

STUDENT HANDBOOK

2026–2027



N **NORTHEAST TEXAS**
COMMUNITY COLLEGE

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About Northeast

College Mission:

To provide personal, dynamic learning experiences empowering students to succeed.

College Vision:

To be the “College of Choice” for Northeast Texas

North Star Statement:

A nationally recognized, community-rooted college where care drives innovation and real-world preparation transforms lives.

Strategic Priorities

1

Community and Workforce Engagement

Strengthen the college's role as a regional leader connecting education, business, and industry.

2

Academic and Technological Innovation

Create a technology-driven learning environment that mirrors real-world business and industry practices.

3

Student Success and Belonging

Support every student's journey from enrollment to graduation and beyond through an inclusive, caring campus culture.

4

Institutional Growth and Effectiveness

Ensure the college operates efficiently, sustainably, and strategically in pursuit of its mission.

5

Culture of Collaboration and Excellence

Foster innovation, communication, and pride across the college community.

General Information

The College

Northeast Texas Community College was established by voters in Camp, Morris, and Titus Counties in 1984 and welcomed its first students in fall 1985. Since that time, NTCC has continued to grow while maintaining its commitment to accessible, high-quality education in a student-centered environment.

Accreditation

Northeast Texas Community College is accredited by the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** to award associate degrees.

Questions about the accreditation of Northeast Texas Community College may be directed in writing to:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
404-679-4500
www.sacscoc.org

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

Institutional Values and Ethics

Northeast Texas Community College is committed to the highest standards of ethical conduct, integrity, fairness, and accountability.

Members of the College community are expected to treat others with dignity and respect and to support an educational environment that promotes learning, opportunity, and student success.

NTCC policies and practices are designed to protect individual rights, promote responsible stewardship of College resources, and ensure compliance with applicable laws and College policies.

Campus Contact Information

Mailing Address

P.O. Box 1307
Mount Pleasant, TX 75456-1307

Physical Address

2886 FM 1735
Mount Pleasant, TX 75455

Main Switchboard

903-434-8100

Residence Hall

903-434-8168

Campus Police/Security

903-434-8127

903-563-1417

Hanson-Sewell Center – Pittsburg

237 College Street

Pittsburg, TX

Current contact information for College offices, faculty, and staff is available through the **NTCC Faculty and Staff Directory** on the College website.

Emergency Procedures

In an emergency:

1. **Call 911.** Clearly explain the nature and location of the emergency.
2. Contact **NTCC Police/Security** as soon as possible.
3. Do not leave an injured or ill person alone unless necessary to call for help.
4. Provide only the assistance or basic care you are trained and able to provide until emergency personnel arrive.

Students should follow instructions from emergency responders and College officials during any campus emergency.

Inclement Weather and Emergency Closures

NTCC monitors weather and other conditions that may affect campus operations. Decisions regarding delayed openings, class cancellations, or campus closures are generally announced as early as possible.

Official notifications may be sent through:

- **Eagle Alert** by text, email, or phone;
- The **NTCC website**;
- Official NTCC social media accounts; and
- Other College communication channels.

If no closure or delay is announced, normal College operations should be assumed.

Students should also check **Blackboard** and their **NTCC email** for course-specific instructions.

Because weather and road conditions can vary throughout the region, students should use appropriate judgment regarding personal safety. If the College remains open but a student believes travel is unsafe, the student should contact the instructor as soon as possible regarding the situation.

Eagle ID and Mobile Credential

All NTCC students are required to have an **Eagle ID**, the College's official student identification credential.

The Eagle ID may be used for:

- Student identification and enrollment verification;
- Residence hall and other authorized building access;

- Meal plans;
- Printing services;
- Laptop checkout;
- Fitness Center access;
- Campus Life and athletic events; and
- Other College services and activities.

Students may also be able to add their Eagle ID to a supported **mobile wallet** for use on a compatible phone or smartwatch.

Students should contact **Card Services** for assistance obtaining an Eagle ID or reporting a lost, stolen, or malfunctioning credential.

Card Services

Student Services Center

Phone: **903-434-7840**

Hours of operation are posted by Card Services and may vary during holidays, breaks, and other College closures.

Lost and Found

Lost and found services are located in the **Student Services Center**. Found items may be turned in at this location.

Unclaimed items are generally held through the end of the semester and may then be disposed of in accordance with College procedures.

Reserving College Facilities

College rooms and facilities must be reserved in advance for meetings, programs, and activities.

Students and student organizations should obtain approval for use of a facility before advertising or promoting an event. Requests should be submitted through the appropriate College office in accordance with facility-use procedures.

Additional requirements regarding student organizations, expressive activities, and use of College facilities are addressed elsewhere in this handbook and applicable College policies.

Academic Policies and Student Records

This section summarizes important academic policies and procedures affecting enrollment, grades, academic standing, student records, and graduation. Students are responsible for becoming familiar with the requirements that apply to their enrollment and academic program. Additional information is available in the College Catalog and applicable NTCC policies.

Recommended Academic Load

A normal full-time course load is **12–18 semester credit hours** during a fall or spring semester. Students who work a significant number of hours each week are encouraged to consider a reduced course load and discuss

their schedule with an academic advisor.

The maximum course load without special approval is:

- **Fall or spring semester:** 18 credit hours
- **10-week summer session:** 14 credit hours
- **5-week December or summer session:** 7 credit hours
- **May intersession:** 3 credit hours

Enrollment above these limits requires approval from the appropriate academic administrator. Additional restrictions may apply to intersession courses.

Grading System

NTCC uses the following grades:

Grade	Meaning	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	—
W	Withdrawal	—
CR	Credit	—
NC	Non-Credit	—

A student's **grade point average (GPA)** is calculated by dividing the total number of grade points earned by the total number of semester hours attempted that carry grade points. Grades of CR, NC, W, and I are not included in the GPA calculation.

Grade changes may be initiated only by the faculty member who issued the grade and require appropriate academic approval. Requests for grade changes must be made before completion of the next fall or spring semester.

Students with questions or concerns about a grade should first contact the instructor.

Incomplete Grades

An instructor may assign a grade of **Incomplete (I)** when appropriate.

The student is responsible for making arrangements with the instructor to complete the required coursework. Unless otherwise provided by College policy, coursework must be completed within **30 days after the beginning of the next fall or spring semester**.

If the required work is not satisfactorily completed within the designated period, the incomplete grade becomes an F.

Adding, Dropping, and Withdrawing from Courses

Students are responsible for officially adding, dropping, or withdrawing from courses according to published

College procedures and deadlines.

A student who stops attending a class without officially withdrawing remains enrolled and may receive a failing grade.

Withdrawal requests must be submitted through the College's approved withdrawal process. Students should consult the Academic Calendar and College Catalog for current withdrawal deadlines.

Students are strongly encouraged to speak with an academic advisor and, when applicable, Financial Aid before dropping or withdrawing from courses. Changes in enrollment may affect financial aid, scholarships, veterans benefits, athletic eligibility, housing, graduation timelines, and other student benefits or requirements.

Six-Drop Limit

Under Texas law, most students who first enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later may not drop more than **six courses** during their undergraduate enrollment at Texas public colleges and universities.

Courses dropped after the official census date generally count toward the six-drop limit unless an exception applies.

Exceptions may be available for documented circumstances such as:

- Serious illness or other debilitating condition affecting the student or someone important to the student;
- The need to care for a sick, injured, or dependent person;
- Death of a family member or another person of significant relationship;
- Certain military service obligations;
- An involuntary change in the student's work schedule; or
- Other good cause approved by the College.

Students who believe an exception applies should contact Student Services and provide appropriate documentation.

Drops taken at other Texas public institutions may count toward the six-drop limit.

Non-Credit Enrollment

A student who meets admission requirements may, with instructor approval, enroll in certain credit courses on a non-credit basis. A grade of **NC** will be recorded on the student's transcript.

Changes between credit and non-credit status must be completed by the applicable deadline for the term.

Grades and Academic Records

Students may access final grades and other academic information through **MyEagle**.

Students are responsible for reviewing their academic records and promptly contacting the appropriate College office if they believe information is incorrect.

Questions concerning an individual course grade should first be discussed with the instructor.

Transcripts

Official NTCC transcripts may be ordered electronically through the College's authorized transcript provider. Current ordering instructions are available on the **NTCC Transcript Request** webpage.

Official transcripts received by NTCC from other institutions become part of the student's admissions record and generally will not be reproduced or forwarded to another institution or third party. Students needing an official transcript from another college or university should request it directly from the institution that issued it.

Official transcripts submitted to NTCC must be delivered according to current Admissions procedures. Hand-delivered transcripts must remain in the issuing institution's sealed envelope to be considered official.

Graduation

NTCC awards associate degrees and certificates to students who successfully complete the requirements of their approved program of study.

Students may generally graduate under the requirements of the current catalog or the catalog in effect when they entered NTCC, provided the applicable catalog is no more than **five years old** at the anticipated time of graduation.

To be considered for graduation, students must:

1. Have an approved degree plan on file;
2. Complete all requirements for the degree or certificate;
3. Submit a graduation application by the published deadline;
4. Ensure that official transcripts for applicable transfer coursework have been received by NTCC; and
5. Satisfy applicable College requirements and obligations.

Students should meet with an academic advisor before applying for graduation to verify that degree or certificate requirements have been or will be completed.

Graduation applications are submitted through **MyEagle**. Application deadlines and commencement dates are published in the **Academic Calendar**.

Students should monitor their NTCC email for graduation clearance, commencement information, diploma updates, and other important communications.

Graduation with Honors

Associate degree graduates who meet established academic criteria may graduate with honors.

- **President's Honors:** 4.0 cumulative GPA and all applicable degree requirements completed in residence as required by College policy.
- **High Honors:** At least 24 semester hours completed in residence with at least a 3.8 NTCC GPA and a 3.8 cumulative GPA.
- **Honors:** At least 24 semester hours completed in residence with at least a 3.5 NTCC GPA and a 3.5 cumulative GPA.

The cumulative GPA used for graduation honors includes applicable postsecondary coursework according to College policy.

Repeating Courses

Students may repeat a course whether or not credit was previously earned; however, credit may not be earned more than once for the same course unless the course is designated as repeatable.

For NTCC graduation purposes, the **highest grade earned** in a repeated course is used in calculating the cumulative GPA.

Students planning to transfer should be aware that another institution may calculate repeated courses differently and may include both the original and subsequent grades when determining transfer eligibility or GPA.

Course Cancellations

NTCC reserves the right to cancel a course because of insufficient enrollment or other circumstances.

When a course is canceled, the College will make reasonable efforts to notify affected students and assist them in identifying another appropriate course when possible. If an appropriate substitute cannot be found, applicable tuition and fees will be refunded according to College procedures.

Academic Standing

Students are expected to maintain satisfactory academic progress toward completion of their educational goals.

Academic Early Alert

An **Academic Early Alert** may be issued when a student's cumulative GPA is between **2.00 and 2.25**. An early alert is intended to connect the student with assistance and does not itself carry an academic penalty.

Students receiving an early alert are encouraged to work with an advisor and take advantage of available academic support resources.

Academic Warning

A student whose cumulative GPA falls below **2.00** may be placed on **Academic Warning**.

Students on Academic Warning may be subject to registration requirements or restrictions and should work closely with an academic advisor to develop a plan for academic improvement.

A student may continue on Academic Warning when the student earns at least a 2.00 semester GPA but the cumulative GPA remains below 2.00.

Academic Suspension

A student who was previously on Academic Warning and subsequently fails to earn at least a **2.00 semester GPA** while maintaining a cumulative GPA below 2.00 may be placed on **Academic Suspension**.

A student on Academic Suspension may not enroll in credit courses for the next long semester unless permitted through the College's academic improvement or appeal process.

Academic Probation and Readmission

A student permitted to return following an academic suspension appeal may be placed on **Academic Probation** and required to meet specified conditions for continued enrollment.

Students who demonstrate satisfactory academic progress may return to good academic standing according to College requirements.

Students experiencing academic difficulty are strongly encouraged to seek assistance early from their academic advisor, instructors, tutoring services, or other available College resources.

Developmental Education

Students enrolled in developmental education courses must earn a grade of **A, B, C, or CR**, as applicable, to advance to the next developmental level or eligible college-level coursework.

Acceptable Use of College Technology

NTCC provides students with access to technology and network resources to support learning, communication, research, and other activities consistent with the College's educational mission.

College technology resources include computers, networks, wireless access, software, email, online systems, printers, databases, electronic files, and other technology owned, licensed, or provided by NTCC.

Students using College technology are expected to:

- Protect their usernames, passwords, and account credentials;
- Use technology resources lawfully and responsibly;
- Respect the privacy, property, and intellectual property rights of others;
- Follow College security requirements and instructions;
- Refrain from accessing another person's account without authorization;
- Refrain from damaging, disrupting, or interfering with College technology or networks;
- Refrain from attempting to bypass security or access controls;
- Refrain from unauthorized access, disclosure, alteration, or destruction of data;
- Refrain from using College technology for unlawful harassment, threats, fraud, or other prohibited conduct; and
- Comply with applicable federal and state laws and College policies.

College technology resources remain the property of NTCC. **Students should not assume that use of College-owned technology, networks, systems, or accounts is private.** The College may access, monitor, inspect, or preserve technology resources and information when authorized by law or College policy, including for security, maintenance, investigation, legal compliance, or protection of College resources.

Students must respect copyright and other intellectual property laws when using College technology. Unauthorized downloading, copying, distribution, or use of copyrighted materials or software is prohibited.

Violations may result in restriction or loss of technology privileges, student disciplinary action, and/or referral to law enforcement when appropriate.

Additional Information

This section summarizes academic and technology policies that commonly affect students. It does not replace the **College Catalog, Academic Calendar, official NTCC policies, or applicable law**. When requirements or deadlines differ by semester, program, or individual circumstance, the current published College requirements apply.

Enrollment and Academic Information

Northeast Texas Community College provides educational opportunities for students pursuing transfer, workforce preparation, career advancement, and personal and professional development.

This section provides an overview of admissions, advising, academic programs, transfer, and other enrollment-related information. **Complete and current academic requirements, degree plans, course descriptions, and program requirements are published in the NTCC College Catalog.**

Admissions

NTCC maintains an open-door admissions policy and provides educational opportunities to students who meet applicable admission requirements. Admission to the College does not guarantee admission to a particular course or program, and some programs have additional admission, testing, prerequisite, or eligibility requirements.

Students must complete the appropriate admissions process and provide required documentation before enrolling. Requirements vary by student type and may include transcripts, placement information, residency documentation, or other records.

Students with questions about admission requirements or their admission status should contact **Admissions**.

Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) is a state-mandated program designed to assess college readiness in reading, writing, and mathematics.

Students must meet applicable TSI requirements before enrolling in certain college-level courses unless they qualify for an exemption, exception, or other provision allowed by state law.

Because TSI requirements, exemptions, and placement standards may change, students should consult the **current NTCC College Catalog** or contact an academic advisor for current requirements.

Academic Advising

Academic advising is an important part of planning a successful college experience. Students are encouraged to meet regularly with an academic advisor to select appropriate courses, monitor progress toward completion, and make informed decisions about educational and career goals.

Advising is especially important for students who:

- Are enrolling at NTCC for the first time;
- Have not yet demonstrated college readiness;
- Are enrolled in developmental education;
- Are on academic warning or returning from academic suspension;
- Are considering changing their major or program;
- Plan to transfer to another college or university; or
- Participate in programs or receive benefits with specific enrollment requirements.

Students should consult an advisor before making significant changes to their enrollment or academic plan.

Degrees and Certificates

NTCC offers academic transfer, workforce, technical, and certificate programs designed to meet a variety of educational and career goals.

Degree and certificate options include:

- **Associate of Arts (A.A.)** – Designed primarily for students planning to transfer to a four-year college or university.
- **Associate of Science (A.S.)** – Designed primarily for students pursuing transfer programs with an emphasis in mathematics, science, or related fields.
- **Associate of Arts in Teaching (A.A.T.)** – Designed for students planning to transfer into a bachelor's degree program leading to teacher certification.
- **Associate of Applied Science (A.A.S.)** – Designed primarily to prepare students for employment in a specific career or technical field.
- **Certificates** – Focused programs designed to prepare students for employment, career advancement, or specialized skills.

Specific requirements vary by program. Students should follow the degree plan published in the applicable **NTCC College Catalog** and work with an academic advisor to ensure appropriate course selection.

Core Curriculum

The NTCC Core Curriculum provides students with a broad foundation of knowledge and skills applicable across academic disciplines, careers, and lifelong learning.

The Core Curriculum emphasizes competencies established by the Texas Higher Education Coordinating Board, including:

- Critical thinking;
- Communication;
- Empirical and quantitative skills;
- Teamwork;
- Personal responsibility; and
- Social responsibility.

Students who successfully complete the approved Core Curriculum at a Texas public institution of higher education generally receive recognition of that completed core when transferring to another Texas public institution, subject to applicable state requirements.

Current Core Curriculum courses and requirements are published in the **NTCC College Catalog**.

Dual Credit Students

Eligible high school students may enroll in NTCC courses through the College's dual credit program. Dual credit students must meet applicable College, state, course prerequisite, and high school requirements. Students should work with their **high school counselor or NTCC College Connection Coach** regarding eligibility, registration, course selection, and applicable TSI requirements.

Eligible students attending participating Texas public high schools may qualify for **FAST (Financial Aid for Swift Transfer)**, which provides eligible students with dual credit coursework at no cost. Eligibility and program requirements are determined by state law and current program guidelines.

Current dual credit and FAST information is available through the NTCC Dual Credit program.

Residency and Tuition Classification

Students are responsible for providing accurate information and documentation necessary to determine residency and tuition classification.

Tuition classifications may include **in-district, out-of-district, and nonresident** status. Residency and tuition classification are determined according to Texas law and College procedures.

Students who believe their residency classification has changed should contact the appropriate College office and provide required documentation by the applicable deadline.

Transfer Information

NTCC evaluates eligible coursework completed at other institutions for transfer according to College policy and applicable state requirements. Students should work with an academic advisor to determine how transferred coursework applies toward an NTCC degree or certificate.

Students planning to transfer **from NTCC to another institution** should work closely with an academic advisor and their intended transfer institution.

Although the A.A. and A.S. degrees are designed primarily for transfer, receiving institutions determine how individual courses apply toward their degree requirements. Students are responsible for confirming the requirements of their intended transfer program.

Early transfer planning can help students avoid taking unnecessary courses and support timely completion of a bachelor's degree.

Credit for Prior Learning

NTCC may award college credit for demonstrated college-level learning acquired through approved examinations, military training, professional credentials, work or other documented experience, or other recognized methods.

Options may include:

- Advanced Placement (AP);
- College Level Examination Program (CLEP);
- International Baccalaureate (IB);
- Departmental examinations;
- Military education and training;
- Professional licenses or certifications; and
- Other approved prior learning experiences.

Eligibility, credit limits, fees, minimum scores, residency requirements, and transferability vary by method and are published in the **NTCC College Catalog**.

Students interested in credit for prior learning should consult the current Catalog and contact an academic advisor or the appropriate academic department.

Honors Program

The **NTCC Honors Program** provides enhanced academic opportunities for highly motivated students through honors coursework, interdisciplinary learning, faculty engagement, special projects, and enrichment experiences.

Students may participate as Presidential Scholars, Honors Scholars, or through other available honors opportunities, depending on eligibility and program requirements.

Admission requirements, scholarship opportunities, honors course requirements, and expectations for continued participation are available through the **Honors Program and NTCC College Catalog**.

Planning for Graduation

Students are responsible for monitoring progress toward their degree or certificate and are encouraged to meet regularly with an academic advisor.

Students approaching completion should review their degree plan, confirm that all requirements have been met or are in progress, and submit a graduation application by the published deadline.

Detailed information regarding graduation requirements, applications, academic honors, commencement, and diplomas is provided in the **Academic Policies and Student Records** section of this handbook and the NTCC College Catalog.

Additional Information

Admissions requirements, TSI standards, residency rules, degree requirements, transfer provisions, and other academic requirements may change as a result of state law, regulatory requirements, or College policy.

The **current NTCC College Catalog** is the primary source for detailed academic and program requirements. Students who need assistance interpreting requirements or determining how they apply to their individual educational plan should contact an academic advisor.

Learning Resources and Educational Opportunities

NTCC provides a variety of resources and learning opportunities to support students in achieving their academic, career, and personal goals.

Charlie and Helen Hampton Library

The **Charlie and Helen Hampton Library**, located in the Learning Commons, provides resources and services to support student learning, research, and academic success.

Students have access to print and electronic books, periodicals, research databases, streaming media, and other instructional resources. Services include research assistance, library instruction, interlibrary loan,

TexShare participation, printing, scanning, wireless internet, and study space.

The Learning Commons also provides access to computers and other resources that support student learning.

Current hours, online databases, research assistance, and other library information are available through the **NTCC Library website**.

Continuing Education and Corporate Training

NTCC offers noncredit education and training opportunities for individuals, businesses, industries, and community organizations.

Offerings may include workforce and professional training, certification and recertification courses, customized business and industry training, personal enrichment, and youth programs. Courses and programs vary throughout the year and may be offered on campus, online, at off-campus locations, or at community and business sites.

Current course offerings, registration information, and eligibility for available workforce training assistance are available through **Continuing Education and Corporate Training**.

Professional and Health Sciences Training

NTCC provides noncredit professional and health sciences training designed to prepare individuals for employment, certification, licensure, and career advancement.

Programs may include training in areas such as Nurse Aide, Medication Aide, Phlebotomy, Emergency Medical Services, Fire Academy, and other professional or healthcare-related fields. Offerings vary based on workforce and community needs.

Students should contact the appropriate program area for current offerings, admission requirements, schedules, and certification or licensure information.

Online and Distance Education

NTCC offers online and other distance education options that provide students with increased flexibility in completing their educational goals.

Online courses are delivered through the College's approved learning management system. Students enrolled in online or hybrid courses are responsible for regularly accessing course materials, monitoring their NTCC email, completing assignments, and meeting course requirements established by their instructors.

The same College policies regarding academic integrity, student privacy, and educational records apply regardless of the method of instruction.

Students are responsible for protecting their NTCC usernames and passwords and should never share account credentials with another person.

Test Proctoring

Some courses may require proctored examinations. Depending on the course and instructor requirements, proctoring options may include the **NTCC Testing Center**, an approved off-campus testing location, or an

approved online proctoring service.

Students should review course requirements and make arrangements for required proctored exams in advance.
Any applicable proctoring costs are the responsibility of the student.

Developmental Education

Developmental education provides additional academic support in areas such as reading, writing, and mathematics to help students prepare for college-level coursework.

Placement in developmental education is based on applicable Texas Success Initiative (TSI) requirements and College procedures. Developmental courses do not generally apply toward degree requirements or transfer as college-level credit.

Students should work closely with an academic advisor to understand developmental education and college-readiness requirements.

Work-Based and Experiential Learning

Some NTCC programs may provide opportunities for students to connect classroom learning with practical experience through internships, cooperative education, clinical experiences, service learning, or other forms of experiential learning.

Availability and requirements vary by academic program. Students interested in these opportunities should consult their academic advisor or appropriate academic department.

Attendance and Excused Absences

Regular attendance and participation are important to student success. Students are responsible for attending classes, completing assignments, and meeting course requirements established by their instructors.

Attendance requirements may vary by course or program and are communicated by the instructor. Students should notify their instructors as soon as possible when an absence may affect their ability to meet course requirements.

Religious Holy Days

NTCC will excuse a student from attending classes or other required activities, including examinations, for the observance of a **religious holy day**, including reasonable travel time associated with the observance, as required by Texas law.

A student whose absence is excused for a religious holy day:

- Will not be penalized for the absence; and
- Will be given a reasonable opportunity to complete missed assignments or examinations.

Students should notify their instructors of anticipated religious holy day absences as early as possible and make appropriate arrangements for missed coursework.

If a student and instructor disagree regarding an absence or the opportunity provided to complete missed work, the matter may be referred to the College President or designee in accordance with College procedures.

Military Service

NTCC provides excused absences and academic protections for students called to qualifying **active military service**, including service in the U.S. Armed Forces, National Guard, or Texas State Guard, as required by Texas law.

Students should notify their instructors and the College as soon as possible when military service will require an absence.

For a qualifying military absence, the College will:

- Excuse the student from classes and other required activities, including examinations;
- Allow reasonable time to complete missed assignments or examinations;
- Preserve coursework completed before the absence; and
- Provide the student an opportunity to complete the course under the applicable course requirements.

Under Texas law, an excused military absence may generally not exceed **25 percent of the class meetings or equivalent contact hours** for the course, excluding the final examination period.

Additional provisions may apply to online, hybrid, self-paced, and other courses. Students whose military service will substantially affect their enrollment should contact **Student Services and their instructors** as soon as possible to discuss available options and protections.

Other Absences

Students who must miss class because of illness, emergency, College-sponsored activities, or other circumstances should communicate directly with their instructors as soon as possible.

An absence does not automatically excuse a student from completing course requirements. Instructors will address absences and opportunities for makeup work in accordance with the course syllabus, College policy, and applicable law.

Students enrolled in programs with specific attendance requirements, including certain workforce, health sciences, clinical, laboratory, or licensure programs, are responsible for meeting the attendance requirements of those programs.

Tuition, Fees, and Financial Responsibilities

Students are responsible for paying tuition, fees, and other charges by published deadlines. Students may view account balances, make payments, and access available payment options through **MyEagle**.

Tuition and fees vary based on residency, enrollment, course selection, and other factors and are subject to change. Current tuition and fee schedules, payment deadlines, and payment options are available through the **NTCC website, MyEagle, and College Catalog**.

Students with unpaid balances may be subject to holds, collection activity, or other restrictions permitted by College policy.

Refunds

Students who officially drop courses or withdraw from NTCC may be eligible for a refund of tuition and

mandatory fees according to the refund schedule established by the Texas Higher Education Coordinating Board.

The amount of any refund is based on the **official date of the drop or withdrawal**. Simply stopping attendance does not constitute an official withdrawal.

Students receiving financial aid should contact the Financial Aid Office before dropping or withdrawing from courses. Changes in enrollment may affect financial aid eligibility and may result in funds being returned or a balance owed to NTCC.

Current refund schedules and detailed tuition and fee information are available in the **NTCC College Catalog**.

Registration and Enrollment

Students register for courses through **MyEagle** and are encouraged to work with an academic advisor to ensure that course selections apply toward their educational goals.

Registration is complete only when applicable admission requirements have been satisfied and tuition and fees have been paid or acceptable payment arrangements have been made.

Students are responsible for reviewing their schedules and ensuring that registration is accurate.

Adding, Dropping, and Withdrawing

Students may add or drop courses according to deadlines published in the **Academic Calendar**.

Students who stop attending a course without officially withdrawing remain enrolled and may receive a failing grade.

Students may request a course withdrawal through the College's approved withdrawal process. A withdrawal completed after the official census date and before the published withdrawal deadline generally results in a grade of **W**.

Students considering a drop or withdrawal are strongly encouraged to speak with an academic advisor and, when applicable, Financial Aid before making the change. Dropping or withdrawing may affect:

- Financial aid;
- Scholarships;
- Veterans benefits;
- Athletic eligibility;
- Housing eligibility;
- International student status;
- Academic progress; and
- Graduation timelines.

Students receiving financial aid may be required to repay some or all aid received when withdrawing or reducing enrollment.

Detailed withdrawal procedures and current deadlines are available through **MyEagle, Student Services, and the Academic Calendar**.

Student Records and Privacy

NTCC maintains student education records in accordance with the **Family Educational Rights and Privacy Act (FERPA)** and applicable state and federal law.

FERPA generally provides eligible students with the right to:

- Inspect and review their education records;
- Request correction of records they believe are inaccurate or misleading;
- Provide consent before personally identifiable information from education records is disclosed, except when disclosure is permitted by law; and
- File a complaint concerning alleged violations of FERPA.

The **Registrar** serves as the custodian of official academic records.

Directory Information

FERPA permits NTCC to designate certain student information as **directory information**, which may be released without prior written consent unless the student requests that the information be withheld.

Students who do not want their directory information released must submit the appropriate request to the College according to published procedures.

The College's annual FERPA notice identifies the information designated as directory information and provides complete information regarding student rights, disclosure of education records, and procedures for requesting access to or amendment of records.

Release of Student Information

Students may authorize NTCC to release information from their education records to another individual or organization by providing appropriate consent.

Parents, spouses, family members, and others do not automatically have access to a student's education records solely because of their relationship to the student.

Students should contact the **Registrar's Office** with questions about FERPA, education records, directory information, or authorizing release of information.

Financial Aid and Educational Funding

NTCC participates in federal, state, institutional, and other financial assistance programs designed to help eligible students meet educational expenses.

Financial assistance may include:

- Grants;
- Scholarships;
- Student loans;
- Federal and state work-study;
- Institutional student employment;

- Veterans educational benefits; and
- Other federal, state, institutional, or private assistance.

Eligibility and award amounts vary by program and are subject to applicable regulations, available funding, enrollment, and individual student circumstances.

Applying for Financial Aid

Students seeking federal or state financial aid should complete the **Free Application for Federal Student Aid (FAFSA)** each academic year and provide any additional documentation requested by the Financial Aid Office.

Submitting a FAFSA does not guarantee eligibility or payment of financial aid. Students are responsible for completing all requirements and monitoring their **NTCC email and MyEagle account** for requests, award information, and other financial aid communications.

Students should apply as early as possible because some financial aid programs have limited funding.

Maintaining Financial Aid Eligibility

Students receiving financial aid must continue to meet applicable eligibility requirements, including enrollment and **Satisfactory Academic Progress (SAP)** standards.

SAP considers:

- **Grade point average;**
- **Successful completion of attempted coursework (pace); and**
- **Progress toward completing a program within the maximum allowable timeframe.**

Grades such as withdrawals, failures, incompletes, repeated coursework, and transfer credits may affect SAP differently than they affect a student's academic GPA.

Students who do not meet SAP requirements may lose eligibility for financial aid. An appeal process may be available when documented extenuating circumstances have affected a student's academic progress.

The complete and current **Satisfactory Academic Progress Policy**, including GPA, pace, maximum timeframe, warning, suspension, and appeal requirements, is available through Financial Aid and the NTCC website.

Changes in Enrollment and Withdrawal

Adding, dropping, failing to attend, or withdrawing from courses may affect financial aid eligibility.

Federal regulations require NTCC to determine the amount of federal financial aid earned by a student who withdraws before completing the applicable payment period. This calculation may result in financial aid being returned and the student owing a balance to NTCC.

Students should **contact Financial Aid before dropping or withdrawing** whenever possible.

Scholarships

NTCC offers a variety of institutional and privately funded scholarships. Eligibility requirements, application procedures, deadlines, and award amounts vary.

Students are encouraged to complete the appropriate scholarship application and review current scholarship opportunities each year.

Student Employment

Eligible students may have opportunities for part-time employment through federal or state work-study, institutional employment, **Work4College**, or other College programs.

Employment opportunities, eligibility requirements, and available positions vary. Students interested in campus employment should consult current NTCC student employment information.

Veterans Educational Benefits

NTCC assists eligible veterans, service members, and dependents using educational benefits administered by the U.S. Department of Veterans Affairs and other applicable programs.

Students using veterans benefits are responsible for completing required certification procedures and promptly reporting enrollment changes that may affect their benefits.

Students should contact **Veterans Services** for assistance with certification, eligibility documentation, and enrollment changes.

Student Support and Campus Life

NTCC provides services and programs designed to support students academically, personally, and socially throughout their college experience.

Students are encouraged to seek assistance early when they encounter academic, financial, personal, or other challenges that may interfere with their success.

Academic Advising and College Navigators

College Navigators assist students with educational planning, course selection, degree progress, transfer planning, registration, and connections to College resources.

Students are encouraged to meet regularly with an advisor throughout their enrollment at NTCC rather than waiting until registration or graduation.

Counseling and Wellness

NTCC provides counseling and wellness resources to support students experiencing personal, emotional, academic, or other concerns.

Students may seek assistance voluntarily or may be referred to available resources by faculty or staff. Students experiencing an immediate emergency or threat to safety should call **911 or NTCC Police/Security**.

Accessibility and Accommodations

NTCC provides reasonable accommodations and appropriate services for qualified students with disabilities in accordance with applicable law.

Students seeking accommodations should contact the appropriate College office and complete the

accommodation request process as early as possible.

Additional information regarding disability rights and accommodations is provided in the **Student Access, Support, and Engagement** section of this handbook.

Testing Services

The Testing Center provides testing and proctoring services for students and community members. Services may include placement testing, instructional testing, accommodated testing, and other approved examinations.

Testing services, schedules, fees, identification requirements, and appointment procedures vary by examination. Students should consult the Testing Center for current information.

Tutoring and Academic Support

NTCC provides tutoring and other academic support resources to assist students in developing skills and completing coursework.

Available services may vary by semester and subject. Students are encouraged to seek assistance early rather than waiting until they are experiencing significant academic difficulty.

Student Activities and Campus Life

Campus Life provides opportunities for students to connect with others, develop leadership skills, participate in activities, and become involved in the College community.

Programs may include student events, leadership opportunities, recreational activities, cultural programs, service opportunities, and other campus activities.

Current events and involvement opportunities are announced through official College communication channels.

Student Government Association

The **Student Government Association (SGA)** provides students with opportunities for leadership, campus involvement, and representation of student interests.

Students interested in participating in SGA should contact Campus Life for current information regarding membership, meetings, elections, and activities.

Student Organizations

NTCC encourages students to participate in registered student organizations that support academic, professional, service, cultural, recreational, and other interests.

Student organizations must follow applicable College requirements for registration, advisors, activities, fundraising, use of facilities, and financial accountability.

Students interested in forming a new organization or joining an existing organization should contact **Director**

of **Student Development** for current procedures and a list of registered organizations.

Athletics and Recreation

NTCC provides opportunities for student participation in intercollegiate athletics, recreational activities, and other wellness programs.

Student-athletes are responsible for meeting applicable College, conference, and athletic eligibility requirements.

Information regarding athletic teams, schedules, and recreational opportunities is available through NTCC Athletics and Campus Life.

Campus Services

NTCC provides a variety of services and facilities to support students while they are on campus.

Student Union Building

The **Student Union Building (SUB)** serves as a central gathering place for students and provides space for dining, activities, meetings, recreation, and other student services.

Students are expected to use College facilities responsibly and follow applicable rules regarding conduct, cleanliness, and use of College property.

Dining Services

Dining services are available on campus during designated operating periods. Meal plans are available or required for certain students, including residents, according to current College and housing requirements.

Dining locations, hours, meal-plan information, and prices may change during the academic year. Students should consult current Dining Services information for details.

College Store

The College Store provides textbooks, course materials, supplies, apparel, and other merchandise.

Textbook requirements, purchasing options, operating hours, refund procedures, and other store information may change by semester. Students should consult the College Store for current information.

Student Email and College Communications

NTCC provides students with an official College email account.

Students are responsible for regularly checking their **NTCC email, MyEagle, Blackboard, and other official College communication systems** for information related to courses, registration, financial aid, billing, safety, deadlines, and other College business.

Failure to read an official College communication does not necessarily excuse a student from applicable requirements or deadlines.

Housing

NTCC provides on-campus housing for eligible students. Residents are expected to contribute to a safe, respectful, and academically supportive residential community.

Students living in College housing are subject to the **Residential Life Handbook, housing agreement, Student Code of Conduct, and other applicable College policies.**

The Residential Life Handbook provides detailed information regarding:

- Housing eligibility and assignments;
- Check-in and check-out;
- Room changes;
- Guests and visitation;
- Quiet hours;
- Health and safety requirements;
- Prohibited items;
- Room entry and inspections;
- Community standards;
- Housing disciplinary procedures;
- Meal plans; and
- Other residential policies.

Because housing policies and procedures are provided directly to residents, the Student Handbook does not duplicate all Residential Life requirements.

Students with housing questions should contact **Residential Life**.

Student Policies

The following policies address common health, safety, and classroom expectations for NTCC students.

Additional requirements may be established by individual academic programs, course syllabi, College policies, or applicable law.

Electronic Devices in the Classroom

Students are expected to use cell phones, laptops, tablets, and other electronic devices in a manner that does not interfere with teaching, learning, or the rights of others.

Individual instructors may establish reasonable requirements regarding electronic device use in their classrooms. Students are responsible for following the requirements stated in the course syllabus or communicated by the instructor.

Approved disability-related accommodations involving technology will be honored in accordance with College procedures.

Immunization Requirements

Students are responsible for meeting immunization requirements established by Texas law, NTCC, and, when

applicable, their academic program.

Bacterial Meningitis

Texas law requires certain students to provide documentation of vaccination against **bacterial meningitis** or otherwise satisfy applicable exemption requirements before attending classes on campus.

Students living in **NTCC housing** are also subject to applicable meningitis vaccination requirements established by law and College housing requirements.

Students should consult **Admissions** for current vaccination requirements, deadlines, exemptions, and acceptable documentation.

Program-Specific Immunizations

Students enrolled in certain health sciences, clinical, or other programs may be required to provide documentation of additional immunizations, testing, or other health requirements before participating in clinical or instructional activities.

Program-specific requirements are provided by the applicable academic program.

Communicable Diseases

NTCC is committed to providing an educational environment that protects individual rights while promoting the health and safety of the College community.

Students will not be excluded from enrollment, College facilities, programs, or activities solely because they have a communicable disease or health condition.

When a communicable disease may present a significant health or safety concern, NTCC will make decisions based on applicable law, current public health guidance, the circumstances of the individual case, and the risk of transmission.

The College may take reasonable measures necessary to protect the health and safety of the affected individual and College community. NTCC will protect the privacy of student health information as required by law.

Health Services and Medical Emergencies

NTCC does **not operate a student health clinic** or provide routine medical or dental care.

Students are responsible for the cost of medical treatment, ambulance transportation, hospitalization, prescriptions, dental care, and other healthcare expenses.

In a medical emergency, students should **call 911**. College personnel may also contact emergency medical services when circumstances reasonably indicate that immediate medical assistance is necessary.

Health Insurance

NTCC does not provide general health insurance coverage for students. Students are encouraged to maintain appropriate health insurance coverage, particularly when participating in programs or activities that may involve additional health or accident risks.

Certain academic, clinical, athletic, international, or other programs may have separate insurance

requirements.

Animals on Campus

Pets are generally not permitted inside NTCC buildings unless authorized for an approved College event or academic purpose. Pets may be permitted on campus grounds when appropriately leashed or controlled.

Owners are responsible for the animal's behavior, supervision, cleanup, and any damage caused by the animal.

Service Animals

Service animals are permitted in NTCC facilities in accordance with applicable law. No advance approval is required for a service animal to accompany an individual with a disability in areas where the individual is otherwise permitted to be.

Service animals must remain under the handler's control and must be housebroken. NTCC does not provide care or supervision of service animals.

An animal may be removed when permitted by law, including when it is out of control and the handler does not take effective action, is not housebroken, or presents a legitimate safety concern.

Emotional Support/Assistance Animals

Emotional support or assistance animals do not have the same general access rights to College buildings as service animals.

Students with disabilities may request an **emotional support/assistance animal in College housing** as a reasonable accommodation. Requests must be submitted through the College's disability accommodation process and approved before the animal is brought into College housing.

Students should contact the **Special Populations/ADA Coordinator** for information regarding service animals, assistance animals, or disability-related accommodation requests.

Bicycles, Scooters, Skateboards, and Similar Devices

Bicycles, scooters, skateboards, rollerblades, and similar personal mobility devices may be used on campus in a **safe, courteous, and responsible manner**.

Safe Use

Pedestrians have the right of way. Riders must:

- Yield to pedestrians and maintain a safe speed;
- Follow applicable traffic laws on College roadways;
- Avoid reckless riding, tricks, jumps, or stunts that could endanger others or damage College property;
- Dismount when necessary in crowded pedestrian areas; and
- Observe posted restrictions and no-ride areas.

Riding is not permitted inside College buildings.

Bicycles and electric scooters operated after dark must have lighting or reflectors as required by Texas law.

Parking and Storage

Bicycles and scooters should be secured in designated areas and may not block entrances, exits, sidewalks,

accessibility routes, ramps, stairways, or other paths of travel.

Small nonmotorized devices may be carried indoors when they can be safely stored without obstructing walkways or creating a hazard.

Electric Mobility Devices and Battery Safety

Electric bicycles, scooters, hoverboards, and similar devices must be stored and charged in accordance with College and Residence Life fire-safety requirements.

Charging is prohibited in hallways, stairwells, or other unauthorized locations. Devices with damaged, swollen, overheating, or otherwise unsafe batteries should not be charged or used on campus and should be reported promptly to appropriate College personnel.

Hoverboards are prohibited in College housing.

Campus Police or other authorized College personnel may direct an individual to stop riding or remove a device when its use creates a safety concern. Repeated or serious violations may result in disciplinary action.

Student Conduct and Safety

Northeast Texas Community College expects students to conduct themselves in a manner consistent with the College's educational mission and to respect the rights, safety, and property of others. Students are responsible for knowing and following College policies, procedures, and applicable federal, state, and local laws. The Student Code of Conduct applies to students while on College property, participating in College-sponsored activities, and in other circumstances when a student's conduct substantially affects the educational environment or interferes with College operations.

Standards of Student Conduct

Students are expected to:

- Treat students, employees, visitors, and others with respect;
- Behave responsibly and exercise appropriate self-discipline;
- Follow reasonable directives from College officials and provide identification when requested;
- Respect College property and the property of others;
- Follow classroom, program, facility, and College rules; and
- Cooperate in maintaining a safe and orderly educational environment.

Scholastic Dishonesty

NTCC expects students to maintain academic integrity. Scholastic dishonesty includes **cheating, plagiarism, collusion, unauthorized use of artificial intelligence (AI), falsification of academic work, or other attempts to gain an unfair academic advantage.**

Cheating includes using unauthorized materials or assistance; copying another person's work; obtaining or sharing test or assignment materials without authorization; allowing another person to complete academic work on one's behalf; or manipulating tests, assignments, or grades.

Plagiarism is presenting another person's words, ideas, or work as one's own without appropriate acknowledgment.

Collusion is unauthorized collaboration with another person in completing academic work.

Use of Artificial Intelligence (AI)

Individual instructors may establish requirements regarding the use of generative AI tools in their courses and assignments. Unless an instructor has authorized its use, generative AI assistance should be treated as assistance from another person and may constitute unauthorized collaboration.

Students are responsible for following the instructor's requirements, appropriately acknowledging permitted AI assistance, and asking the instructor when they are unsure whether AI use is allowed.

Prohibited Conduct

Students may be subject to disciplinary action for conduct that violates College policy or adversely affects the safety, educational environment, or operations of the College. Prohibited conduct includes, but is not limited to:

- **Violations of Law or College Policy:** Violating federal, state, or local law or College policies, procedures, or rules.
- **Weapons:** Possessing, distributing, selling, or using prohibited weapons except as permitted by law and College policy.
- **Drugs and Alcohol:** Unauthorized possession, use, manufacture, distribution, sale, or being under the influence of illegal drugs, controlled substances, alcohol, or related paraphernalia.
- **Threatening or Harmful Conduct:** Threatening, assaulting, harassing, stalking, bullying, or otherwise endangering another person.
- **Sexual Misconduct:** Engaging in prohibited sexual harassment, sexual assault, dating violence, domestic violence, stalking, or other conduct prohibited by College policy.
- **Disruptive Conduct:** Substantially disrupting classes, College activities, meetings, operations, or the lawful activities of others.
- **Property Misconduct:** Stealing, damaging, defacing, destroying, or misusing College property or the property of another person.
- **Failure to Comply:** Failing to comply with a reasonable directive of a College official or refusing to provide identification when appropriately requested.
- **Misuse of Technology:** Unauthorized access to College technology or data; circumventing security measures; damaging or disrupting technology resources; or using electronic communications or College technology to engage in threatening, harassing, fraudulent, or illegal conduct.
- **Dishonesty:** Knowingly providing false information, falsifying College records or documents, making false reports or accusations, or engaging in scholastic dishonesty.
- **Hazing:** Engaging in, encouraging, assisting, directing, or knowingly participating in hazing.
- **Other Serious Misconduct:** Conduct that substantially disrupts College programs or operations or threatens the health or safety of the College community.

Discipline

Students who violate the Student Code of Conduct or other College policies may be subject to disciplinary action in accordance with College policy. Sanctions may include a warning, educational or behavioral requirements, restrictions, probation, suspension, expulsion, or other appropriate action.

Conduct occurring away from College property may also result in disciplinary action when it substantially affects the College's educational environment, safety, operations, or objectives.

Student Dress

Students are expected to dress appropriately for an educational environment and comply with health, safety, and program-specific requirements. Certain academic or workforce programs may establish additional dress, uniform, footwear, or safety requirements.

Hazing

NTCC prohibits hazing by individuals and organizations, whether the conduct occurs **on or off campus**. Hazing generally includes any intentional, knowing, or reckless act directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization when the act:

- Involves physical brutality or other physical mistreatment;
- Involves sleep deprivation, exposure to the elements, confinement, excessive physical activity, or similar conduct that creates an unreasonable risk of harm;
- Requires or encourages consumption of food, alcohol, drugs, or other substances in a manner that creates an unreasonable risk of harm;
- Coerces a student to consume drugs or alcohol; or
- Requires or encourages a student to engage in conduct that violates the law.

A person may also violate hazing laws by soliciting, encouraging, directing, aiding, or attempting to aid another person in hazing or, when required by law, failing to report firsthand knowledge of a hazing incident. Student organizations may be subject to disciplinary action when they condone, encourage, participate in, or assist with hazing.

NTCC maintains and publishes information regarding hazing incidents and disciplinary actions as required by Texas law. Students receive information regarding the availability of the College's hazing report and applicable reporting requirements.

Gang-Free Zones

Texas law establishes gang-free zones in and around certain educational facilities and activities. Engaging in organized criminal activity within a gang-free zone may result in enhanced criminal penalties. Students are expected to comply with all applicable laws regarding gang-related and organized criminal activity.

Tobacco and E-Cigarettes

NTCC prohibits the use of tobacco products, including electronic cigarettes and vaping devices, in College buildings, facilities, vehicles, and other areas except where specifically permitted or designated by the College.

Students must also comply with applicable state laws regarding the possession, purchase, and use of tobacco and e-cigarette products.

Alcohol and Controlled Substances

Students may not unlawfully possess, use, manufacture, distribute, sell, or be under the influence of alcohol, controlled substances, illegal drugs, or other prohibited intoxicants on College property or at College-sponsored activities.

This prohibition does not apply to the lawful possession or use of medication prescribed to the student or otherwise authorized by law.

Possession, use, manufacture, distribution, or sale of drug paraphernalia associated with prohibited substances is also prohibited.

Violations may result in College disciplinary action, referral to appropriate educational or treatment resources, and/or referral to law enforcement.

Students are provided information regarding NTCC's drug and alcohol policies, applicable legal sanctions, health risks associated with substance abuse, and available prevention and treatment resources as required by law.

Additional Information

This handbook provides a summary of student conduct expectations and does not replace official NTCC Board policies or applicable law. Students may refer to the applicable College policies for complete definitions, procedures, and requirements.

Student Discipline, Rights, Safety, and Protections

Students who violate College policies, procedures, or standards of conduct may be subject to disciplinary action. Depending on the nature and severity of the violation, one or more of the following sanctions may be imposed:

- **Reprimand:** A verbal or written warning that further misconduct may result in additional disciplinary action.
- **Restitution:** Reimbursement or other appropriate compensation for damaged, destroyed, or misappropriated property.
- **Scholastic Penalties:** Academic consequences, including a failing grade on an assignment, examination, or course, when scholastic dishonesty has occurred.
- **Conditional Probation:** Continued enrollment subject to specified conditions or restrictions. Failure to meet the conditions of probation may result in suspension or expulsion.
- **Suspension:** Required withdrawal from the College for a specified period or until stated conditions have been met.
- **Expulsion:** Permanent removal from the College.

Additional educational, behavioral, or protective measures may be imposed when appropriate and consistent with College policy.

Suspended or Expelled Students

Students suspended or expelled for disciplinary reasons may not enter College property, participate in College activities, or receive academic credit through the College during the period of suspension or expulsion without prior written authorization from the College President or designee.

Disciplinary Records

The College maintains records of alleged and substantiated student misconduct, including the charge, disposition, sanctions imposed, and other pertinent information. Disciplinary records are maintained separately from academic records and are treated as confidential in accordance with applicable law.

Records involving expulsion or extended suspension are maintained permanently. Other disciplinary records

are maintained according to the College's records retention schedule.

Weapons and Campus Carry

NTCC prohibits the unlawful use, possession, or display of firearms or other prohibited weapons on College property or at College-sponsored or related activities.

Handguns and Campus Carry

The **open carry of handguns is prohibited** on NTCC property except as permitted by law for commissioned peace officers.

Individuals who are properly licensed may carry a **concealed handgun** on College property as permitted by Texas law and College policy. License holders are responsible for knowing and complying with all applicable laws, College requirements, posted notices, and exclusionary zones.

A handgun carried on campus must remain concealed and be carried in a holster that completely covers the trigger and trigger guard and securely retains the handgun.

Residents of College housing who are legally authorized to possess a handgun must comply with all storage requirements established in the Residential Life Handbook and applicable College policy.

Exclusionary Zones

Concealed handguns are prohibited in locations and during activities designated by law or College policy.

These may include:

- Sporting and interscholastic events;
- Governmental body meetings;
- Locations being used for prekindergarten through grade 12 activities;
- Formal hearings, including certain disciplinary, grievance, and mediation proceedings;
- Laboratories or other locations where the presence or accidental discharge of a firearm could create an extraordinary safety hazard; and
- Testing centers while certain nationally sanctioned examinations are being administered.

The College President may designate temporary exclusionary zones when legal or safety considerations warrant such action. Appropriate signage will be posted as required by law.

Other Weapons

Other weapons prohibited by law or College policy may not be possessed, used, or displayed on College property or at College-sponsored activities without appropriate authorization. This includes prohibited knives, clubs, knuckles, incendiary devices, fireworks, certain projectile weapons, and other items used or possessed in a manner that creates a danger to persons or property.

Suspected violations should be reported to **NTCC Police**. Violations may result in College disciplinary action and/or referral to law enforcement.

Students with Disabilities and ADA Accommodations

Northeast Texas Community College is committed to providing students with disabilities equal access to its programs, services, courses, activities, and facilities in accordance with the **Americans with Disabilities Act (ADA), the ADA Amendments Act, and Section 504 of the Rehabilitation Act**.

Reasonable accommodations may include appropriate modifications to instruction, testing, services, facilities, or other aspects of the educational experience that provide access without fundamentally altering the essential requirements of a course or program.

Students requesting accommodations must self-identify and submit a request for accommodation along with appropriate documentation. Once eligibility is established, accommodations are arranged according to College procedures and may need to be requested each semester or for individual courses.

For information or assistance with accommodations, students should contact the College's **Special Populations/ADA services**.

ADA/Section 504 Coordinator

Reports or concerns regarding discrimination based on disability may be directed to the College's ADA/Section 504 Coordinator:

Vice President for Student Services or Designee

Northeast Texas Community College
2886 FM 1735
Mount Pleasant, TX 75455
903-434-8133

Nondiscrimination and Equal Opportunity

Northeast Texas Community College provides equal educational and employment opportunities and prohibits discrimination and harassment based on sex, race, color, national origin, disability, religion, age, or any other status protected by applicable law.

The College also prohibits retaliation against any person who, in good faith, reports discrimination or harassment, participates in an investigation, serves as a witness, or otherwise exercises rights protected by law or College policy.

Students who believe they have experienced discrimination or harassment are encouraged to report the matter promptly so the College can respond appropriately.

Title IX, Sexual Harassment, and Sexual Misconduct

NTCC prohibits discrimination on the basis of sex in its education programs and activities as required by **Title IX of the Education Amendments of 1972** and other applicable state and federal laws.

Prohibited conduct may include sexual harassment, sexual assault, dating violence, domestic violence, stalking, gender-based harassment, and retaliation.

Sexual Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct, or other conduct of a sexual nature when the conduct meets the standards established by applicable law and College policy.

Sexual violence, including sexual assault, is a form of prohibited sex-based conduct. Dating violence, domestic violence, and stalking are also prohibited.

Reporting

A student who experiences or becomes aware of possible sexual harassment, sexual assault, dating violence, domestic violence, stalking, gender-based harassment, or other sex-based discrimination is encouraged to report the matter promptly.

Reports may be made to the **Title IX Coordinator**, another appropriate College official, or through the College's electronic reporting system.

Students are not required to report misconduct to the person alleged to have committed it.

A victim of a crime has the right to:

- Report the crime to law enforcement;
- Request assistance from NTCC in notifying law enforcement; or
- Decline to notify law enforcement.

When appropriate following sexual assault or other violence, individuals are encouraged to seek medical attention as soon as possible and preserve evidence that may be useful in a College or criminal investigation.

Title IX Coordinator

Reports of sex discrimination, sexual harassment, or other Title IX concerns may be directed to the College's designated **Title IX Coordinator**. Current contact information for the Title IX Coordinator and information about reporting options are available on the NTCC website and through the Office of Human Resources.

Supportive Measures

NTCC may provide reasonably available supportive measures designed to preserve access to education, protect the safety of individuals and the College community, and prevent retaliation.

Depending on the circumstances, supportive measures may include:

- Academic accommodations or schedule changes;
- Housing or dining modifications;
- Counseling or health services;
- Campus escort services;
- Restrictions on contact between individuals;
- Increased security or monitoring; and
- Other appropriate measures.

Supportive measures may be available regardless of whether a student chooses to make a report to law enforcement.

Investigation and Resolution

Reports of prohibited conduct are reviewed and addressed in accordance with applicable College policy and procedures. The College seeks to provide a prompt and equitable process that affords appropriate rights and opportunities to all parties.

Depending on the circumstances, the process may include notice of the allegations, supportive measures, an investigation, opportunities for the parties to provide information and evidence, a hearing or other resolution process when required, a written determination, and an opportunity for appeal.

A respondent is presumed not responsible for alleged conduct until responsibility is determined through the applicable College process.

Students participating in a complaint process may be assisted by an advisor of their choice as permitted by College procedures.

Retaliation against a person for reporting prohibited conduct or participating in an investigation or resolution process is prohibited.

Complete Title IX policies, procedures, reporting options, and information regarding the rights of complainants and respondents are available through the College and on the NTCC website.

Discrimination and Harassment Based on Other Protected Characteristics

NTCC prohibits discrimination and harassment based on race, color, national origin, disability, religion, age, or any other basis protected by law.

Prohibited harassment may include physical, verbal, or nonverbal conduct based on a protected characteristic when the conduct meets the standards established by applicable law or College policy.

Students who believe they have experienced discrimination, harassment, or retaliation should report the matter promptly to an appropriate College official. Reports involving disability discrimination may be made to the ADA/Section 504 Coordinator. Reports involving other forms of discrimination may be made through the College's established reporting procedures.

The College will review and respond to reports in accordance with applicable policy and law and will respect the privacy of those involved to the greatest extent reasonably possible.

Behavior Assessment and Intervention Team (BAIT)

The **Behavior Assessment and Intervention Team (BAIT)** is a multidisciplinary team established by NTCC to identify, assess, and respond to concerning, disruptive, or threatening behavior involving members of the College community.

BAIT provides a coordinated process for reviewing reports, evaluating potential risks, and determining appropriate interventions and support. Depending on the circumstances, the team may connect individuals with College or community resources, recommend supportive or protective measures, develop intervention strategies, or coordinate with appropriate College officials or law enforcement.

Students and employees are encouraged to report behaviors or circumstances that raise concerns about the safety or well-being of an individual or the College community. Examples may include threats of harm, significant or concerning changes in behavior, escalating or disruptive conduct, troubling communications, or other behavior that may indicate a need for assistance or intervention.

BAIT is intended to promote early identification and intervention and is **not a substitute for emergency response**. If there is an immediate threat or emergency, contact **NTCC Police or call 911**.

For more information or to file a report go to <http://www.ntcc.edu/bait>.

Reporting Safety or Behavioral Concerns

NTCC encourages members of the College community to speak up when they observe behavior that raises a concern about an individual's safety or well-being.

Depending on the nature of the concern, reports may be directed to:

- **NTCC Police** for crimes, emergencies, immediate safety concerns, or threats;
- **BAIT** for concerning, threatening, escalating, or unusual behavior that may warrant assessment or intervention;
- The **Title IX Coordinator** for sexual harassment, sex discrimination, sexual assault, dating violence, domestic violence, or stalking;
- The **ADA/Section 504 Coordinator** for disability discrimination or accommodation-related concerns; or
- **Student Services** for student conduct concerns or assistance determining where a concern should be reported.

In an emergency or when there is an immediate threat to health or safety, call 911 or NTCC Police.

Drug-Free Schools and Campuses

Northeast Texas Community College is committed to maintaining a safe, healthy, lawful, and productive educational and working environment.

Students may not unlawfully possess, use, manufacture, distribute, sell, transmit, or be under the influence of illegal drugs, controlled substances, alcohol, or other prohibited intoxicants on College property or at College-sponsored activities.

Violations may result in College disciplinary action and may also be referred to appropriate law enforcement authorities.

NTCC provides students with information regarding its drug and alcohol policies, applicable legal sanctions, health risks associated with alcohol and drug abuse, and available prevention, counseling, treatment, and referral resources as required by the **Drug-Free Schools and Communities Act**.

Notice Regarding Anabolic Steroids and Growth Hormones

Anabolic steroids and human growth hormones may be legally used only as authorized by law for legitimate medical purposes. The unlawful possession, distribution, delivery, or administration of anabolic steroids or human growth hormones may constitute a criminal offense under Texas law.

Sex Offender Registration

A student who is required by law to register as a sex offender must comply with all applicable registration and notification requirements, including requirements associated with attending an institution of higher education.

A student subject to these requirements must report required information to the appropriate campus security or law enforcement authority within the time prescribed by law and must provide required notification when the individual's status as a student ends.

Student Rights and Responsibilities

Students have the right to access their instructors in all instructional modalities and to be treated with respect and courtesy. Students also have the right to be evaluated according to established academic criteria and to access College processes for addressing concerns or alleged violations of their rights.

Students share responsibility for their educational success and for maintaining an effective College community. Students are expected to:

- Keep their contact information current with the Registrar's Office;
- Maintain appropriate contact with an academic advisor when pursuing a degree or certificate;
- Attend classes regularly and punctually and comply with attendance requirements established by instructors and College policy;
- Complete required coursework and make arrangements for permitted makeup work;
- Understand and follow course requirements and instructor directions;
- Take examinations at scheduled times unless alternate arrangements are approved;
- Meet financial obligations to the College;
- Comply with federal, state, and local laws and College policies, rules, and regulations; and
- Become familiar with information provided in the College Catalog and Student Handbook.

Student Intellectual Property

Students generally retain ownership rights to original materials they create independently without the use of College resources or as otherwise provided by College policy.

Ownership of intellectual property created through College employment, substantial use of College resources, sponsored research, grants, contracts, or other special circumstances is determined by applicable College policy and the terms of any governing agreement.

Students should consult the College's intellectual property policy for complete requirements regarding ownership, use, licensing, patents, and other intellectual property matters.

Clery Act – Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Northeast Texas Community College is committed to providing a safe educational and working environment and prohibits dating violence, domestic violence, sexual assault, and stalking.

The College provides prevention and awareness education to students and employees and offers information and assistance to individuals who report experiencing these behaviors. Students have the right to report an incident to campus or local law enforcement, request assistance in making a report, or decline to involve law enforcement.

Students who experience dating violence, domestic violence, sexual assault, or stalking are encouraged to preserve relevant evidence and report the incident to NTCC Police or another appropriate College official. The College will provide information regarding available counseling and support services, reporting options, protective measures, and reasonably available changes to academic, living, transportation, working, or other circumstances.

NTCC protects the privacy of individuals involved to the extent permitted by law and completes required Clery Act reporting without including personally identifying information about victims.

Additional information regarding reporting procedures, victims' rights and options, available resources, prevention programs, and College disciplinary procedures is available in the **NTCC Annual Security Report** and applicable College policies.

Additional Information

This Student Handbook summarizes important College policies, student rights and responsibilities, and legal requirements. It does not replace official NTCC Board policies, administrative procedures, or applicable federal and state law. When additional detail is needed, students should consult the applicable College policy or contact Student Services for assistance.

Student Access, Support, and Engagement

Northeast Texas Community College is committed to providing students with equitable access to educational programs, services, activities, and opportunities. The College also provides resources and opportunities that support student participation, involvement, and success.

Equal Educational Opportunity

NTCC provides equal educational opportunity in accordance with applicable federal and state laws. No student shall be unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in a College program, service, or activity on the basis of race, color, national origin, sex, disability, religion, age, or any other status protected by law.

Information regarding nondiscrimination, reporting concerns, and complaint procedures is provided in the **Student Discipline, Rights, Safety, and Protections** section of this handbook and applicable College policies.

Religious Freedom

NTCC respects the rights of students to the free exercise of religion in accordance with federal and state law.

The College will not unlawfully discriminate against or take adverse action against a student based on the student's religious beliefs, practices, membership in or affiliation with a religious organization, or lawful support of a religious organization.

Students seeking assistance regarding a religious accommodation or concern should contact Student Services.

Students with Disabilities

NTCC is committed to ensuring that qualified students with disabilities have equal access to College programs, services, activities, and facilities in accordance with the **Americans with Disabilities Act (ADA)** and **Section 504 of the Rehabilitation Act**.

Reasonable accommodations and appropriate auxiliary aids and services are provided to eligible students when necessary to ensure equal access and when the accommodation does not fundamentally alter an essential requirement of a program or impose an undue burden.

Students who need accommodations are responsible for contacting the appropriate College office, completing the accommodation request process, and providing documentation as required. Students are encouraged to make requests as early as possible to allow sufficient time to arrange appropriate accommodations.

Additional information regarding accommodations and the ADA/Section 504 Coordinator is provided in the **Student Discipline, Rights, Safety, and Protections** section of this handbook.

Student Solicitation and Fundraising

Students and registered student organizations may conduct approved solicitation and fundraising activities on College property in accordance with College policy and procedures.

Solicitation includes the sale or offer for sale of goods or services and requests for donations or contributions. Permitted activities may include fundraising by registered student organizations, collection of membership dues, admission fees for approved events, approved sales, and other activities authorized by the College.

Solicitation and fundraising activities must:

- Receive required approval in advance;
- Be conducted in approved locations and at approved times;
- Comply with College contracts, policies, and applicable law;
- Not disrupt classes, College programs, or normal College operations;
- Not interfere with pedestrian or vehicle traffic or access to College facilities; and
- Not harass, threaten, intimidate, or pressure individuals being solicited.

Only authorized students and registered student organizations may use the NTCC name in connection with solicitation or fundraising activities.

Students or organizations that violate solicitation requirements may lose solicitation privileges and may be subject to disciplinary action.

Freedom from Bullying

NTCC prohibits bullying and retaliation against individuals who report bullying, participate in an investigation, or assist another person in making a good-faith report.

Bullying may include written, verbal, electronic, or physical conduct that threatens or causes physical harm or property damage, places a student in reasonable fear of harm, or is sufficiently severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College's educational programs.

Examples may include threats, intimidation, taunting, harassment, physical aggression, destruction of property, theft, rumor spreading, or other conduct that meets the definition of bullying under College policy.

Students who experience or become aware of bullying should report the concern promptly to an instructor, counselor, administrator, Student Services, or another appropriate College employee. Reports will be reviewed and addressed in accordance with College policy. Appropriate supportive, disciplinary, or corrective action may be taken when warranted. Retaliation against a person who makes a good-faith report or participates in the process is prohibited.

Behavior involving an immediate threat to health or safety should be reported to **NTCC Police or 911**.

Pregnant and Parenting Students

NTCC is committed to supporting pregnant and parenting students and providing equal access to educational programs and activities in accordance with applicable law.

Students will not be discriminated against because of pregnancy, childbirth, related medical conditions, parental status, or family status as protected by law. Reasonable assistance and adjustments are available when appropriate, and students are encouraged to contact the College when pregnancy or parenting responsibilities affect their ability to participate in their educational program.

Resources available to pregnant and parenting students may include:

- Academic advising and assistance;
- Online and flexible course options, when available;
- Financial aid and scholarship information;
- Counseling and wellness services;
- Assistance with food and other basic needs through the NTCC Care Center;
- Referrals to campus and community resources; and
- Information and assistance from the NTCC Parenting Liaison.

Students seeking assistance should contact **Student Services** or the **NTCC Parenting Liaison Officer** for information about available resources, rights, and support.

Additional Information

This section provides a summary of student access, support, and engagement provisions. Complete requirements, definitions, procedures, and protections are available in applicable NTCC Board policies and administrative procedures. Students who are unsure where to seek assistance may contact Student Services for guidance.

Student Procedures, Complaints, and Due Process

Northeast Texas Community College is committed to addressing student conduct matters, complaints, and grievances through fair and impartial processes. The following provides a summary of the College's disciplinary, complaint, appeal, search, and student expression procedures. Complete procedures are contained in applicable NTCC Board policies.

Student Discipline Process

Reports of alleged student misconduct are referred to the **Vice President for Student Services or designee** for review and investigation. Students accused of misconduct will be notified of the allegations and provided an opportunity to respond.

If an allegation is determined to be unfounded, it will be dismissed and the student will receive written notice. If a violation is found, appropriate disciplinary action may be imposed in accordance with College policy.

Students receiving a disciplinary sanction will be notified in writing of the decision, sanction, and applicable appeal rights.

Complaints involving sex discrimination, sexual harassment, or other conduct subject to a separate legally required process will be handled under the applicable College policy.

Interim Disciplinary Action

The Vice President for Student Services or designee may take immediate interim action, including temporary suspension pending a hearing, when a student's continued presence poses a danger to persons or property or an ongoing threat of disruption to the educational environment.

Interim action does not constitute a final determination of responsibility, and the student will be provided the applicable hearing or review process.

Disciplinary Appeals

A student may appeal an eligible disciplinary decision in accordance with College policy.

For disciplinary sanctions other than suspension or expulsion, a student may request review by the **Disciplinary Appeals Committee** by submitting a written appeal within **10 College business days** of the written disciplinary decision.

When suspension is recommended, review by the Disciplinary Appeals Committee is automatically scheduled.

Disciplinary Appeals Committee

The Disciplinary Appeals Committee consists of at least three College employees and at least one current NTCC student.

The student will receive written notice of the hearing, including the allegations, proposed sanction, and information regarding the student's rights during the hearing.

A student participating in a disciplinary hearing has the right to:

- Receive sufficient notice of the allegations;
- Have a private hearing;
- Be assisted by an advisor or legal counsel;
- Review and respond to evidence as permitted by College policy;
- Present relevant evidence and witnesses;
- Question witnesses as provided by the hearing procedures;
- Decline to testify; and
- Receive written notice of the committee's decision and applicable appeal rights.

The College has the responsibility to establish a violation by a **preponderance of the evidence**, meaning that it is more likely than not that the violation occurred.

A student who fails to attend a scheduled hearing without good cause may have the matter considered and decided in the student's absence.

Further Appeal

A student dissatisfied with the decision of the Disciplinary Appeals Committee may submit a written appeal to the **College President within 10 College business days** of receiving the committee's decision.

Following review by the President, an eligible disciplinary decision may be appealed to the **NTCC Board of Trustees** in accordance with College policy and applicable deadlines.

Expulsion

When expulsion is recommended, the matter is referred to the College President and Board of Trustees for an expulsion hearing in accordance with College policy. The student will receive notice of the allegations, _____

hearing information, and applicable procedural rights.

Student Complaints and Grievances

NTCC supports students' right to raise concerns and have complaints addressed through a fair and impartial process. The terms **complaint** and **grievance** are used interchangeably for purposes of the College's general student complaint process.

Informal Resolution

Whenever appropriate, students are encouraged to first discuss a concern with the instructor, employee, supervisor, or administrator who has the authority to resolve the issue.

Concerns should be raised as soon as possible so they may be addressed at the lowest appropriate administrative level.

Examples include:

- **Academic or classroom concern:** Instructor, followed by the appropriate Dean, Director, or Supervisor;
- **Grade concern or appeal:** Instructor, followed by the appropriate academic administrator;
- **Financial aid:** Financial Aid Office;
- **Admissions, registration, records, transcripts, or residency:** Appropriate Enrollment Services office;
- **Housing:** Residence Life/Housing staff;
- **Student activities:** Student Activities;
- **Testing:** Testing Center;
- **Veterans benefits:** Veterans Services; and
- **General student concerns:** Student Services.

Students who are unsure where to begin may contact **Student Services**, which will assist in directing the concern to the appropriate office.

Informal resolution is encouraged but does not automatically extend formal complaint or appeal deadlines.

Formal Student Complaint Process

If a concern cannot be resolved informally, a student may file a formal written complaint.

Unless another College policy establishes a different process, a formal complaint generally must be filed:

1. **Within 15 College business days** of the date the student knew, or reasonably should have known, of the action or decision giving rise to the complaint; and
2. With the **lowest-level administrator who has authority to resolve the matter**.

The written complaint should clearly describe the concern, the action or decision being challenged, the resolution requested, and any supporting documentation.

Complaint Levels

The general complaint process provides for progressively higher levels of review:

Level One: Review by the appropriate Dean, Director, Supervisor, or other administrator with authority to address the concern.

Level Two: Appeal to the appropriate Vice President or designated administrator.

Level Three: Appeal to the College President or designee.

Level Four: Appeal to the NTCC Board of Trustees, when permitted by College policy.

Appeals generally must be submitted **in writing within 10 College business days** of receiving the decision at

the previous level or within 10 College business days after the deadline for a response has passed.

Students should carefully follow the deadlines stated in the applicable policy. Untimely complaints or appeals may be dismissed unless the deadline has been modified by mutual written agreement.

Special Complaint Procedures

Certain complaints are handled under separate College policies and are not governed solely by the general grievance procedure. These include:

- Discrimination, harassment, and retaliation;
- Title IX and sex-based discrimination;
- Student disciplinary decisions;
- Complaints involving commissioned peace officers; and
- Withdrawal of consent to remain on College property.

Students who are unsure which process applies should contact Student Services for assistance.

General Complaint and Appeal Rights

Students participating in a complaint or appeal process may designate a representative in writing as permitted by College policy.

Complaints and appeals must be submitted in writing and may include relevant supporting documentation. Each party is responsible for its own costs associated with the complaint process.

NTCC prohibits unlawful retaliation against a student for making a good-faith complaint, participating in a complaint or appeal process, or exercising rights provided by College policy or law.

Searches and Inspections

NTCC officials may conduct lawful searches of students, personal belongings, vehicles, residence hall rooms, and College property when authorized by law and College policy. Searches will be conducted in a reasonable and nondiscriminatory manner.

Personal Belongings and Vehicles

A College official may conduct a search when there is reasonable suspicion that the search will reveal evidence of a violation of law or College policy or when otherwise permitted by lawful College security procedures.

Students are responsible for prohibited items found in their possession, including items located in personal belongings or vehicles parked on College property.

Security Screenings and Trained Dogs

The College may use lawful security measures, including metal detectors or other security screening procedures.

NTCC also reserves the right to use trained dogs to screen areas and personal belongings for concealed prohibited items. Dogs will not be used to search students directly. An alert by a trained dog may provide a basis for further inspection or search as permitted by law and College policy.

College Property

College-provided technology, storage spaces, equipment, and similar property remain the property of NTCC and may be inspected or searched as permitted by College policy. Students are responsible for the contents of College property assigned to them and should not store prohibited items in College-provided spaces or equipment.

Residence Hall Rooms

Entry into or searches of student residence hall rooms will be conducted in accordance with College housing procedures, applicable law, and the Residential Life Handbook.

Searches or interrogations conducted by NTCC Police are governed by applicable law and police department procedures.

Student Expression and Distribution of Materials

NTCC recognizes students' rights of expression consistent with applicable law and College policy. Students and registered student organizations may distribute literature, post signs, engage in expressive activities, and use College facilities as permitted by College procedures.

Materials and expressive activities may not:

- Violate federal, state, or local law;
- Constitute unlawful harassment or threats;
- Advocate imminent unlawful action in a manner likely to produce such action;
- Infringe intellectual property rights;
- Constitute prohibited solicitation;
- Materially or substantially disrupt College operations or educational activities;
- Obstruct access to College facilities;
- Damage College property; or
- Coerce, intimidate, or interfere with the rights of others.

NTCC does not endorse the content of materials distributed by students or student organizations merely because distribution is permitted on College property.

Signs and Posting

Students and registered student organizations may post signs in common outdoor areas and other locations designated by the College, subject to applicable size, placement, safety, and removal requirements.

Unless otherwise authorized, signs may not exceed **22 inches by 28 inches** and may not be attached to buildings, permanent signs, monuments, fire hydrants, or other prohibited locations.

Signs must generally be removed within **14 days of posting** or, when associated with an event, within **24 hours after the event ends**.

Materials distributed by registered student organizations must indicate that they are not sponsored by NTCC and do not represent the views of the College or its employees.

Use of College Facilities and Grounds

Students and registered student organizations may request use of College facilities and grounds when the proposed use does not conflict with College operations, policies, or previously scheduled activities. Requests to reserve College facilities or host speakers must be submitted according to College procedures. Decisions regarding use of facilities will be made without regard to the religious, political, philosophical, ideological, academic, or other viewpoint associated with the proposed activity.

Common outdoor areas are available for lawful expressive activities without prior approval, subject to reasonable restrictions necessary to prevent unlawful conduct, material disruption, danger to persons or property, or damage to College facilities.

Students and student organizations using College facilities or distributing materials may be required to provide

identification upon request.

Violations of applicable procedures may result in removal of nonconforming materials, loss of facility-use privileges, or other appropriate disciplinary action.

Additional Information

This section summarizes NTCC's student discipline, complaint, appeal, search, and expression procedures. It does not replace applicable Board policies or administrative procedures. Students should consult the applicable policy for complete procedural requirements and deadlines or contact **Student Services** for assistance.

Community & 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, Communities in Schools (CIS), Upward Bound, the Hanson- Sewell Center, and the Community Resource Center. For more information, please call 903-434- 8132.

The Hanson-Sewell Center

The Hanson-Sewell Center is located at 237 College Street in Pittsburg, provides a convenient Northeast Texas Community College location for students and the surrounding community. The facility includes classrooms, computer and distance-learning capabilities, meeting space, and wireless internet access. Course offerings and student services at the Center vary by semester.

For current information about available classes, services, or facility use, contact the Hanson-Sewell Center at **903-434-8394**.

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 3,800 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 federally funded program of the U.S. Department of Education that helps eligible high school students develop the academic skills, motivation, and preparation needed to succeed in high school and pursue postsecondary education.

The program includes an academic-year component and a five-week summer residential component. During the academic year, program coordinators and tutors work with students regularly to strengthen academic and study skills, explore career options, identify and apply to colleges, and navigate the financial aid process. Students also have opportunities for personal and leadership development through academic advising, mentoring, cultural experiences, social activities, and leadership activities.

During the summer, students reside in the residence halls at Northeast Texas Community College for five weeks. The summer residential experience provides students with an opportunity to learn more about college life while strengthening their academic, social, and personal development. Activities may include academic classes, structured study time, organized recreation, field trips, group meetings, and social activities.

Upward Bound participation begins when a student is selected for the program and continues through high school graduation or completion of the Bridge Program, which takes place during the summer following graduation.

There is no cost to participate in the Upward Bound Program. For more information, contact Upward Bound at **903-434-8221**.

TRiO Student Support Services

The Student Support Services (SSS) Program is a federally funded TRIO program of the U.S. Department of Education at Northeast Texas Community College. SSS provides comprehensive support to eligible low-income, first-generation college students, and students with disabilities to promote academic success, persistence, retention, and graduation.

The program is designed to help eligible students successfully navigate college, achieve their educational goals, and prepare for transfer to four-year institutions. Through individualized support, academic assistance, advising, and other resources, SSS is committed to helping each student participant make the most of their college experience at Northeast Texas Community College.

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.

Culinary Arts School

The Culinary Arts School facility, located in downtown Pittsburg, was opened in the Fall of 2008. This beautiful facility, which has approximately 5,000 square feet, houses the 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 lounge area. In addition to its primary use as an instructional facility, the facility can accommodate outside events when available. The contact number for the Culinary Arts School is 903-434-8333.

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Resources

Behavior Assessment and Intervention Team (BAIT)



Eagle Assist



Counseling and Wellness Center

