200 for math or math-related college courses, OR
- SAT – 1070 combined, with 500 or higher on math and/or verbal, OR
- ACT – 23 composite, with 19 or higher on math and/or English, OR
- THEA – Reading 230, Mathematics 230, Writing 220, OR
- Accuplacer – Reading Comp 78, Elem Algebra 63, Written Essay 6 (or Written Essay 5 AND Sentence Skills 80).

**Class Load:** A maximum two college credit courses per semester (unless special permission is granted by the college)

For more information contact:

Anna Ingram, NTCC Director of Dual Credit

(903) 434-8257 or [aingram@ntcc.edu](mailto:aingram@ntcc.edu)

### **Cooperative Education Program**

Cooperative Education integrates on-campus classroom study with off-campus work experience for students in career-oriented disciplines. Northeast Texas Community College Work Experience Program provides students with supervised practical experience relating to their field of study while they concurrently obtain college course credit.

Students learn and participate in functions performed in their chosen fields so that they might determine if their selected profession or occupation is compatible with their goals. The availability of this program at the community college level affords the student this experience at a much earlier time in their educational process.

### **Developmental Education**

Developmental education courses are offered in reading, writing, and math. These courses help students be successful in their college-level courses. Courses beginning with a sequence of 0 (0301) are considered to be developmental in nature. Credit for these courses is not used for college-level academic honor, graduation, or transfer. Students who are not Texas Success Initiative (TSI) complete are required to enroll in developmental education courses based on placement scores from the TSI assessment.

### **Service Learning**

Service Learning integrates meaningful community service with instruction. Work experiences and reflection activities enrich the learning process in the classroom, teaches civic responsibility, and strengthens communities. Students participate in an organized 30-hour service activity that meets community or campus needs to enhance the students’ role as citizens. Students volunteer at non-profit agencies to prepare for the workplace and future community involvement.

## Student Services

### **Special Support Services**

In an effort to enable students to make meaningful and informed academic and occupational choices, NTCC provides support services to those who may be classified as members of a “special population.” These population groups include single parents, displaced homemakers, and economically or educationally disadvantaged students. Services that may be available to qualified special population students include child care and/or travel assistance. Some restrictions apply and services are contingent upon the availability of funds. For more information visit College Connections in the Administration Building or by calling (903)-434-8140.

### **Accommodations for Students with Disabilities**

Students who need special accommodations due to a physical or learning challenge should meet with the Coordinator of Special Populations. Reasonable accommodations include (but may not be limited to) additional time or changes in location for taking exams, arrangements for tutoring, aids with which to assist those who are sight or hearing impaired, access to help with lecture notes, and so on.

Please note that students who believe they have disabilities that qualify them for accommodations are responsible for providing appropriate documentation via a physical, psychological or educational evaluation or referral from a rehabilitation agency, such as the Texas Department of Assistive and Rehabilitative Services (DARS). The required documentation should state clearly the need for accommodations and that the disability meets ADA standards. This process must be completed before any accommodations can be arranged. Applications must be made prior to start of each semester to allow sufficient time for the coordination of services.

Accommodation services are reviewed for renewal every semester upon the request of the student. Current or prospective students who have concerns regarding support services should contact the Coordinator of Special Populations at 903-434-8104, or visit the NTCC [website](#).

### **MyEagle Orientation**

MyEagle Orientation is a one-day seminar that helps prepare students for college and will be held in the month of July. All first-time/full-time students are required to attend.

### **Testing Services**

The Testing Center offers a variety of local, state and national tests. They include the CLEP, THEA, Quick THEA, HESI, HOBET, TCLEOSE and Accuplacer (alternative tests to THEA), SAT, ACT, ACT Residual, and GED. Appointments or advanced registration is required. Students may direct inquiries to the Testing Center at 903-434-8273.

### **Degree Planning And Academic Advisement**

NTCC recognizes the importance of academic advising and supports students having the opportunity to work closely with faculty members of their declared major. All students must meet with an academic advisor. Students must contact their advisor to declare their major field of study. Students pursuing degrees are required to have degree plans on file no later than the end of the first semester of enrollment. Students may also contact the department of their major to schedule an advising appointment. All first-year students will be assigned to an academic advisor.

Although faculty and staff advisors will use every effort to ensure students are provided the most appropriate advice possible in degree planning, it is ultimately the students' responsibility to ensure they register for classes that meet their educational goals and comply with all program requirements. Students intending to transfer to a university are encouraged to bring a copy of the catalog of their chosen university with them to advising. For more information regarding degree plans and course transferability, contact the College Connection and Career Center located in the Administration Building. All students are seen on either a walk-in or appointment basis.

### **Student Development**

The Office of Student Activities and Multicultural Affairs at Northeast Texas Community College provides the resources, guidance, and support to enhance student achievement through quality campus activities. This office, which is student-centered and is dedicated to leadership development and organizational change, plans and implements dynamic co-curricular activities and opportunities designed specifically to encourage the success of all students.

### **Diversity**

The Office of Student Activities and Multicultural Affairs is responsible for fostering a vision of diversity appreciation reflective of the College's strategic plan, which enables students, faculty and staff from all ethnicities, backgrounds, and cultures to thrive together and succeed at NTCC. The Office provides an institutionalized approach for meeting the co-curricular needs of students by coordinating and planning educational opportunities that enhance interaction and learning across all ethnic groups, backgrounds, and cultures. Through intentional programming and training, the Office assists each department on campus in understanding, appreciating, and celebrating diversity. NTCC is proud to recognize, welcome and embrace the spectacular range of cultural diversity we proudly share within our campus community.

### **Student Government Association**

The Student Government Association (SGA) of Northeast Texas Community College is an advocate for the student body and serves as a liaison between the students and the college administration. SGA is committed to assessing student needs, serving as a voice for the student body, aiding in the planning of quality student activities, and enhancing the student experience and life on campus. SGA also promotes the image of the College and its student body, and provides students with an opportunity for leadership development. Information on becoming a member can be obtained in the office of the Director of Student Activities and Multicultural Affairs. The Student Government Association office is located within the Student Activities office. Information on student organizations, activities, or SGA is available from the Student Activities office.

### **Student Organizations**

The College encourages the organization of student clubs and organizations, which will enhance the education, growth, and development of its students. Student organizations are maintained in order to complement the curricula in developing mental, physical, and social aspects of the individual student. A faculty or staff member sponsors these organizations. The Student Government Association offers support to students wishing to form a new organization or club. Student organizations include:

- Ag Club
- Aikido Club
- Amigos Unidos
- Baptist Student Ministeries
- Biology Club
- Brother-to-Brother (SAAB - Student African-American Brotherhood)

- Cosmetology Club
- Delta Psi Omega (Theatre Fraternity)
- Dental Hygiene Club
- Eagle Ambassadors
- Eagle Baseball
- Eagle Rodeo
- Eagle Soccer
- Eagle Softball
- Enactus
- Honors Society
- Lutheran Club
- Math Club
- Medical Laboratory Technology Club
- NTCC Carroll Shelby Automotive Technology Car Club
- NTCC Film Club
- Optimist Club
- Phi Theta Kappa
- Physical Therapist Assistant Club
- Psi Beta
- Sigma Kappa Delta
- Society for Collegiate Journalists
- Society of Physics Students
- Student Government Association
- Student Nurses Organization
- Webb Historical Society
- Wesley Fellowship

The list of student organizations does not reflect changes that may have occurred since date of publication.

### **Intramural Sports**

The intramural program at Northeast Texas Community College exists to offer a variety of sports and activities for students, faculty, and staff. The emphases are on interest and participation. This program provides an outlet for athletic interests that goes beyond participation in physical education courses or in a particular varsity sport. It also provides the college community a venue for socialization and fellowship through participation in athletic activities. Opportunities for involvement in a variety of organized physical activities and the positive use of leisure time are also available.

The intramural program provides both competitive and recreational alternatives. Opportunities for individuals to compete with others of their own ability, to support others in athletic participation, and to improve one's own health and physical fitness are all important components of the intramural program.

#### **Fall Programs:**

Doubles Pool Tournament  
 6 on 6 Co-ed Volleyball  
 4 on 4 Basketball

#### **Spring Programs:**

Doubles Pool Tournament  
 Ping Pong Tournament  
 Dodgeball Tournament

Tennis (singles/doubles)  
Ping Pong Tournament

4 on 4 Basketball  
6 on 6 Co-ed Volleyball  
7 on 7 Flag Football

\* Other sports may be added during the year

### **Athletic Program**

Northeast Texas Community College offers intercollegiate athletic competition for both men and women in a variety of sports. NTCC is a member of the National Junior College Athletic Association (NJCAA) and the National Intercollegiate Rodeo Association (NIRA). NJCAA sports include men's baseball and women's fast pitch softball and men's and women's soccer at the Division I level. Men's rodeo and women's rodeo participate in NIRA sanctioned events. For additional information about NTCC's athletic programs go to [www.ntcceagles.com](http://www.ntcceagles.com).

### **Student Life**

A special effort is exerted at NTCC to create and maintain an atmosphere where students may develop to their maximum potential. The administration, faculty, and staff facilitate learning through emphasis on the needs and interests of the students. Formal instructional programs, organized student activities, student organizations, intercollegiate athletics, and informal day-to-day interrelationships contribute to the total educational experience for students at Northeast Texas Community College.

### **Student Publications**

The role of student publications is to provide a training ground for those students who want to pursue careers in journalism, provide news of campus related activities to the college community and college district and to act as a public relations tool by informing area residents about NTCC.

A faculty sponsor who teaches Journalism/English classes at NTCC supervises student publications. It is the responsibility of all student publications to print material that is free from personal bias, is not libelous, and is in good taste. Each publication should clearly state opinions expressed in its editorials and policy statements do not necessarily reflect the opinions or policies of the Administration of the College, the faculty sponsor, nor the College Board. It is one of the primary responsibilities of the faculty sponsor to ensure that all material to be printed meets these standards.

The faculty sponsor has sole responsibility for the content of the publication, for advising the student staff, and for appointing and removing student staff members. Removal of a staff member may be based on the following acts as judged by the sponsor.

- Failure to follow the policies
- Failure to follow the principles of journalistic writing style.
- Failure to carry out the responsibilities of the position.

### **Eagle Mail Email Service**

EAGLE Mail, a college email service, is available to college students upon registration. This system allows you to communicate with college faculty, staff, and other college students. In order to access this resource, log onto [www.ntcc.edu](http://www.ntcc.edu) and follow the link, NTCC Eagle Mail. For more assistance in using Eagle Mail visit the Career Opportunity Center. Student email address consists of their first initial, last name, and the last three digits of their social security number. The password is their 8-digit birthdate.

### **College Store**

The College Store, located in the Student Union Building, is a self-supporting auxiliary service, owned and operated by Northeast Texas Community College. The College Store provides textbooks, gift cards, graduation announcements, nursing pins and supplies, school supplies, backpacks, Northeast insignia clothing and gifts, snacks, special occasion balloons, fax service, laminating, mail and freight services and much more. Students may purchase stamps, ship letters or packages using the U.S. postal service, UPS, DHL or Federal Express. All packages shipped to dorm students are received in the College Store. Students may purchase books from the College Store's online store at [www.ntccbookstore.com](http://www.ntccbookstore.com). Books ordered online will be shipped to the student's home or held in the College Store for pickup. The College Store accepts Visa, MasterCard and Discover.

### **Student Union Building**

The Student Union Building (SUB), located in the center of the campus, houses the College Store, Student Activities and Multicultural Affairs office, food services, vending machines, game room, and meeting rooms.

Vending Machine Refunds - The Bookstore handles refunds of money lost in the snack and beverage vending machines.

### **Food Service**

Food Service is available in the Student Union Building daily between the hours of 7:30 a.m. and 6:30 p.m. There are three full hot meals served Monday through Friday. Monday-Thursday: Breakfast is from 7:30-9:00 a.m.; continental breakfast is from 9:00-9:30 a.m.; lunch is from 11:00 a.m. -1:30 p.m.; dinner is from 5:00 - 6:30 p.m. On Friday, breakfast is from 7:30-9:00 a.m.; continental breakfast is from 9:00-9:30 a.m.; lunch is from 11:00 a.m.-1:00 p.m.; dinner is from 5:00-6:00 p.m. On Saturday and Sunday, there are two full hot meals served. Brunch is from 11:30 -12:30 p.m. and dinner is from 5:00-6:00. Retail hours (snack bar) are Monday-Thursday 7:30-1:30 and Friday from 7:30-1:00. Vending machines (soft drinks, candy, pastries, juice, etc.) are also available in the Student Union Building. Catering is also available upon request.

### **Parking**

Parking permits can be obtained in the Administration/Student Services Building. Parking permits are required to be displayed on vehicles parked in the designated parking area. Students should park only in designated parking spaces.

1. Only vehicles with state approved handicapped permits will be allowed to park in handicapped parking spaces. All others will be issued parking tickets with a fine of \$180.
2. Vehicles parking in any area other than a designated parking space may be issued a parking ticket.
3. There is no trailer parking allowed on the parking lots.
4. The circular parking area located in the entrance of the campus is for VISITORS' use only. Any vehicle parked there for more than 30 minutes may be issued a parking ticket.
5. Fines are assessed to all parking tickets issued. Fines should be paid within thirty (30) days in the Administration Building. Official transcripts will not be issued until fine is paid.

For further information contact the Security Department.

## **Public Safety & Campus Police**

Lock your vehicle and store valuables such as radar detectors, cellular phones, etc. in the trunk or out of sight. Security personnel will escort students from buildings to vehicles upon request. Security will also attempt to jump start vehicles and assist in unlocking vehicles when keys are locked inside. Contact the switchboard operator to summon security personnel.

## **Housing**

The College maintains a student housing facility for up to 214 occupants. Student housing provides students the opportunity to further individual educational development through social interaction with fellow students. A housing director is responsible for the daily activities and programs within the facility, communication of the College policies and the safe operation of the facility.

Residential housing at NTCC offers a variety of options to fit your budget and lifestyle. Students can choose from a more traditional dorm experience (Student Housing West) or brand new apartment-style units (Student Housing East). In addition to the convenience of living on campus, students enjoy amenities such as free wi-fi, free cable, free parking, free laundry, free 24-hour fitness access, fully-furnished units, secure card access to building, security officer on campus 24 hours a day, and student lounge areas.

A housing deposit fee of \$200 is required to reserve housing space. A resident student may cancel his/her assignment and receive a deposit refund if the cancellation is received prior to July 1 for the fall semester or December 1 for the spring semester. All students residing in college housing during the fall and/or spring semesters are required to purchase a meal plan from the College cafeteria. The meal program consists of 19 meals a week; 3 meals daily Monday-Friday; and 2 meals daily on Saturday and Sunday (excluding holidays and vacation periods). The meal plan is not available during the summer. Students with confirmed reservations must make housing and meal payments either in full or according to a specified payment schedule.

Students interested in living on campus, or who would like additional information should contact the housing department at [studenthousing@ntcc.edu](mailto:studenthousing@ntcc.edu) or 903-434-8176.

## ***Housing Disciplinary Issues***

Each student resident of the housing facility shall be responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and a harmonious social life. Occupants shall be subject to all rules, regulations, policies, and procedures of the College District and the student housing facility. Any violation of policies and procedures is subject to fine and/or disciplinary action.

The Housing Director or designee has the primary authority and responsibility for the administration of student resident discipline. In cases in which the accused student resident disputes the facts upon which the charges are based, or when the penalty involves suspension from the housing facility, the student may request that such charges be heard and determined by the Student Housing Disciplinary Committee.

## ***Student Housing Disciplinary Committee***

The Housing Disciplinary Committee shall be impartial and shall be composed of a chairperson designated by the College President, two full-time faculty members, (or one full-time faculty member and one staff member), the Director of Student Activities and two students (one living on campus and one living off campus) or selected according to procedures approved by the College President.

The Student Housing Disciplinary Committee shall preside over a fair hearing for the student and the College District's administration. The student and the College District may be represented by counsel at the hearing.

## Student Policies

### Electronic Devices in the Classroom

Students are expected to use common courtesy when using electronic devices such as cell phones, iPods, laptops, and et cetera in the classroom. See individual instructor syllabi for applicable guidelines on the use of all electronic devices in each classroom. Students are required to follow those stated policies.

### Immunization Requirements

The State of Texas requires that institutions of higher education provide the following immunization information to all students applying for admission. The institution also has the option, by law, to require proof of immunization, prior to admission, for diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis. Vaccination for Bacterial Meningitis is required by law for all students under the age of 23 years who attend classes on the NTCC campus, and all students residing in the dormitories regardless of age.

1. **Measles**-It is strongly recommended, because of recent outbreaks of measles among college-age persons, that students have two doses of measles vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with the vaccines for mumps and rubella (MMR).
2. **Tetanus**-Tetanus vaccine is effective for about 10 years and needs to be "boosted" at that interval. It is common for older adults to develop tetanus because they do not receive the 10 year boosters. Tetanus vaccine should be given with the diphtheria vaccine.
3. **Poliomyelitis**-Although polio immunization is not routinely recommended for persons 18 years of age or older, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.
4. **Hepatitis B**-All students enrolled in health related courses who will have direct patient contact, especially contact with patients' blood, are encouraged to have a complete series of immunizations for hepatitis B or proof of immunity before beginning direct patient care. Northeast Texas Community College offers no health services and is unable to assume responsibility for student medical/dental expenses. First aid may be provided in emergency situations.
5. **Bacterial Meningitis**- Information about bacterial meningitis is provided to all new college students in the state of Texas, and proof of vaccination is required for all students under the age of 23 who attend classes on campus, and all students residing in the dormitories regardless of age. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast, so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on College campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities. For additional information, contact the Admissions and Records Office.



### **Communicable Diseases**

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis. For the purposes of this policy, the term “HIV infection” shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

The College’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease.

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

The College shall comply with all pertinent statutes and regulations which protect the privacy of persons in the College community who have a communicable disease.

### **Acquired Immune Deficiency Syndrome Guidelines**

The existence of HIV infection should not be used to determine suitability of applicants for employment or for student admission unless a student with HIV infection should be allowed to attend classes without restrictions as long as the student is physically and mentally able to participate, perform assigned work, and poses no physical health risk to others.

Consideration of the existence of AIDS, a positive HIV antibody test, or any communicable disease is not a part of the initial admission decision for those applying to attend Northeast Texas Community College. Northeast Texas Community College students who have AIDS or a positive HIV antibody test shall be allowed regular classroom attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend classes. However, Northeast Texas Community College reserves the right to exclude any person if specific required activities may expose others to risk of transmission or may pose a health or safety risk to them.

Information concerning AIDS and the workplace guidelines may be found in the Counseling Center.

### **Health Services**

NTCC offers no health services and is not responsible for costs of hospitalizations, special health care such as consultations with specialists, nursing care, surgical operations or dental treatment. The next of kin on record may be notified in uncertain or emergency situations, or in case of serious illness. Students may be transported to a general hospital or transported by ambulance at their own expense when such action is necessary in the opinion of College officials.

### **Health Insurance**

NTCC does not provide student health insurance coverage. Special sickness and accident insurance policies are available from private insurance vendors and are particularly valuable to students whose

coverage under family policies is void or terminated. The student will be responsible for paying the premiums on such policies. Interested students may obtain information by inquiring at the Student Support Customer Service Center.

## **Discrimination, Harassment, and Retaliation**

### *Sex and Sexual Violence*

#### *Statement of Nondiscrimination*

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

#### *Discrimination*

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

#### *Sexual Harassment*

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program.

#### *Sexual Violence*

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

#### *Examples*

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

### ***Gender-Based Harassment***

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

### ***Examples***

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### ***Retaliation***

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

### ***Examples***

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### ***False Claims***

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

### ***Prohibited Conduct***

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

### ***Reporting Procedures***

For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct;
2. Who has been given the duty of reporting incidents of prohibited conduct; or

3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

### ***Student Report***

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee or submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.

### ***Employee Report***

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy. An employee who does not meet the description of a responsible employee in accordance with this policy may alternatively submit the report electronically via the College District's website.

### ***Exceptions***

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC].

### ***Definition of College District Officials***

For the purposes of this policy, College District officials are the Title IX coordinator and the College President.

### ***Title IX Coordinator***

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Amy Adkins, Director of Human Resources, 2886 FM 1735 Chapel Hill Road, Mt. Pleasant, TX 75455, 903-434-812.

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

### ***Alternative Reporting Procedures***

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### ***Timely Reporting***

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

### ***Investigation of the Report***

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

If the parties voluntarily agree to participate in informal resolution of the complaint, the College District official shall determine if informal resolution is appropriate for the complaint. If the official determines that informal resolution is appropriate, then the official may facilitate that resolution. If the official does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.

If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official shall authorize or undertake an investigation, except as provided below at Criminal Investigation.

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

### ***Concluding the Investigation***

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed. The parties shall be given the opportunity to respond to the report.

### ***College District Action***

The College District shall determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a preponderance of the evidence standard. If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]

Examples of corrective action may include:

- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;

- Providing counseling for the victim and the student who engaged in prohibited conduct;
- Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred; and
- Reaffirming the College District's policy against discrimination and harassment.

The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

### ***Confidentiality***

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

### ***Appeal***

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

### ***Records Retention***

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

### ***Access to Policy, Procedures, and Related Materials***

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

***Other Protected Characteristics***  
***Statement of Nondiscrimination***

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

***Discrimination***

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

***Prohibited Harassment***

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

***Retaliation***

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

***Prohibited Conduct***

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.



### ***Reporting Procedures***

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

### ***Exceptions***

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. [See GCC]

### ***Responsible Employee***

For purposes of this policy, a "responsible employee" is an employee:

- Who has the authority to remedy prohibited conduct.
- Who has been given the duty of reporting incidents of prohibited conduct.
- Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

### ***Definition of College District Officials***

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

### ***ADA/Section 504 Coordinator***

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Dr. Josh Stewart, Vice President for Student and Outreach Services, 2886 FM 1735, Mount Pleasant, TX 75455, (903) 434-8242

### ***Other Anti-discrimination Laws***

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

### ***Alternative Reporting Procedures***

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### ***Timely Reporting***

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

### ***Investigation of the Report***

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under FFDA, as appropriate.

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

### ***Concluding the Investigation***

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

### ***College District Action***

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

### ***Appeal***

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

### ***Records Retention***

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

### ***Access to Policy Procedures, and Related Materials***

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

### ***Freedom from Bullying***

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

### ***Definitions***

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

### ***Retaliation***

The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

### ***Timely Reporting***

Reports of bullying or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

### ***Reporting Procedures***

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or retaliation shall immediately notify the Vice President for Student and Outreach Services.

A report may be made orally or in writing. The Vice President for Student and Outreach Services or designee shall reduce any oral reports to written form.

### ***Prohibited Conduct***

The Vice President for Student and Outreach Services or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFDA or FFDB, including harassment or discrimination on the basis of race, color, religion, gender, national origin, disability, or age. If so, the College District shall proceed under policy FFDA or FFDB, as appropriate, instead. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFDA or FFDB, as appropriate, shall include a determination on each type of conduct.

### ***Investigation of the Report***

The Vice President for Student and Outreach Services or designee shall conduct an appropriate investigation based on the allegations in the report. The Vice President for Student and Outreach Services or designee shall promptly take interim action calculated to prevent bullying or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

### ***Concluding the Investigation***

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy;

however, the Vice President for Student and Outreach Services or designee shall take additional time if necessary to complete a thorough investigation.

The Vice President for Student and Outreach Services or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying or retaliation, as defined by this policy, occurred. A copy of the report shall be sent to the College President or designee.

### ***College District Action***

If the results of an investigation indicate that bullying or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Examples of corrective action may include implementing a training program for the individuals involved in the complaint, implementing a comprehensive education program for the College District community, conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where bullying or retaliation has occurred, and reaffirming the College District's policy against bullying and retaliation.

If the investigation reveals improper conduct that did not rise to the level of bullying or retaliation as defined by this policy, the College District may take disciplinary or any other appropriate corrective action.

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

### ***Appeal***

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level.

### ***Records Retention***

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

### ***Access to Policy and Procedures***

Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

### ***Student Solicitation***

As used in this policy, "student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

### ***Limitations of Solicitation***

Student solicitation shall be permitted in or on premises owned or controlled by NTCC only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the Vice President of Student and Outreach Services for the conduct of such activity;
2. The sale or offer for sale of any food or drink item in an area designated in advance by the Vice President of Student and Outreach Services or a designated representative for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with NTCC's regulations on use of facilities; [See FLAA]
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and are scheduled in accordance with College District regulations; or
5. The sale of raffle tickets by a registered student organization that can present to the Vice President of Student and Outreach Services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code.

No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by NTCC, except as approved by the Vice President of Student and Outreach Services.

### ***Time Limit***

No organization shall solicit under this policy for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

### ***Use of College District Name***

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fund-raising activities under the name of NTCC. All such activities shall be compatible with the mission and objectives of NTCC and shall be approved by the Vice President of Student and Outreach Services in accordance with procedures developed for that purpose.

### ***Conduct during Solicitation***

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by NTCC.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by NTCC.
3. The solicitation shall not harass, embarrass, or intimidate the person or persons being solicited.

### ***Sanctions***

If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the Vice President of Student and Outreach Services.

If the Vice President of Student and Outreach Services determines that a solicitation is being conducted in a manner violating this policy, the Vice President of Student and Outreach Services may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in policies FM and FMA. In the case of a registered student organization, the Vice President of Student and Outreach Services may revoke the registered status of the organization in accordance with policy FKC.

### **Sex Offender Registration**

Not later than the seventh day after the date on which the person begins to attend school, a person required to register under Code of Criminal Procedure 62.152 or any other provision of Code of Criminal Procedure Chapter 62, who is a student at a public institution of higher education, including a college district, shall report that fact to:

1. The authority for campus security for the institution; or
2. If an authority for campus security for the institution does not exist and the person is otherwise required by Chapter 62, Code of Criminal Procedure, to register at the authority the local law enforcement authority of:
  - a. The municipality in which the institution is located; or
  - b. The county in which the institution is located, if the institution is not located in a municipality.

The person described above shall provide the authority for campus security or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure 62.051(c). The person shall notify the authority for campus security or the local law enforcement authority not later than the seventh day after the date of termination of the person's status as a student at the institution.

The authority for campus security or the local law enforcement authority shall promptly forward to the administrative office of the institution any information received from the person and any information received from the Texas Department of Public Safety under Code of Criminal Procedure 62.005.

This section does not impose the requirements of public notification or notification to public or private primary or secondary schools on an authority for campus security; or a local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by Code of Criminal Procedure Chapter 62 to make notifications. [See also GAA]

*Code of Criminal Procedure 62.153*

### **Interrogations and Searches**

Administrators, faculty, security, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of student disciplinary processes, students shall be expected to cooperate with College District officials. Lack of cooperation may lead to disciplinary action.

NTCC shall respect the right of students to privacy and security against arbitrary invasion of their person or property. However, College District officials shall have a limited right to search students or their property when it is in the interest of the welfare of students and/or staff members or when it becomes necessary to preserve the good order and discipline of the College District.



Students have full responsibility for the security of their backpacks, briefcases, and other personal property, as well as for personal vehicles parked on College District property. A student shall not place, keep, or maintain any article or material that is forbidden by law or College District property in a backpack, briefcase, other personal property, or in a vehicle parked on College District property.

College District officials may search a student's personal property or vehicle parked on school property if there is reasonable cause to believe that it or they contain articles or materials prohibited by College District policy. A student shall be responsible for any prohibited items found on or in his or her personal property or in a vehicle parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, future access to College District property may be denied.

Lockers, desks, dormitory rooms, and similar areas owned and controlled by the College District may be searched by College District officials when reasonable suspicion exists to believe that stolen items or items prohibited by law are contained in the area to be searched. Blanket searches, or indiscriminate searches, shall not occur. Stolen items or items prohibited by College District policy may be impounded and used as evidence in institutional disciplinary proceedings.

### ***Use of Trained Dogs***

The College District may allow local law enforcement agencies to use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illegal controlled substances, and alcohol. This program shall be implemented to maintain a safe environment conducive to education.

The dogs shall be used to sniff vacant classrooms, vacant common areas, dormitory facilities, and the areas around vehicles parked on College District property. The dogs shall not be used to sniff a student's person. If a dog alerts to an area or vehicle, it may be searched by College District officials.

School searches conducted with assistance from law enforcement officials are governed by standards applicable in criminal law. *United States Constitution, Amendment IV; Speaker v. Grantham 317 F. Supp. 1253 (S.D. Miss. 1970); Smith v. Lubbers, 398 F. Supp. 777 (W.D. Mich. 1975); Piazzola v. Watkins 442 F. 2d 284 (5<sup>th</sup> Cir. 1971)*

### **Student Expression**

Students have the right to express themselves at school and school events as part of their rights to freedom of speech or expression. Activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. NTCC may prohibit expression by students if it materially and substantially interferes with school activities; interferes with the rights of other students or teachers; or the college can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference. NTCC shall not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

### **Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any nonschool literature distributed by students or registered student organizations.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents and organizations that are not registered student organizations, see GD]

### ***Limitations on Content***

Non-school literature shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DOA and FFD]
5. The materials constitute non-permissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

### ***Time, Place, and Manner Restrictions***

The Vice President of Student and Outreach Services shall designate times, locations, and means by which non-school literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

Distribution of the non-school literature shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any literature that was discarded or leftover.

### ***Posting of Signs***

For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

Except for signs that violate the limitations on content, as described above, a student or registered student organization may publicly post a sign on College District property in areas or locations designated by the Vice President of Student and Outreach Services. No object other than a sign may be posted on College District property.

Before publicly posting a sign, a student or registered student organization shall:

1. Deliver a copy, photograph, or description of the sign to be posted.

2. Give notice of the following information:
  - a. The name of the student or registered student organization and, if an organization, the name of its advisor;
  - b. The proposed general location for posting the sign;
  - c. The length of time the sign will be posted; and
  - d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its advisor.
3. Place the date of posting on each sign posted.

### ***Restrictions***

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the Vice President of Student and Outreach Services. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant;
8. On or between a curb and sidewalk; or
9. In a College District building, except on a bulletin board designated for that purpose.

### ***Removal***

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the Vice President of Student and Outreach Services, the student, or the registered student organization.

### ***Disclaimer***

Literature distributed by a registered student organization must include a disclaimer indicating that the literature is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty, or staff.

### ***Identification***

Students or registered student organizations distributing materials on campus shall provide identification when requested to do so by a College District representative.

### ***Violations of Policy***

Failure to comply with the policy and procedures regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

### ***Appeals***

Decisions made by the administration in accordance with this policy may be appealed in accordance with **FLD (LOCAL)**.

### **Student Use of College District Facilities**

The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting student or student organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

#### ***Requests***

To request permission to meet on College District premises, interested students or registered student organizations shall file a written request with the Vice President of Student and Outreach Services in accordance with administrative procedures.

The student or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

#### ***Approval***

The Vice President of Student and Outreach Services shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The Vice President of Student and Outreach Services shall provide the applicant a written statement of the grounds for rejection if a request is denied.

#### ***Announcements and Publicity***

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

#### ***Identification***

Students or registered student organizations using College District facilities shall provide identification when requested to do so by a College District representative.

### ***Violations***

Failure to comply with the policy and procedures regarding student use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of a student's or a registered student organization's use of College District facilities and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

### ***Appeals***

Decisions made by the administration under this policy may be appealed in accordance with FLD(LOCAL).

### **Involvement in Decision Making**

The Board encourages students to take an active part in the leadership of campus activities, assessment of the administration of the College community's needs and interests, and planning activities. The Student Government Organization (SGA) will serve as the official representative arm of the student body. This organization will work with the administrative and faculty toward the realization of College goals and objectives. **(FLE Legal and Local)**

The Student Government Organization will also have the responsibility of encouraging student groups, creating new groups as the need arises, channeling requests for information and/or action to the appropriate authority, and advising the College President and the Vice President for Student and Outreach Services on matters of student affairs. The Director of Student Activities and Multicultural Affairs serves as the advisor of Student Government Organization. He/she is responsible for developing procedures for student participation in and the operation of the student government organization.

### **Student Access to Instruction**

Students have the right to have access to their instructor in all instructional modalities (both face-to-face and distance learning settings). Students have the right to be treated with respect and courtesy in the classroom and graded on established criteria.

### **Student Responsibilities**

- **Address:** It is required of each student to keep the Registrar's office informed of your current address and telephone number.
- **Advisement:** Every student seeking to complete degree or program requirements is responsible for maintaining regular contact with an academic advisor.
- **Attendance:** Regular and punctual attendance at all scheduled classes is expected. Attendance is necessary for successful completion of course work. Excused absences may be permitted at the discretion of the instructor for illness, official College activities or personal emergencies. The student is responsible for initiating procedures for make-up work. All course work missed, regardless of cause, is to be completed to the satisfaction of the instructor. An instructor may drop a student for excessive absences in a course; this may or may not be done without prior notification to the student at the address listed in the Admissions Office. A student may be excused from classes for a religious holy day provided, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that the student will miss for such religious holy day. Each instructor will arrange a schedule for work to be made up. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.
- **Catalog Information:** Each student has the responsibility to be informed of all material published in the catalog.

- **Course Requirements:** Students are responsible for all instructions and requirements given by the instructor.
- **Examinations:** All examinations are to be taken at the times scheduled by the instructor. A request to take an examination at any other time must be approved by the instructor.
- **Financial Obligations:** Students are to meet their financial obligations to the College. Failure to do so may result in inability to register in the future, non- release of student’s official transcript, inability to graduate, or administrative withdrawal from classes.
- **Federal, State and Local Laws:** Obey all federal, state and local laws and to familiarize themselves with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including suspension, notwithstanding any action taken by civil authorities on exercising his/her rights of citizenship under the Constitution of the United States. Special care will be taken to assure due process and to spell out defined routes of appeal when a student feels his/her rights have been violated. Be fully acquainted and comply with all published policies, rules, and regulations of the College, copies of which will be made available to students for review at the office of the Vice President for Student and Outreach Services.
- **Student Handbook:** Each student has the responsibility to be informed of all materials published in the Student Handbook.

### **Student Intellectual Property**

Each employee and student shall retain exclusive property rights to materials developed on his or her own time without the use of College District equipment, facilities, or personnel support; developed as part of his or her regular responsibilities; or produced prior to employment with the College District.

Materials developed using College District property or while in the performance of duties as an employee shall become the sole property of the College District.

No employee or student shall utilize any property or facility of the College District for any personal or private business activities. College District facilities, equipment, and staff may be utilized for research projects only if prior approval of the College President or designee is obtained. Upon approval of the project, the College District shall enter into an agreement with the staff member regarding legal protection and guidelines for licensing, patenting, and royalty participation.

Intellectual property resulting from research supported by a grant or contract with the federal government, or any agency thereof, or with a nonprofit or for profit nongovernmental entity, shall be governed by the specific terms pertaining to the intellectual property rights included in the grant or contract.

Non-copyrighted materials prepared by a College District employee or student for use in a course conducted by the College District shall remain the property of the College District, and use of such materials for non–College District purposes shall be approved by the College President.

An employee of the College District may not realize a profit from materials sold exclusively to College District students. See NTCC Policy Local DB.

## **Student Conduct**

Each student will be expected to behave in a manner consistent with the College’s functions as an educational institution. A “student” shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution.

### **Scholastic Dishonesty**

Scholastic Dishonesty shall include, but not limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

### **Disorderly Conduct**

Disorderly conduct shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

### ***Responsibility***

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District’s rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

### **Prohibited Conduct Discipline**

#### ***Federal, State and Local Law***

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

#### ***Prohibited Weapons***

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, or other prohibited weapons, as described in CHF, without prior approval shall be prohibited.

#### ***Drugs and Alcohol***

The following behavior regarding drugs and alcohol shall be prohibited:

1. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBE, unless under the direction of a physician;
2. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance; and
3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.

#### ***Debts***

Owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District shall be prohibited.



### ***Disruptions***

“Disorderly conduct,” as defined above, or disruptive behavior shall be prohibited.

### ***Behavior Targeting Others***

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

### ***Property***

The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

### ***Directives***

Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.

### ***Tobacco and E-cigarettes***

Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. "E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:

1. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

### ***Misuse of Technology***

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using e-mail or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

### ***Dishonesty***

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

### ***Gambling and Other Conduct***

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

### ***Discipline***

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

## ***Publication***

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

## **Student Dress**

NTCC marks the appropriate boundary where the institution can no longer assert that the regulation of student grooming is reasonably related to the fostering or encouragement of education. In the absence of showing that unusual conditions exist, the regulation of the length or style of a college student's hair is irrelevant to any legitimate NTCC administrative interests. Health regulations require an acceptable foot covering be worn in public places. Nursing and cosmetology students should ask their instructors about departmental dress code. (FLBA Legal)

## **Prohibited Organizations and Hazing**

### ***Hazing Offense - Personal***

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, including a college district, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

*Education Code 37.152(a), 51.936(a)*

### ***Hazing Offense – Organization***

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. *Education Code 37.153(a)*

## ***Definitions***

Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution by one person alone or acting with others, directed against a student, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an

educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.

5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

*Education Code 37.151(6); 51.936(a)*

Organization means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students. *Education Code 37.151(5); 51.936(a)*

Student means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs;  
or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

*Education Code 37.151(4); 51.936(a)*

### ***Publication***

Each public institution of higher education shall distribute to each student during the first three weeks of each semester a summary of Education Code Chapter 37, Subchapter F and a list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years. If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish a summary of the provisions of Education Code Chapter 37, Subchapter F in each edition of the publication. *Education Code 51.936(c)–(d)*

### ***Information Regarding Gang-Free Zones***

The governing board of each institution of higher education, including each college district, shall ensure that any student handbook or similar publication for the institution includes information on gang-free zones and the consequences of engaging in organized criminal activity within those zones. *Education Code 51.973*

### **Tobacco Use**

The College District prohibits the use of any type of tobacco products, including electronic cigarettes, on College District grounds and in College District buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products, including electronic cigarettes, shall be permitted in designated areas and private vehicles parked on College District property provided any residue is retained within the vehicle. [See also DH and GFA]

### **Alcohol and Drug Use**

#### ***Alcohol***

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, housing facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

### ***Controlled Substances***

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any performance-enhancing substance, including steroids.
- Any designer drug.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

### **Exception**

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

### ***Violation***

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

### ***Notice***

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

### ***Notice Regarding Steroids***

Anabolic steroids and growth hormones are for medical use only. State law prohibits possessing, dispensing, delivering, or administering an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice. (*Education Code 51.921*)

### **Weapons**

#### ***Firearms***

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations.

### *Open Carry*

The open carry of a handgun on College District property is prohibited with the exception of commissioned peace officers, in accordance with law.

### *Concealed Carry*

Individuals licensed to carry a concealed handgun may carry a concealed handgun on College District property except in locations and at activities prohibited by law or this policy.

### *Safety Requirements and Storage*

A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

A handgun must be concealed on or about the license holder's person at all times unless otherwise secured in a locked, privately-owned or -leased motor vehicle. License holders who reside in College District housing may store their handguns in a gun safe that meets the requirements set forth in the residential life handbook.

### *Exclusionary Zones*

A license holder is responsible for knowing when and where the carrying of a concealed handgun is prohibited by law or this policy. The following areas and activities have been designated as exclusionary zones that prohibit concealed carry:

1. Sporting and interscholastic events, in accordance with law;
2. Governmental body meetings, in accordance with law;
3. Locations during prekindergarten–grade 12 events or activities, in accordance with law;
4. Locations used for formal hearings, including, but not limited to: student or employee discipline conferences, grievance meetings, or mediation sessions;
5. Laboratories and other similar locations containing extremely dangerous chemicals, compressed gas cylinders, biologic agents, equipment incompatible with metallic objects such as magnetic resonance imaging machines and nuclear magnetic resonance spectrometers, or any such places in which accidental or incidental discharge of the weapon may have catastrophic or dangerous consequences; and
6. Testing centers when nationally sanctioned exams such as the ACT, SAT, and TOEFL are administered.

### *Temporary Exclusionary Zones*

Other areas may be designated as temporary exclusion zones when, in the judgment of the College President, the activities conducted within are such that legal or safety considerations warrant temporary exclusion for the duration of the activity.

A request for an exclusionary zone not expressly addressed in law or by this policy may be submitted to the College President for consideration in accordance with administrative regulations.

### *Notice*

Appropriate signage shall be posted in accordance with law for designated exclusionary zones.

### *Other Prohibited Weapons*

The College District prohibits the use, possession, or display of any location-restricted knife, club, or prohibited weapon, as defined by law, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or -related activity:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

### *Violations*

Individuals who observe a violation of this policy should report the incident to a campus security officer.

Employees and students found to be in violation of this policy shall be subject to disciplinary action. [See DH, FM, and FMA]

## **Student Complaints & Grievance Procedures**

### **Student Grievance Process**

A student grievance is a College District-related concern or problem that the student believes is unfair, inequitable, discriminatory, or a hindrance to the student's education. The College District's student grievance process affords the student a means for filing a grievance and provides a process for resolving a grievance.

The College District supports the concept of due process, a means by which students are assured that specific problems are addressed in a fair and impartial manner. A student grievance shall be initiated by a student and may proceed, if necessary and applicable, through the College District's formal hearing process. [See FMA] Complaints of sexual harassment, discrimination, and retaliation shall be handled in accordance with FDE.

### ***Informal Process***

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

The chart below details the initial area for assistance referral and subsequent contact areas. It should be noted that sometimes the complainant may not feel comfortable in meeting the person at the first response level.

<b>Issue</b>	<b>First Response</b>	<b>Level I</b>
Academic Concerns	Instructor	Program Director/Division Dean
Academic probation/suspension	Advisor/Retentions Specialist	Dean of Enrollment Management
Advising for specific major	Instructor or Advisor	Division Director
Advising for undeclared majors	Advisor	Dean of Enrollment Management
Admissions Application/Process	Admissions Coordinator	Dean of Enrollment Management
Assessment/Testing Center	Director of Testing	Dean of Enrollment Management
Black Board technical difficulties	Director of Computer Services	VP of Administrative Services
Book Store	Bookstore Manager	VP of Administrative Services
Campus Tours	College Recruiter	Dean of Enrollment Management
Concerns regarding Academic Faculty	Instructor	Division Director
Concerns regarding Workforce Faculty	Instructor	Division/Program Director
Counseling/Advisement	Advisor	Dean of Enrollment Management n
Discipline Issues in the classroom	Instructor	Division Director
Discipline Issues outside the classroom	Instructor/Advisor/Staff	VP for Student and Outreach Services
Grade appeals	Instructor	Division Director/Associate VP
Financial Aid	Financial Aid Coordinator	Dean of Enrollment Management
Graduation	Registrar	Dean of Enrollment Management
Housing	Residence Assistant/Hall Director	Housing Director
Library	Library Staff	Director of the Learning Resource Center
Parking tickets and security	Security Coordinator	Director of Plant Services
Refund requests	Student Accounts	Comptroller
Transcripts	Registrar	Dean of Enrollment Management
Residency	Admissions Coordinator	Dean of Enrollment Management
Student activities	Director of Student Activities	VP for Student and Outreach Services
Student Orientation	Orientation Coordinator	Dean of Enrollment Management
Tutor Support (ASC)	ASC Coordinator	Director of Developmental Education
Veteran benefits	Advisor/VA Coordinator	Dean of Enrollment Management



If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint.

**Formal Process**

A student may initiate the formal process described below by timely filing a written complaint.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

**Formal Academic/Grade Complaint**

Issue	Level I	Level II	Level III	Level IV
Academic Concerns	Division/Departmental/Program Dean, Director, or Supervisor	Executive VP of Instruction	Hearing Committee	President

**Formal General Student Complaint (not related to Academic Instruction)**

Issue	Level I	Level II	Level III	Level IV
Disciplinary Appeal	Division/Departmental/Program Dean, Director, or Supervisor	Vice President for Student and Outreach Services	Hearing Committee	President
Housing Appeal	Director of Residential Life	Housing Disciplinary Committee	Vice President for Student and Outreach Services	President

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

The College District shall inform students of this policy through appropriate College District publications.

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning. Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process: Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]

1. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
2. Complaints concerning disciplinary decisions. [See FMA]
3. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

## **General Provisions**

### ***Filing***

Complaints and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

### ***Scheduling Conferences***

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

### ***Response***

At Levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's e-mail address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

### ***Days***

Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

### ***Representative***

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

### ***Consolidating Complaints***

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

### ***Untimely Filings***

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

### ***Cost Incurred***

Each party shall pay its own costs incurred in the course of the complaint.

### ***Complaints and Appeals in Writing***

Complaints and appeals under this policy shall be submitted in writing to the College District.

Copies of any documents that support the complaint should be attached to the complaint. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

### ***Level One***

Complaints must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students shall file Level One complaints with the department chairperson or student services counselor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint was received and immediately forward the complaint to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

### *Level Two*

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the Vice President of Student and Outreach Services to appeal the Level One decision.

The appeal notice must be filed in writing within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

1. The Level One record shall include:
  1. The original complaint and any attachments.
  2. All other documents submitted by the student at Level One.
  3. The written response issued at Level One and any attachments.
  4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### *Level Three*

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

#### *Level Four*

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.

3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

## **Student Discipline and Penalties**

### **Penalties for Student Misconduct**

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

- Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
- Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
- Scholastic penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
- Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the

relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

- Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
- Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

### **Suspended or Expelled Students**

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

### **Disciplinary Record**

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention schedule.

## **Discipline Procedure**

### **Reports of Alleged Misconduct**

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the Vice President of Student and Outreach Services within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The Vice President of Student and Outreach Services or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the Vice President of Student and Outreach Services or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

### **Conference**

If, however, the Vice President of Student and Outreach Services or designee determines that the allegation warrants further consideration, the Vice President of Student and Outreach Services or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the Vice President of Student and Outreach Services or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

### ***Unfounded Allegations***

After conferring with the student, if the Vice President of Student and Outreach Services or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

### ***Misconduct Warranting a Penalty***

If the Vice President of Student and Outreach Services or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the Vice President of Student and Outreach Services or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee.

### ***Suspension***

If the Vice President of Student and Outreach Services or designee determines that the student committed misconduct that warrants a suspension, the Vice President of Student and Outreach Services or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.

### ***Expulsion***

If the Vice President of Student and Outreach Services or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. The Vice President of Student and Outreach Services or designee shall forward the determination and all evidence collected during the investigation and conference to the College President in order to schedule an expulsion hearing before the Board [see EXPULSION HEARING, below].

### ***Interim Disciplinary Action***

The Vice President of Student and Outreach Services or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

### **Disciplinary Appeals Committee**

The disciplinary appeals committee shall be convened:

- On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.
- Automatically, if the Vice President of Student and Outreach Services or designee determines that a student committed misconduct warranting suspension.

### ***Composition***

The disciplinary appeals committee shall be comprised of at least three College District employees and a minimum of one current College District student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according to procedures developed by the College President. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.



### ***Hearing Notice***

The Vice President of Student and Outreach Services or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Vice President of Student and Outreach Services or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the Vice President of Student and Outreach Services or designee's determination that the student should be suspended.

### ***Contents of Notice***

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
  - a. To have a private hearing.
  - b. To be assisted by an advisor or legal counsel at the hearing.
  - c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.
  - d. To make an audio recording of the proceedings, after first notifying the Vice President of Student and Outreach Services or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
  - e. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

### ***Failure to Appear for Hearing***

The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

### ***Hearing Procedure***

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.

11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Vice President of Student and Outreach Services or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student's representative may listen to the tape recording and compare it with the digest.

### ***Evidence***

Evidence shall be handled in accordance with the following:

- Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
- At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
- A student may not be compelled to testify.
- The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

### **Appeal to College District Administration**

A student may, within ten College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

### **Appeal to Board**

If the College President affirmed or modified the decision of the disciplinary appeals committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the College President, or, if no response was received, within ten College District business days of the response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio recording of the College President's conference with the student and the written response provided by the College President to the student.

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the Vice President of Student and Outreach Services's decision.

### **Expulsion Hearing**

If the Vice President of Student and Outreach Services or designee determines that the student's misconduct warrants expulsion [see CONFERENCE, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at DISCIPLINARY APPEALS COMMITTEE—CONTENTS OF NOTICE, above.

The College President or designee shall provide the Board the documentation presented by the Vice President of Student and Outreach Services.

The Board shall proceed according to the procedures set out at DISCIPLINARY APPEALS COMMITTEE—FAILURE TO APPEAR FOR HEARING, HEARING PROCEDURE, and EVIDENCE, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.

## **Outreach Services**

With the economic, social, and cultural demands of today's society, many individuals are required to engage in life-long learning. The Department of Outreach Services is designed to ensure the college delivers on its primary mission to serve as a comprehensive community college providing access, instruction, and support services to improve the quality of life for all residents in its service area.

Outreach Services involve the extension of Northeast Texas Community College education and services to a culturally-diverse population of people in the various communities served by the college. Through these extension services, opportunities are created for both education and training. Some include dual credit options for high school completion and preparation for college; credit courses designed for transfer to a four-year college or university; specialized training to adults in the community who need literacy or skill development; and help in learning the English Language for assimilation into the community. This department advances the teaching/learning process by embracing quality and striving for excellence in all of its programs, services and centers which include the following: Adult Basic Education/ Literacy (ABE), General Education Development (GED) Preparation, Basic Skills Development, Afterschool Centers on Education (ACE), Communities in Schools (CIS), Upward Bound, the Hanson- Sewell Center, Naples-Omaha Center, and the Community Resource Center. For more information, please call 903-434-8148.

### **The Hanson-Sewell Center**

The Northeast Texas Community College Hanson-Sewell Center located in Pittsburg on 237 College Street was constructed on land donated by Billy Paul and Annie Ruth Sewell Hanson. The facility operates as a One-Stop Center designed to meet the needs of current and future students.

A variety of services are offered at the Center from credit courses like American History and English to continuing education courses such as dance, computer, and other leisure-learning opportunities. Other programs offered are the Fast-Track Hybrid classes that allow students to complete course work in only 5 weeks. Students seeking a Bachelor's degree can also benefit from courses offered at the center. Additionally, adult education programs such as English as a Second Language and General Education Development (GED) preparation are housed at the center.

Students services offered at the center are assistance with registration, student advising, placement testing, and financial aid. Wireless internet and print service allows students to utilize the center as a place to work on outside assignments.

The building includes five classrooms, one of which is a computer lab and distance learning facility. The conference room can also be used as a small classroom or for tutorials. The building is also designed to accommodate community meetings and events. Two of the classrooms and the commercial grade kitchen can be used for community banquets and dinners or can be used by area businesses for professional meetings. Contact the Hanson-Sewell Center at 903-434-8394.

### **Naples-Omaha Center**

The college opened the Naples-Omaha Center in August of 1997, in the former David Grandberry Memorial Hospital Building at 201 Craig Street in Naples, Texas. In January, 2010 through a partnership with the City of Naples, the Naples-Omaha Center was relocated to the Naples Civic Center at 412 W.L. Doc Dodson Blvd. Hwy 67. The Center is equipped with wireless internet capabilities throughout the building and a computer lab which is open to the public during business hours. The building includes two small classrooms, one large multi-purpose classroom, and a computer lab. The Center offers a wide range of college credit and continuing education courses, basic literacy instruction, Upward Bound high school tutorial program, Head Start, and LaserGrade State certification testing.

The Center offers credit classes mornings and evenings Monday through Thursday, in addition to a variety of other services which include; students can apply for admission, take placement tests, apply for

financial aid, receive academic advisement, register for classes, and pay tuition and fees onsite making the Center a “one-stop” service provider for new and continuing students. The center is also designed to accommodate community meetings and events.

Additionally, to offer our services on a broader scale, Northeast Texas Community College entered into a partnership with Paul Pewitt CISD to occupy space at the newly renovated Technology Center located on Hwy 67 near the Pewitt High School campus. This facility offers Dual Credit classes and free General Education Development (GED) preparation classes, as well as other credit and continuing education courses. Contact the Naples-Omaha Center at 903-897-2935.

### **Communities In Schools**

Communities In Schools (CIS) is the nation’s leading community-based organization helping kids succeed in school and prepare for life. CIS of Northeast Texas was founded and located on the Northeast Texas Community College campus in 1989. Since that time, CIS of Northeast Texas has been partnering with families, schools and community leaders to create a support system for students in the public school setting. By utilizing a committed field staff, CIS of Northeast Texas has worked to customize their program according to the various needs of the twelve school districts and 26 campuses they serve. Driven by a unique philosophy, CIS of Northeast Texas believes that every child needs and deserves:

- a personal, one-on-one relationship with a caring adult;
- a safe place to learn and grow;
- a healthy start and a healthy future;
- a marketable skill to use upon graduation, and
- a chance to give back to peers and community.

Working in partnership with principals, superintendents, teachers, and administrators, CIS of Northeast Texas serves more than 2,500 case-managed students each year, increasing graduation rate and stay-in-school rates, increasing attendance, and improving academic performance and student behavior. In addition to providing a wide array of services designed to help children and youth succeed in school, CIS also provides unique programs and projects targeting special populations and addressing specific community needs. For more information, please call 903-434-8212.

### **Upward Bound**

Upward Bound is a program funded by the Department of Education which assists qualified students in gaining the skills and motivation necessary to make successful academic progress in high school and prepare for and enter into college. The program includes an academic year component and a summer residential component. During the academic year, coordinators and tutors meet with students regularly to assist them in improving their academic and study skills, developing career plans, identifying and applying to colleges and applying for financial aid. In addition, there are opportunities for personal growth with services such as academic advising, mentoring, cultural events, social activities, and leadership activities.

During the summer, students will reside in the dorms at Northeast Texas Community College for a five-week period. During this time they will learn more about college life as well as enhance their academic and social development. Some of the planned activities include academic classes, study time, organized recreation, field trips, group meetings, and social activities.

Upward Bound begins at the time of the student's selection and continues through high school graduation or the end of the Bridge Program, which is during the summer after graduation. There is no cost to participate in the Upward Bound Program. For more information, please call 903-434-8221.

### **Adult Basic Education**

Adult Basic Education classes are for students ages 17 or older who have not completed high school. These classes are designed to upgrade basic skills in reading, writing, and math. An individual program of study is designed for each student. ABE classes are held throughout the college service delivery area. Those students age 17 must have proof of withdrawal from the last high school attended. A 12-hour new student orientation is provided, which includes goal setting and a base-line assessment. For information, please call 903-434-8252.

### **GED Preparation**

Utilizing self-paced instruction with a focus on basic education and workforce readiness training, the General Educational Development (GED) preparation program provides students with the opportunity to prepare for the GED tests. Classes are designed to upgrade basic skills in reading, writing, math, social studies, and science. With degreed instructors to assist students in their studies, participants feel secure and confident as they prepare for and take the GED tests. GED classes are held throughout the college service delivery area. Various class schedules are available. Those students age 17 must have proof of withdrawal from the last high school attended. A 12-hour new student orientation is provided, which includes goal setting and a base-line assessment. For information, please call 903-434-8252.

### **English As A Second Language (ESL)**

English as a Second Language (ESL) instruction is provided to persons who speak little or no English. Students are taught listening comprehension and speaking skills as well as reading comprehension and writing. All applicants with limited English skills are base-line assessed prior to beginning classes. The ESL curriculum is divided in six proficiency levels including Beginning Literacy ESL, Low and High Beginning, Low and High Intermediate and Advanced ESL. A 12-hour new student orientation is provided, which includes goal setting and a baseline assessment. For more information, please call 903-434-8252.

### **Additional Adult Education Programs**

The college has acquired several grants to develop special projects to address the educational needs of special student populations. These programs include Workplace Literacy and Family Literacy. For more information please call 903-434-8252.

### **Community Resource Center**

The Community Resource Center is a partnership between the college and Mt. Pleasant Independent School District (MPISD). The Center is located at 105 N. Riddle, Mount Pleasant, Texas 75455, (903) 434-8340. The Community Resource Center houses the college's Adult Basic Education (ABE) Program and the Small Business Development Center (SBDC). The ABE Program provides the following services: 1) Adult Basic Education and GED preparation, 2) English as a Second Language (ESL) instruction, 3) tutoring, 4) testing for the Texas Workforce Center, 5) on-line GED instruction, and 6) computer-assisted instruction. The SBDC helps aspiring entrepreneurs to start new businesses and provides existing businesses with the education, information and tools necessary to successfully reach their goals. The college also rents available space to non-profit organizations or groups. Interested persons may contact the Center Manager at the above address or telephone number.

**Off-Campus Instruction And Support Services**

Northeast Texas Community College offers a variety of college courses and programs designed to meet the needs of the students across the Northeast service delivery area. College credit courses are available through off-campus locations at Ore City High School, Winnsboro High School, Mount Vernon High School, Mount Pleasant High School, Pittsburg High School, Como-Pickton High School, Hughes Springs High School, Harmony High School, Naples/Omaha Education Center, and Mount Pleasant Child Development Center. An Adult Literacy Program is available to students at the following locations: the Franklin County Library at Mount Vernon; and the Pittsburg/Camp County Public Library at Pittsburg.

**Culinary Arts School**

The Culinary Arts School facility, located in historic downtown Pittsburg, was acquired by Northeast and opened in the Fall of 2008. This beautiful facility, which has approximately 5,000 square feet, houses the new Julia Truitt Culinary Arts program and includes a commercial-grade kitchen, ample restaurant facilities with tables and seating for approximately 150 people, a classroom, and student lounge area. In addition to its primary use as an instructional facility, the beautifully remodeled Culinary Arts School can accommodate community meetings, banquets, or can be used by area businesses for professional meetings when available. The contact number for the Culinary Arts School is 903-856-7000