



Dear '10 - '11 student:

As the Vice President of Student Services, it is my great privilege to welcome you to Northeast Community College and wish you an exceptional college experience as you pursue your higher education goals. You made an excellent choice when you chose to continue your education at Northeast! We are very proud of our academic programs, faculty and staff, student life activities, and campus facilities. Additionally, our graduation and retention rates are among the highest in the state of Nebraska! You should anticipate that your time at Northeast Community College will be some of the best years of your life as you are trained for the workforce, or, to transfer to another institution of higher learning.

It is a great honor to welcome you to our campus from our new College Welcome Center. This state-of-the-art, 7.7 million dollar facility was specifically designed to make it easy for you to access student/academic services and seek assistance with admission/registration, financial aid, and business office processes. We moved to this facility, often referred to as a “One-Stop Shop for Students”, in October of 2009. Now, instead of students needing to access services at various locations throughout the campus, you can find most resources here in the College Welcome Center. Student Ambassador offices, the GPS Center, testing, tutoring, writer’s clinic, counseling, veterans and disability services, and many other functions are located in this facility. We also have computers for student use and “comfy” chairs in the atrium just for hanging out. I encourage you to spend some time in this building and take advantage of the wide array of student services offered to you.

I also strongly encourage you to get involved in our student life activities. Data sources tell us that the most successful college student is the involved student. Involvement in activities such as intercollegiate athletics, forensics, theater, music, livestock judging, leadership development, and campus social activities such as Monday Night at the Movies and Wacky Wednesday, will give you memories to last a lifetime and better prepare you for success in the world of work.

I wish you the very best in this academic year. If there is anything that I or my staff can do to assist you, please call, email or stop by our office areas in the College Welcome Center. You are welcome at Northeast!



Dr. Karen J. Severson
Vice President of Student Services

Northeast Community College does not discriminate on the basis of race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital and family status, age, or disability in educational programs, admissions policies, employment policies, financial aid, or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the NECC Compliance Officer for Title IX, ADA, Section 504: General Counsel and Vice President of Human Resources, 801 East Benjamin Ave., P.O. Box 469, Norfolk, NE 68702-0469, phone: 402-884-7046, e-mail: complianceofficer@northeast.edu

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2010-11 academic calendar

(All dates are subject to change.)

Important dates 2010-11

Fall semester 2010

- August 11-15 Residence Halls open by appointment
Orientation/Advisement/Registration
Special Bookstore hours 1-4 p.m.
- August 14-15 Special Bookstore hours 1-4 p.m.
- August 16-19 Special Bookstore hours 7 a.m. - 7 p.m.
(See page 31 for regular Bookstore hours)
- August 16 Classes begin
- August 20 Special Bookstore hours 7 a.m. - 4 p.m.
- August 23-26 Special Bookstore hours 8 a.m. - 6 p.m.
- August 27 Special Bookstore hours 8 a.m. - 4 p.m.
(See page 31 for regular Bookstore hours)
- August 20 Last day to cancel or change a meal plan
- September 6 Labor Day - College closed
- September 22 Last day to withdraw from first eight week classes
- October 8 First eight week classes end
- October 11 Second eight week classes begin
- October 21 Fall Break for students
- October 22 Fall Break for students and faculty
- November 5 Last day to withdraw from fall semester classes
- November 15-16 Spring registration for May graduates
- November 17 Last day to withdraw from second eight week classes
- November 17 Spring registration begins for all
- November 24 Thanksgiving Break for students and faculty
- November 25-26 Thanksgiving Break - college closed
- December 13 Final Exams begin; Book Buy Back begins
- December 15 Semester ends; Book Buy Back ends
- December 23 Holiday Vacation - college closed

Spring semester 2011

- January 7-9 Residence Halls open by appointment
Orientation/Advisement/Registration
Special Bookstore Hours 1-4 p.m.
- January 7 Special Bookstore Hours 1-4 p.m.
- January 8-9 Special Bookstore Hours 7 a.m. - 7 p.m.
(See page 31 for regular Bookstore hours)
- January 10-13 Special Bookstore Hours 7 a.m. - 7 p.m.
(See page 31 for regular Bookstore hours)
- January 10 Classes begin
- January 14 Special Bookstore Hours 7 a.m. - 4 p.m.
(See page 31 for regular Bookstore hours)
- January 14 Last day to cancel or change a meal plan
- January 17-20 Special Bookstore Hours 8 a.m. - 6 p.m.
- January 21 Special Bookstore Hours 8 a.m. - 4 p.m.
(See page 31 for regular Bookstore hours)
- February 8 Last day to withdraw from first eight week classes
- March 4 First eight week classes end
- March 7-11 Winter Break for students & faculty
- March 14 Second eight week classes begin
Registration for summer sessions begins
- April 11 Registration for fall semester begins
- April 12 Student Achievement Awards Program

2010-2011 academic calendar			August 2010
September 2010	October 2010	November 2010	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
December 2010	January 2011	February 2011	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
March 2011	April 2011	May 2011	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
June 2011	July 2011	August 2011	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

- April 15 Last day to withdraw from spring semester classes
- April 21-25 Spring Break for students and faculty
- April 22-25 Spring Break - college closed
- April 27 Last day to withdraw from second eight week classes
- May 9 Final Exams begin; Book Buy Back begins
- May 11 Semester ends; Book Buy Back ends
- May 14 Graduation

SUMMER SESSION I 2011

- May 16 Summer I Pre-session begins
Cooperative Internships begin
- May 30 Memorial Day - College closed
- June 3 Summer I Pre-session ends
- June 6 Summer Session I begins
- June 30 Summer Session I ends; Book Buy Back

SUMMER SESSION II 2011

- July 4 College closed
- July 11 Summer Session II begins
Cooperative Internships end
- August 5 Summer Session II ends
Book Buy Back

where to go when you have a



ABSENCE.....Instructor	HOUSING INFORMATION.....Residence Life On-Campus or Off-Campus..... Burkhardt Hall • (402) 844-7150
ADDRESS, NAME, OR TELEPHONE NUMBER CHANGE..... Admissions Welcome Center • (402) 844-7261	INTRAMURAL SPORTS.....Student Activities (402) 844-7159
ADVISOR CHANGE.....Admissions Welcome Center • (402) 844-7261	JOB SEARCH (Off-Campus).....Career Services Welcome Center • (402) 844-7263
YOUR BILL.....Business Office Welcome Center • (402) 844-7001	LIBRARY SERVICES.....Library/Resource Center (402) 844-7130
CHILD CARE.....Child Care Center Student Center 211 • (402) 844-7176	LOST & FOUND ITEMS.....Student Services Welcome Center • (402) 844-7272
CLUB OR ORGANIZATIONStudent Center 213 (402) 844-7159	PARKING PERMIT(S).....Residence Life Burkhardt Hall • (402) 844-7172
COUNSELING ACADEMIC & PERSONAL ISSUES... College Counselors Welcome Center • (402) 844-7261	SCHEDULE CHANGES.....Faculty Advisor and/or Add/Drop a Class.....Registrar Welcome Center • (402) 844-7266
A COURSE GRADE.....Instructor	STUDENT RECORDS/TRANSCRIPTS.....Registrar Welcome Center • (402) 844-7265
DISABILITY SERVICES ...Disability Services Coordinator Welcome Center • (402) 844-7343 or Dean of Students Welcome Center • (402) 844-7258	TEXTBOOKS & SUPPLIESCollege Bookstore Student Center 221 • (402) 844-7140
FINANCIAL AID.....Financial Aid Office Welcome Center • (402) 844-7285	TUTORS.....Welcome Center (402) 844-7125
FOOD SERVICES.....Student Life Burkhardt Hall 117 • (402) 844-7151 Meal Plans, Other Food Service Options..... Food Service Office Student Center 121 • (402) 844-7165	VETERANS BENEFITS.....Registrar Welcome Center • (402) 844-7268
STUDENT GRIEVANCES.....Vice President of Student Services Welcome Center • (402) 844-7273	WORK-STUDYFinancial Aid Job On-Campus.....Welcome Center (402) 844-7285
HEALTH-RELATED EMERGENCY911 or 9-911 on campus	WRITING A PAPER.....Writers' Clinic Welcome Center • (402) 844-7127

Fall class schedule

Spring class schedule

Time	Class/Location	Instructor	Time	Class/Location	Instructor

Name
Phone HRS
Email
Name
Phone HRS
Email
Name
Phone HRS
Email

Name
Phone HRS
Email
Name
Phone HRS
Email
Name
Phone HRS
Email

INSTRUCTOR

Get the Facts

Members of society need to communicate effectively, apply critical thinking/problem solving skills, and demonstrate social and cultural awareness as responsible citizens. Therefore, Northeast Community College has established a set of general education goals to enhance these attributes, and provide learning opportunities that promote individual and collaborative effort, an emphasis on ethical practice, and utilization of technological resources that are common in today's world. The following Fundamental Academic Competencies and Skills (FACS) identify the general education goals and learning objectives that are integrated into a variety of courses and activities at the College.

communication	critical thinking/ problem solving	social & cultural awareness
Deliver a purposeful message with appropriate physical presence and vocal variety	Apply and evaluate knowledge, concepts, information, experience, theories and techniques to draw conclusions, arrive at solutions, select a course of action, or engage in artistic expression	Acknowledge how diversity among people and belief systems impacts society
Write with a sense of purpose, organization, and mechanical correctness		Recognize ethical and responsible behavior in society, the global community and the natural world

the art of communication

More than just words

Effective public speaking engages and enlightens the audience. To be successful at it, you need to:

Be Prepared

- Create a thesis statement which will serve as your main point and tie all your information together at the beginning of the presentation.
- Acknowledge your sources. Identification of resources you use needs to be written into your presentation wording.
- Organize the layout of your information so that you have a well established introduction, body, and conclusion.
- Practice! Present in front of a friend or the mirror to build your confidence and become more familiar with the content.

Use Verbal and Nonverbal Skills

- Smile; it will help calm you and engage your audience.
- Look at the audience. Even when using note cards, it is important to look at people periodically to stay connected with them.
- Use gesturing. Don't be afraid to use your hands and feet to help add interest and emphasis.
- Voice activate your audience's attention by varying your tone and using emotion. If you sound interested, your audience will be, too.
- Speak with clarity and projection. Make sure that you can pronounce every word correctly and project your voice so that you are loud enough that everyone in the audience can hear you.

Putting Thoughts to Paper

Generally speaking, research papers are the most commonly assigned writing activity. When assigned a paper you may find yourself required to write using one of two common styles. For certain Humanities-based courses, students use Modern Language Association (MLA) style rules. Within Behavioral and Natural Science coursework, the American Psychological Association (APA) style rules are preferred.

When writing your paper, consider the following:

- Does the introduction capture the reader's interest and fit the purpose?

- Does the thesis statement include two parts: (a) a topic or fact and (b) your point of view?
- Is the paper organized in a logical sequence and does each paragraph support the thesis?
- Is each paragraph organized, clear, and develop one main idea?
- Does the content provide facts, examples, data, and quotations to support your ideas?
- Does the paper end with an appropriate concluding statement?
- Does the paper have a Works Cited or Reference page included?

Tips for a Successful Paper

1. Employ common writing format requirements: size 12 font, 1-inch margin on all sides, and proper heading on top left-hand corner of the first page which includes your name, the instructor, class, and date.
2. Proofread for errors. Remember that your computer's spell check can't identify whether or not you used the correct version of a word (e.g. through or threw).
3. Use the free Writing Clinic services provided by the Academic Support Center located in room 1292 of the College Welcome Center. Call (402) 844-7127 to set up a time.

Thinking through your problems

Whether it's changing a tire, balancing the bank account to avoid an overdraft, or designing a user friendly webpage, critical thinking and problem solving skills are involved. Successfully resolving these or other situations requires you to take a step-by-step approach.

1. Identify the problem by asking yourself these questions:
 - What am I trying to achieve?
 - What am I trying to continue?
 - What am I trying to avoid?
 - What am I trying to eliminate?
 - How will I know when the problem has been solved?
2. Use resources for information to assist you in solving the problem. Consider some of the following:
 - Previous experience or knowledge
 - Learned theories and techniques
 - Books, pamphlets, and other documents
 - Internet sources from reputable sites
 - Professionals
3. Don't settle for the first available solution. Explore multiple possibilities.
4. Evaluate each of the possible solutions and determine which would be the most appropriate for the identified problem.

we all have something in common...

We are each part of the global society. As individual contributors to that society we add to its diversity and its advancement. Consider the following:

Be Social

- Get involved in community activities and events found in the student handbook calendar
- Be proactive, not reactive, to prevent social conflict
- Identify common objectives in interpersonal communications to successfully engage in individual, community, and global interactions
- Evaluate behavior in relation to its context and culture

Make a Difference

- Demonstrate ecological responsibility by caring for the global environment
- Show civic accountability by becoming involved in local and national affairs
- Display social responsibility by giving back to your community

august 2018

MONTHLY GOALS

sunday

monday

Tuesday

1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

Wednesday

Thursday

Friday

Saturday

4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

NOTES

august 2010

sunday 1

monday 2

tuesday 3

wednesday 4



august

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

september

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

thursday 5

friday 6

saturday 7

tasks

	✓



august 2010

Did You Know?

8/11 Ramadan Begins

sunday

monday 9

tuesday 10

wednesday 11

Residence Halls open by appointment

august

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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september

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thursday 12

Residence Halls open by appointment
SLDS 2 - 8 p.m., SC Cafeteria

Friday 13

Residence Halls open by appointment
SLDS 8 a.m. - 2 p.m., SC Cafeteria

saturday 14

tasks

	✓

Residence Halls open by appointment

Special Bookstore hours 1 - 4 p.m.

monday 16

tuesday 17

wednesday 18

fall semester begins

SGA Freshman Representative Apps
 Available at SGA office (SC 207)
 Intramural rosters available SC
 Gameroom
 Drive-in movie 9:30 p.m. behind
 Resident Halls

Welcome Back Week
 Cosmic Bingo 8-10 p.m.
 SC Hawks Landing

Welcome Back Week
 Welcome Back Picnic 5 - 7 p.m.
 sponsored by SGA

august

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

september

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thursday 19

Friday 20

saturday 21

tasks

	✓

Welcome Back Week
Cheers to Leadership - Root Beer
Kegger 3 - 5 p.m. SC Hawks Landing

august 2010

sunday 22

monday 23

tuesday 24

wednesday 25

Special Bookstore hours
8 a.m. - 6 p.m.

Special Bookstore hours
8 a.m. - 6 p.m.

Special Bookstore hours
8 a.m. - 6 p.m.



august

september

S	M	T	W	T	F	S
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26	27	28	29	30		

thursday 26

Friday 27

saturday 28

tasks

	✓

Special Bookstore hours
8 a.m. - 6 p.m.
IM Rosters due by 5 p.m. to Student
Activities Office
SGA Freshman Apps due to SC 207

Special Bookstore hours
8 a.m. - 4 p.m.



september 2010

sunday 29

monday 30

tuesday 31

wednesday 1

september

SGA Freshman Representatives
 campaign week
 Monday Night @ the Movies
 Cox Theatre 9:30 p.m.

SGA Freshman Representatives
 campaign week

SGA Freshman Representatives
 campaign week
 "Wacky Wednesday"

september 2018

MONTHLY COALS

sunday

monday

tuesday

5	6 Labor Day	7
suicide prevention week		
12	13 Grandparent's Day	14
child passenger safety week		
19	20	21
farm safety and health week		
26	27	28

WEDNESDAY**THURSDAY****FRIDAY****SATURDAY**

1	2	3	4
8	9 Suicide Prevention Day	10	11
15 National Hispanic Heritage Month 9/15 - 10/15	16	17	18
22	23 Autumnal Equinox	24 National Women's Health and Fit Day	25
29	30		

NOTES

september 2010

sunday 5

monday 6

tuesday 7

wednesday 8

Labor Day - College Closed

SGA Freshman Representatives Elections

SGA Freshman Representatives Elections
"Wacky Wednesday"

september 2010

sunday 12

Did You Know?

9/15 - 10/15 National Hispanic
Heritage Month

monday 13

tuesday 14

wednesday 15

Monday Night @ the Movies
9:30 p.m. Cox Theatre

"Wacky Wednesday"

september

october

Did You Know?

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9/16 Mexican Independence Day
 9/17 Constitution Day

sept

thursday 16

friday 17

saturday 18

tasks

	✓

september 2010

sunday 19

Did You Know?
9/21 World Gratitude Day

monday 20

tuesday 21

wednesday 22

Monday Night @ the Movies
9:30 p.m. Cox Theatre

Last day to withdraw from first eight
week classes
"Wacky Wednesday"

september

october

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

sept

thursday 23

friday 24

saturday 25

tasks

	✓

september 2010

sunday 26

monday 27

tuesday 28

wednesday 29

Monday Night @ the Movies
9:30 p.m. Cox Theatre

"Wacky Wednesday"



september

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

october

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

thursday 30

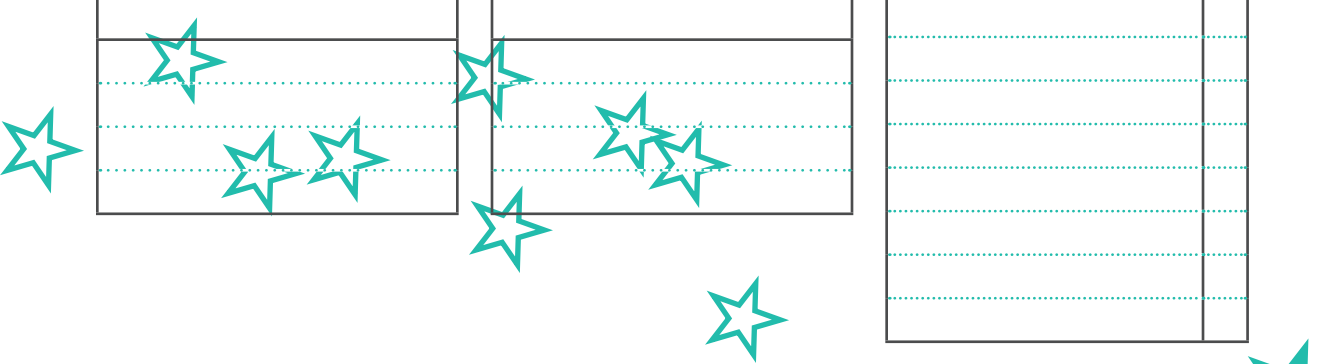
friday 1

october

saturday 2

tasks

	✓



October 2010

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
domestic violence awareness month breast cancer awareness month		
3	4	5
mental illness awareness week		
10	11	12
17	18	19
collegiate alcohol awareness week		
24	25	26
31 Halloween		

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1	2
6	7	8 National Depression Screening Day	9
13	14	15 World Food Day	16
20	21	22	23
27	28	29	30

NOTES

monday 4

tuesday 5

wednesday 6

Blood Drive; LLC 9 a.m. - 3 p.m.
 Monday Night @ the Movies
 9:30 p.m. Cox Theatre

“Wacky Wednesday”

monday 11

tuesday 12

wednesday 13

Intramural Rosters available in
SC Gameroom
Second eight week classes begin
Monday Night @ the Movies
9:30 p.m. Cox Theatre

Student Leadership Development
Series; CWC Tour Room 4 -8 p.m.

"Wacky Wednesday"

october

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

november

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

thursday 14

friday 15

saturday 16

tasks

	✓

october 2010

sunday 17

monday 18

tuesday 19

wednesday 20

Monday Night @ the Movies
9:30 p.m. Cox Theatre

Sober In October; Ag Complex
3 - 5 p.m.

october 2010

Did You Know?

10/24 United Nations Day

sunday 24

monday 25

tuesday 26

wednesday 27

Monday Night @ the Movies
9:30 p.m. Cox Theatre

Northeast's Spooktacular Children's
Carnival; Ag Complex 5:30 - 8 p.m.

Wednesday

Thursday

Friday

Saturday

3	4	5	6
10	11	12	13
17	18	19	20
24	25 Thanksgiving	26	27

NOTES

monday 1

tuesday 2

wednesday 3

november

Monday Night @ the Movies
9:30 p.m. Cox Theatre

“Wacky Wednesday”

november

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

december

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

thursday 4

friday 5

saturday 6

now

tasks

	✓

Last day to withdraw from fall semester classes

sunday 7

monday 8

tuesday 9

wednesday 10

Monday Night @ the Movies
9:30 p.m. Cox Theatre

“Wacky Wednesday”

november

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

december

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

thursday 11

friday 12

saturday 13

tasks

	✓

now

sunday 14

monday 15

tuesday 16

wednesday 17

Monday Night @ the Movies
9:30 p.m. Cox Theatre

Last day to withdrawl from second
eight week classes
Spring Registration begins for all

monday 22

tuesday 23

wednesday 24

Monday Night @ the Movies
9:30 p.m. Cox Theatre

Thanksgiving Break for students and faculty



november

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

december

S	M	T	W	T	F	S	
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

thursday 25

Thanksgiving Break

friday 26

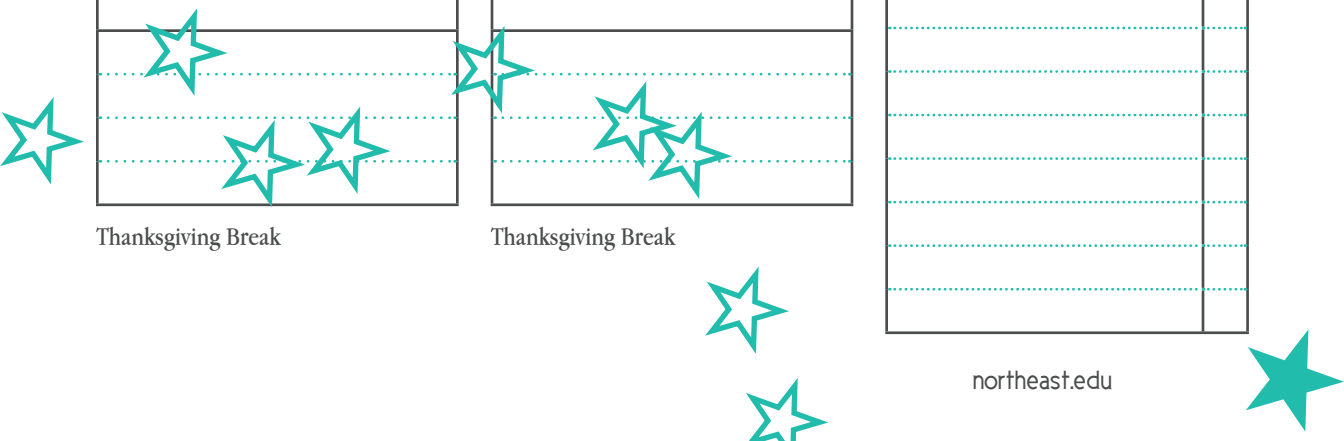
Thanksgiving Break

saturday 27

NOW

tasks

	✓



november 2010

sunday 28

monday 29

tuesday 30

wednesday 1

december

Monday Night @ the Movies
9:30 p.m. Cox Theatre

Blood Drive; LLC 9 a.m. - 3 p.m.

Wednesday

Thursday

Friday

Saturday

1	2	3	4
8	9	10	11
15	16	17	18
22	23	24 Christmas Eve	25 Christmas
29	30	31 New Year's Eve	

NOTES

december★2010

sunday 5

Did You Know?

*12/7 Pearl Harbor
Remembrance Day*

monday 6

tuesday 7

wednesday 8

Monday Night @ the Movies
9:30 p.m Cox Theatre

december 2010

sunday 12

Did You Know?

12/12 Hanukkah Begins

monday 13

tuesday 14

wednesday 15

Finals
Bookstore Buyback 9 a.m. - 6:30 p.m.

Finals

Finals
Semester Ends
Bookstore Buyback 9 a.m. - 4 p.m.

december

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

january

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

thursday 16

friday 17

saturday 18



tasks

	✓

monday 20

tuesday 21

wednesday 22

december

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

january

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

thursday 23

College Closed

friday 24

College Closed

saturday 25

tasks

	✓

december 2010

sunday 26

monday 27

tuesday 28

wednesday 29

College Closed

College Closed

College Closed

december

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

january

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

thursday 30

Blank writing area for Thursday, December 30, with horizontal dotted lines and star decorations at the bottom.

College Closed

friday 31

Blank writing area for Friday, January 31, with horizontal dotted lines and star decorations at the bottom.

College Closed

saturday 1

Writing area for Saturday, January 1, with horizontal dotted lines and a large 'January' label with a star.

tasks

Table for task tracking with horizontal dotted lines and a checkmark in the top right corner.

	✓

January 2017

MONTHLY GOALS

SUNDAY

MONDAY

TUESDAY

national blood donor month
cervical cancer screening month

2

3

4

9

10

11

16

17

Martin Luther King Jr.
Day

18

23

24

25

healthy hawks week

30

31

Wednesday

Thursday

Friday

Saturday

			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

NOTES

January 2011

sunday

monday

tuesday

wednesday

January

February

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

thursday 6

Friday 7

saturday 8

Special Bookstore Hours 1 - 4 p.m.
Residence Halls open by appointment



tasks

	✓

Residence Halls open by appointment

January 2011

sunday

Residence Halls open by appointment

Special Bookstore hours 1 - 4 p.m.

monday 10

tuesday 11

wednesday 12

spring semester begins

Special Bookstore hours 7 a.m. - 7 p.m.
Intramural Rosters available in
SC Gameroom

Special Bookstore hours 7 a.m. - 7 p.m.

Special Bookstore hours 7 a.m. - 7 p.m.
SGA Welcome Back Breakfast;
SC Cafeteria 7 - 9:30 a.m.

January

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

thursday 13

Special Bookstore hours 7 a.m. - 7 p.m.

Friday 14

Last day to cancel or change a meal plan
Special Bookstore hours 7 a.m. - 4 p.m.

saturday 15

tasks

	✓

Jan

January 2011

Did You Know?

1-17 *Martin Luther King Jr. Day*

sunday 16

monday 17

tuesday 18

wednesday 19

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Special Bookstore hours 8 a.m. - 6 p.m.

Special Bookstore hours 8 a.m. - 6 p.m.

Special Bookstore hours 8 a.m. - 6 p.m.

January 2011

sunday 23

monday 24

tuesday 25

wednesday 26

Healthy Hawks Week
Monday Night @ the Movies
9:30 p.m. Cox Theatre

Healthy Hawks Week
Student Leadership Development
Series; CWC Tour Room 4 -8 p.m.

Healthy Hawks Week
“Wacky Wednesday”

January 2011

sunday 30

monday 31

tuesday 1

wednesday 2

February

Monday Night @ the Movies
9:30 p.m. Cox Theatre

February 2011

MONTHLY GOALS

Sunday

Monday

Tuesday

american heart month
 dental health month
 national condom month
 black history month

1

6

7

8

13

14

15

national condom week
 sexual responsibility week

20

21

22

Martin Luther King Jr.
 Day

national eating disorders week

27

28

Wednesday

Thursday

Friday

Saturday

2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26

NOTES

February 2011

sunday 6

monday 7

tuesday 8

wednesday 9

SGA Officer Applications available at
SGA Office (SC 207)
Monday Night @ the Movies
9:30 p.m. Cox Theatre

Last day to withdraw from first eight
week classes

Blood Drive; LLC 9 a.m. - 3 p.m.

February

march

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

thursday 10

friday 11

saturday 12

tasks

	✓



February 2011

sunday 13

monday 14

tuesday 15

wednesday 16

Monday Night @ the Movies
9:30 p.m. Cox Theatre

“Wacky Wednesday”

February

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

march

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

thursday 17

friday 18

saturday 19

tasks

	✓

SGA Officer Applications due to SGA Office (SC 207) by 5 p.m.

Feb

February

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

march

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

thursday 24

friday 25

saturday 26

tasks

	✓

SGA Officer Campaign Week

Feb

monday 28

tuesday 1

wednesday 2

march

Monday Night @ the Movies
9:30 p.m. Cox Theatre

SGA Officer Elections

SGA Officer Elections
“Wacky Wednesday”

February

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

march

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

thursday 4

Friday 4

saturday 5

tasks

	✓

SGA Officer Elections
IM Rosters due to Student Activities
Office by 5 p.m.

First eight week classes end



march 2017



MONTHLY GOALS

SUNDAY

MONDAY

TUESDAY

NATIONAL NUTRITION MONTH
WOMEN'S HISTORY MONTH

1

SLEEP AWARENESS WEEK

6

7

8

13

14

15

20

21

22

27

28

29

Wednesday

Thursday

Friday

Saturday

2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31 Kick Butts Day - National Quit Smoking		

NOTES

monday 7

tuesday 8

wednesday 9

Winter Break

Winter Break

Winter Break

monday 14

tuesday 15

wednesday 16

SGA Sophomore application available
at SGA Office (SC 207)
Second eight week classes begin
Monday Night @ the Movies
9:30 p.m. Cox Theatre

"Wacky Wednesday"

march

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

april

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

thursday 17

friday 18

saturday 19

tasks

	✓

march 2011

sunday 28

monday 21

tuesday 22

wednesday 23

Monday Night @ the Movies
9:30 p.m. Cox Theatre

Student Leadership Development
Series; CWC Tour Room 4 - 8 p.m.

“Wacky Wednesday”

monday 28

tuesday 29

wednesday 30

Monday Night @ the Movies
9:30 p.m. Cox Theatre

"Wacky Wednesday"



march

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

april

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

thursday 31

friday 1

saturday 2

tasks

	✓

SGA Sophomore Applications due to SGA Office (SC 207) by 5 p.m.

mar

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1	2
6 World Health Day	7	8	9
13	14	15	16
20	21	22 Good Friday	23
27	28	29	30

NOTES

monday 4

tuesday 5

wednesday 6

SGA Sophomore Representative Campaign Week
Monday Night @ the Movies
9:30 p.m. Cox Theatre

SGA Sophomore Representative Campaign Week

SGA Sophomore Representative Campaign Week
"Wacky Wednesday"

april 2011

sunday 10

monday 11

tuesday 12

wednesday 13

Monday Night @ the Movies
9:30 p.m. Cox Theatre

SGA Sophomore Representatives
Elections
Student Achievement Awards
SLDS Banquet

SGA Sophomore Representatives
Elections
Blood Drive; LLC 9 a.m. - 3 p.m.

monday 18

tuesday 19

wednesday 20

<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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The Great NorthEASTER Egg Hunt
Monday Night @ the Movies
9:30 p.m. Cox Theatre

The Great NorthEASTER Egg Hunt

The Great NorthEASTER Egg Hunt

april

may

S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
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17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

thursday 21

Blank lined writing area for Thursday.

friday 22

Blank lined writing area for Friday.

saturday 23

Blank lined writing area for Saturday.

tasks

	✓

Spring Break - Students and Faculty

Spring Break - College Closed

apr

april 2011

sunday 24

monday 25

tuesday 26

wednesday 27

Spring Break - College Closed

Last day to withdraw from second
eight week classes
"Wacky Wednesday"

april

may

S	M	T	W	T	F	S
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24	25	26	27	28	29	30

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

thursday 28

friday 29

saturday 30

tasks

	✓

may★2011



MONTHLY★goals

sunday

monday

Tuesday

1	2	3
mental health awareness month		
8	9	10
15	16	17
women's health week bike to work week		
22	23	24
29	30 Memorial Day	31

Wednesday

Thursday

Friday

Saturday

4	5	6	7
11 National Anxiety Disorders Screening Day	12	13	14 Graduation
18	19 Employee Health & Fitness Day	20	21
25	26	27	28 World "No Tobacco" Day

NOTES

monday

tuesday

wednesday

Monday Night @ the Movies
9:30 p.m. Cox Theatre

“Wacky Wednesday”

monday 9

tuesday 10

wednesday 11

Finals
Book Buyback 9 a.m. - 6:30 p.m.

Finals
Book Buyback 9 a.m. - 4 p.m.

Finals
Spring Semester Ends

monday 16

tuesday 17

wednesday 18

summer precession begins

may 2011

sunday 29

monday 30

tuesday 31

wednesday 1

June

JUNE 2011

MONTHLY GOALS

sunday

monday

TUESDAY

home safety month
adopt a cat month

5

6

Summer Session I
Begins

7

men's health week

12

13

14

Flag Day

19

Father's Day

20

Midsummer Day
(Sweden)

21

26

27

National HIV Testing
Day

28

Wednesday**Thursday****Friday****Saturday**

1	2	3 Summer I Pre-session Ends	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30 Summer Session I Ends Bookstore Buyback 8:30 a.m. - 4 p.m.		

NOTES

Wednesday

Thursday

Friday

Saturday

		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

NOTES

august 2011

MONTHLY *goals

sunday

monday

Tuesday

	1	2
7	8	9
14	15	16
21	22 Fall Semester Begins	23
28	29	30

Wednesday

Thursday

Friday

Saturday

3	4	5 Cooperative Internships End Summer Session II Ends Book Buy Back	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

NOTES

college terminology

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

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

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

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

ADVISEMENT/COUNSELING - All degree seeking students are assigned an advisor. Your advisor helps you with your college and career plans whether you are choosing your classes at registration time, checking program requirements, or solving academic problems. Students are strongly encouraged to seek advisement to insure that program requirements are met. Students may schedule an appointment with an advisor by calling the Student Services Office on campus in Norfolk or one of the NECC Education Centers in O’Neill, South Sioux City, or West Point. Students who are not conveniently served at campus or education center locations may seek advisement via email contact with the Off-Campus Student Support Specialist, Email: onlineadvisor@northeast.edu. In addition to advisement, counseling is available in the Student Services Office to help you with your educational, occupational, social, and personal decisions. If you need assistance, visit with your advisor or call the counseling office at (402) 844-7277.

AUDITING – Auditing a class means that you can attend the class for information or enjoyment without doing assignments, taking tests, earning credits, or receiving a grade.

You are required to pay for any classes you audit. The student’s transcript will reflect “AU” in lieu of a letter grade.

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

CLASS SCHEDULE - Class schedules are essential to enable you to register each semester. The class schedule is a list of classes planned for a semester. It includes course offerings, instructors, times, and locations. Class schedules are available in the Student Services Office or access the schedule via HawkNET at www.northeast.edu.

COMPUTER (ELECTRONIC RESOURCES)

USE POLICY - Computer labs are available for student use on campus and at the NECC Education Centers in O’Neill, South Sioux City, and West Point. Refer to the Acceptable Use Procedures – Electronic Resources available on the NECC web site, www.northeast.edu.

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

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

CREDIT HOURS – A credit hour is a unit of measurement used to determine approximately how many hours you are required to spend in each class each week and how many hours are required for graduation. For example, during the spring and fall semesters, a three-credit hour lecture class usually means that you attend class three hours a week, each week of the semester. The average full-time course load is 12-16 credit hours per semester. A minimum 60 credit hours are required for graduation with an associate’s degree. Specific program requirements are outlined in the college catalog.

DEGREE AUDIT – Students have the ability to view the requirements remaining to complete their degree or diploma. Degree audit is available on HawkNET.

DISTANCE LEARNING – NECC offers many of its classes via distance learning to students who are not physically “on site” in a traditional classroom environment. Distance learning delivery methods include interactive television (ITV), on-line, and video telecourses.

DROP AND ADD – Changes in registration are referred to as “drop and add.” To make a change in your class schedule you must fill out a Drop and Add form available at the Registrar’s Office or the NECC Education Center offices in O’Neill, South Sioux City, and West Point. Be aware that dropping hours may affect financial aid, housing eligibility, and/or veteran benefits. You may drop/add classes using HawkNET through the first week of classes during the fall and spring terms.

DRUG/ALCOHOL POLICY – Northeast Community College is a drug/alcohol free campus. A complete copy of Northeast Community College’s policy is mailed to students. It is also available in the Student Services Office and on the Northeast website.

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

FINANCIAL AID - Financial aid is any type of financial assistance received by the student from sources outside the student’s immediate family. An application process is required for Federal, State, and agency assistance; a separate process is required for scholarship assistance. Early application can be advantageous. Students receiving financial assistance must maintain satisfactory academic progress in order to continue receiving assistance. The Financial Aid Office staff can provide information on the possibilities and requirements at NECC or visit northeast.edu.

You must be a degree-seeking student and be enrolled in classes by the third day of the semester in order to maintain your financial aid status. A reduction in the number of credit hours may affect your status.

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

GPS – Guidance. Progress. Success. These three words are the foundation for a new resource on the Northeast Community College campus. The GPS center will assist students needing advising, career exploration, and many other resources. Find GPS Career Counselors in the College Wel-

come Center. Contact Admissions to set up an appointment at (402) 844-7261.

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

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

G.P.A. (GRADE POINT AVERAGE) – The grade point average is a function of the grading system referring to the average of all letter grades that you earn in your classes. The G.P.A. is used to determine your academic status, scholastic probation, scholastic honors, and eligibility for graduation. For information on how to compute your G.P.A., see page 130.

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

- A+, A **Superior**; work of exceptional quality
- B+, B **Above-average work**
- C+, C **Average quality work**
- D+, D **Below-average**
- F **Failing work**
- P **Pass, acceptable quality work**
- W **Withdrawal**; recorded after a student formally withdraws from a class. A student must initiate action for withdrawal through the Student Services Office prior to the end of the withdrawal period. Students who want to withdraw from college must complete a Term Withdrawal form, available from either the Registrar or the student’s advisor. Students who officially withdraw by completing and returning a Term Withdrawal form to the Registrar’s Office will receive a “W” for the course or courses they were taking. Any student who stops attending classes and does not officially withdraw receives an “F” grade which becomes a part of the student’s permanent record.

I **Incomplete**. The temporary grade of “I” may be issued when a student has completed most of the course requirements but is unable to complete the remainder due to circumstances clearly beyond his/her control (i.e. serious illness or an emergency). It is the student’s responsibility to request an Incomplete Form from the instructor. Arrangements will then be made for the completion of the course objectives. An incomplete should not involve the student attending the majority of the class sessions during a subsequent term. An “I” must be completed by the date specified on the Incomplete Form, never more than one year after the course has concluded. If course

work is not completed during this time, the "I" will be changed to an "F" on the student's permanent transcript.

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

GRADUATION RATE – Graduation rate is found by using a fall cohort. A cohort is a group of students that includes all first time, full time freshmen enrolling for a specified fall term. These students are tracked for 150 percent of the normal completion time to see if they completed their educational intent. Using 150 percent time means a student seeking a one-year diploma is given 1.5 years to attain their educational goal. A student seeking a two-year degree is given 3 years to attain their educational goal.

The graduation rate for the fall 2005 cohort was 49 percent. The graduation rate for the fall 2004 cohort was 51 percent. The graduation rate for the fall 2003 cohort was 50 percent. The graduation rate for the fall 2002 cohort was 54 percent.

HAWKNET ON-LINE (INTERNET) ACCESS TO STUDENT INFORMATION SYSTEM – HawkNET is a web-based system that allows students to access their files at Northeast over the Internet. Students can register for classes, check their grades, view current course offerings, and view course descriptions from the College catalog. Students can also apply for admission or request information be sent to them. HawkNET is accessed through the Northeast Community College homepage at www.northeast.edu.

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

I.D. CARD – Students enrolling in credit courses are eligible to receive a Student I.D. Picture I.D.'s are processed when students attend an orientation/registration session on campus. I.D.'s are also available in the College Welcome Center and at the NECC Education Centers in O'Neill, South Sioux City, and West Point. Replacement cost for a lost or stolen I.D. is \$5.00. The Student I.D. allows Northeast students free admission or discounts to the following NECC events:

intercollegiate basketball games, Northeast/Norfolk Community Theatre productions, and college sponsored activities. Some local merchants require a Student I.D. for purchasing the academic version of computer software. Check with other local merchants (i.e., theaters, restaurants, and computer and video stores) for student discounts.

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

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

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

NEBRASKA NATIONAL GUARD MEMORANDUM OF AGREEMENT - Whereas, the citizens of the State of Nebraska continue to enjoy the rights and freedoms that were won through the sacrifices of the citizen soldiers of 1776 and which are preserved yet today by the citizen soldiers of the Nebraska National Guard; and

Whereas, members of the Nebraska National Guard stand ready to answer the call of the Governor or President during times of war and state or national disaster or emergency; and

Whereas, every citizen and organization within the State of Nebraska owe a debt of gratitude to the members of the Nebraska National Guard;

Now Therefore, in recognition and appreciation of the dedication and sacrifice made by the men and women who serve this state and nation as members of the Nebraska National Guard, the State of Nebraska and the public and private Universities and Colleges of Nebraska hereby agree that:

- Any member of the Nebraska National Guard who is called to perform military duty that would interfere with the member's ability to complete the current term of instruction, will be granted an educational leave of absence.
- Educational leaves of absence will be granted for periods of state active duty, National Guard duty under Title 32 of the United States Code or federal active duty under

Title 10 of the United States Code. Educational leaves of absence need not be granted, however, for voluntary active duty for training when the member could schedule the training to avoid a conflict.

- The educational status that the member attained prior to being ordered to military duty will be restored upon their release from duty, without loss of enrollment, academic credits previously earned, and scholarships or grants awarded by the University or College.
- Tuition and fees paid for the term affected by the military service will be refunded.
- Any unused monies deposited for housing and subsistence will be refunded.
- Nothing in this agreement is intended to supersede federal or state laws, rules, regulations, policies, or benefits, or the rules, regulations, policies or benefits of the University or College that are in effect at the time the educational leave begins which are more beneficial to the member than this agreement.

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

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

NONCREDIT COURSES – The Continuing Education, Allied Health, and Business & Industry Divisions of the col-

lege offer classes that do not qualify for traditional college credits. These courses are designed to upgrade job skills, to provide training for skill development or certification, to learn hobbies and crafts, and to pursue recreational, special and cultural, interests. These classes are referred to as non-credit courses.

ON-LINE CLASSES – On-line classes are offered over the Internet. They allow the student to study and work on the course “anytime, anyplace” and still have interaction with the instructor. The student does not need to be a computer “expert”; however, he/she should be comfortable with browsing on the Internet and downloading files.

After the student enrolls, he/she MUST update their email address in HawkNet to be notified of their user name and password for accessing their online course. Students enrolling in an online course for the first time are encouraged to view the tutorials and help pages found in the Northeast Online Course Orientation located by the students online courses.

ORIENTATION REQUIREMENTS – Degree seeking students enrolling in six or more credit hours must complete a new student orientation. Students enrolling in programs of study offered primarily on the Norfolk campus should make an appointment to attend a scheduled orientation on campus. Students who are attending the majority of their classes off-campus may view an on-line orientation accessible on the NECC website. Contact your Education Center Director or advisor for instructions regarding access to the on-line orientation session.

PARKING AND TRAFFIC REGULATIONS - All vehicles operated by credit students must be registered with Student Services if parked on campus. Registrations are valid from July 1 to June 30. The registration tag must be displayed on the rearview mirror. Campus speed limits are 15 mph unless otherwise posted. Parking lots are available on a first-come, first-serve basis. Motorcycles are to be parked in regular parking stalls or in specially marked areas. Handicap parking is available and designated by signage and color-coded. Staff and students parking illegally will be ticketed. A copy of traffic and parking regulations is available upon request in the Student Services Office.

Vehicle owners should carry appropriate insurance coverage in the event that damage occurs to a vehicle or its contents while parked on the college campus.

REFUNDS – Credit Classes: Tuition and fees will be refunded in full if a student withdraws during the first week of the semester. Students must officially withdraw from college by submitting a completed withdrawal form to the Registrar’s Office. Course and material fees are not refundable once a class begins, except when the college cancels a class. Tuition and fees are refunded according to the following schedule.

Week of Regular Semester	Percent of Refund
First week or less	100%
Second week.....	85%
Third through fifth week.....	45%
Sixth through ninth week.....	20%
After ninth week.....	0%
Week of Summer Sessions	Percent of Refund
First week or less	100%
Second week.....	20%
After second week.....	0%

Noncredit Course Refunds: Request for refunds of tuition for courses of eight or more sessions must be made through the Registrar, Education Center Director, or the Continuing Education Division before the second session. For courses less than eight sessions, requests for refunds must be made prior to the first session. Material fees are not refundable except when courses are canceled by the college.

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

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

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

determine the amount of aid earned (% completed x total aid = earned aid). ***Total aid - earned aid = unearned aid (aid to be returned)***

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

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

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

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

Once the school determines dollar amounts and which individual programs must be repaid, the student will be notified of any amounts he or she owes. Funds that must be returned by the student to the loan programs can be paid in full in accordance with the normal loan repayment terms. For grant dollars that must be repaid, the student is required to repay only 50 percent of the original grant amount disbursed or that could have been disbursed. Unpaid balances will be turned over to the Department of Education for collection. Until overpayments are repaid or satisfactory arrangements to repay have been made, students will be ineligible for further Title IV aid.

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

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

Financial Aid Standards of Satisfactory

Academic Progress: The Federal Higher Education Act of 1965, as amended, stipulates that student financial aid payments, under the Federal Pell grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Work-Study, Federal Stafford Student Loans, and Federal PLUS loan programs can be made only to students enrolled in an eligible degree or certificate course of study. At Northeast Community College this equates to an Associate Degree, one-year diploma, and approved certificate programs. Students previously enrolled in college must have maintained satisfactory academic progress prior to the period federal aid is awarded, and all students must maintain satisfactory academic progress in their current course of study. For satisfactory progress purposes, enrollment status will include all credit hours attempted at any time during the term. For financial aid awarding purposes, enrollment status is based on the credit hours for which the student is enrolled and attending as of the published date considered to be the third date of the term for the majority of students or the date of the award, whichever is later. Financial aid will be adjusted to reflect less-than-full time status if the student is not registered for at least 12 credit hours on that date. Students who are registered for a class on the first day of the term but never begin attendance in that class or quit attending the class during the 100% refund period cannot include that class in determining enrollment status for financial aid purposes. Aid must be adjusted if status would change. Status and eligibility for loans are determined at the time application is made and again at the time of disbursement.

To be in satisfactory standing, full-time students at Northeast must successfully complete at least nine credit hours per semester as freshmen and ten credit hours per semester as sophomores, with a minimum cumulative grade point average of 2.0 (C). Part-time students must successfully complete the status attempted and maintain a 2.0 cumulative grade point average. Less than half-time students must complete all credits attempted with at least a 2.0 cumulative grade point average. Satisfactory progress applies to all terms attempted, whether or not the student applied for or received aid. If progress standards are not met, financial aid awards will be withheld until it can be determined that satisfactory progress has been re-

established. A student has 150 percent of the time it normally requires to complete a degree. The complete standards of satisfactory progress are provided to every aid recipient on the back of the paper award letter, can be found on the Northeast website if you are electronically accepting your award, or a copy may be requested from the Financial Aid Office.

Withdrawal From Northeast Community College: If a student withdraws from classes during a semester, the student will be placed on financial aid suspension. If the student received financial aid, the student should be prepared to repay some portion of aid received according to federal regulations and the Northeast Community College refund policy. The Return of Title IV Funds and NECC policies are printed in the college catalog, the financial aid brochure, and this handbook.

Additional Information:

- Loan funds will be returned to the lender if the student is not attending classes for at least half-time enrollment and making satisfactory academic progress at the time funds are received. Please refer to the Return of Title IV Funds Policy, which is printed in the college catalog and this handbook for additional information.
- If a student has completed one two-year program, he/she may qualify for federal aid for one additional qualifying program of study.
- These standards also apply to state, institutional or private grants and scholarships. Appeals may be made in writing to the Director of Financial Aid if extenuating circumstances exist. The Director reserves the right to reinstate aid without a written appeal for a student who has not enrolled in any classes at NECC for a period of five years or who withdrew from classes during the first week of the term at Northeast. Denied appeals may be directed to the Vice President for Student Services in accordance with the Northeast Community College Policy for Student Grievance Procedure.
- Northeast Community College does not discriminate on the basis of gender, race, national or ethnic origin, religion, military veteran status, marital status, age or disability in educational programs, admission policies, employment policies, financial aid, or other college-administered programs and activities. It is the intent of Northeast to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the NECC Compliance Officer for Title IX, ADA, Section 504: General Counsel and Vice President of Human Resources, 801 East Benjamin Ave., P.O. Box 469, Norfolk, NE 68702-0469, phone: 402-844-7046 email: complianceofficer@northeast.edu.

SMOKING/TOBACCO USE - In accordance with the Nebraska Clean Indoor Air Act and established College procedures, smoking and use of smokeless tobacco are prohibited throughout all Northeast Community College facilities and College-owned vehicles. Smoking is permitted outdoors on the grounds at a distance of not less than 10 feet from doorways.

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

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

TELECOURSES – A telecourse is an integrated course of study that can be taken in your home via DVD’s (digital video discs) that are checked out to the student for viewing. Components of a telecourse include a class syllabus, textbook, study guide, and video viewing.

TRANSCRIPTS – A transcript is a record of all courses, grades and credits earned and is kept on file in the Registrar’s Office. Requests must be in writing and signed by the student with a 24 hour notice to acquire an official transcript of your scholastic record. A transcript fee of \$3.00 is required at the time of your request. Contact the Registrar’s Office, your advisor, or an Education Center Director for additional information.

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

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

services offered by northeast community college

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

ACADEMIC SUPPORT CENTER - The Academic Support Center offers tutoring services in all disciplines free of charge to Northeast students. Tutoring is designed to help students understand course material and review information for tests. Writing tutors offer assistance with the writing process and provide suggestions in the following areas: writing anxiety, topic selection, introductions, paragraph development, conclusions, word choice, grammar, mechanics, punctuation, and writing styles. Individualized and group assistance is available during both the fall and spring semesters. The Academic Support Center is located in the College Welcome Center.

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

AMERICANS WITH DISABILITIES ACT

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

The Section 504/ADA Title IX Compliance Officer at Northeast Community College is General Counsel and Vice President of Human Resources, Maclay Building, Room 110, (402) 844-7046.

ASSET/COMPASS – The ASSET (COMPASS is the computer-adapted version of the ASSET) is a pre-enrollment assessment instrument which is used to assess the academic abilities of students. It measures basic skills in the areas of writing, reading, and math and helps determine proper student placement in courses. The ASSET/COMPASS is administered to all full-time students, part-time students enrolled in six or more credit hours, and transfer students who have not successfully completed a college-level mathematics and English course (2.0 or higher on a 4.0 grading scale) and any student wishing to enroll in a college-level English or Math course. Students are exempt from taking the ASSET/COMPASS if they have received comparably acceptable scores on the ACT or SAT. ASSET/COMPASS testing services are available on campus in Norfolk and by appointment at the Education Centers located in O’Neill, South Sioux City, and West Point.

BOOKSTORE – The NECC Bookstore is located on the second floor of the Student Center on the Northeast campus in Norfolk. Students attending classes at the South Sioux City Education Center may purchase and/or order textbooks at the South Sioux City Education Center. Off-campus students may also purchase their textbooks by telephone using their MasterCard, Visa, or Discover credit card. Students preferring to purchase their textbooks by check or money order may contact the Bookstore or Education Center Director for a book order form. A shipping and handling fee of \$5.00 for the first book and \$9.00 for two or more titles will be assessed for orders that require shipping. For more information, contact the Bookstore at (800) 348-9033, Ext. 7140.

The bookstore also stocks school supplies, clothing, cards, nonprescription medicine, holiday gifts, NECC novelty items, and other merchandise.

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

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

CARPOOLING/RIDE-SHARE - Students who regularly commute to campus may wish to join a FREE carpooling/ride-share service. Information is available on the NECC website northeast.edu/alternaterides.php.

CHILD CARE - Northeast offers a licensed child care service at a nominal fee for children of students who are in class, on campus studying, working or attending a college-related outing. Activities are planned daily. The child care service is open from 7:00 a.m.-5:00 p.m. Monday through Friday when school is in session. Evening and summer childcare services are available if enough children are preregistered. Enrollment is limited and space for children is on a first-come, first-serve basis. Possible sources of financial aid for child care may be obtained through New Beginnings (College Welcome Center), Vocational Rehabilitation, or the Department of Health and Human Services. The center is located in Room 211 of the Student Center.

COMPUTER LABS –Northeast Community College computer labs are available to students for their use in conducting research or preparing course assignments. Contact the Library/Resource Center on campus or your NECC Education Center Office to schedule access.

COUNSELING – All NECC students who are enrolled in a minimum of six credits are eligible to receive free counseling services at the Norfolk campus. In addition to receiving academic advisement, students are also eligible for free personal counseling to address any issues that may be challenging them. Counseling issues may include, but are not limited to, anxiety, depression, substance use/abuse, eating disorders, addictions, stress management, family or roommate concerns, domestic violence, sexual identity and/or orientation issues, adjusting to student life, grieving the loss of a loved one, and/or relationship conflicts. Throughout the duration of their coursework at Northeast Community College, students are allowed six counseling sessions per academic year. Exceptions for additional sessions may be granted on an individual basis at the discretion of the Vice President of Student Services or his/her designee. To schedule an appointment, students should contact the Admissions Office at (402) 844-7277 or (402) 7844-7261. Cancellations are permitted with sufficient (24 hours) notice and the counselor reserves the right to terminate services based on attendance, behavior, or level of student need.

DISABILITY SERVICES – Accommodations are available for a student with a permanent or temporary disability. A student requesting accommodations for a disability must establish eligibility for services and complete an application for services. To be eligible for disability-related services, a student must provide documentation of a disability or conditions as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if that person has a physical or mental impairment that substantially limits one or more of major life activities

(learning, walking, standing, seeing, speaking, hearing, sitting, breathing, or taking care of oneself.)

Disability Services is the designated office that obtains and files disability-related documents, certifies eligibility for services, determines reasonable accommodations, and develops a plan for the provision of such accommodations with student and faculty. Reasonable accommodations may include, but are not limited to: oral testing; extended time for exams; calculator for exams, exam administered in two parts; private and/or quiet exam room; textbooks and documents in alternative print formats - large print, tape, electronic; note-taking; taped lectures; accessible classroom/residence halls; and assistive computer technology.

Students requesting accommodations may do so by contacting the Disability Services Office in the Welcome Center, or by calling (402) 844-7343, or by email at mary@northeast.edu to schedule an appointment.

FOOD SERVICE – All you can eat breakfast, lunch, and dinner are centrally located in the lower level of the Student Center on the Norfolk Campus. Snacks and deli items are located in the upper level Hawk's Landing Express. Choose from individual items from the Hawk's Landing Express or buffet from the food court. Meal plans are available. Please check our brochure or website for more information and hours of operation. Weekend food services are available in the lower level of the Student Center.

GPS (Guidance. Progress. Success.) - Career Coaching... helping students make good life, college, and career decisions.

The GPS Team consists of Admissions and Career Service and Education Centers personnel. The Career Coaches encourage, serve and empower individuals to make good college and career decisions. Students are offered the resources and assistance they need to take the necessary action or step to move forward.

See a GPS Career Coach if you are:

1. Undecided about your program of study
2. Need help deciding on classes
3. Have questions about college transfer information
4. Need job search assistance
5. Need help with a resume or interview
6. Seeking help with resources at Northeast

The GPS Center is located in the College Welcome Center. Stop by the Admissions Office and they will locate a GPS Career Coach for you. Email: gps@northeast.edu, Phone: (402) 844-7261

HEALTH SERVICES - If medical problems occur on campus, emergency medical personnel should be summoned by calling 9-111 from any campus phone. For non-emergencies, a list of local resources can be obtained at the Student Services Office, Admissions Office, Residence Life Office, and Student Activities Office.

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

Students living on campus are required to purchase a meal plan of at least 150 meals plus a \$100 express meal card per semester.

For students who will be living off campus in the Norfolk community, the Residence Life Office provides an off-campus housing service. The service provides assistance to students in the form of rental listings of apartments, sleeping rooms, and houses. Also, roommate connections, first-time renter workshops, general information about the community, and maps are provided. During the summer, overnight campus accommodations are available for students and their families while they search for rental facilities. All services are provided free to students on the Residence Life Application list.

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

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

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

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

LIBRARY/RESOURCE CENTER – The Library/Resource Center has a collection of books, magazines, newspapers and videos available to students and faculty. A number of online databases are made available for research on and off campus 24 hours a day 7 days a week when students and faculty register as library users. Contact the campus library to inquire about becoming a registered user of library resources, how to request print material for your class needs at remote sites, and how to access electronic resources such as on-line newspapers, periodicals, and other research documents. Other services the library provides include internet access, word processing stations, a scanner, and a photocopier. The library staff is available Monday through Friday to assist students with their research.

NEW BEGINNINGS – New Beginnings is a support program for single parents, single pregnant women, and displaced homemakers and individuals seeking non-traditional career choices. The program is designed to help participants achieve a more fulfilling life through personal growth and economic self-sufficiency. The program offers individual support, career counseling referrals to services within the community, and advocacy. Financial assistance may also be available to assist participants with registration, textbooks, child care, and transportation expenses. A support group meets weekly on Thursdays at noon throughout the semester. Interested persons may contact the program director in the Welcome Center room 1202, or by calling (402) 844-7275. New Beginnings is offered on the Norfolk campus and South Sioux City Education Center.

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

PRESCRIPTIVE MATH OR

INDIVIDUALIZED MATH – Prescriptive or Individualized Math classes help students develop or improve their math skills. The classes also provide the student with the opportunity to be tutored in math or other math related classes.

STUDENT ACTIVITIES COUNCIL (SAC) – The Student Activities Council plans, organizes and oversees a wide variety of campus activities such as “Wacky Wednesdays.” Meetings are held regularly. Check the “What’s Happening,” the Northeast website and/or the Student Activities Office for meeting dates, location and other information.

STUDENT CENTER – A gathering place on the Norfolk campus for students of all ages and backgrounds, the Student Center offers a variety of services. Public use areas include a game room which offers wireless Internet, large screen TV, pool, foosball, ping pong, arcade and board games, vending machines, and space to study or socialize with friends. Other offices and services are: Student Government Association, Student Activities, Child Care Center, and College Bookstore. The Food Court, Hawk’s Landing

Express, and dining area are located in the Student Center. The Student Center is open weekdays and Monday through Thursday evenings when classes are in session, and for weekend meal services.

STUDENT GOVERNMENT ASSOCIATION (SGA) – The Student Government Association is the voice of the student body. The SGA helps resolve student concerns and promotes positive communication on campus. Meetings are held regularly. Check the “What’s Happening” student newsletter, the Northeast website, and the SGA Office for other pertinent information. Elections are held in the fall for freshmen representatives and in the spring for officers and sophomore representatives. Students are encouraged to stop by the SGA Office in the Student Center room 207.

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

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

VETERAN BENEFITS – Courses at Northeast are approved for the training of veterans. Veterans or persons eligible for VA benefits should contact the VA certifying officials in the Northeast Registrar’s Office or the county veteran’s service office.

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

Can I drop or add a class?

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

Note: Students should complete a Term Withdrawal form if dropping all classes. An “F” will be recorded on the transcripts of students who stop going to class or do not satisfactorily complete course requirements without completing a Drop/Add or Term Withdrawal form.

Can I repeat a class?

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

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

If you must withdraw from school, see your advisor first. It is important you officially withdraw to avoid “F” grades. This is possible if the withdrawal form is completed and returned prior to the “last day to withdraw” listed on the academic calendar. Your advisor or Education Center Director will supply you with the necessary forms (or they may be obtained in the Student Services Office on campus) and explain the withdrawal procedure. Again, withdrawing or not completing the term could result in financial aid ramifications.

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

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

How do I compute my G.P.A. (grade point average)?

The Grade Point Average, usually referred to as G.P.A., is a function of the grading system used to determine academic status, scholastic probation, scholastic honors, and eligi-

bility for graduation. Grade points are allocated for each credit hour earned as follows:

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

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

What leadership opportunities are available on campus?

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

Can I participate in athletics at Northeast?

Northeast offers athletic opportunities through intercollegiate competition in basketball and through intramural competition in flag football, softball, basketball, volleyball, soccer, and more. For intramural sports, watch for notices on campus about athletic opportunities or check with the Student Activities Office. For intercollegiate sports eligibility information, contact the men’s or women’s basketball coach or the Athletic Director.

Is it too late to apply for financial assistance?

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

Who do I contact if I do not feel well?

If a major medical emergency or minor medical problems occur on campus, the student should immediately contact emergency medical personnel by calling 9-911 from a campus phone. In addition, for general illnesses, a referral list of local physicians is available in the Student Services Office, Admissions Office, Residence Life Office, and Student Activities Office for students to contact for appointments and assistance. See “Health Services” on page 129.

What is the attendance policy?

Students will be expected to attend all sessions of classes for which they are enrolled. Absences shall not lessen the student's responsibility for meeting the requirements of any course. Grades may reflect appropriate attendance.

Absence does not exclude a student from responsibility for work missed. The student shall take the initiative in making up such work.

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

A student who enrolls for a minimum of six credits and identifies an occupational/academic goal leading to a degree, diploma, and/or certificate, and/seeks federal financial assistance, must demonstrate the ability to benefit. To demonstrate ability to benefit, a student must possess a high school diploma or recognized equivalent (GED).

What if I need to cancel my residence life contract?

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

Can I transfer my credits to another college or university?

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

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

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

Should I carry health insurance?

Northeast Community College does not sponsor a school insurance plan, but the College recommends that students enroll in a voluntary group accident and/or health insurance plan, available through commercial insurance companies. If a student is enrolled as a member of a family health or hospital-related plan, he/she should check to see at what age that coverage ends. In some plans children are not covered beyond age 19.

What classifications are used to determine resident status?

Students shall be classified as resident or nonresident for admission and tuition purposes by the Student Services Office. Classification as a resident requires that the student be a resident of the State of Nebraska six months prior to the first day of class. Refer to the college catalog for a listing of other category standards that support residency status.

If there is any question of right to legal residence in Nebraska under the state laws and rules, it is the student's responsibility to supply necessary documentation to answer such questions. The student may appeal his or her classification to the Student Services Office.

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

When weather or other conditions necessitate the cancellation or postponement of daytime classes and services provided by Northeast Community College, a decision will be made before 6:00 a.m. If evening classes must be canceled, a decision will be made and announced by 3:00 p.m.

For cancellation or postponement announcements, students may call 402-371-2020 or 1-800-348-9033, visit northeast.edu, or listen to the following radio and television stations on page 132.

radio stations

AINSWORTH

KBRB, 92.7 FM
KBRB, 1400 AM

COLUMBUS

KKOT, 93.5 FM
KZ100, 100.3 FM

NORFOLK

KEXL, 106.7 FM
KNEN, 94.7 FM
KPNO, 90.9 FM
KUSO, 92.7 FM
WJAG, 780 AM

O'NEILL

KBRX, 102.9 FM
KBRX, 1350 AM

ORD

KNLV, 103.9 FM
KNLV 1060 AM

SIOUX CITY

KGLI, 95.5 FM
KKMA, 99.5 FM
KMNS, 620 AM
KSCJ, 1360 AM
KSEZ, (Z-98), 97.9 FM
KSFT, 107.1 FM
KSUX, 105.7 FM
KWSL, 1470 AM
JACK 102.3 FM

WAYNE

KTCH, 1590 AM
KTCH, 104.9 FM

WEST POINT

KTIC, 840 AM
KWPN, 107.9 FM

YANKTON

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

TELEVISION STATIONS

KTIV, Channel 4
KCAU, Channel 9
KMEG, Channel 7
KPTH, Fox 44
KHWK, CableOne Channel 22

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

NECC Education Centers will follow the same weather closing cancellation policy as the other public and private schools in the community where the Education Center is located.

Information for students enrolled in off-campus classes

- Education Centers in O'Neill, South Sioux City, West Point
- Interactive Distance Learning Classrooms Throughout the 20-County Service Area
- Video Telecourses
- Online

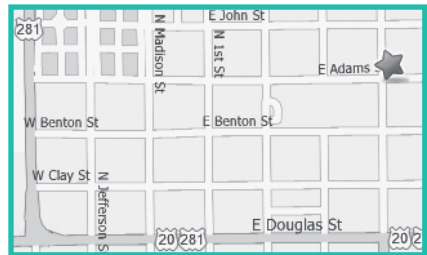
EDUCATION CENTERS

Northeast Community College provides off-campus student support in three strategically located communities within the 20-county service area. NECC Education Centers are located in O'Neill, South Sioux City, and West Point. The centers are staffed with personnel to assist with on-site and interactive distance learning classes that are offered in the Education Center facilities. Personnel assist students with registration, advisement, and testing. Computer labs are available for student access. South Sioux City and West Point Education Centers include a student lounge and an office for adjunct faculty. South Sioux City Education Center also provides Bookstore Services. Recently, the three Education Centers were approved to offer complete degree programs at their sites by the Higher Learning Commission. Education center personnel also assist students who are enrolled in video telecourse and/or online classes.

Listed below are locations and primary contact personnel at each of the education centers.

O'Neill

NECC Education Center
 409 E. Adams Street
 O'Neill, NE 68763-1537
 Phone: (402) 336-3590 or (800) 421-6322
 Fax: (402) 336-1103
 Regional Director: Merri Schneider
 Email: merri@northeast.edu
 Advisor/Recruiter: Vickie Davis
 Email: vickie@northeast.edu



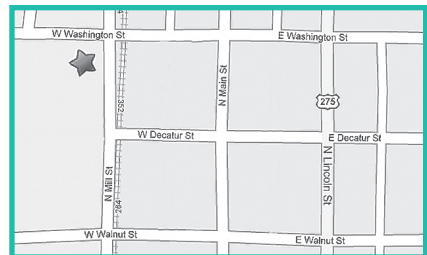
South Sioux City

NECC Education Center
 3309 Daniels Lane, P. O. Box 989
 South Sioux City, NE 68776-0989
 Phone: (402) 241-6400 or (888) 698-6322
 Fax: (402) 241-6440
 Regional Director: Pam Miller
 Email: pamm@northeast.edu
 Advisor/Recruiter: Teresa Frank
 Email: teresa@northeast.edu



West Point

NECC Education Center
 202 Anna Stalp Avenue
 West Point, NE 68788-1960
 Phone: (402) 372-2269 or (888) 794-6322
 Fax: (402) 372-5839
 Regional Director: Terry Ramig
 Email: terryr@northeast.edu
 Advisor/Recruiter: Anthony Faust
 Email: anthonyf@northeast.edu



INTERACTIVE DISTANCE LEARNING CLASSROOMS

The Continuing Education and Distance Learning Division develops and schedules distance learning classes that are networked within the NECC 20-county service area. Distance Learning classrooms are located on the Norfolk Campus, each of the three NECC Education Centers, at Educational Services Units, and at area high schools. Proctors facilitate classroom and student needs at locations that receive instruction from a site other than where faculty is originating the class. In addition to the personnel listed above at the three Education Centers, the following personnel assist with the delivery of distance learning classes:

DEAN OF DISTANCE LEARNING AND CONTINUING EDUCATION

Wayne Erickson
Phone: (402) 844-7244 or
(800) 348-9033, Ext. 7244
Fax: (402) 844-7394
Email: wayne@northeast.edu

DIRECTOR OF EXTENDED LEARNING

Anne Ausdemore
Phone: (402) 844-7243 or
(800) 348-9033, Ext. 7243
Fax: (402) 844-7394
Email: anne@northeast.edu

DIRECTOR OF TECHNOLOGY SUPPORT

Tom Larsen
Phone: (402) 844-7138 or
(800) 348-9033, Ext. 7138
Email: toml@northeast.edu

TECHNOLOGY SUPPORT SPECIALIST

Tim Fenton
Phone: (402) 844-7137 or
(800) 348-9033, Ext. 7137
Email: tim@northeast.edu

Emergency Pager Number for Evening Assistance
(402) 644-6815

VIDEO TELECOURSES

The Continuing Education and Distance Learning Division manages the scheduling and delivery of materials to students who enroll in video telecourses. The DVD's, course syllabus, and proctor assignment information are mailed directly to students. Students must contact their proctor

to schedule testing throughout the course. DVD's must be returned to the Continuing Education and Distance Learning Division before the end of the semester. A \$45 fee will be charged for unreturned DVD's.

In addition to the Continuing Education and Distance Learning personnel listed above, inquiries about telecourse materials may be directed to:

VIDEO TELECOURSE OFFICE

Sandy Becker
Phone: (402) 844-7241 or
(800) 348-9033, Ext. 7241
Fax: (402) 844-7394
Email: sandyb@northeast.edu

ONLINE CLASSES AND SERVICES

The Continuing Education and Distance Learning Division manages the delivery of online courses through a webserver platform accessed via the internet. Students enrolling in an online class for the first time are encouraged to view the tutorials and help pages found in the Northeast Online Course Orientation course. This course is available to all students once they register for an online class. After the student enrolls, he/she MUST update their email address in HawkNet to be notified of the username/password for accessing any Northeast online course. Listed below is contact information for the Online Course Help Desk.

Online Course Help Desk

Mike Auten
Phone: (402) 844-7135 or
(800) 348-9033, Ext. 7135
Email: helpdesk@northeast.edu

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

Academic Advising:

onlineadvisor@northeast.edu

Bookstore: shirleyp@northeast.edu

Career Planning/Career Services:

roseann@northeast.edu & <http://neccejobs.com/>

Counseling: stephanie@northeast.edu

Disability Services: mary@northeast.edu

International Students:

intladmissions@northeast.edu

Learning Skills for Success: donna@northeast.edu

New Beginnings: brandi@northeast.edu

Prescriptive Math: kelly@northeast.edu

Transitional English: louise@northeast.edu

Tutoring: debora@northeast.edu

Writers' Clinic: susand@northeast.edu

student code of conduct

PREAMBLE

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

ARTICLE I: DEFINITIONS

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

- U. The term “disposition agreement” means a written, signed document in which the accused student agrees that he/she violated the Code of Conduct and agrees to the sanction(s) imposed.

ARTICLE II: STUDENT CODE AUTHORITY

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

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the NECC Student Code of Conduct

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

B. Conduct – Rules and Regulations

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

- 1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating on an advanced placement test or other examination required for admission.
 - b. Cheating or plagiarism in the classroom, or other forms of academic dishonesty. Such acts of dishonesty shall be referred to the Educational Services division for handling pursuant to Educational Services policy and administered by the instructor, associate dean, dean, and/or Vice President of Educational Services.
 - c. Furnishing false information to any College official, faculty member, or office.
 - d. Forgery, alteration, or misuse of any College document, record, or instrument of identification, including misrepresentation of degrees awarded or honors received.

- e. Other forms of dishonesty relating to academic achievement or academically related public service.
 - f. Tampering with the election of any institutionally recognized student organization.
 - g. Claiming to represent or act on behalf of the institution when not authorized to so represent or so act.
- 2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
 - 3. Disruption of or interference with the activities of persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities or of student residential facilities.
 - 4. Acts of aggression including threats, intimidation, coercion, or other conduct that threatens or endangers the health or safety of any person:
 - a. Conduct that threatens or endangers a student’s own health or safety may also violate this section.
 - b. “Aggression” means not only intentional infliction of harm, but also conduct that intentionally subjects another to unwelcome, offensive, physical contact or that puts another person in reasonable fear that the actor intends immediately to subject that person to intentional injury or unwelcome, offensive touching.
 - c. Threats, intimidation, or acts of violence against employees, students, or visitors on Northeast Community College property will not be ignored, condoned, or tolerated. (Northeast Community College Personnel Code 4107, Item 8839 or as the same may from time to time be amended)
 - 5. Subjection of another person to any sexual act against that person’s will or without consent, including any conduct that would constitute a sex offense, whether forcible or non-forcible. Persons who are under the influence of alcohol, marijuana, or other illegal controlled substances at the time that they are subjected to the sexual act shall be presumed incapable of effective consent.
 - 6. Discriminatory conduct, including sexual harassment, racial harassment, or harassment on any other grounds, directed against individuals.
 - a. Harassment may be established by showing:
 - i. Conduct toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and/or that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource; or

- ii. Other conduct that is extreme and outrageous, exceeding all bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.
- b. Sexual harassment may be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - i. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's participation or use of an institutionally sponsored or approved activity, employment, or resource; or
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for educational, employment, or similar decisions affecting an individual's ability to participate in or use an institutionally sponsored or approved activity, employment, or resource.
- 7. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
- 8. Possession of stolen property on institutional property or at an institutionally sponsored activity where the property is known to be stolen.
- 9. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- 10. Failure to comply with directions of College officials, campus security staff, or law enforcement officers acting in performance of the duties and or failure to identify oneself to these persons when requested to do so.
- 11. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- 12. Operating a vehicle on campus so as to endanger public safety including negligent and/or reckless driving and other vehicle misconduct.
- 13. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
- 14. Violation of any federal, state or local law on institutional premises or at institutionally-sponsored or supervised activities, including behavior classified as disorderly, lewd, indecent, or a breach of peace.
- 15. Use, possession, manufacture, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. This includes possession of drug paraphernalia.
- 16. Use, possession, manufacture, or distribution of alcoholic beverages, or public intoxication. The manufacture, sale, possession, and/or consumption of alcohol, marijuana, or controlled substances by students on any property controlled by the College or in connection with any institutionally-sponsored activity.
- 17. Making bomb threats.
- 18. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on College premises or use of any such items, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- 19. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt schedules and/or normal activities within any campus building or area.
- 20. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- 21. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College or members of the academic community. Disorderly Conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises or at a college-sponsored event without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker, or restroom; it also includes posting photos to websites.
- 22. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.

- e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Making, acquiring, or using unauthorized copies of computer software, or violating terms of applicable software license agreements.
 - i. Attempting to circumvent data protection schemes or tampering with security.
 - j. Any violation of Student Code 5090 Acceptable Use Policy—Electronic Resources and Student Code 5090 a. Acceptable Use Policy—Electronic Resources Procedures. (Northeast Community College Student Code 5090, Item 9142 or as the same may from time to time be amended)
23. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey notice from a College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a College official and/or the Appellate Board.
 - c. Disruption or interference with the orderly conduct of an Appellate Board proceeding.
 - d. Instituting a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of an Appellate Board prior to, and/or during the course of, the Appellate Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of the Appellate Board prior to, during, and/or after a student conduct code proceeding.
 - h. Influencing or attempting to influence another person to commit a violation of the Student Code of Conduct or procedures relating thereto.
24. Conduct not expressly proscribed may also subject students, groups of students, or student organizations to discipline where it demonstrates that a student, group of students or organization has disregarded the need to conform to reasonable rules and regulations intended to protect the health and safety of others and to assure their orderly access to and beneficial use of institutional resources and facilities.
25. Formal or informal student organizations, which by repeated practice, initiate, encourage, support, or tolerate conduct by members, associates, or guests that violate the provisions of this Code shall be subject to discipline.
- C. Violation of Law and College Code of Conduct
1. No provision of this Code shall be interpreted to deprive students of rights guaranteed them under state or federal law.
 2. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the Student Code of Conduct (it is possible both violations may result from the same factual situation) without regard to the pendency of any civil or criminal proceedings under this Student Code may be carried out prior to, simultaneously with, or following any civil or criminal proceedings conducted off campus. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges brought against a student or group of students were dismissed, reduced, or resolved in a Court of Law.
 3. When a student or group of students is/are charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special considerations for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code, the College may advise off-campus authorities of the existence of the Code and of how such matters are typically handled within the College community. The College will cooperate with law enforcement and other agencies in the enforcement of criminal law violations which occur at the College. Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
 4. When the Vice President of Student Services receives a report of student misconduct that may constitute a felony offense under state or federal law, that official shall immediately report the known facts and circumstances to the local law enforcement officials who have jurisdiction over the matter.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Appellate Board Hearings

1. Any member of the College community may file charges against a student for violations of the Code. A charge shall be prepared in writing and filed with the Dean or his/her designee. Any charge should be submitted as soon as possible after the event takes place, preferably within three (3) work days.
2. The Dean or his/her designee shall conduct an investigation to determine 1) if a violation may have in fact occurred, 2)

if so, what an appropriate sanction(s) might be, and 3) if a charge(s) and sanction(s) can be administratively resolved by mutual consent of the parties involved. The Dean or his/her designee shall supply to the accused student, a letter outlining the Code or Residence Life violation and the sanction(s) to be imposed. The letter shall also advise the student of a time set for a meeting with the Dean or his/her designee, which shall be not more than fifteen (15) work days after the accused student has been notified. Maximum time limits for scheduling of this meeting may be extended at the discretion of Dean. If at the meeting the accused student admits violating the Code and agrees to the sanction to be imposed, the Dean and the student shall sign a disposition agreement. Such disposition agreement shall be final and there shall be no subsequent proceedings. If, however, the charges are not admitted and/or cannot be disposed of by mutual consent, the accused student has the right to appeal the Dean's decision to the Appellate Board. If, however, the student admits violating the Code or Residence Life Manual, but sanctions are not agreed to, the appeal before the Appellate Board shall be limited to determining the appropriate sanction(s).

B. Sanctions

1. Sanctions may be imposed upon any student found to have violated the Code or Residence Life Manual. Those sanctions may include the following:
 - a. Warning – A notice in writing to the student that the student has violated the Code or Residence Life Manual.
 - b. Probation – A designated period during which a student is considered “not in good social standing” with the College. Additional behavior in violation of College regulations during the probationary period may constitute grounds for more serious disciplinary action including, but not limited to, suspension/dismissal from the residence halls, and/or suspension/dismissal from the College. Probation may include specific terms and conditions as deemed appropriate by the Dean or his/her designee.
 - c. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - d. Fines – A sum imposed as a consequence of violating the Code of Conduct or the Residence Life Manual.
 - e. Community Service—time spent, without pay, on projects that benefit the College and the College community.
 - f. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. Discretionary Sanctions – Work assignments, essays, service to the College, or other related discretionary assignments.
 - h. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time,

after which the student is eligible to return. Conditions for readmission may be specified.

- i. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
- j. Interim Suspension – In certain circumstances, the Vice President of Student Services or a designee may impose an institutional or residence suspension prior to the hearing before a judicial officer. Interim suspension may be imposed only for one or more of the following purposes:
 - 1) To ensure the safety and well-being of members of the campus community or preservation of institutional property or other property located on premises controlled by the College.
 - 2) To ensure a student's own physical or emotional safety and well-being.
 - 3) To ensure the normal operations of the institution where a student poses a definite threat of disruption of or interference with the normal operations of the institution. During the interim suspension, students shall be denied access to residence facilities or to the campus (including classes) or all other institutional activities or privileges for which the student might otherwise be eligible as the Vice President of Student Services may determine to be appropriate.
 - 4) College Suspension – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - 5) College Expulsion – Permanent separation of the student from the College.
 - 6) Revocation of Admission and/or Degree – Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - 7) Withholding of a Transcript – The College may withhold a formal transcript until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. (a) Other than College expulsion or withholding of a formal transcript, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the students' disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or withholding of

a formal transcript, upon application to the Dean. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record 7 years after final disposition of the case.

(b) In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV (B) (1) (a) – (g)
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.
5. In each case in which the Dean or his/her designee determines that a student and/or group or organization has violated the Code or Residence Life Manual, the sanction(s) shall be determined and imposed by the Dean or his/her designee. Following the meeting with the Dean of Students or designee, the accused student and/or group or organization will be informed in writing of the sanction(s) imposed, if any.

C. Appeals

1. A decision reached by the Dean or his/her designee may be appealed by the accused student(s) or complainant(s) to the Appellate Board within five (5) work days of the decision. Such appeals shall be in writing and shall be delivered to the Dean or his/her designee. Said request shall include whether the accused student or complaint is going to be represented at the hearing by an advisor and the name of the advisor.
2. The appeal shall be limited to a review of the verbatim record of the initial meeting with the Dean or his/her designee and supporting documents. If there is new information and/or relevant facts which were not known to the accused at the time of the original meeting with the Dean or his/her designee, the Appellate Board may allow said new information and/or relevant facts to be brought out if requested by the accused prior to the time for the appellate hearing as provided in Subparagraph 4 below.
3. The Appellate Board's responsibility is:
 - a. To determine whether the meeting was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the

complaining party a reasonable opportunity to prepare and to present information that the Code or Residence Life Manual was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures shall not be a basis for sustaining an appeal unless significant prejudice results.

- b. To determine if the decision reached regarding the accused student was based on whether there were sufficient facts in the case to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code or Residence Life Manual which the student was found to have committed.
4. The Appellate Board hearings shall be conducted according to the following guidelines:
 - a. Appellate Board Hearings shall be conducted in private unless requested to be an open hearing by the accused or complainant. The hearing shall be not less than five (5) nor more than fifteen (15) work days after the student or accused has filed the appeal with the Dean or his/her designee. Maximum time limits for scheduling of this meeting may be extended at the discretion of the Dean or his/her designee.
 - b. College faculty or staff member shall serve as the Chair of the Appellate Board.
 - c. The complainant and the accused student shall have the right to be assisted by an advisor of their choice, at their own expense. The advisor shall be a member of the College community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his or her own information. Advisors shall only be permitted to speak at the hearing if requested by the complainant or accused prior to the hearing and approved by the Appellate Board Chair.
 - d. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Appellate Board hearing at which information and testimony is received (excluding deliberations). Admission of any other person to the Appellate Board hearing shall be at the discretion of the Appellate Board Chair.
 - e. In Appellate Board hearings involving more than one accused student, the Appellate Board Chair, at her or his discretion, may permit the Appellate Board hearing(s) concerning each student to be conducted either separately or jointly.
 - f. The Appellate Board Chair shall have the power to remove from the hearings any person whose conduct interferes with the hearings.
 - g. The complainant, the accused student and the Appellate Board may arrange for witnesses to present pertinent information to the Appellate Board. If reasonably pos-

sible, the College will try to arrange the attendance of possible witnesses who are members of the College community and who are identified by the complainant and/or accused student at least two work days prior to the Appellate Board hearing. Witnesses will provide information to and answer questions from the Appellate Board. The accused Student, the complainant, and the Dean shall have the privilege of presenting witnesses, subject to the right of cross examination by the other party or parties. Witnesses may only be present during the hearing while testifying. It is the intent to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether certain information will be allowed to be introduced and considered at the hearing shall be resolved by the Appellate Board Chair.

- h. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Appellate Board at the discretion of the Appellate Board Chair.
 - i. All procedural questions are subject to the final decision of the Appellate Board Chair.
 - j. After the evidentiary portion of the Appellate Board hearing concludes in which all pertinent information has been received, the Appellate Board shall determine (by majority vote) whether the accused student has violated each section of the Code or Residence Life Manual which the student is charged with violating.
 - k. The Appellate Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code or Residence Life Manual and whether the sanction imposed was reasonable and appropriate for the violation.
 - l. The fact that a student acted while under the influence of alcohol, marijuana, or an illegal controlled substance shall not be considered a mitigating factor.
 - m. Formal rules of process, procedure, and formal rules of evidence, as are applied in civil or criminal court proceedings, are applicable to these appellate proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before the Appellate Board (not including deliberations). Deliberations shall not be recorded. The record and its contents shall be held in confidence and may be used only for the purpose of appeal to the Vice President of Student Services. In the event of such appeal, the complainant and the accused student shall be given access to the record for purposes of preparing the appeal. Access shall be provided at such places and times as the Vice President of Student Services may direct. The record shall be the property of the College.
6. If an accused student or complainant, with notice, does not appear for a scheduled Appellate Board hearing, after

having received written notice of the same, the information in support of the charges shall be presented and considered even if the accused student is not present.

- 7. The Appellate Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, or other means, as long as the ability for cross examination of the witness is preserved, and where and as determined in the sole discretion of the Appellate Board Chair to be appropriate.
- 8. The Appellate Board Chair shall prepare written findings to support the Board's determination. These shall include:
 - a. Concise statements of each factual finding.
 - b. Brief explanations of whether factual findings justify a conclusion that the conduct violated the Code or Residence Life Manual.
 - c. Recommendations concerning appropriate sanctions.
 - d. A copy of these findings will be presented to the Dean, and mailed certified mail, return receipt requested to the complainant and the accused student within five (5) work days of the determination.
- 9. The determination of the Appellate Board is final, unless new information regarding the accusation is brought forth.
- 10. If the accused or complainant does not agree with the determination of the Appellate Board, he/she may file a written Notice of Appeal to be considered by the Dean of Students or the Vice President of Student Services. This Appeal must be requested, in writing, to the Dean of Students or the Vice President of Student Services, no more than five (5) work days from the date of the statement prepared/submitted by the Appellate Board Chair was received by the accused student or complainant.
- 11. The Dean of Students or the Vice President of Student Services shall review the record on appeal and render a written decision within fifteen (15) working days after receipt of the Notice of Appeal. The Dean of Students or the Vice President of Student Services shall send a copy of his/her decision to the accused student and complainant by certified mail, return receipt requested within the fifteen (15) work days prescribed above. The decision of the Dean of Students or the Vice President of Student Services shall be considered final.

D. Freedoms

The following enumeration of freedoms shall not be construed to deny other rights retained by students in their capacity as members of the student body or as members of the campus community:

1. Freedom of Access.
 - a. Within the limits of its resources, NECC will admit all applicants who are qualified in accordance with published admission requirements.
 - b. All facilities and services of NECC will be available to registered students insofar as practical according to NECC policy.
2. Freedom in the Classroom.
 - a. Students will have the freedom to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the class.
 - b. Students have the right, through a course syllabus or outline, to be informed of the academic standards expected of them in each course. Academic standards include, but are not limited to, class attendance requirements, objectives to be achieved, and the grading criteria which are applied to a particular course.
 - c. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards or course requirements. Students have the right to be protected through established procedure against prejudiced or capricious academic evaluation.
 - d. Students have the right to expect that faculty will post and maintain office hours, as required by NECC policy. Students may also expect that faculty will be available during scheduled office hours to help with academic concerns.
 - e. Students have the right to expect the institution to provide reasonable academic assistance both in and out of the classroom.
 - f. Students have the right to be free from explicit or implied harassment including but not limited to sexual or racial harassment.
 - g. Students will have the opportunity, through established institutional mechanisms, to assess the value of a course theme, to make suggestions as to its direction, and to evaluate both the instructor and the instruction they have received.
3. Freedom on Campus.
 - a. Students have the right to discuss and to express by orderly means any view in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the college community.
 - b. Students are free to determine their personal behavior without institutional interference, according to the following guidelines.
 - i. Dress and grooming are modes of personal expression which are left to the individual except when they violate the Student Code, Residence Life Manual, or for reasonable requirements of health and safety. Standards of dress and grooming will be set for ceremonial occasions, such as graduation, the nature of which requires particular dress.
 - ii. Student's lockers or Residence Hall rooms will not be searched unless:
 - a. the student utilizing the locker or room, or to whom the possessions in question belong, consents to the search, or
 - b. a law enforcement officer conducts a search pursuant to a judicially obtained search warrant, or
 - c. the search is conducted pursuant to an administrative entry/search permit signed or verbally approved by the Vice President of Student Services or his/her designee. In those instances where there is probable cause to believe that a life-threatening situation exists, no warrant will be necessary.
4. Freedom from Improper Disclosure of Student Records.

The privacy and confidentiality of all student educational records will be preserved and access guaranteed in accordance with the Family Educational Rights and Privacy Act of 1974 (as amended, 2008) and pursuant regulations. NECC will not permit access to, or the release of, non-directory student educational records or personally identifiable information contained therein without a formal release of information signed by the student. All information pertaining to an individual student may be inspected by school officials pursuing legitimate educational interests.

student grievances procedures

SECTION A. DEFINITIONS

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

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

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

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

SECTION B. STUDENT GRIEVANCE PROCEDURES

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

the attendance of the accused's immediate supervisor and/or divisional vice president at this meeting.

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

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

to the Student Government President. Decisions rendered by the Dean of Students are final within the College.

SECTION C. TIME LIMITS

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

SECTION D. SEPARATE GRIEVANCE FILE

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

SECTION E. DOCUMENTATION

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

SECTION F. RETRIBUTION OR RETALIATION

Under no circumstances will any person who in good faith files a grievance or assists in a hearing and/or investigation be subject to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary action. A person who believes he or she has been or is being subjected to retribution or retaliation should immediately notify the General Counsel and Vice President of Human Resources or his or her designee (employees) and/or the Vice President of Student Services or his or her designee (students).

SECTION G. OTHER

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

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

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

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