

# Student Handbook



2025 - 2026



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# General Information

## Administration, Faculty, and Staff

	<b>Administration</b>	
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Peppers, Suzann	A.A.S., Snead State Community College; M.S., Jacksonville State University, Athens State University	Adjunct Instructor of Nurse Assistant

Perry, Mary	A.A., Pearl River Community College; B.A., M.Ed., University of Southern Mississippi	Adjunct Instructor of Speech
Phillips, Crystal	B.S., Athens State University; M.S., University of West Alabama	Adjunct Instructor of Mathematics
Phillips, Emily	A.A.S., Northeast Alabama Community College; Short Term Certificate, Certificate	Adjunct Instructor of Massage Therapy
Pope, Casi	A.A.S., Northeast Alabama Community College; B.S., Lee University	Adjunct Instructor of Massage Therapy
Pope, Jon-Alan	B.S., M.Ed., Auburn University	Adjunct Instructor of Mathematics
Potter, Kathy	A.A.S., Northeast Alabama Community College; B.S., University of Alabama in Huntsville	Adjunct Instructor of Medical Assistant Technology
Quizon, Sheena	B.S., M.S., The University of Alabama	Adjunct Instructor of Nutrition
Reeves, Rebecca	A.S., Northeast Alabama Community College; B.S.N., Jacksonville State University	Adjunct Instructor of Medical Assistant Technology
Richins, Emily	A.A.S. Pierce Community College; B.A. Hawaii Pacific University	Adjunct Instructor of Speech
Riggs, Sharon	A.A., A.S., Northeast Alabama Community College; B.S., Jacksonville State University; M.A., Ed.S., Ed.D., University of Alabama	Adjunct Instructor of Mathematics
Robbins, Rachel	B.F.A., University of Montevallo; M.A., University of Alabama	Adjunct Instructor of Art
Roberts, Kaitlyn	A.A.S., Northeast Alabama Community College	Adjunct Instructor of Cosmetology
Rogers, Jai	A.A.S., Northeast Alabama Community College	Adjunct Instructor of Emergency Medical Services
Roszell, Patrick	D.A., William Carey University; M.S., Troy University; B.A., Jacksonville State University	Adjunct Instructor of Music
Saint, Robert	B.S.Ed., The University of Alabama; M.S.Ed., Alabama A & M University	Adjunct Instructor of Biology
Schrader, Loran	M.E., University of West Alabama; B.S., Faulkner University; A.S., Northeast Alabama Community College	Adjunct Instructor of Biology
Shelton, Robyn	B.S., University of Alabama in	Adjunct Instructor of Biology

	Birmingham; M.Ed., University of West Alabama	
Shelton, Stephanie	B.S., Athens State University; M.A.T., University of West Alabama	Adjunct Instructor of Mathematics
Shugart, Anna Stout	B.A., M.Ed., Auburn University	Adjunct Instructor of English
Simpson, Steve W.	B.S., M.S., Jacksonville State University	Adjunct Instructor of Mathematics
Smith, Heather	A.A., Northeast Alabama Community College; B.A., M.A., The University of Alabama	Adjunct Instructor of Speech
Smith, Jacob	A.A.S., Northeast Alabama Community College	Emergency Medical Services Continuing Education Coordinator
Stivers, Nia	B.S., Jacksonville State University; M.Ed., Jacksonville State University	Adjunct Instructor of English
Stone, Constance	A.A.S., Northeast Alabama Community College	Adjunct Instructor of Medical Assistant Technology
Swinford, Joseph N.	A.S., Northeast Alabama Community College; B.S., Athens State University; M.S., University of West Alabama	Adjunct Instructor of Mathematics
Taylor, Jeremey Scott	B.A., University of Alabama; University of Alabama School of Law Juris Doctor	Adjunct Instructor of Paralegal
Thrash, Trenton	B.A., University of Alabama; M.A., University of West Alabama	Adjunct Instructor of English
Treece, Rickey	A.A.S, Northeast Alabama Community College	Adjunct Instructor of Carpentry
Turner, Tim	A.A.S, Northeast Alabama Community College	Adjunct Instructor of Advanced Design & Manufacturing
Veal, Ethan	A.A.S, Northeast Alabama Community College	Adjunct Instructor of Welding
Vernon, Phillip	B.S., Auburn; M. Edu, Auburn University at Montgomery; Ed.S., Troy State University; University of Alabama at Birmingham	Adjunct Instructor of Physical Science
Wade, Cynthia	B.S., University of Tennessee; M.A., University of Alabama	Adjunct Instructor of Mathematics
Walker, Rachel	A.S., B.S., University of the State of New York	Adjunct Instructor of Medical Assistant Technology
Webber, Sheena Perry	A.A.S., Northeast Alabama Community College; B.S., University of Alabama in Huntsville	Adjunct Instructor of Medical Assistant Technology

Wells, Kathy	B.S.Ed., Auburn University; M.S.Ed., University of Alabama at Birmingham	Adjunct Instructor of Physical Education
West, Shonna	A.A.S., Northeast Alabama Community College	Adjunct Instructor of Advanced Design & Manufacturing
Westbrook, Scott	A.A.S, Northeast Alabama Community College; A.A., Western International University; B.S., University of Phoenix	Adjunct Instructor of Emergency Medical Services
Westmoreland, Emily	B.S., Jacksonville State University; M.S., University of West Alabama	Adjunct Instructor of English
Whitten, Sherry	B.S., University of Alabama; M.S., Alabama A&M University	Adjunct Instructor of Office Administration
Williams, Jeremy	B.A., Jacksonville State University; M.Div., New Orleans Baptist Theological Seminary	Adjunct Instructor of Religious Studies
Winniger, Eva Arlene	A.A.S., CERT, Snead State Community College	Adjunct Instructor of Salon and Spa Management
Wooten, Kacy	A.A.S., Northeast Alabama Community College; B.S., Jacksonville State University; M.A., University of West Alabama	Adjunct Instructor of English
Wright, Loretta	A.S., Northeast Alabama Community College; B.S., M.Ed., Auburn University	Adjunct Instructor of History
York, Haley		Adjunct Instructor of Biology
	<b>Professional and Support Staff</b>	
Allen, Noah	A.A.S., Northeast Alabama Community College	Network and Server Administrator
Anderson, Chris	B.S., Auburn University	ATN Project Engineer
Andres, Ermitana	A.S., Northeast Alabama Community College	Adult Education Program Assistant
Andrews, Darlene	B.A., Auburn University; M.S.C., Auburn University; Troy University; Auburn University at Montgomery; NorthCentral University	Director of Advising
Bailey, Alexa	A.S., Northeast Alabama Community College; B.S., Auburn University	Career and Transfer Advisor
Bailey, Emily	B.M., Middle Tennessee State University;	Assistant to the Director of Institutional Planning

	A.A., Northeast Alabama Community College	and Assessment and SACSCOC Accreditation Liaison
*Bain, Angie	A.S., Northeast Alabama Community College; B.S., University of North Alabama; M.A./M.S., University of Alabama; Ed.S., University of Alabama	Office Assistant, Reverse Transfer, Transient Advisor
Blackwell, Jarrod	A.A., Northeast Alabama Community College; B.S., Middle Tennessee State University	Multimedia/Audio-Visual and Classroom Equipment Technician
Brown, Chasley	A.A.S., Northeast Alabama Community College; B.S., Auburn University	Event Planning and Alumni Relations
Brown, Jennifer	A.S., Northeast Alabama Community College; B.S., Auburn University; M.B.A., Jacksonville State University	Title IV Specialist/ Financial Aid Office Assistant
*Bunch, Leisa	Northeast Alabama Community College	Adult Education Office Assistant/Accountant
Bynum, Jerry		Custodial Services Specialist
*Caperton, Sharon		Bus Driving Trainer and CDL Program Assistant
Carroll, Barbara W.	A.S., Northeast Alabama Community College; B.S., University of Alabama in Birmingham; Ed.S., University of Montevallo	Professional Tutor
*Clement, Julise	A.A., Northeast Alabama Community College; B.A., Alabama A&M University; Cosmetology Instructor, Alabama Board of Cosmetology	Office Assistant
Cloud, Rebecca	A.S., Northeast Alabama Community College; B.A., Athens State University; M.Ed., Lamar University	Administrative Assistant to the Associate Dean of Instruction
Coleman, Frances	University of Montevallo; University of Alabama in Birmingham; Athens State University; B.S., University of Alabama; M.Ed., American College of Education	Career and Transfer Advisor
*Colvard, Brent	B.A., Jacksonville State University; M.A., Jacksonville State University	Bookstore Clerk
Cook, Barbara	A.A. & A.S., Northeast Alabama Community College B.S., Athens State University	Business Office Assistant

Cooper, Caroline	Northeast Alabama Community College; University of Alabama	Professional Tutor
*Cornelius, Steve		Assistant Soccer Coach
*Darwin, Pamela	A.S., Northeast Alabama Community College; B.S., Athens State University; MLIS, University of Alabama	Librarian
*Davis, Steven	B.S., Auburn University	Part-Time Police Officer
Dewitt, Christopher	A.A.S., Enterprise State Community College	Custodial/Maintenance Employee
Dodd, Olivia	A.A., Northeast Alabama Community College; B.A., Birmingham-Southern; M.A., University of Alabama	Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison
Dupree, Kellie	B.S. Jacksonville State University; Northeast Alabama Community College	Accounts Receivable Specialist
Ealy, Kyle	A.A.S., Northeast Alabama Community College	Director of Educational Technology
Edmondson, Tonia	A.S., A.A., Northeast Alabama Community College; B.S., Jacksonville State University	Adult Education Office Manager/MIS
Escobar, Melisa	A.S., Northeast Alabama Community College	Dual Enrollment Program Assistant
Foster, Courtney	B.A., Northwestern University	Academic Athletic Advisor; Assistant Softball Coach
Freeman, Jada	B.S., Athens State University	ATN MEP Program Coordinator
Furgerson, Angela	A.A.S., Northeast Alabama Community College	Administrative Assistant to the Dean of Workforce Development
Garrett, Lee	A.A.S., Northeast Alabama Community College	Computer Technician
George, Julie	A.A.S., Northeast Alabama Community College	Skills Training Coordinator/Assistant
Gilliland, Trey	B.A., University of North Alabama	Administrative Assistant to the Theatre Office
Gonzalez, Braulio		Maintenance Technician
Graben, Tiffany	A.S., Northeast Alabama Community College; B.S., Huntingdon	Purchasing Coordinator/ Business Office Assistant
Graham, Rachael	A.A., Northeast Alabama Community College; B.S., Auburn University; M.B.A., Faulkner University	Assistant Foundation Fundraiser
Green, Penny	B.S., Jacksonville State University	Health Science Division Secretary

Gross, Gail	B.S., B.A., The University of Alabama in Huntsville	Bookstore Manager
*Guffey, Larry	B.S., Jacksonville State University; M.B.A., Jacksonville State University	Business Office Programmer & Account Specialist
Guffey, Stacy	A.S., Northeast Alabama Community College; B.S., University of Alabama; M.B.A., Faulkner University	Accounts Receivable Specialist
Guthrie, Joe	A.A., Bevill State Community College; B.A., University of Alabama; M.A., Jacksonville State University	Head Softball Coach
Hancock, Charman	A.S., Northeast Alabama Community College; B.S., Athens State University; B.S., Huntingdon College	ALAMAP Success Coach
Hancock, Susan R	A.S., Northeast Alabama Community College; B.S., University of Alabama in Huntsville	Assistant to the Dean of Administrative Services/ Accountant
Hartline, Wanda		Custodial Services Specialist
Hatfield, Keisha	A.S., Northeast Alabama Community College	Professional Tutor
Hernandez, Brenda	A.S., Northeast Alabama Community College; B.S., University of Alabama in Huntsville	Financial Aid Office Assistant
Holland, Riley	A.S., Northeast Alabama Community College; B.S., University of North Alabama	Admissions Office Assistant
Hunt, Stephen	A.S., Snead State Community College; B.S., Athens State University	Custodial Services Coordinator
Johnson, Carrie	A.S., Northeast Alabama Community College; Athens State University; University of Alabama in Birmingham	Dual Enrollment Program Assistant
Jones, Kaitlyn	A.S., Northeast Alabama Community College; B.S., Athens State University; M.S., Athens State University	Human Resources Assistant
Jones, Kent	Gadsden State Community College	Director of Physical Plant
*Kirk, Donna	A.S. Northeast Alabama Community College; B.S. Jacksonville State University; M.S. Jacksonville State University	Retention Specialist

Kisor, Ronny	B.S., Athens State University; M.S.E., University of Alabama	ATN Center Director
Kolaitis, Jimmy	A.S., Southwest Tennessee Community College; B.S. Troy University	Athletic Director; Assistant Softball Coach
Lea, Judith	A.A.S., Northeast Alabama Community College; B.S., Athens State University; M.S., Troy State University	Director, Student and Faculty Technology Center
Lewis, Payton	A.S., Northeast Alabama Community College; B.S., Auburn University	Adult Education Program Coordinator and Accountant
*Marler, Hannah		Cosmetology Live Work Aide
Martin, Ashley	A.A., A.S., Northeast Alabama Community College	Maintenance Technician
*Mathewson, Amber	A.S., A.A, Northeast Alabama Community College	Office Assistant
Mayo, Justin	A.S., Northeast Alabama Community College; B.S., Auburn University	Success Coach
McCallie, Ellen	A.S., Northeast Alabama Community College; B.S., University of North Alabama; M.B.A., University of North Alabama	Financial Aid Office Clerk
McCurdy, Gloria		Custodial Services Specialist
McCurdy, Jennifer	B.S., Auburn University	Entrepreneurial Center Executive Director
*McGill, Taytum	A.A.S. Northeast Alabama Community College	Cosmetology Live Work Aid
Merillien, Misty	A.S. Snead State Community College; B.A. Auburn University	Work-Based Learning Coordinator
Miller, Danny	CRT, Northeast Alabama Community College	Police Chief
Miller, Staci R	A.S., Northeast Alabama Community College; B.S., M.S., Jacksonville State University	Dual Enrollment Coordinator
Mitchell, Darrell		Maintenance Assistant
*Moore, Jabo		Golf Coach
*Moore, John	B.S., M.S., Jacksonville State University	Cross Country Coach
*Morris, Kyle	Short-Term Certificate, Northeast Alabama Community College	Emergency Medical Services Training Specialist
*Mueller, Troy	A.A.S., Unity College	Bus Driver Training and CDL Program Assistant
*Nally, Ariel	A.A.S., Northeast Alabama Community College	Cosmetology Live Work Aide

Nappier, Jonathon	A.A., Northeast Alabama Community College; B.B.A., Athens State University; M.S., Athens State University	Assistant Registrar
*Nevels, Melanie	B.S.E., Jacksonville State University; M.A., University of Alabama	Dual Enrollment Specialist
Newsome, Rhiannan	A.S., Northeast Alabama Community College; B.S., University of Alabama in Huntsville; M.B.A, Faulkner University	Admissions Office Assistant
Nippers, Meg	A.A., Northeast Alabama Community College; B.A., Jacksonville State University	Director of Promotions and Marketing
Okwu, Andrea	A.A., A.S., Northeast Alabama Community College; B.S., Athens State University; M.B.A., University of North Alabama	Coordinator of High School Relations/ Recruiting
Ortega, Marta		Custodial Services Specialist
O'Tinger, Laura	A.A.S., Northeast Alabama Community College	Administrative Assistant to the Dean of Student Services
*Peek, Travis	A.A.S. Northeast Alabama Community College	EMS Lab Coordinator
*Pike-Hough, Michelle	B.S., Truman State University; M.D., American University of the Caribbean	Medical Director
Prater, Debbie	A.A.S., Northeast Alabama Community College	Payroll Clerk
Ryan, Butch		Maintenance Technician
Sanford, Juliah	A.S., Northeast Alabama Community College; B.S., Athens State University; M.L.I.S., The University of Alabama	Director of Developmental Studies Support Programs and College Retention
*Shankles, Amy	B.S., Athens State University; M.S., Alabama A&M University; M.S., Jacksonville State University	Library Resources Cataloger
Shanklin, Tom	Northeast Alabama Community College	Soccer Coach
Shelton, Cameron	A.S., Northeast Alabama Community College	Police Officer
*Shelton, Kristen	A.S., Northeast Alabama Community College; B.S., Huntingdon College	Office Assistant
Shepard, Andrea	A.S., Northeast Alabama Community	Admissions Coordinator

	College; B.S., Athens State University	
*Smith, Jacob	Northeast Alabama Community College	EMS Continuing Education Coordinator
Smith, Heather	A.A., Northeast Alabama Community College; B.A., M.A., The University of Alabama	Development Director
Smith, John	Snead State Community College; Gadsden State Community College	Maintenance Technician
*Smith, Norman	Jacksonville State University Police Academy	Police Officer
*Smith, Rickey		Part-Time Maintenance Assistant
Snay, David	A.S., Northeast Alabama Community College; B.S., Athens State University; Jacksonville State University Police Academy	Police Officer
Stewart, Angela	A.A.S., Northeast Alabama Community College	Administrative Assistant to the Vice President/ Dean of Instruction
Stringer, Brenda	A.S., Snead State Community College; B.S., Athens State University	Executive Assistant to the President
*Taheri, Jessica	M.S., Jacksonville State University; University of Alabama; Northeast Alabama Community College	Theatre Set and Maintenance Assistant
Turlington, Glenda	B.S. Jacksonville State University	Professional Tutor
Vaughn, Paige	A.S., Northeast Alabama Community College; B.S., Athens State University	Assistant to the Coordinator of High School Relations and Recruiting
*Webb, Susan	B.S., Auburn University; M.A., University of Alabama	Dual Enrollment Specialist
Wheeler, Lynde	A.S., Northeast Alabama Community College; B.S., Athens State University; M.B.A., University of North Alabama	Executive Human Resources Director
*Wildman, Pat	A.A.S., Northeast Alabama Community College; Certified Professional Secretary, Institute for Certifying Secretaries; University of Alabama	Office Assistant
Williams, Holly	A.S., Northeast Alabama Community College; B.S., University of Alabama; M.B.A., University of North Alabama	Financial Aid Office Assistant

Williamson, Kip	A.S., Gadsden State Community College; B.S., Auburn University; M.A., University of Alabama; M.Ed., Alabama A & M University	Director of Financial Aid
Woodall, Mallory	A.S., Northeast Alabama Community College; B.S., Athens State University	Business Office Assistant
Woods, Alicia	A.S., Northeast Alabama Community College; B.S., University of North Alabama	GED Chief Examiner and Testing Lab Coordinator
Wright, Kerry	B.S., Auburn University; M.S., Alabama A&M University	Work Experience Coordinator
York, Rhonda		Custodial Services Specialist
Young, Taylor	A.A.S., Northeast Alabama Community College	Learning Resources Center Secretary

Drama Scholarships	Kayleigh Smith	Tom Beville Lyceum/ Theatre 208
Dropping a Class	Advisor	Advisor's Office
Email	Technology Support	Pendley Admin. Building 129B
Fees	Business Office	Wallace Admin. Building 122
Final Examinations	Instructor	Instructor's Office
Financial Aid	Financial Aid Office	Wallace Admin. Building 101
Fines	Business Office	Wallace Admin. Building 122
Forming a Club	Dean of Student Services	Student Center 115
Grades	Registrar's Office	Pendley Admin. Building 129
Graduation	Dean of Instruction	Pendley Admin. Building 112
Harassment	Human Resources/Title IX Coordinator	Pendley Admin. Building 116
ID Cards	Admissions Office	Student Center 115
Insurance Certifications (Student)	Registrar's Office	Pendley Admin. Building 129
Job Placement	College and Career Planning Center	Wallace Admin. Building 112
Lost and Found	Campus Police	Student Center 102
Non-Credit Training	Skills Training Office	Pendley Admin. Building 118
Online Classes	Barbara Kilgore	Pendley Admin. Building 112
Orientation	Director of Advising	Wallace Admin. Building 100
Parking Permits	Admissions Office	Student Center 117
Probation (Academic)	Dean of Student Services	Student Center 115
Refunds	Business Office	Wallace Admin. Building 122
Registration	Advisor	Advisor's Office
Reserving School Facilities	Dean of Instruction	Pendley Admin. Building 112
Reverse Transfer	Angie Bain	Student Center 107
Safety or Security Concerns	Campus Police	Student Center 102
Schedule of Classes	Dean of Instruction	Pendley Admin. Building 112
Social Functions	Dean of Student Services	Student Center 115
Student Government	Joan Reeves	English Building 107
Suspension	Dean of Student Services	Student Center 115
Technology Support	Technology Support	Pendley Admin. Building 129B
Testing (ETS Proficiency Profile)	Director of Institutional Planning and Assessment	Wallace Admin. Building 112
Testing (ACCUPLACER)	Admissions Office	Student Center
Testing (GED)	Alicia Woods	William H. Beck Health & Fine Arts Building 227

## Where to go for Assistance

Concerning	Office	Location
Absences – Instructor	Instructor	Instructor's Office
Academic Advisement	Advisor	Advisor's Office
Adding a Class	Advisor	Advisor's Office
Admissions/ Readmissions	Admissions Office	Student Center 115
Alumni Services	Chasley Brown	Pendley Admin. Building 201
Apply for a Certificate	Advisor	Advisor's Office
Auditing a Course	Admissions Office	Student Center 115
Books and Supplies	Bookstore	Annex100
Campus Tours	Andrea Okwu/Paige Vaughn	Pendley Admin. Building 205
Career Advising	College and Career Planning Center	Wallace Admin. Building 112
Change of Address	Admissions Office	Student Center 115
Change in Schedule	Advisor	Advisor's Office
Chorus/Voice Scholarships	Sara Markham	William H. Beck & Fine Arts Building 243
Club Meetings	Sponsor	Sponsor's Office
Complaint Processes	Dean of Student Services	Student Center 115
Distance Education	Barbara Kilgore	Pendley Admin. Building 112
Drama Program	Kayleigh Smith	Tom Beville Lyceum/ Theatre 208

Testing (WorkKeys)	Charmin Hancock	Workforce Development 259
Theatre Tickets	Trey Gilliland	Tom Bevil Lyceum 208
Transcripts	Registrar's Office	Pendley Admin. Building 129
Transfer Credit Problems	Registrar's Office	Pendley Admin. Building 129
Transferability of Courses	College and Career Planning Center	Wallace Admin. Building 112
Tutoring Services	Juliah Sanford	Student Center 113
Used Books	Bookstore	Annex 100
Veterans' Services	VA Office/Financial Aid Office	Wallace Admin. Building 101
Visitors to Campus	Campus Police	Student Center 102
Visual Arts Scholarships	Jaia Chen	William H. Beck Health & Fine Arts Building 229
Withdrawal from School	Financial Aid Office	Wallace Admin. Building 101
Work Study	Financial Aid Office	Wallace Admin. Building 101

# Campus Regulations and Services

This handbook describes student rights and responsibilities. The following specific issues are addressed alphabetically.

## Absence Policy

Specific policies governing class attendance are established by individual faculty members. Instructors will discuss their attendance policy with each class at the beginning of the semester. It is the responsibility of students to know the attendance policy for each course in which they are enrolled.

## Academic Progress Standards

These standards of progress shall apply to all students unless otherwise noted.

### 1. Exceptions

Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

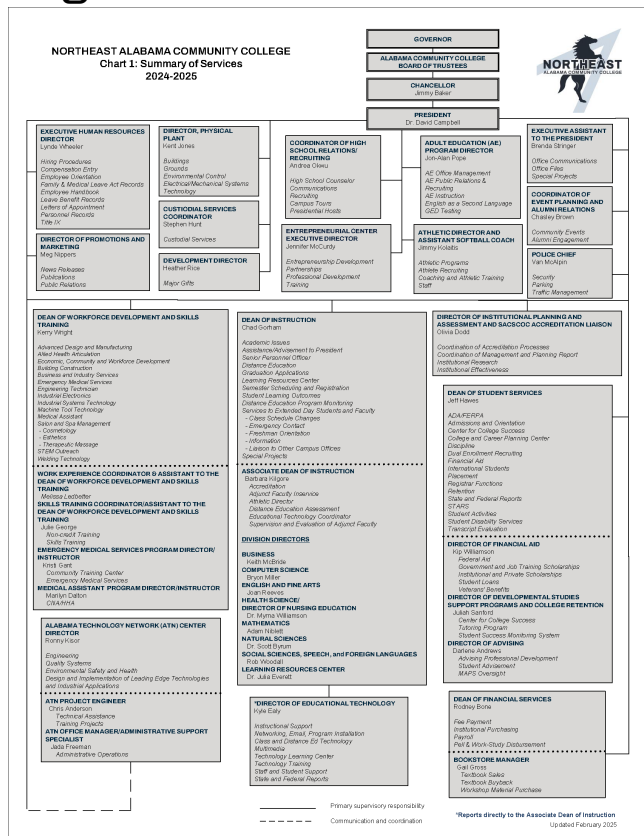
### 2. Required GPA Levels for Students According to Number of Hours Attempted at the Institution

Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

Students who have attempted 33 or more

## Organizational Chart



semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

### 3. **Intervention for Student Success**

When a student is placed on Academic Probation, or one-term academic suspension or one-calendar year academic suspension, then institution officials may provide intervention methods for the student. These strategies and methods may include but are not limited to limiting the student's course load, requiring study skills seminars, administering the LASSI (Learning and Study Strategies Inventory) and/or recommending other specific courses. Students on Academic Probation may also be included in the SAGE early alert process.

### 4. **Application of Standards of Progress**

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.

When the student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the semester GPA is 2.0 or above, the student remains on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **SUSPENDED—ONE SEMESTER**.

The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL**.

The student who is readmitted upon appeal re-enters the institution on Academic Probation. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

A student returning from a one term or one year

suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one year suspension.

The student may appeal a one term or one year suspension.

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **ACADEMIC PROBATION, ACADEMIC SUSPENSION—ONE TERM, ACADEMIC PROBATION—ONE YEAR, ONE TERM SUSPENSION—READMITTED ON APPEAL, OR ONE YEAR SUSPENSION—READMITTED ON APPEAL**.

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee.

During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

### 5. **Initial Academic Status of Transfer Students**

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **CLEAR** academic status.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on **Academic Probation**. The transcript will read **ADMITTED ON ACADEMIC PROBATION**.

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on **Academic Probation**. The transcript will read **ADMITTED UPON APPEAL—ACADEMIC PROBATION**.

## 6. Definition of Terms

Grade Point Average (GPA) – The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.

Cumulative Grade Point Average (GPA) – The grade point average based on all hours attempted at the institution based on a 4 point scale.

Clear Academic Status – The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

### Academic Probation

(1) The status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or

(2) The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the institution but whose Semester GPA for that term was 2.0 or above.

One Semester Academic Suspension – The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that term was below 2.0.

One Year Academic Suspension – The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that term was below 2.0.

Appeal of Suspension – The process by which an institution shall allow a student suspended for one term or one year (whether a “native” student or a transfer student) to request readmission without having to serve the suspension.

## Accelerated High School Program

The Accelerated High School program is an enrichment opportunity allowing eligible high school students to earn college credits for courses taken at NACC while still enrolled in high school. High school students will not

receive high school credit for any college courses completed in the Accelerated High School program. The Accelerated High School program is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of the Code of Alabama 1975. Students in the Accelerated High School program are responsible for the cost of tuition, fees, textbooks, materials and supplies as required in the syllabus of each course.

Students may only enroll in postsecondary courses for which the high school prerequisites for the courses in which he/she enrolls have been completed. Students may enroll in academic, career and technical, or health profession courses/programs. Upon completion of the Accelerated High School program and high school graduation, the student must apply for admissions and meet all NACC admissions requirements.

## Accommodations for Disabilities

Students or guests who have a disability which may prevent them from enjoying the services or activities of the college may request accommodations to enable their participation. Requests may be directed to instructors, to any person in charge of an activity, or to any receptionist or other staff member who is in a position to assist. The college is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable regulations. Special needs or requests for assistance beyond what can be readily provided by the point-of-contact personnel listed above should be directed to Riley Holland, the ADA Compliance Coordinator, Office 115 in the Student Center at 138 Alabama Hwy 35, Rainsville, AL 35986 or 256-638-4418, ext. 2222.

## Accuplacer

The ACCUPLACER placement test is administered by the Admissions Office. The test consists of two sections and assesses a student's achievement level in writing and mathematics. ACCUPLACER is not a timed test and is administered via computer. This assessment tool helps determine the level of preparedness for college-level work and plan the best set of courses for individual career goals and skill levels. A student may retest for a \$10.00 fee per subject area provided there is evidence the student has completed sufficient test preparation activities. Students scheduled to take the ACCUPLACER must present a primary ID and may not bring any personal belongings in the computer lab; including cell phones, calculators, bags, smart watch, etc.

Exemptions: Students who have previous college credit in college-level English and mathematics with a grade of “C” or better and students who have an associate degree or higher are not required to take the test. Also, any student scoring at or above the established ACT or SAT scores as detailed on the website at [nacc.edu](http://nacc.edu) for either English or mathematics within five years of enrollment is exempt from the subject-specific placement assessment. Students who have the appropriate high school GPA and grade markers from public Alabama high schools may also be exempt from subject specific assessment

## ADA Complaint Process

Northeast Alabama Community College has adopted an internal complaint process providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Titles I and II of the Americans with Disabilities Act. Title I, Section 102(a) states that “No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Title II, states, in part, that “No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

1. As a first step, the party making a complaint should meet with the party with whom he/she is in disagreement, and attempt to discuss and clarify the problem.
2. If the problem cannot be resolved in step one, the next step is for the complainant to discuss the complaint with the ADA Compliance Coordinator. If the complaint is lodged against the ADA Compliance Coordinator, the complainant will meet with the ADA Compliance Coordinator’s immediate supervisor.
3. If the ADA Compliance Coordinator is unable to resolve the issue informally, the complainant can file a formal complaint in writing. The written complaint must contain the name and address of the person filing the complaint, and it must briefly describe the alleged violation of the regulation. The complaint must be submitted to the ADA Compliance Coordinator within ten (10) business days of the alleged violation
4. The ADA Compliance Coordinator will investigate the complaint. The investigation shall be an informal but thorough investigation, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Compliance

Coordinator to the complainant no later than fifteen (15) business days after the complaint is filed. The report shall be delivered in person or to the address given in the written complaint, by certified mail, return receipt requested.

6. If the complainant is not satisfied with the decision of the ADA Compliance Coordinator, he or she may file a written appeal with the President specifically stating the objections to the decision within ten (10) business days after receipt of the decision. The President will appoint a committee of at least three persons to review the complaint. The Committee will review the decision of the ADA Compliance Coordinator solely on the following grounds, and none other:
  - a. to determine if there was substantial evidence to support the decision;
  - b. to determine if the student had a fair and impartial investigation regarding their case; and
  - c. to determine if there is new evidence which would affect the decision.
7. The committee will submit a recommendation to the President, within thirty (30) days of the filing of request for reconsideration.
8. The President will review the committee report and will file a written response to the Complainant and the ADA Compliance Coordinator. The decision of the president shall be final under the provision of this complaint process.
9. If, after exhausting all available institutional processes, a student’s complaint remains unresolved, the student may appeal to the Alabama Community College System using the System’s official [Student Complaint Form](#) (PDF) or Online Student Complaint Form. Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and emailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to the Alabama Community College System.
  1. The Division of Student Success will investigate the complaint.
  2. The institution which is the subject of complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
  3. The Division of Student Success will adjudicate the matter within 30 days business days of receipt of complaint and write a report or Letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
  4. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
  5. The decision made by ACCS is final and cannot be appealed.

Notes: Any time limit set herein may be extended upon the written mutual consent of both parties. A copy of the complaint and resolution of the complaint will be kept on

file with the ADA Compliance Coordinator for a minimum of five years. During resolution proceedings, the College shall use a preponderance of evidence to determine if a violation of policy has been made. The preponderance of evidence will consist of such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the mind's belief that what is sought to be proved is more likely true than not true

Students requiring reasonable accommodations during the complaint process should contact the ADA Compliance Coordinator. Students should allow reasonable advanced notice so that reasonable accommodations may be arranged.

All complaints related to disabilities should be addressed to:

Riley Holland  
ADA Compliance Coordinator  
Phone: (256) 638-4418, Ext.2222  
Email: [hollandr@nacc.edu](mailto:hollandr@nacc.edu)

## Admissions

Admissions requirements are outlined in the Admissions Requirements section of this catalog.

Admissions information may be obtained at the Admissions Office in the Student Center and on the college website at [www.nacc.edu/admissions](http://www.nacc.edu/admissions).

## Academic Advising

NACC is committed to an advising system to develop self-regulated learners by which academic advisors build relationships of trust and guidance that empower students to achieve their personal, academic, and career goals. We believe that students who are actively engaged in their education will be more successful throughout their educational careers and beyond.

Each student, upon enrollment, will attend a new student orientation and be assigned an academic advisor who is familiar with the college program specific to the area of interest of the student.

## Adult Education

Adult Education operates under the Alabama Community College System and through a consortium of public school systems and community colleges in DeKalb, Jackson, and Marshall Counties. **The Program** provides academic instruction from very basic skills up to the college level. Areas of instruction include reading, writing, and speaking English, math, social studies, science, GED, Non-Traditional High School Diploma,

**ACT prep**, college preparation, career preparation, digital literacy instruction, pre-apprenticeship programs, and **assisting with career pathways**. Instruction is grouped into two general areas: Basic Academic Improvement (including GED, adult reading, and college/career prep), and English as a Second Language (ESL). Classes are usually scheduled separately and are free and open to anyone 17 years of age or older and not enrolled in a K-12 school. Students may attend classes at one of the many class locations within the service area of DeKalb, Jackson, and Marshall Counties or may participate in classes online. Instructional materials are provided to enrollees, and many classes are equipped with computers using the latest software and **online programs**. In some cases, the Program partners with area industries to provide classes for their employees. Whether held on-site or in public locations, participants have the opportunity to improve workspecific skills in addition to general academic improvement. Please contact us if you wish to enroll or perhaps volunteer your time to help others. For more specific information or class locations and times, please contact our office at 256-638-2957 or 256-228-0021, visit our website at <https://www.nacc.edu/about-nacc/college-offices/adult-education> or email us at [popej@nacc.edu](mailto:popej@nacc.edu).

## Adult Education Learning Lab

The Adult Education Learning Lab, located in Room 227 of the Beck Health & Fine Arts Building, is a Pearson VUE Authorized Testing Center for Northeast Alabama Community College and the surrounding areas. The lab was developed to offer the new computer based GED Exam, and has grown to include various certification and licensing testing for many other fields to meet the needs of local students and professionals, as well as businesses and industries. Certifications through CompTIA, C++, and Adobe, are among the items offered in the information Technology field. The National Registry of Emergency Medical Technicians (NREMT) exams are part of the growing healthcare fields represented. Business and education profession exams are also available. For more information, contact Alicia Woods at (256) 638-4418 \*2362 or [woods@nacc.edu](mailto:woods@nacc.edu). To register for exams, please visit [www.pearsonvue.com](http://www.pearsonvue.com).

## App–Elliciango

Northeast Alabama Community College Mobile App (EllicianGO) is available for free download from the Apple App Store and Google Play Store. The App is a great resource for faculty and staff, but also for current and prospective students. The App also includes easily accessible crisis management directions for any emergency situations on campus.

To access this App, go to the Apple App Store for the iOS version or go to the Google Play Store for the Android version.

## Alcoholic Beverages

Northeast does not permit the consumption or possession of alcoholic beverages on the campus or at college-sponsored functions.

## Articulation/Transfer

### Alabama Transfers:

The Alabama Articulation Program (also called Alabama Transfers) is an articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. Alabama Transfers is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. Alabama Transfers is the information link between the state's public two-year and four-year institutions. The Alabama Transfers database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another. It is the student's responsibility to stay informed about Alabama Transfers and the university's requirements regarding individual programs of study. Students must print the Alabama Transfers guide, follow the instructions and retain the printed copy as documentation for the public universities in Alabama. For more information, go to [alabamatransfers.com](http://alabamatransfers.com)

## Bookstore (Textbooks, ETC.)

The college bookstore is Textbooks, Etc. and is located in the Annex. Textbooks, workbooks, lab books, supplies for art, nursing, and music, and general supplies such as paper, pens, pencils, index cards, headache/ cold remedies, NACC t-shirts and caps, and other items are offered for sale. Students can pay by cash, check, credit card, or debit card.

The goal of Textbooks, Etc. is to have the textbooks and related materials in the store at the beginning of the semester and to keep the cost of all items as low as possible.

**Buyback Policy:** Hardcover and paperback books will be bought back at 50% of purchase price. The book must be in good condition for use by the owner, and it must be in use the upcoming semester.

Textbooks that will not be used on campus will have a buyback price established by the Market Buyer's Guide. These buybacks will be determined by the bookstore having an opportunity to market these books.

**Refunds:** With a receipt, textbooks may be returned/ exchanged for full credit within the first 7 class days of each semester if a class has been changed or dropped. The books must not be marked, shrink-wrap must not be removed and disk or CD must be unopened in book. REFUNDS WILL NOT BE GIVEN UNTIL THE SECOND DAY OF CLASS OF THE SEMESTER.

Hours for Textbooks, Etc.:	
Monday and Thursday	8:00 AM - 5:00 PM
Tuesday and Wednesday	8:00 AM - 2:00 PM
Friday	8:00 AM - 12:00 Noon

Telephone: 256-638-4418, Ext. 2287 FAX:  
256-638-9476

## Cafeteria/Food Services

A privately operated Cafeteria is located in the Student Center. Students should return trays and dishes to the designated window and help to keep the building clean. Glasses, dishes, utensils, etc., should not be removed from the Student Center. Students should conduct themselves with proper manners at all times.

## Campus Save Act, Clery Act, and Stop Campus Hazing Act

The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as a part of the Violence Against Women Reauthorization Act (VAWA).

The goals of the Campus Save Act are to:

- Prevent domestic violence, sexual assault, dating violence and stalking on campus.
- Educate the campus community that violence against women is unlawful.
- Coordinate services to recipients and survivors in response to incidents
- Give students and staff information on campus security policies and statistics

The Campus Save Act amends the Jeanne Clery Campus Safety Act (known as the Clery Act), which requires higher education institutions to report crime statistics and disclose security-related information, in several important ways:

- It adds offenses involving domestic violence, dating violence, and stalking to the crimes that institutions must report and include in their annual security reports (ASR)
- It expands the categories of reportable "hate crimes" to include those based on bias against gender identity or national origin
- The policy statements filed as part of the ASR must now include detailed descriptions of the

institution's internal procedures in cases of domestic violence, dating violence or stalking, as well as descriptions of its education and prevention programs.

Additionally, the Stop Campus Hazing Act, an amendment to the Jeanne Clery Campus Safety Act, requires higher education institutions to report incidents of hazing in its ASR.

Northeast Alabama Community College is committed to educating its students and employees on the dangers of domestic violence, dating violence, stalking, sexual assault, and hazing. Prevention and educational activities are planned and executed throughout the year for students and employees through special events, emailed information, the Title IX and U module in Canvas, and through free online training. The Campus SaVE Act contact at NACC is Mr. Justin Mayo, Title IX Coordinator (Office - 107 Student Center; Phone: 256.228.6001, extension 2256; Email: [mayoj@nacc.edu](mailto:mayoj@nacc.edu))

## Annual Security Report

Northeast Alabama Community College is committed to the safety and security of its educational environments. The College produces an Annual Security Report by October 1, which outlines information on timely warnings; how to report crimes or sexual harassment matters; campus crime and arrest statistics; the sexual harassment policy; details about educational programs for topics such as sexual assault, stalking, domestic violence, and drug and alcohol abuse, and much more. This report is available at [www.nacc.edu/annualsecurityreport](http://www.nacc.edu/annualsecurityreport). A printed copy can also be requested at no charge by contacting the Title IX Coordinator, Mr. Justin Mayo, at 256.228.6001, ext. 2256, or at [mayoj@nacc.edu](mailto:mayoj@nacc.edu)

## Campus Crime and Arrest Statistics

Campus crime and arrest statistics are compiled utilizing the daily crime log maintained in the Campus Police Office as well as through reports provided by Campus Security Authorities and local police as required by the Jeanne Clery Act. The crime statistic information represents reports received but does not necessarily indicate that a crime was found to have occurred. Campus crime and arrest statistics are published each year in the Annual Security Report, available at [www.nacc.edu/annualsecurityreport](http://www.nacc.edu/annualsecurityreport). This report is also available in a printed version at no charge upon request. Contact Mr. Justin Mayo, Title IX Coordinator, at 256.228.6001, ext. 2256, or at [mayoj@nacc.edu](mailto:mayoj@nacc.edu) for more information.

## Campus Security Authorities

Students who observe a Clery Act crime on campus have a number of options for reporting such crimes to ensure that timely warnings are issued and statistics are maintained. The Clery Act defines reportable crimes as hate crimes, domestic violence, dating violence, stalking, sexual assault, homicide, rape, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Crimes observed on campus can be reported to any of the following Campus Security Authorities (CSAs) designated by NACC.

### Name, Title and Contact Information

Kelly Black, Advanced Design & Manufacturing Instructor  
256.228.6001/256.638.4418, ext. 2286  
258 Workforce Development

Chris Peek, CDL Training Coordinator  
256.244.5174  
CDL Training Site

Jon-Alan Pope, Adult Education Program Director  
256.228.6001/256.638.4418, ext. 2363  
219 William M. Beck Health and Fine Arts Center

Chad Gorham, Dean of Instruction  
256.228.6001/256.638.4418, ext. 2294  
121 Charles Pendley Administration

Kristin Lacey, Salon and Spa Management Instructor/  
Program Director  
256.259.1512  
Salon Institute

Olivia Dodd, Phi Theta Kappa Sponsor  
256.228.6001/256.638.4418, ext. 2399  
121 Wallace Administration

Lynde Wheeler, Human Resources Director  
256.228.6001/256.638.4418, ext. 2230  
116 Charles Pendley Administration

Justin Mayo, Title IX Coordinator  
256.228.6001/256.638.4418 ext. 2256  
107 Student Center

Adam Niblett, Mu Alpha Theta Sponsor  
256.228.6001/256.638.4418, ext. 2389  
225 Mathematics, Science, and Engineering  
Technology

Andrea Okwu, Coordinator of High School Relations  
and Recruiting  
256.228.6001/256.638.4418, ext. 2258  
205 Charles Pendley Administration

Joan Reeves, Student Activities Coordinator  
256.228.6001/256.638.4418, ext. 2231  
107 English Building

Kayleigh Smith, Theatre Instructor/Director of Theatre  
256.228.6001/256.638.4418, ext. 2218  
208 Tom Bevill Lyceum

Campus Police: Danny Miller, Police Chief; Cameron Shelton, David Snay, Police Officer; Shannon Brewster, Steven Davis, and Steven Whited – Part-Time Police Officers  
256.609.1060 256.228.6001/256.638.4418, ext. 2249  
101 Student Center

CSAs can assist students with reporting crimes to Campus Police or to local police, if desired by the victims. NACC allows voluntary, confidential reporting to CSAs, who are not campus police, previously listed. The college will strive to protect confidentiality in Clery Act reporting and disclosures and will maintain confidentiality regarding the investigation, accommodations, and protective measures provided to the complainant except when maintaining confidentiality could cause harm to others or hinder an investigation. Reporting crimes, including those as defined in the Clery Act, does not constitute that legal proceedings must take place.

## Canvas Learning Management System and Distance Education

Canvas is the learning management system that NACC uses for online and distance education course delivery. NACC has been using Canvas exclusively for online and distance course delivery since January 2017.

To take a web-based (online) course:

- **Read the Technical Requirements** for using Canvas, and make sure you have access to a computer meeting these specifications.
- **Register.**
- **Take Orientation for each class** as shown on Class Schedule:
  - Attend class Orientation if it meets on campus
  - Complete class Orientation within Canvas if it is online
  - Class Orientation is not to be confused with orientation to using Canvas in general, which is a hands-on training session offered at the first of each semester (see below). Class orientation is always required; orientation to using Canvas is recommended the first time you take an online class.
- **If you have not settled all financial obligations to the college**, you will not be able to access your current semester Canvas courses. Your registration is not considered complete until all financial aid and/ or payments have been applied to your current semester account. At Orientation or by email, TELL YOUR INSTRUCTOR that you

intend to finish registering and take the course. Ask how to avoid getting behind in your early assignments, and follow instructions. Then access Canvas as soon as you become eligible

- **Financial Aid Students:** If your instructor does not hear from you by the end of Late Registration, your name will be turned in to Financial Aid as “not attending.” If you are having computer problems, go to a different computer and email the instructor; also turn in any assignments due the first few days.
- **ALWAYS use your college email account to correspond with instructors and college offices, never a different account. Mail from other accounts may not be accepted.** Emailing your online instructor through Canvas is highly encouraged. To do this simply click the “inbox” button on your Global Navigation panel on the left side of the main screen. Next, click on the “Compose a new message” button. Select your course and then select your instructor from the drop down menu, enter your text, and send the email. The email link in Canvas is directly tied to your NACC email account.
- **Have a back-up plan** for accessing Canvas and college email when you have computer or Internet problems. NACC computers in the library or computer labs can be used. Computer issues are not a reason to miss an assignment or exam

### How to Login to Canvas

Canvas is a course management system used by NACC to provide online access to instructional materials. Every active student has a Canvas account that can be accessed when registration is complete.

1. Open NACC website: <https://www.nacc.edu/>
2. Find the Canvas login on the upper right side of the screen.

OR

1. Go to the direct Canvas link: <https://nacc.instructure.com/>
2. Enter User ID (full NACC email including the word mail. Ex. [jlea0306@mail.nacc.edu](mailto:jlea0306@mail.nacc.edu))
3. Enter Password (eight-digit birthday (mmddyyyy))
4. Select Login.

IF YOU DO NOT SEE a course you intended to take on your dashboard, check the next icon down which is all courses. If the course is not listed there either as published or non-published, you should email your advisor or check your official course registration on your OneACCS as well as ask Financial Aid or the Business Office why your registration is incomplete.

**Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found online:**

[Computer Technology Acceptable Use Policy](#)  
[Peer-to-Peer File Sharing Policy](#)  
[Wireless Access Policy](#)

For technical assistance, contact Judith Lea, Director of Technology Learning Center, ext. 2309 or by email [leaj@nacc.edu](mailto:leaj@nacc.edu).

## Center for College Success

The Center for College Success (CCS) serves all NACC students by providing them with assistance in skill building, academic support, and advising. CCS services help students develop fundamental skills and procedures for success in college and the future.

CCS provides the following free services:

- On-campus and online tutoring
- Success Seminars
- One-on-one student advisement
- Learning and Study Strategies Inventory (LASSI)
- Student outreach

For more information about CCS services, contact Julia Sanford, Director of Developmental Studies Support Programs & College Retention, at ext. 2257 or [sanfordj@nacc.edu](mailto:sanfordj@nacc.edu).

## Change in Schedule (Add/Drop)

Students should discuss all changes to their schedule with their advisor and the financial aid office before making a schedule change. During the drop/add period, a course may be dropped without academic penalty. A grade (including "W") will not be noted on the transcript for courses dropped during the drop/add period. Courses withdrawn after the drop/add period will receive a "W" on the transcript. Grades of "W" are not included in grade point average calculations. Withdrawing from a course or all courses may affect a student's financial aid, could cause the student to owe money back to the college, and could cause the student to lose future financial aid. Students should contact the financial aid office before withdrawing from courses.

Students who wish to withdraw a course after the drop/add period must email [drop@nacc.edu](mailto:drop@nacc.edu) with their full name, A#, the course name and the course subject code to be withdrawn. Once the course(s) has been withdrawn, the student will receive an email. It is the student's responsibility to review their online schedule and confirm the course(s) has been withdrawn.

## College and Career Planning Center

The College and Career Planning Center provides students with career services. The services include individual career advising sessions, various career assessments, transfer advising. Clients served are students currently enrolled, including dual enrollment students, adult education students, displaced workers, former NACC students, and community residents are also provided career planning services. The goal of the program is to help individuals find the right career path, education, and training to be competitive and successful in today's workforce. The College and Career Planning Center has two staff members: career planning and transfer advisors.

- a. **Career Planning:** The purpose of the College and Career Planning Center is to provide guidance, motivation, and assistance to individuals as they transition from high school/ GED to postsecondary education/training and into the workforce. Personnel work with high-school counselors, GED instructors, college students, and local employers to act as a link that will ensure students become productive participants in the workforce. Suggestions and advice are given in an attempt to help the student identify strengths and weaknesses as they may be related to college and career plans. Staff members also coordinate career exploration events.
- b. **Transfer Advising:** career and transfer advisors are also available to assist students transferring to four-year institutions as well as other two-year colleges. The transfer advisors provide one-on-one college transfer advising regarding selection of an institution to attend, selection of a major for the student's desired degree, and the articulation of courses taken at NACC to universities and two-year colleges within the State of Alabama as well as out-of-state schools. This process includes helping students obtain an Alabama Transfers Guide and promoting these and other articulation agreements to students and faculty. The transfer advisors assist with the admissions and scholarship process for four-year institutions. The transfer advisors also assist with on-campus college days and organize individual college visits to campus. It is the goal of the transfer advisors to help students successfully transfer and complete their chosen degree.

## College Dress

Students are expected to dress in a socially acceptable manner. Shoes and conventional dress must be worn by students. Some labs, shops, and workplace settings have specific dress policies intended to enhance the safety of the student. For instance, steel-toed shoes and

fire resistant clothing may be required in some programs while other programs may require that students not wear loose clothing, long-sleeved shirt, or jewelry.

## Complaint Process

### **Northeast Alabama Community College Complaint Processes for Title IX Violations; Violations of the College's Anti-Harassment, Physical Assault, and Anti-Discrimination Policy; Violations of the College's Code of Conduct; and General Complaints Updated June 2, 2025**

#### Introduction

NACC has adopted policies regarding violations of Title IX, violations of NACC's anti-harassment, physical assault, and anti-discrimination policies, and violations of NACC's Code of Conduct. Those policies govern all members of the NACC community and are available to any member who believes that he or she has been the victim of a violation of those policies. Each policy is described in summary form, with the policies in entirety following.

#### Anti-Harassment, Physical Assault, and Anti-Discrimination Policies

NACC's Anti-Harassment, Physical Assault, and Anti-Discrimination policies prohibit harassment and or discrimination on the basis of an individual's race, color, national origin, religion, marital status, disability, gender, age, or other protected class as defined by federal and state law. Discrimination on the basis of race, color, religion, sex, sexual orientation, and national origin is illegal under Title VII of the Civil Rights Act of 1964. Discrimination on the basis of sex is illegal under Title IX of the Educational Amendments of 1972. Discrimination on the basis of age is illegal under the Age Discrimination Act of 1975. Violations related to non-sexual harassment or physical assault should be reported to the Dean of Student Services. Violations related to sexual harassment, sexual discrimination, or sexual assault should be reported to the Title IX Coordinator.

#### Code of Conduct

NACC has adopted a Code of Conduct that governs the conduct of NACC students and student organizations. The Code of Conduct is intended to ensure that NACC students conduct themselves in a manner compatible with the educational objectives of NACC. The Code of Conduct applies to all students and student organizations. By enrollment and affiliation with NACC, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. NACC is committed to maintaining an environment that contributes to its

educational mission, as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by NACC. Violations of NACC's Code of Conduct should be reported to the Dean of Student Services (or other appointed administrator).

#### General Complaint Policy

NACC has general complaint policies for employees to file complaints against students and for students to file complaints against employees or the College in general for reasons that are not covered under the Title IX Sexual Harassment Policy or Anti-Harassment, Physical Assault, or Anti-Discrimination Policy.

#### Title IX Sexual Harassment Policy

NACC has adopted a Title IX Sexual Harassment Policy. Pursuant to Title IX of the Educational Amendments of 1972, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Acts that constitute violations of NACC's Title IX Sexual Harassment Policy are described in detail within the policy and should be reported to the Title IX Coordinator immediately.

#### Anti-Harassment, Physical Assault, and Anti-Discrimination Policy

Northeast Alabama Community College (NACC) is committed to providing both employment and educational environments free of harassment, physical assault, or discrimination related to an individual's race, color, national origin, religion, marital status, disability, gender, age, sex, sexual orientation, or other protected class as defined by federal and state law. Such harassment, discrimination, and assault are violations of NACC and the Alabama Community College System policies. Discrimination on the basis of race, color, religion, sex, sexual orientation, and national origin is illegal under Title VII of the Civil Rights Act of 1964. Discrimination on the basis of sex is illegal under Title IX of the Educational Amendments of 1972. Discrimination on the basis of age is illegal under the Age Discrimination Act of 1975.

A nondiscriminatory environment is essential to the mission of the College. Any practice or behavior that constitutes harassment, physical assault, or discrimination shall not be tolerated on campus, at any off-campus site, or in any division or department by any employee, student, agent, or non-employee on the institution's property and while engaged in any institutionally-sponsored activities. It is within this

commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the college community are respected that harassment, physical assault, and discrimination of students and employees is unacceptable conduct and shall not be tolerated at the College.

For these purposes, the term “harassment” includes, but is not necessarily limited to, the following: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, religion, creed, sex, gender identity, transgender status, pregnancy, national origin, disability, sexual orientation, military or veteran’s status, genetic information, age or any other characteristic that is protected by applicable state or federal law or the Alabama Community College System policies. Harassment also includes Sexual Harassment, which is forbidden by the NACC Code of Conduct and the College’s Title IX Sexual Harassment Policy. Complaints of Title IX sexual harassment can be made according to the procedures outlined in the College’s Title IX Sexual Harassment Policy. Complaints for harassment that fall outside the purview of Title IX sexual harassment will be governed by the Code of Conduct and general complaint policies.

Employees and students of the College shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students.

The employees of the College determine the ethical and moral tone for the College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any other inappropriate involvement with another employee or student makes them liable for formal action against

them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

Harassment of employees or students by non-employees on the institution’s property and while engaged in any institutionally-sponsored activities is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Dean of Student Services, Campus Police, or Title IX Coordinator. Intimidation and retaliation against complainants, respondents, and witnesses are forbidden under this policy, Title IX, and by the College’s Code of Conduct.

#### NACC Code of Conduct

The Northeast Alabama Community College (“the College”/NACC) Code of Conduct is intended to ensure that NACC students conduct themselves in a manner compatible with the educational objectives of NACC. The Code of Conduct applies to all students and student organizations. By enrollment and affiliation with NACC, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. NACC is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by NACC. It is assumed that students enrolling in NACC are mature and have a desire for constructive learning. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person - whether a student, visitor, faculty or staff member or NACC itself is strictly prohibited. NACC does not permit in any way the consumption or possession of alcoholic beverages, narcotics, and/or other hallucinogenic drugs on campus or at college-sponsored functions. Possession of firearms is prohibited. Littering is also prohibited. Students who are observed littering on campus will be fined \$10.00 per incident. Students on probation due to a violation of the Code of Conduct may not represent the school in interscholastic contests.

Other specific forms of prohibited conduct include but are not limited to:

1. Dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the College. Any student found guilty of cheating may be dropped from the course with a grade of “F.”
2. Destruction or theft of property;

3. Failure to comply with directions of College officials acting in the performance of their duties;
4. Forgery, alteration, or misuse of College documents, exams, records, or identification;
5. Disorderly or disruptive conduct, including classroom disruptions, reckless endangerment, harassment, assault, bullying, cyberbullying, and discrimination;
6. Obstruction or disruption of the College's academic program or operations;
7. Unauthorized entry to College facilities;
8. Unauthorized possession of a key to College facilities;
9. Violation of traffic regulations;
10. Violation of library regulations;
11. Violations of the Stop Campus Hazing Act; and/or
12. Violation of any federal, state, or local law or ordinance.

Any practice or behavior that constitutes harassment, physical assault, or discrimination shall not be tolerated on campus, at any off-campus site, or in any division or department by any employee, student, agent, or non-employee on the institution's property and while engaged in any institutionally-sponsored activities. Examples of sexually harassing verbal or physical conduct prohibited by NACC's Conduct policies, include, but are not limited to, the following:

Direct propositions of a sexual nature;

1. Subtle pressure for sexual activity;
2. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
3. comments of a sexual nature; or
4. sexually explicit statements, questions, jokes, or anecdotes;
5. Repeated conduct that would cause discomfort and/or humiliate a reasonable person toward whom the conduct was directed that includes one or more of the following:
6. Touching, patting, pinching, hugging, or brushing against another's body;
7. Commentary of a sexual nature about an individual's body or clothing;
8. Remarks about sexual activity or speculations about previous sexual experience(s);
9. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
10. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed; and/or
11. Gender stereotyping.

Additionally, Northeast Alabama Community College ("The College") is committed to providing an environment for students, employees, and campus visitors that is free from all forms of hazing. Hazing violates College policy, federal and state law, and may

lead to removal from school or termination of employment as well as personal liability—civil and criminal.

Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
3. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
4. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
5. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
6. causing, coercing, or otherwise inducing another person to perform sexual acts;
7. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
8. any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
9. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

The term 'student organization' means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

All members of the campus community have a duty to promptly report good faith concerns about potential hazing impacting another member of the campus community. Specifically, if any such individual holds firsthand knowledge about hazing, whether that hazing has already occurred or is set to occur in the future, they have a duty to make a reasonable effort to immediately report the hazing-related information as noted herein.

If the situation is an emergency and you or someone else needs immediate assistance, please contact 9-1-1 or the Northeast Alabama Community College (NACC) Police Department (256.609.1060).

To report hazing that does not involve an emergency situation, please provide specific information about the hazing incident to either of the following:

- NACC Police Department: 256.609.1060
- NACC Dean of Student Services: Jeff Hawes – 256.638.4418/256.228.6001, ext. 2278; [hawesj@nacc.edu](mailto:hawesj@nacc.edu)

All reports of hazing incidents will be investigated and adjudicated in accordance with the College's policies and procedures outlined in the Student Catalog complaint processes section (<https://catalog.nacc.edu/complaint-process>) and/or the Employee Handbook (<https://employeehandbook.nacc.edu/complaints-and-grievances>) in the employee complaints policy.

If any person or persons is found to be responsible for hazing, disciplinary action shall be imposed. A list of possible disciplinary actions for students can be found in the College's student Code of Conduct (<https://catalog.nacc.edu/complaint-process>). Possible disciplinary actions for employees may include but are not limited to restitution, suspension, or termination.

It is a violation of College policies for a member of the campus community to retaliate against another individual who has made a good faith report of hazing, has been accused of a hazing incident, and/or participates in a hazing investigation.

All records relating to incidents of hazing will be retained in accordance with the College's Student Code of Conduct and/or Employee Conduct policies and the Jeanne Clery Campus Safety Act.

All hazing incidents will be reported in accordance with the Stop Campus Hazing Act, amendment to the Jeanne Clery Campus Safety Act. The term "student organization" for the purposes of reporting hazing incidents in the Annual Security Report crime statistics and reporting in the Campus Hazing Transparency Report only, is defined as an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Policy statements relating to the College's prevention and awareness programs relating to hazing and primary prevention strategies intended to stop hazing before it occurs can be found in the Campus Save Act, Clery Act, and Stop Campus Hazing Act section of the Student Handbook and will be outlined annually in the Annual Security Report, published on the Campus Police website at <https://www.nacc.edu/about-nacc/college-offices/campus-police>.

Alabama Law regarding hazing is as follows:

Section 16-1-23

Hazing prohibited; penalty.

(a) Hazing is defined as follows:

(1) Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or

(2) Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

(3) The term hazing as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

(b) No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

(c) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section.

(d) Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

(e) Any person who participates in the hazing of another, or any organization associated with a school, college, university, or other educational institution in this state which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards which are enjoyed by him or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other educational institution.

(f) Nothing in this section shall be construed as in any manner affecting or repealing any law of this state respecting homicide, or murder, manslaughter, assault with intent to murder, or aggravated assault.

*(Acts 1981, No. 81-824, p. 1466, §§ 1-6.)*

Finally, violation of the College's Code of Conduct may lead to disciplinary action up to and including suspension, expulsion, and arrest for any criminal acts.

Any student or employee who feels that he or she has been the victim of a violation of the Code of Conduct can make a report to the Dean of Student Services (reports of non-sexual harassment or physical assault) or the Title IX Coordinator (reports of sexual harassment, sexual discrimination, or sexual assault), who will attempt to find a prompt and equitable resolution.

### General Complaint Policy

Any student who feels that he or she has been the victim of a violation of college policies can make a report to the Dean of Student Services, or other appointed administrator, including reports of non-sexual harassment or physical assault. (For reports of sexual harassment or sexual assault, see the Title IX Sexual Harassment Policy). If the Dean of Student Services (or other appointed administrator) is not available, the matter may be brought to the attention of any division director, dean, director, supervisor, advisor, or Campus Police Officer. Employees who believe that they have been the victim of a violation of this policy can make a report to the Human Resources Director. Employees and students who are found in violation of College policy shall be disciplined as deemed appropriate to the severity of the offense, with final approval by the President. If the allegations against a student are sufficiently grave, the President or designee has the authority and responsibility to suspend the student at any time pending further disciplinary proceedings.

### General Complaint Policy (Against Students for Reasons not Related to Title IX Sexual Harassment/ Sexual Assault)

A general complaint can be lodged against any student by another student, employee, vendor, or organization connected with the college with information or knowledge concerning the subject of the complaint. General complaints for reasons other than sexual harassment, sexual discrimination, or sexual assault should be reported to the Dean of Student Services (or other appointed administrator). All records of the proceedings will be kept confidential, unless it is deemed necessary to release information for the safety of the campus and/or community.

### Procedures for Filing a General Informal Complaint Against a Student

1. The complainant shall meet with the Dean of Student Services (or other appointed administrator) to lodge an informal complaint.

2. After receiving a complaint, the College shall make every reasonable effort to attain an informal resolution. The informal complaint investigation record may include informal statements from the complainant, the respondent, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the respondent a full opportunity to respond to the allegations.

3. If an informal resolution of the complaint is accepted by the complainant, and he or she desires no further action against the respondent, the complainant will sign a statement requesting that no further action be taken and that the informal resolution is accepted by him or her. The respondent will sign a statement attesting to his or her acceptance of the informal resolution.

### Procedures for Filing a General Formal Complaint Against a Student

1. If the complainant does not accept the informal resolution to the complaint or desires to make an immediate formal complaint, he or she may file a formal, written complaint with the Dean of Student Services (or other appointed administrator). The complainant must provide a written statement that clearly and specifically states the alleged violations, names the person(s) whom the complaint is against, and provides the date of the alleged violation. The complainant is advised to keep a copy of all written statements.

2. The Dean of Student Services (or other appointed administrator) will immediately notify the President of receipt of the complaint.

3. The Dean of Student Services (or other appointed administrator) shall investigate the complaint and make a preliminary decision. If the Dean of Student Services (or other appointed administrator) finds that there is no probable cause for the complaint, the Dean of Student Services (or other appointed administrator) shall take no further action and will notify the respondent and complainant of the findings. If there is probable cause to believe that the complaint is well-founded, the Dean of Student Services (or other appointed administrator) will compose a written complaint, submit the written complaint to the Disciplinary Committee, and notify the complainant that the complaint has been filed with the Disciplinary Committee. The Disciplinary Committee is composed of faculty and staff members appointed by the President.

4. Upon receipt of a written complaint from the Dean of Student Services (or other appointed administrator), the Disciplinary Committee shall convene a hearing and shall give reasonable notice of the date, time, and place of the hearing, together with a copy of the written complaint, to the respondent and the complainant. Before the hearing, the Dean of Student Services (or

other appointed administrator) and the respondent may provide supporting documentation and the names of witnesses to the Disciplinary Committee to aid in the hearing.

5. The hearing shall consist of informal fact finding by the Committee. The respondent may present facts and may also present witnesses; the Dean of Student Services (or other appointed administrator) shall present facts and witnesses. Those present at the hearing may only consist of the respondent, complainant, witnesses, Dean of Student Services (or other appointed administrator), and Committee members. After the hearing, the Disciplinary Committee, by majority vote, shall make a written recommendation to the President if the Committee finds that the complaint is supported by the facts. The Disciplinary Committee shall recommend an appropriate sanction in its written findings, if appropriate. If the Disciplinary Committee finds that the complaint is not supported by the facts, the Disciplinary Committee will take no further action and will notify the respondent, the complainant, the Dean of Student Services (or other appointed administrator), and the President of the findings.

6. The President of the institution shall approve or disapprove the suggested sanction, or the President may further alter or amend the suggested sanction.

7. The President shall, within ten (10) business days after receipt of the Disciplinary Committee's finding, notify the respondent, complainant, and the Dean of Student Services (or other appointed administrator) in writing of the sanction(s) to be imposed.

8. If the complainant and/or respondent is not satisfied with the decision of the President, he or she may file a written appeal with the President specifically stating the objections to the decision within five (5) business days after receipt of the notice of sanction. Copies of the appeal must be provided to the Dean of Student Services (or other appointed administrator). The appeal will be reviewed by an Appeals Committee made up of college administrators appointed by the President. The Appeals Committee will review the appeal solely on the following grounds, and none other:

- a. to determine if there was substantial evidence to support the decision;
- b. to determine if the student had a fair and impartial hearing; and
- c. to determine if there is new evidence which would affect either the guilt or innocence of the student or the degree of sanctions.

9. The findings of the Appeals Committee are presented to the President for approval and notification of the

results are provided to the respondent, complainant, and Dean of Student Services (or other appointed administrator).

10. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the Alabama Community College System (ACCS) using the System's official Student Complaint Form, which is available on the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by electronically submitting the form or printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Division of Academic and Student Affairs  
P.O. Box 302130

Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint. The institution which is the subject of the complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter within 30 business days of receipt of complaint and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action. The decision made by the Alabama Community College System is final and cannot be appealed.

Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. However, these procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or to the institution when the initial complaint was filed. The investigation will afford the respondent a full opportunity to respond to the allegations.

General Complaint Policy (Against Employees for Reasons not Related to Title IX Sexual Harassment/ Sexual Assault)

A student who has a difference or dispute with a college employee with respect to the application of the rules, policies, procedures, and regulations of the College which has affected the student may file a complaint. These processes do not apply to the contesting of disciplinary decisions, ADA concerns, or Title IX sexual

harassment complaints since separate complaint processes exist to address these issues. The purpose of the general complaint policy is to provide fair and orderly processes to resolve these issues. Procedures for complaints made by students against college employees will be based on the procedures as set forth in Alabama Community College System Board of Trustees Policy 620.01 for employee-related complaints.

#### Procedures for Filing an Informal General Complaint Against an Employee

1. The complainant shall meet with the College employee who would be best able to handle the complaint (i.e., the person with whom the student has a difference or a dispute) to lodge an informal complaint. The employee will evaluate the complaint and let the complainant know if an informal resolution can be achieved.
2. The complainant can appeal to the employee's immediate supervisor if the complainant is not satisfied with the informal resolution. The supervisor will determine if another informal resolution can or cannot be achieved.
3. If the complainant is not satisfied with the determination and/or informal resolution of the supervisor of the employee involved, he or she may appeal to the appropriate dean who will make a final determination regarding the original complaint and any proposed informal resolutions.

After receiving a complaint, the College shall make every reasonable effort to attain an informal resolution. The informal complaint investigation record may include informal statements from the complainant, the person or subject of the complaint, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the respondent a full opportunity to respond to the allegations. If an informal resolution of the complaint is accepted by the complainant, and he or she desires no further action against the person or subject of the complaint, the complainant will sign a statement requesting that no further action be taken and that the informal resolution is accepted by him or her. The respondent will sign a statement attesting to his or her acceptance of the informal resolution.

#### Procedures for Filing a Formal General Complaint Against an Employee

If the complainant does not accept the informal resolution to the complaint, he or she may file a formal, written complaint. All formal general complaints should be reported to the College employee's immediate supervisor. Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. However, these procedures may be revised to

accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed. The investigation will afford the respondent a full opportunity to respond to the allegations.

1. Students should make every effort to pursue an informal resolution before filing a formal complaint. If the complainant does not accept the informal resolution to the complaint, he or she may file a formal, written complaint stating the objections and requesting a meeting with the immediate supervisor of the employee involved within five (5) business days of receipt of the decision of the informal resolution. Within five (5) business days of the supervisor's receipt of the formal complaint from the complainant, the supervisor shall notify the employee involved in the complaint. The supervisor shall also set a date for a meeting and notify the complainant where and when the meeting shall take place. The meeting date shall not be later than 14 business days after the supervisor's receipt of the formal complaint. At this point, the College employee involved may respond in writing to the complaint. The supervisor must make a written report of findings/decisions and provide it to the parties involved within 10 business days of the meeting date.
2. If the complainant is not satisfied with the decision by the supervisor of the employee involved, he or she may file a written appeal specifically stating the objections to the decision and request a meeting with the appropriate dean(s), if applicable, within five (5) business days after the receipt of the decision of the employee's immediate supervisor. If the employee does not answer to a dean, the complainant will file the appeal with the president. The dean (or president) will render a decision to address the complaint or if, in the administrator's judgment, the appeal and record of previous actions have addressed the complaint or do not warrant further action, no further action will occur. The involved administrator must make a written report of findings/decisions and provide it to the complainant, employee, and supervisor within 14 business days after receipt of the appeal of the decision.
3. If the complainant is not satisfied with the decisions by the dean(s) involved, he or she may file a written appeal specifically stating objections to the decision and request a meeting with the president within five (5) business days after receipt of the decision of the dean. If in the president's judgment the appeal and record of previous actions have addressed the complaint or do not warrant further action, the president shall notify the complainant, employee, supervisor, and dean(s) within 10 business days after receipt of the appeal. If the president grants the appeal, the president may either hear the appeal or appoint a hearing committee to hear the appeal. Such hearing committee will include student representation. The president will notify the complainant, employee, supervisor and dean(s) of this decision within ten (10) business days after the conclusion of the meeting. If the hearing committee is to hear the appeal, the chairman shall within five (5) business days after the appointment of the committee

set a time and place for the hearing and notify the complainant, the employee, the employee's supervisor, the appropriate dean (if applicable), and the president. The committee shall review the appeal and determine the facts. The committee may also choose to meet with the complainant, witnesses and the employee. The committee will communicate its recommendation in writing to the president within five (5) business days after the hearing is completed. Within 14 business days of the president's receipt of the recommendation, the president shall make the decision and notify the complainant, the employee involved, the employee's supervisor, and the appropriate dean (if applicable). If the president hears the appeal, the president will make his decision and notify the complainant, the employee involved, the employee's supervisor, and the appropriate dean (if applicable) within 14 business days of receipt of the appeal. The decision of the president shall be final under the provision of this complaint process.

4. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the Alabama Community College System (ACCS) using the System's official Student Complaint Form, which is available on the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by electronically submitting the form or printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Division of Academic and Student Affairs  
P.O. Box 302130

Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint. The institution which is the subject of the complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter within 30 business days of receipt of complaint and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action. The decision made by the Alabama Community College System is final and cannot be appealed.

General Complaint Policy (Against the College in General for Reasons not Related to Title IX Sexual Harassment/Sexual Assault)

A student who has a difference or dispute with the College with respect to the application of the rules,

policies, procedures, and regulations of the College which has affected the student may file a complaint. These processes do not apply to general complaints against a student or employee, to the contesting of disciplinary decisions, ADA concerns, or Title IX sexual harassment complaints since separate complaint processes exist to address these issues.

#### Procedures for Filing an Informal General Complaint Against the College

1. The complainant shall meet with the Dean of Instruction to lodge an informal complaint. The Dean will evaluate the complaint and let the complainant know if an informal resolution can be achieved.
2. The complainant can appeal to the President if the complainant is not satisfied with the informal resolution. The President will make a final determination regarding the original complaint and any proposed informal resolutions.

After receiving a complaint, the College shall make every reasonable effort to attain an informal resolution. The informal complaint investigation record may include informal statements from the complainant, witnesses, and/or others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. If an informal resolution of the complaint is accepted by the complainant, and he or she desires no further action, the complainant will sign a statement requesting that no further action be taken and that the informal resolution is accepted by him or her.

#### Procedures for Filing a Formal General Complaint Against the College

If the complainant does not accept the informal resolution to the complaint, he or she may file a formal, written complaint with the Dean of Instruction. Each complainant has the right to proceed with or withdraw from the formal complaint process once it has been submitted. The issues involved in the complaint should not be changed from the information provided when the charge was originally made. However, these procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

1. Students should make every effort to pursue an informal resolution before filing a formal complaint. If the complainant does not accept the informal resolution to the complaint, he or she may file a formal, written complaint stating the objections and requesting a meeting with the Dean of Instruction within five (5) business days of receipt of the decision of the informal resolution. Within five (5) business days of the Dean of Instruction's receipt of the formal complaint from the complainant, the Dean shall notify parties involved in the

complaint (if necessary), set a date for a meeting, and notify the complainant and any involved College personnel where and when the meeting shall take place. The meeting date shall not be later than 14 business days after the Dean's receipt of the formal complaint. At this point, the College employee(s) (if any) involved may respond in writing to the complaint. The Dean of Instruction must make a written report of findings/decisions and provide it to the parties involved within 10 business days of the meeting date.

2. If the complainant is not satisfied with the decision by the Dean, he or she may file a written appeal specifically stating objections to the decision and request a meeting with the president within five (5) business days after receipt of the decision of the Dean. If in the president's judgment the record of previous actions have addressed the complaint or do not warrant further action, the president shall notify the complainant, dean(s), and any other appropriate College personnel within 10 business days after receipt of the appeal that the decision stands. If the president grants the appeal, the president may either hear the appeal or appoint a hearing committee to hear the appeal. Such hearing committee will include student representation. The president will notify the complainant, dean, and other appropriate College personnel of this decision within ten (10) business days after the conclusion of the meeting. If the hearing committee is to hear the appeal, the chairperson shall within five (5) business days after the appointment of the committee set a time and place for the hearing and notify the complainant, the dean, other appropriate College personnel, and the president. The committee shall review the appeal and determine the facts. The committee may also choose to meet with the complainant, witnesses, and appropriate College personnel. The committee will communicate its recommendation in writing to the president within five (5) business days after the hearing is completed. Within 14 business days of the president's receipt of the recommendation, the president shall review the committee's recommendation, make the final decision, and notify the complainant, the dean, and any other appropriate College personnel. The decision of the president shall be final under the provision of this complaint process.

4. If, after exhausting all available institutional processes, a student complaint remains unresolved, the complainant may appeal to the Alabama Community College System (ACCS) using the System's official Student Complaint Form, which is available on the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by electronically submitting the form or printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

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P.O. Box 302130

Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint. The institution which is the subject of the complaint has 15 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter within 30 business days of receipt of complaint and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action. The decision made by the Alabama Community College System is final and cannot be appealed.

## Grievance Procedures for Complaints of Title IX Sex-Based Harassment Made by Students or Individuals Applying for Admissions

### A. Policy Statement

Northeast Alabama Community College (the "College") is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, the Jeanne Clery Campus Safety Act, and the Violence Against Women Act (VAWA). Sexual harassment and retaliation under these Procedures will not be tolerated by the College and is grounds for disciplinary action, up to and including, permanent dismissal from the College and/or termination of employment.

The College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator. This policy is intended to cover complaints of sex-based harassment occurring in a College's education programs or activities in which a student or an individual applying for admission is either a Complainant or Respondent.

### B. Purpose

The College takes all reported sexual harassment seriously. The College will promptly take action

against any individuals within its control who are found responsible for violating these Procedures. Additionally, reported sexual harassment that does not meet the definitions and jurisdiction of these Procedures will be referred for review under the Student Code of Conduct, or the Employee Policy, whichever may be applicable.

### C. **Jurisdiction and Application of these Procedures**

These Procedures apply to sexual harassment occurring under the College's education program or activity. Conduct that occurs under the College's education program or activity includes but is not limited to conduct that occurs in a building owned or controlled by the College or by a student organization that is officially recognized by the College and where the College exercises control over the Respondent at the time the alleged conduct occurs. A Complainant may only file a formal complaint if the Complainant is participating or attempting to participate in the College's education program or activity. These Procedures do not cover conduct that occurs outside of the United States.

If the alleged conduct does not meet the definition of sexual harassment under these Procedures, the College will provide supportive measures when reasonably available and when possible take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

### D. **Title IX Coordinator**

The College's Title IX Coordinator is the person designated by the College who is responsible for coordinating the College's compliance with its obligations under Title IX. The Title IX Coordinator is responsible for the administrative response to complaints of sexual harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain the College's policies and procedures, and provide education on relevant issues. The President may designate one or more Assistant Title IX Coordinators to facilitate any of these responsibilities.

Any member of the College's community may contact the Title IX Coordinator with questions. The Title IX Coordinator and Assistant Title IX Coordinator(s) contact information is as follows:

Lynde Wheeler, Title IX Coordinator, 159 Alabama Highway 35/P.O. Box 159, Rainsville, Alabama 35986, 256.228.6001, ext. 2230, [wheelerl@nacc.edu](mailto:wheelerl@nacc.edu)

Alicia Woods, Assistant Title IX Coordinator, 159 Alabama Highway 35/P.O. Box 159, Rainsville, Alabama 35986, 256.228.6001, ext. 2362, [woods@nacc.edu](mailto:woods@nacc.edu)

In addition to the Title IX Coordinator and Assistant Title IX Coordinator(s), the Title IX staff may include Investigators, Hearing Decisionmakers, Appellate Decisionmakers, Advisors, and Informal Resolution Facilitators who have roles in the formal grievance process, which are detailed in these Procedures.

The Title IX Coordinator, Assistant Title IX Coordinator(s), Investigators, Hearing Decisionmakers, Appellate Decisionmakers, Advisors, if applicable, and Informal Resolution Facilitators will receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of complaints of sexual harassment. All materials used to train these administrators will be available on the College's Title IX website for inspection by members of the public in accordance with Title IX regulations.

#### Conflict of Interest

The Title IX Coordinator, Assistant Title IX Coordinator(s), Investigators, Decisionmakers, Appellate Decisionmakers, and Informal Resolution Facilitators shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Whether bias exists requires examination of the particular facts of a situation. A determination of bias must be based on an objective evaluation of the available facts (i.e., whether a reasonable person would believe bias exists).

Any person exercising investigative or decision-making authority under these Procedures who believes they may have a potential conflict of interest or bias that would prevent them from impartially exercising their authority, must disclose the potential conflict/bias to the Title IX Coordinator as soon as practicable after it is discovered. Arrangements will then be made to designate a conflict/bias free alternative in the case at issue.

If the Complainant or the Respondent believes the Title IX Coordinator has a conflict of interest or bias, such objection should be made to the President as soon as practicable after the potential conflict or bias is discovered. If the President determines that the objection is reasonable, the Title IX Coordinator will be replaced with a conflict/bias free Assistant Title IX Coordinator.

If the objection as to a conflict or bias is made with respect to an Investigator, such objection should

be reported to the Title IX Coordinator as soon as practicable after the potential conflict or bias is discovered. If the Title IX Coordinator determines that the objection is reasonable, the Investigator will be replaced with a conflict/bias free alternative Investigator.

If the objection as to a conflict or bias is made with respect to a Hearing Decisionmaker or Appellate Decisionmaker, such objection must be reported to the Title IX Coordinator before the scheduled hearing or appeal decision. If the Title IX Coordinator determines that the objection is reasonable, the challenged person will be replaced with a conflict/bias free alternative Hearing Decisionmaker or Appellate Decisionmaker.

The decision of the Title IX Coordinator or President (in objections to the Title IX Coordinator), regarding an objection will be final.

Knowledge of or acquaintance with the Complainant, Respondent, or witnesses in a matter; awareness of a matter; participation as a consequence of one's official role in events surrounding a matter; and/or participation in the investigation process prior to the formal disciplinary process does not automatically result in the finding of a disqualifying conflict; however, such factors may be considered in determining whether a conflict exists.

The mere fact that a certain number of findings under these Procedures result in determinations of responsibility, or non-responsibility, does not necessarily indicate or imply bias on the part of Title IX personnel.

## E. Definitions

*Actual Knowledge:* notice of sexual harassment allegations to the Title IX Coordinator or any Official with Authority, except that actual knowledge is not met when the only individual with actual knowledge is the Respondent

*Business Day:* any weekday not designated by the College as a holiday or administrative closure day. When calculating a time period of business days specified in these Procedures, the business day of the event that triggers a time period is excluded

*Complainant:* an individual who is alleged to be the victim of conduct that could constitute sexual harassment

*Consent:* must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply

consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

*Disciplinary Sanctions:* consequences imposed on a Respondent following a determination under Title IX that the Respondent violated the College's prohibition on sexual harassment

*Education Program or Activity:* locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs; includes conduct that occurs on College property, during any College activity, or in any building owned or controlled by the College or by a student organization that is officially recognized by the College

*Formal Complaint:* a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment

*Incapacitation:* An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

*Official with Authority:* an individual who has the authority to institute corrective measures and is required to report sexual harassment to the Title IX Coordinator to initiate the College's response to the sexual harassment allegations. The College's Officials with Authority include the following positions at the College: Title IX Coordinator and Assistant Title IX Coordinator(s); President of the College; and all Deans and Associate Deans.

*Party:* a Complainant or Respondent

*Relevant:* related to the allegations of sexual harassment under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sexual harassment occurred, and evidence is relevant when it may aid a Hearing Decisionmaker or Appellate Decisionmaker in determining whether the alleged sexual harassment occurred

*Remedies:* measures designed to restore or preserve equal access to the College's education program or activity; remedies may include, but are not limited to, the same individualized services as supportive measures, however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent

*Respondent:* an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment

*Responsible Reporting Official:* any individual who is employed by the College and not deemed to be a Confidential Employee or Official with Authority. Responsible Reporting Officials are mandated by the College to report sexual harassment to the Title IX Coordinator promptly upon receiving a report of sexual harassment.

*Retaliation:* intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or these Procedures.

Nothing in this definition precludes a College from requiring an employee or other person authorized by a College to provide aid, benefit, or service under the College's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing.

*Student:* a person who has gained admission

*Supportive Measures:* non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## F. Prohibited Conduct

Under Title IX, Prohibited Conduct includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking as defined below.

To the extent that federal or state laws addressing conduct that could be deemed Prohibited Conduct are created or amended, engaging in such conduct shall be considered a violation of these Procedures even if the definitions below have not been updated to reflect the most recent additions to or changes in law.

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity (hostile environment sexual harassment)

A severe, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the following:

- i. the frequency of the offensive conduct;
- ii. the nature of the unwelcome sexual act or words, such as whether the harassment was physical, verbal or both;
- iii. Whether the harassment was an offensive utterance, and;
- iv. the number of victims involved and the relationship between the parties including, but not limited to, the ages of the harasser and the victim; and

In evaluating whether conduct is severe, pervasive, and objectively offensive, the College will look at the totality of the circumstances, expectations, and relationships.

3. Sexual Assault, Dating Violence, Domestic Violence or Stalking as defined in these Procedures.

Sexual Assault: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system and the Summary Reporting System User Manual of the Federal Bureau of Investigation as used in the Clery Act

**Sex Offenses**— Any sexual act directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent

- i. **Nonconsensual sexual intercourse (Rape)**— Penetration, regardless of how slight (or an attempt to commit the same), of the vagina or anus with any body part or object, or oral penetration by a sex organ of another individual, or by a sex-related object.
- ii. This definition covers cases where the Complainant cannot provide consent due to temporary or permanent mental or physical incapacity (including resulting from drugs or alcohol) or due to age. Physical resistance by the Complainant is not required to establish lack of consent.
- iii. **Nonconsensual sexual contact (Fondling)**—The intentional touching (or an attempt to commit the same) of the clothed or unclothed genitals, buttocks, groin, breasts, or other body parts of the Complainant by the Respondent without the consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or
- iv. The intentional touching by the Complainant of the Respondent's clothed or unclothed genitals, buttocks, groin, breasts, or other body parts, without consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- v. This offense includes instances where the Complainant is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- vi. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- vii. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent

**Dating Violence:** violence committed by a person—

- i. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship,

- The type of relationship,
- The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence:** felony or misdemeanor crimes of violence committed by a person who:

- Is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of the jurisdiction of the College or a person similarly situated to a spouse of the Complainant,
- shares a child in common with the Complainant,
- is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- commits acts against a youth or young adult Complainant who is protected from those acts under the family or domestic violence laws of the jurisdiction

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- i. fear for the person's safety or the safety of others; or
- ii. suffer substantial emotional distress.

**Course of Conduct** means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

**Reasonable Person** means a reasonable person under similar circumstances and with similar identities to the Complainant.

**Substantial Emotional Distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

## G. Reporting Procedures

A report of sexual harassment can be made to the persons below in person (during business hours) or by mail, telephone, or by email using the contact information below at any time, including during non-business hours. A report of sexual harassment can also be made by completing the online reporting form at [www.nacc.edu/intervention](http://www.nacc.edu/intervention) (Click on Intervention and Referral Request image.)

1. Reporting to the Title IX Coordinator: Reports of sexual harassment may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, online form, mail. Reports may be made to the Title IX Coordinator in person at PA150. After an incident of sexual harassment has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer supportive measures to the Complainant, regardless of whether the Complainant was the reporter of the Sexual Harassment.
2. Reporting to Officials with Authority: If Officials with Authority are notified of sexual harassment, they shall promptly report such sexual harassment to the Title IX Coordinator who will take immediate action under this Procedure. The College's Officials with Authority include the following positions at the College: Title IX Coordinator and Assistant Title IX Coordinator(s); President of the College; and all Vice Presidents/Deans/ Associate Deans.
3. Reporting to Responsible Reporting Officials: College employees who are not Confidential Employees or Officials with Authority are mandated by the College to the report alleged sexual harassment to the Title IX Coordinator promptly upon receiving a report of sexual harassment.
4. Anonymous Reporting: Anonymous reports may be made by telephone, in writing or electronically to the Title IX Coordinator. A decision to remain anonymous, however, may greatly limit the College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Procedure.
5. Reporting to Local Law Enforcement: Reports of sexual harassment may be filed with local law enforcement agencies. The Title IX Coordinator can assist with contacting law enforcement agencies. Law enforcement investigations are separate and distinct from the College's investigations.

Mandatory Reporting under Alabama Law: Alabama law imposes a mandatory duty on all College employees to immediately report all incidences of known or suspected child abuse. Such reports must be made to the College's Safety & Security Department. The College also encourages students, volunteers, and representatives (as well as third-party vendors and their employees, representatives, or volunteers that contract for use of College facilities with responsibilities that involve interaction with children) to report (verbally and in writing) known or suspected child abuse to the College's Safety & Security Department. Sexual abuse is one element of the more comprehensive term "abuse" under Alabama law. For child protection purposes, a child is any person under 18 years of age or any individual under 19 years of age who is in need of

protective services and does not qualify for adult protective services under Chapter 9 of Title 38 in Alabama Law. A freshman student, a "dual enrolled" high school student, or a summer camp participant, among others, may fall into the category of a "child."

#### Consolidation of Complaints

The College may consolidate complaints of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sexual harassment arise out of the same facts or circumstances. When more than one Complainant or more than one Respondent is involved, references below to a party, Complainant, or Respondent include the plural, as applicable.

The College will not consolidate complaints if consolidation would violate the Family Educational Rights and Privacy Act (FERPA). Consolidation would not violate FERPA when the College obtains prior written consent from parties to the disclosure of their educational records.

#### Amnesty for Students

The College strongly encourages students to report incidents violating the policy related to discrimination, harassment, sexual harassment, and related inappropriate conduct. The College's primary concern is the safety of the members of the college community, and it encourages behavior that demonstrates care and concern for members of the community. Accordingly, the College reserves the right to provide a reprieve from disciplinary actions for Complainants and other individuals who exhibit responsible and proactive behavior in reporting sexual harassment or other prohibited conduct or for students acting as a witness during the formal grievance procedures. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

#### **H. Supportive Measures**

Supportive measures may vary depending on what the College deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment. Complainants are eligible for supportive measures at the time their identity is

known to the Title IX Coordinator. Respondents are eligible for supportive measures at the time that notice of an alleged complaint has been given.

Supportive measures cannot unreasonably burden either party and must be designed to protect the safety of the parties or the College's educational environment, or to provide support during the College's grievance procedures or during the informal resolution process. The College will not impose such measures for punitive or disciplinary reasons.

The College may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process or the College may continue them beyond that point.

The College will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity.

If the party is a student with disabilities, The Title IX Coordinator may consult, as appropriate, with the individual or office that the College has designated to provide support to students with disabilities to determine how to comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, in the implementation of supportive measures.

#### **I. Emergency Removals and Administrative Leave**

The College may remove a Respondent from the College's education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health and safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision to the Title IX Coordinator in writing within three (3) business days following the removal.

The College may place a non-student employee Respondent on administrative leave from employment responsibilities during the pendency of the College's grievance procedures.

Any challenges to an emergency removal should be sent to the Title IX Coordinator in writing within three (3) business days of the notification to the Respondent of the emergency removal. The Respondent should state the reasons for the challenge and any supporting documentation. The Title IX Coordinator will forward all documentation

to the President to render a decision within five (5) business days. The President will notify both parties in writing of the decision.

#### **J. Initial Evaluation & Complaint Dismissals**

##### Initial Evaluation

When a report has been made, the Title IX Coordinator will contact the Complainant for an initial discussion to provide information of their rights and options, availability of supportive measures, consideration of the Complainant's wishes with respect to supportive measures, explanation of the policy and grievance procedures and the process for filing a Formal Complaint.

During the initial discussion with the Complainant, the Title IX Coordinator will gather facts that will enable the Title IX Coordinator to evaluate the allegations and make a determination on whether to dismiss the complaint or investigate the complaint. A Formal Complaint must contain an allegation of sexual harassment against a Respondent, a request for the College to investigate the allegation, and be signed by the Complainant or the Title IX Coordinator. A Complainant may only file a formal complaint if the Complainant is participating or attempting to participate in the College's education program or activity.

In limited circumstances, if a Complainant does not sign a Formal Complaint, the Title IX Coordinator may sign a Formal Complaint. To make a fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

- i. the Complainant's request not to proceed with initiation of a complaint;
- ii. the Complainant's reasonable safety concerns regarding initiation of a complaint;
- iii. The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- iv. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- v. The age and relationship of the parties, including whether the Respondent is an employee of the College;
- vi. The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- vii. The availability of evidence to assist in a Decisionmaker in determining whether sex discrimination occurred; and

- viii. Whether the College could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

#### Mandatory Complaint Dismissals

The Title IX Coordinator will dismiss a Formal Complaint for purposes of sexual harassment if:

1. The conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in these Procedures, even if proved;
2. The conduct alleged did not occur in the College's education program or activity; or
3. The conduct alleged in the Formal Complaint did not occur against a person in the United States.

#### Permissive Complaint Dismissals

The Title IX Coordinator may dismiss a Formal Complaint or any allegation within the Formal Complaint, if at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in the Formal Complaint;
2. The Respondent is no longer enrolled in the College; or
3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations within the Formal Complaint.

Upon dismissal, the Title IX Coordinator will promptly notify the Complainant in writing of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then the Title IX Coordinator will notify the parties simultaneously in writing.

The Title IX Coordinator will notify the Complainant that a dismissal may be appealed on the bases outlined in Section M of these Procedures. If dismissal occurs after the Respondent has been notified of the allegations, then the Title IX Coordinator will also notify the Respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, the College will follow the procedures outlined in Section M of these Procedures.

When a complaint is dismissed, the College will, at a minimum:

1. Offer supportive measures to the Complainant as appropriate;
2. If the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate; and

3. Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sexual harassment does not continue or recur within the College's education program or activity.

#### **K. Complaint Investigation**

The College will treat Complainants and Respondents equitably.

The College presumes that the Respondent is not responsible for the alleged sex-based harassment until a determination is made at the conclusion of its grievance procedures.

It is the goal of the College to complete investigations in a prompt timeframe. Any timeframes or deadlines may be extended when necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of parties and/or witnesses, account for College breaks or vacations, and the complexity of the investigation or severity and extent of the alleged conduct. The Title IX Coordinator will notify both parties in writing of any College delays.

If a Complainant or Respondent shall request a delay in the investigation or extension of any timeframes, the party must notify the Title IX Coordinator in writing as soon as practicable stating the requested new timeframe and reason for the delay or extension. The Title IX Coordinator will notify the party in writing of the denial or both parties in writing of the approval within three (3) business days of notification of the request. Any delays or extension will apply equally to both parties.

All requests will be on a case-by-case basis for good cause.

Parties have the opportunity to be accompanied to any meeting or proceeding by one (1) Advisor of their choice, who may be, but is not required to be, an attorney.

- The College will not limit the choice or presence of the Advisor for the Complainant or Respondent in any meeting or proceeding. Both parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available. However, the College has the right to remove any Advisor who does not adhere to the College's policies and procedures
- The College cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.

- If a party requests that all communication be made through their attorney Advisor instead of to the party, the College will agree to copy both the party and their Advisor on all communications.
- Advisors should help the parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak for the party unless given specific permission to do so.
- The parties are expected to ask and respond to questions on their own behalf throughout the grievance process. Although the Advisor generally may not speak for the party, the Advisor may consult with the party, either privately as needed, or by conferring or passing notes during any meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Parties have the opportunity to have one (1) support person of their choice, a person other than the Advisor, present during any meeting or proceeding.

#### Written Notice of Allegations

Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

1. Notice of the party's rights and options
2. Notice of the College's grievance process
3. Notice of the College's informal resolution process and options
4. Notice of the allegations of sexual harassment including: the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the incident, if known
5. Notice that the Respondent is presumed not responsible of the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
6. Notice that the parties may have an Advisor of their choice, who may be, but is not required to be an attorney, and that the Advisor may inspect and review evidence
7. Notice of the College's Student Code of Conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process

If, in the course of an investigation, the College decides to investigate additional allegations of

sexual harassment by the Respondent toward the Complainant that are not included in the written notice or that are included in a consolidated complaint, the Title IX Coordinator will provide written notice of the additional allegations to the parties.

#### Investigation

The College will conduct an investigation following a Formal Complaint and Notice of Allegations. The Title IX Coordinator will assign an Investigator(s) to conduct the investigation. During all meetings and interviews the parties may be accompanied by an Advisor of their choice, which can be, but is not required to be an attorney. During the investigation stage of the grievance process, the Advisor's role is limited to assisting, advising, and/or supporting a Complainant or Respondent. An Advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in lieu of a Complainant or Respondent during the investigation phase of the grievance process.

Each party will be provided an equal opportunity to provide information to the Investigator and present witnesses for the Investigator to interview. The information provided by the parties can include inculpatory and exculpatory evidence. The witnesses can include both fact witnesses and expert witnesses.

Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the College does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and exculpatory evidence that is obtained by a party, witness, or other source. Each party and their Advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) business days to review and submit a written response to the Investigator. The Investigator will consider the written responses prior to completing an investigative report. All evidence provided during the inspection and review phase will be available at any hearing for the parties to use during the hearing, including for purposes of cross examination.

Following the opportunity to inspect and review evidence directly related to the allegations raised in the Formal Complaint, the Investigator will create an investigative report that fairly summarizes relevant evidence obtained during the investigation.

At least ten (10) business days prior to a hearing, the Investigator will provide each party and the

party's Advisor (if any) an electronic copy of the investigative report that includes the parties review and written response, if any.

#### L. **Hearing**

After the investigation, the College will provide for a live hearing for all Formal Complaints of sexual harassment that have not been dismissed or resolved by informal resolution. At the request of either party, or at the discretion of the Title IX Coordinator, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Hearing Decisionmaker and parties to simultaneously see and hear the other party or witness answering questions.

The Hearing Decisionmaker(s) will be appointed by the College and will not be the Title IX Coordinator or Investigator. The Hearing Decisionmaker(s) will be trained, impartial, and without a conflict of interest. The Hearing Decisionmaker(s) may be a panel of three (3) College employees with one panel member serving as a chairperson, or a single Hearing Decisionmaker or an external individual designated by the College.

Either party may challenge the appointment of a Hearing Decisionmaker, based on conflict of interest or bias, in writing to the Title IX Coordinator, no less than five (5) business days prior to the scheduled hearing.

The College will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review.

The Title IX Coordinator will serve as the hearing process facilitator to coordinate the hearing, including, but not limited to, coordination and scheduling of the hearing; the logistics of physical or virtual rooms for parties and/or witnesses, including separation of the parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the hearing; distributing materials; etc. The Title IX Coordinator may invite the parties and their advisors, separately, to a meeting prior to the hearing to review the hearing process for the purpose of ensuring a smooth hearing. This meeting is separate from the pre-hearing conference discussed below.

Participants at the hearing include the Hearing Decisionmaker(s), the Investigator(s) who conducted the investigation, the parties, advisors to the parties, witnesses and anyone providing authorized accommodations. In addition, the Title IX Coordinator, serving as the hearing facilitator is present. Any witnesses scheduled to participate in the hearing must have been first interviewed by the

Investigator(s) or have provided a written statement or answered questions from the Investigator in writing.

#### Advisor's Role at the Hearing

Each party must have an Advisor present at the hearing. The Advisor's role is limited to supporting, advising, and assisting the party during the hearing and conducting questioning (cross-examination) of participants. Advisors are required to follow rules of decorum enforced by the Hearing Decisionmaker(s). Failure to follow the rules of decorum by an Advisor may result in removal of an Advisor from the hearing. If a party does not have an Advisor present at the live hearing, the College will appoint the party with an Advisor without fee or charge.

#### Pre-Hearing Conference

The Hearing Decisionmaker(s) may hold a pre-hearing conference. In order to streamline the hearing process, the Hearing Decisionmaker(s) may request the submission of questions prior to the hearing through electronic submission and/or a pre-hearing conference. During the pre-hearing conference, parties and their advisors will be asked to submit, in writing, any questions they wish to ask during the live hearing so that the Hearing Decisionmaker(s) can be prepared to respond to relevancy at the hearing. The Hearing Decisionmaker(s) may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.

This conference does not preclude an Advisor from asking additional questions live during the hearing.

At the pre-hearing conference, the Hearing Decisionmaker(s) may also hear arguments regarding the relevance of the evidence identified in the investigation report as relevant or not relevant, and/or directly related to the allegations.

#### Hearing Process

The hearing process will proceed as follows:

1. **Notice of Hearing:** After the investigative report has been completed and at least ten (10) business days prior to the date set for the hearing, the parties and their advisors (if any) will be provided with a Notice of the Hearing. The Notice will include the date, time, location, name of the Hearing Decisionmaker(s), names of all participants in the hearing, and the location (virtual or in person) of the hearing.
2. **Opening Statement:** Each party will have the opportunity to present an opening statement, no more than five (5) minutes, to the Hearing Decisionmaker(s).

3. Review of Hearing Procedures, Formal Complaint, and Notice of Allegations by Hearing Decisionmaker(s).
4. Questioning of Parties and Witnesses: The College will provide a process that enables the Hearing Decisionmaker(s) to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sexual harassment.

The Hearing Decisionmaker(s) will ask initial questions of the participants at the hearing.

After the Hearing Decisionmaker(s) asks questions of a participant, each party's Advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real time of the participant. The parties are never permitted to ask questions of participants directly. The questioning of participants by Advisors will be conducted in the following manner:

- i. a question is asked by an Advisor
- ii. Before the participant answers the question, the Hearing Decisionmaker(s) determines whether the question is relevant
- iii. If the question is determined to be relevant by the Hearing Decisionmaker(s) the participant answers the question
- iv. If the question is determined not to be relevant by the Hearing Decisionmaker(s), the Hearing Decisionmaker(s) must explain the decision to exclude a question as not relevant.

Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The Hearing Decisionmaker(s) will give a party an opportunity to clarify or revise a question that the Hearing Decisionmaker(s) determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked by party's Advisor.

#### Evidence and Questions Excluded

**Sexual Predisposition or Prior Sexual Behavior of the Complainant:** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

**Privileged Information:** No person will be required to disclose information protected under a legally recognized privilege. The Hearing Decisionmaker(s) must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.

**Medical Records:** Evidence or records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, are not permitted to be used during a hearing unless the party provides voluntary, written permission to do so for the grievance process within these Procedures.

The Hearing Decisionmaker(s) may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The Hearing Decisionmaker(s), however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

5. Closing Statements: Each party will have the opportunity to present a closing statement, no more than five (5) minutes, to the Hearing Decisionmaker(s).

#### Determination Whether Sexual Harassment Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Hearing Decisionmaker(s) will deliberate in private and will:

1. Use the preponderance of the evidence standard of proof to determine whether sexual harassment occurred. This means that the Hearing Decisionmaker(s) will decide whether it is more likely than not based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s). The standard of proof requires the Hearing Decisionmaker(s) to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Hearing Decisionmaker(s) is not persuaded under the applicable standard by the evidence that sexual harassment occurred, whatever the quantity of the evidence is, the Hearing Decisionmaker(s) will not determine that sexual harassment occurred.

2. Notify the parties simultaneously in writing of the determination whether sexual harassment occurred under Title IX including:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Procedure to the facts;
- A statement of, and rationale for, the result of each allegation, including a determination regarding responsibility, any disciplinary sanctions that the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Hearing Decisionmaker(s) will send the written notification of hearing outcome to both parties within fourteen (14) business days of the conclusion of the hearing.

The College will not impose disciplinary sanctions on a Respondent for sexual harassment prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the Respondent engaged in prohibited sexual harassment.

If there is a determination that sexual harassment occurred, as appropriate, the Title IX Coordinator will:

- Coordinate the provision and implementation of remedies to a Complainant and other people the College identifies as having had equal access to the College's education program or activity limited or denied by sexual harassment;
- Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sexual harassment does not continue or recur within the College's education program or activity.

The College shall not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sexual harassment occurred.

### Sanctions

Factors considered by the Hearing Decisionmaker(s) when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Hearing Decisionmaker(s)

The sanctions will be implemented upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

### Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- Reprimand
- Required Counseling
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Other Actions: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate.

### Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in sex-based harassment include:

- Verbal or Written Warning
- Performance Improvement Plan/ Management Process

- Enhanced Supervision, Observation, or Review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Shift or schedule adjustments
- Reassignment
- Delay of (or referral for delay of) Tenure Track Progress
- Assignment to New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources
- Suspension/Administrative Leave with Pay
- Suspension/Administrative Leave without Pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate.

#### M. Appeals

The College will offer an appeal from a dismissal of a Formal Complaint or determination whether sexual harassment occurred on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator, or Hearing Decisionmaker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
4. Sanctions were disproportionate to the policy violation(s).

If either party wishes to appeal a dismissal of a Formal Complaint or determination whether sexual harassment occurred, the party must submit an appeal in writing to the Title IX Coordinator within three (3) business days of receiving written notification of the hearing determination. The party requesting the appeal should state the basis for the appeal and any supporting documentation.

If a party appeals a dismissal of a Formal Complaint or determination whether sexual harassment occurred, the Title IX Coordinator will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the Appellate Decisionmaker for the appeal is not the same person as the Hearing Decisionmaker(s) that reached the determination regarding responsibility or dismissal of the Formal Complaint, the Investigator or the Title IX Coordinator;
- Ensure that the Appellate Decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the non-appealing party with five (5) business days from receipt of the notification of appeal to submit a written statement in support of the outcome of the determination whether sexual harassment occurred or dismissal of the Formal Complaint;

The written determination on responsibility and sanctions, if applicable, are postponed until the decision on the appeal is sent to the parties. Supportive measures will remain in place during the appeal period.

The Appellate Decisionmaker will issue a written decision describing the result of the appeal and the rationale for the result which can be one of the following: (1) affirm the determination of the Hearing Decisionmaker(s) and affirm the disciplinary sanctions and remedies, if applicable (2) affirm the determination of the Hearing Decisionmaker(s) regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable (3) remand the process back to the hearing stage for the Hearing Decisionmaker(s) to remedy any procedural irregularity or consider any new evidence (4) reverse the Hearing Decisionmaker(s)' determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable or (5) affirm or amend the sanctions and/or remedies outlined in the determination

The Appellate Decisionmaker will notify both parties in writing of their decision within fourteen (14) business days of receipt of the appeal.

The determination regarding responsibility becomes final on the date that the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

At the conclusion of the appeals process, employee Respondents will receive all rights, if

applicable and if any, which are granted by either their contract or the Alabama Students First Act in the event any disciplinary sanction is proposed.

#### N. Informal Resolution

In lieu of resolving a complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Informal resolution does not involve an investigation, adjudication hearing, or disciplinary action against a Respondent and is not appropriate for all forms of conduct under these Procedures. Informal resolution is not an option for sexual harassment incidents involving a student Complainant and an employee Respondent. Both parties must voluntarily agree in writing to participate in the informal resolution process.

The Title IX Coordinator will inform the parties in writing of the informal resolution process it offers. The College will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, the Title IX Coordinator will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

Informal resolution will be facilitated by Informal Resolution Facilitators. The time frame for completion of informal resolution may vary, but the College will seek to complete the process within a prompt timeframe.

The College retains the discretion to determine which cases are appropriate for informal resolution. The College may gather information necessary through interviewing individuals and other evidence gathering to determine if the case is appropriate for informal resolution. Factors the College will consider when determining whether a

report of Prohibited Conduct is suitable for informal resolution include, but are not limited to, the following:

- The nature of the alleged offense;
- The dynamics of power or control commonly associated with the alleged offense and/or with the parties involved;
- The Respondent's prior known conduct;
- Whether there would be a continuing safety threat to the campus community after resolution of the specific report of Prohibited Conduct;
- Whether multiple parties are involved;
- Whether the resolution proposed is designed to eliminate, prevent, and address the reported Prohibited Conduct; and
- Any other factor deemed relevant by the Title IX Coordinator in the interest of overall campus safety or safety of the parties involved.

Informal resolution may result in the following remedies: establishing supportive measures; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions; and any other remedy that can be tailored to the involved individuals to achieve the goals of these Procedures.

Informal resolution may also include restorative principles that are designed to allow a Respondent to accept responsibility for misconduct and acknowledge harm to the Complainant or to the College community. Informal resolution may also include mediation.

Participation in informal resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation at any time, including if informal resolution is unsuccessful at resolving the report. Similarly, a Complainant may request to end an investigation and pursue informal resolution at any time if the Respondent also consents to informal resolution. In addition, either party may request supportive measures regardless of whether any particular course of action is sought.

The College may also decide to proceed with a formal investigation and withdraw its approval for the informal resolution at any time during the process. If additional potential policy violations are revealed during the informal resolution process, the College may withdraw its approval for the process and proceed with a formal investigation or

the College, with the consent of the parties, may continue the informal resolution process and resolve the additional potential policy violations.

Information disclosed by any party during the informal resolution process will not be considered during a subsequent investigation or adjudication hearing.

Because the outcome of informal resolution process is mutually developed and agreed upon by the parties, an appeal of the process and its result is not permitted.

#### O. **Confidentiality and Privacy**

The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

#### P. **Retaliation**

Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Procedures or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Alleged acts of Retaliation will be referred to the Title IX Coordinator and may be investigated and resolved under the respective Student Code of Conduct or Employee Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Policy.

Charging an individual with a Student Code of Conduct/Employee Policy violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute Retaliation prohibited under these Procedures.

#### Q. **Freedom of Speech and Academic Freedom**

Freedom of speech and principles of academic freedom are central to the mission of the College. Constitutionally protected expression cannot be considered sexual harassment under these Procedures. To establish a violation of Title IX, the harassment must be subjectively and objectively

offensive and so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

#### R. **Records Retention**

The College will maintain all of the documentation related to reports of sex discrimination and sexual harassment, the grievance process, and information resolution process for seven (7) years in accordance with state and federal records laws and requirements. The documentation of all records is private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under the Family Education Rights and Privacy Act (FERPA). Employee records of the grievance process are subject to the Freedom of Information Act (FOIA) and applicable state laws and included in the employee's official employment record.

### Grievance Procedures for Complaints of Title IX Sex Discrimination Made by Students or Individuals Applying for Admissions

#### A. **Policy Statement**

Northeast Alabama Community College (the "College") is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, the Jeanne Clery Campus Safety Act, and the Violence Against Women Act (VAWA). Sex discrimination and retaliation under these Procedures will not be tolerated by the College and is grounds for disciplinary action, up to and including, permanent dismissal from the College and/or termination of employment.

This policy is intended to cover complaints of sex discrimination occurring in a College's education programs or activities in which a student or an individual applying for admission is either a Complainant or Respondent.

#### B. **Purpose**

The College takes all reported sex discrimination seriously. The College will promptly take action against any individuals within its control who are found responsible for violating these Procedures.

#### C. **Application of these Procedures**

These Procedures apply to complaints of sex discrimination covered under Title IX, but which do not fall within the category of sexual harassment as defined in the Grievance Procedures for Complaints of Title IX Sexual Harassment. These Procedures also apply to any complaints of retaliation as defined by the Grievance Procedures for Complaints of Title IX Sexual Harassment.

Discrimination prohibited under this policy includes: the exclusion from participation in, denial of the benefits from, or subjection to unfavorable treatment in any College education program or activity on the basis of sex, including sexual orientation or gender identity.

These Procedures are the exclusive means of resolving complaints of alleged violations of Title IX involving complaints of non-harassment Title IX discrimination brought against College faculty, staff, employees, and students. To the extent there are any inconsistencies between these procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging non-harassment Title IX discrimination.

#### D. Title IX Coordinator

The College's Title IX Coordinator is the person designated by the College who is responsible for coordinating the College's compliance with its obligations under Title IX. The Title IX Coordinator is responsible for the administrative response to complaints of sex discrimination. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain the College's policies and procedures, and provide education on relevant issues. The President may designate one or more Assistant Title IX Coordinators to facilitate any of these responsibilities.

Any member of the College's community may contact the Title IX Coordinator with questions. The Title IX Coordinator and Assistant Title IX Coordinator(s) contact information is as follows:

- Lynde Wheeler, Title IX Coordinator, 159 Alabama Highway 35/P.O. Box 159, Rainsville, Alabama 35986, 256.228.6001, ext. 2230, [wheelerl@nacc.edu](mailto:wheelerl@nacc.edu)
- Alicia Woods, Assistant Title IX Coordinator, 159 Alabama Highway 35/P.O. Box 159, Rainsville, Alabama 35986, 256.228.6001, ext. 2362, [woods@nacc.edu](mailto:woods@nacc.edu)

In addition to the Title IX Coordinator and Assistant Title IX Coordinator(s), the Title IX staff may include Investigators, Appellate Decisionmakers, Advisors, if applicable, and Informal Resolution Facilitators who have roles in the formal grievance process, which are detailed in this Procedure.

The Title IX Coordinator, Assistant Title IX Coordinator(s), Investigators, Appellate Decisionmakers, Advisors, if applicable, and Informal Resolution Facilitators will receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of complaints of sex discrimination. All materials used to train these administrators will be available upon request for inspection by members of the public in accordance with Title IX regulations.

#### Conflict of Interest

The Title IX Coordinator, Assistant Title IX Coordinator(s), Investigators, Appellate Decisionmakers, and Informal Resolution Facilitators shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Whether bias exists requires examination of the particular facts of a situation. A determination of bias must be based on an objective evaluation of the available facts (i.e., whether a reasonable person would believe bias exists).

Any person exercising investigative or decision-making authority under these Procedures who believes they may have a potential conflict of interest or bias that would prevent them from impartially exercising their authority, must disclose the potential conflict/bias to the Title IX Coordinator as soon as practicable after it is discovered. Arrangements will then be made to designate a conflict/bias free alternative in the case at issue.

If the Complainant or the Respondent believes the Title IX Coordinator has a conflict of interest or bias, such objection should be made to the President as soon as practicable after the potential conflict or bias is discovered. If the President determines that the objection is reasonable, the Title IX Coordinator will be replaced with a conflict/bias free Assistant Title IX Coordinator.

If the objection as to a conflict or bias is made with respect to an Investigator, such objection should be reported to the Title IX Coordinator as soon as practicable after the potential conflict or bias is discovered. If the Title IX Coordinator determines that the objection is reasonable, the Investigator will be replaced with a conflict/bias free alternative Investigator.

If the objection as to a conflict or bias is made with respect to an Appellate Decisionmaker, such objection must be reported to the Title IX Coordinator before the appeal decision. If the Title IX Coordinator determines that the objection is reasonable, the challenged person will be replaced with a conflict/bias free Appellate Decisionmaker.

The decision of the Title IX Coordinator or President (in objections to the Title IX Coordinator), regarding an objection will be final.

Knowledge of or acquaintance with the Complainant, Respondent, or witnesses in a matter; awareness of a matter; participation as a consequence of one's official role in events surrounding a matter; and/or participation in the investigation process prior to the formal disciplinary process does not automatically result in the finding of a disqualifying conflict; however, such factors may be considered in determining whether a conflict exists.

The mere fact that a certain number of findings under these Procedures result in determinations of responsibility, or non-responsibility, does not necessarily indicate or imply bias on the part of Title IX personnel.

## E. Definitions

*Business Day:* any weekday not designated by the College as a holiday or administrative closure day. When calculating a time period of business days specified in these Procedures, the business day of the event that triggers a time period is excluded

*Complainant:* An individual who is alleged to be the victim of conduct that could constitute sex discrimination

*Complaint:* a written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged discrimination under Title IX or its regulations.

*Consent:* must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

*Disciplinary Sanctions:* consequences imposed on a Respondent following a determination under Title IX that the Respondent violated the College's prohibition on sex discrimination

*Education Program or Activity:* locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the conduct occurred, circumstances where the College has disciplinary authority and to misconduct occurring on College property, during any College activity, or in any

building owned or controlled by the College or by a student organization that is officially recognized by the College

*Incapacitation:* An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

*Official with Authority:* an individual who has the authority to institute corrective measures and is required to report sex discrimination, including sex-based harassment to the Title IX Coordinator to initiate the College's response to the sex discrimination and sex-based harassment allegations. The College's Officials with Authority include the following positions at the College: Title IX Coordinator and Assistant Title IX Coordinator(s); President of the College, and all Vice Presidents/Deans/Associate Deans.

*Party:* a Complainant or Respondent

*Relevant:* related to the allegations of sex discrimination under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged sex discrimination occurred

*Remedies:* measures provided, as appropriate, to a Complainant or any other person the College identifies as having had their equal access to the College's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the College's education program or activity after a College determines that sex discrimination occurred.

*Respondent:* a person who is alleged to have violated the College's prohibition on sex discrimination

*Responsible Reporting Official:* any individual who is employed by the College and not deemed to be a Confidential Employee or Official with Authority. Responsible Reporting Officials are mandated by the College to report sex discrimination, including sex-based harassment to the Title IX Coordinator promptly upon receiving a report.

**Retaliation:** intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, including in an informal resolution process, grievance procedures, and in any other actions taken by a College, under the Title IX regulations.

Nothing in this definition precludes a College from requiring an employee or other person authorized by a College to provide aid, benefit, or service under the College's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing.

**Student:** a person who has gained admission

**Supportive Measures:** individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

1. Restore or preserve that party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment; or
2. Provide support during the College's grievance procedures or during the informal resolution process.

## F. Prohibited Conduct

Under Title IX, Prohibited Conduct includes sex discrimination as defined below.

To the extent that federal or state laws addressing conduct that could be deemed Prohibited Conduct are created or amended, engaging in such conduct shall be considered a violation of this Policy even if the definitions below have not been updated to reflect the most recent additions to or changes in law.

**Sex Discrimination:** the exclusion from participation in, denial of benefits from, or subjection to unfavorable treatment in any educational or employment-related program or activity on the basis of sex, gender, sexual orientation, or gender identity. The discrimination can be based in whole or in part, upon the individual's actual or perceived protected characteristic.

## G. Reporting Procedures

A report of sex discrimination can be made to the persons below in person (during business hours) or by mail, telephone, or by email using the contact information below at any time, including during non-business hours. A report of sex discrimination can also be made by completing the online reporting form at [www.nacc.edu/intervention](http://www.nacc.edu/intervention) (Click on Intervention and Referral Request image.)

1. **Reporting to the Title IX Coordinator:** Reports of sex discrimination may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, online form, mail. Reports may be made to the Title IX Coordinator in person at PA150. After an incident of sex discrimination has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer supportive measures to the Complainant, regardless of whether the Complainant was the reporter of the sex discrimination.
2. **Reporting to Officials with Authority:** If Officials with Authority are notified of sex discrimination, they shall promptly report such sex discrimination to the Title IX Coordinator who will take immediate action under this Procedure. The College's Officials with Authority include the following positions at the College: Title IX Coordinator and Assistant Title IX Coordinator(s); President of the College, all Deans and Associate Deans.
3. **Reporting to Responsible Reporting Officials:** College employees who are not Confidential Employees or Officials with Authority are mandated by the College to report alleged sex discrimination to the Title IX Coordinator promptly upon receiving a report of sex discrimination.
4. **Anonymous Reporting:** Anonymous reports may be made by telephone, in writing or electronically to the Title IX Coordinator. A decision to remain anonymous, however, may greatly limit the College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating these Procedures.
5. **Reporting to Local Law Enforcement:** Reports of sex discrimination may be filed with local law enforcement agencies. The Title IX Coordinator can assist with contacting law enforcement agencies. Law enforcement investigations are separate and distinct from the College's investigations.
6. **Mandatory Reporting under Alabama Law:** Alabama law imposes a mandatory duty on all College employees to immediately report all incidences of known or suspected child abuse. Such reports must be made to the College's Safety & Security Department. The College also encourages students, volunteers, and representatives (as well as third-party vendors and their employees, representatives, or volunteers that contract for use of College facilities with

responsibilities that involve interaction with children) to report (verbally and in writing) known or suspected child abuse to the College's Safety & Security Department. Sexual abuse is one element of the more comprehensive term "abuse" under Alabama law. For child protection purposes, a child is any person under 18 years of age or any individual under 19 years of age who is in need of protective services and does not qualify for adult protective services under Chapter 9 of Title 38 in Alabama Law. A freshman student, a "dual enrolled" high school student, or a summer camp participant, among others, may fall into the category of a "child."

#### Consolidation of Complaints

The College may consolidate complaints of sex discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one Complainant or more than one Respondent is involved, references below to a party, Complainant, or Respondent include the plural, as applicable.

The College will not consolidate complaints if consolidation would violate the Family Educational Rights and Privacy Act (FERPA). Consolidation would not violate FERPA when the College obtains prior written consent from parties to the disclosure of their educational records.

#### Amnesty for Students

The College strongly encourages students to report incidents violating the policy related to discrimination, harassment, and related inappropriate conduct. The College's primary concern is the safety of the members of the college community, and it encourages behavior that demonstrates care and concern for members of the community. Accordingly, the College reserves the right to provide a reprieve from disciplinary actions for Complainants and other individuals who exhibit responsible and proactive behavior in reporting sex discrimination or other prohibited conduct or for students acting as a witness during the formal grievance procedures. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

#### Allegations Related to Culture

Allegations related to a culture of sexual harassment or non-harassment sex discrimination by a group, organization, department, division, or the College as a whole will be investigated and

resolved as closely as possible to these Procedures. Resolutions for a group, organization, division or the College will be communicated with the highest ranking member of the group, organization, department, division or the College.

#### **H. Supportive Measures**

The College will offer and coordinate supportive measures as appropriate for the Complainant and/or Respondent to restore or preserve that person's access to the College's education program or activity or provide support during the College's Title IX grievance procedures or during the informal resolution process. For complaints of sex discrimination, these supportive measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex discrimination. Complainants are eligible for supportive measures at the time their identity is known to the Title IX Coordinator. Respondents are eligible for supportive measures at the time that notice of an alleged complaint has been given.

Supportive measures cannot unreasonably burden either party and must be designed to protect the safety of the parties or the College's educational environment, or to provide support during the College's grievance procedures or during the informal resolution process. The College will not impose such measures for punitive or disciplinary reasons.

The College may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process or the College may continue them beyond that point.

The College will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity.

If the party is a student with disabilities, The Title IX Coordinator may consult, as appropriate, with the individual or office that the College has designated to provide support to students with disabilities to determine how to comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, in the implementation of supportive measures.

## I. **Emergency Removals and Administrative Leave**

The College may remove a Respondent from the College's education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

The College may place a student employee Respondent on administrative leave from employment responsibilities during the pendency of the College's grievance procedures.

Any challenges to an emergency removal should be sent to the Title IX Coordinator in writing within three (3) business days of the notification to the Respondent of the emergency removal. The Respondent should state the reasons for the challenge and any supporting documentation. The Title IX Coordinator will forward all documentation to President to render a decision within three (3) business days. The President will notify both parties in writing of the decision.

## J. **Initial Evaluation**

When a report has been made, the Title IX Coordinator will contact the Complainant for an initial discussion to provide information of their rights and options, availability of supportive measures, consideration of the Complainant's wishes with respect to supportive measures, explanation of the policy and grievance procedures.

## K. **Complaint Investigation**

The College will treat Complainants and Respondents equitably.

Complainants and Respondents may be accompanied by one (1) Advisor of their choice throughout the investigation. An Advisor's role is limited to assisting, advising, and/or supporting a Complainant or Respondent.

An Advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in lieu of a Complainant or Respondent.

- Both parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available. However, the College has the right to remove any advisor who does not adhere to the College's policies and procedures.

- The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.
- If a party requests that all communication be made through their attorney Advisor instead of to the party, the College will agree to copy both the party and their Advisor on all communications.
- Advisors should help the parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of the party unless given specific permission to do so.
- The parties are expected to ask and respond to questions on their own behalf throughout the grievance process. Although the Advisor generally may not speak on behalf of the party, the Advisor may consult with the party, either privately as needed, or by conferring or passing notes during any meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

It is the goal of the College to complete investigations in a prompt timeframe. Any timeframes or deadlines may be extended when necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of parties and/or witnesses, account for College breaks or vacations, and the complexity of the investigation or severity and extent of the alleged conduct.

The Title IX Coordinator will notify both parties in writing of any College delays.

If a Complainant or Respondent shall request a delay in the investigation or extension of any timeframes, the party must notify the Title IX Coordinator in writing as soon as practicable stating the requested new timeframe and reason for the delay or extension. The Title IX Coordinator will notify the party in writing of the denial or both parties in writing of the approval within three (3) business days of notification of the request. Any delays or extension will apply equally to both parties.

All requests will be on a case-by-case basis for good cause.

### Written Notice of Allegations

Upon initiation of this Title IX grievance procedure, the Title IX Coordinator will notify the parties in

writing of the following with sufficient time for the parties to prepare a response before any initial interview:

1. The College's Title IX grievance procedures and any informal resolution process;
2. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
3. Retaliation is prohibited;
4. The Respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedures.
5. The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
6. If the College becomes aware of any person knowingly making false statements or knowingly submitting false information during these grievance procedures, disciplinary actions may be sought under the College's Code of Conduct or Employee Policy.

If, in the course of an investigation, the College decides to investigate additional allegations of sex discrimination by the Respondent toward the Complainant that are not included in the written notice or that are included in a consolidated complaint, the Title IX Coordinator will provide written notice of the additional allegations to the parties.

#### Investigation

The College will provide for adequate, reliable, and impartial investigation of complaints.

The Complainant and Respondent will have an equal opportunity to be heard, identify witnesses, and provide information and evidence. The Investigator will gather additional information and evidence as appropriate, including, but not limited to, social media information, text messages, email messages, videos, and other records. The Investigator has the discretion to determine the relevance of information and witnesses and decide whether information or evidence should be excluded as irrelevant.

#### **L. Administrative Action**

##### Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Investigator will serve as the

Decisionmaker and will provide a written report with a recommendation to the Title IX Coordinator on whether sex discrimination occurred.

The Investigator/Decisionmaker will:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. This means that the Investigator/Decisionmaker will decide whether it is more likely than not based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s). The standard of proof requires the Investigator/Decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Investigator/Decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the Investigator/Decisionmaker will not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination and any disciplinary sanctions the College will impose on the Respondent, if applicable, and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable;
3. Not impose discipline on a Respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the Respondent engaged in prohibited sex discrimination.
4. If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will, as appropriate:
  - Coordinate the provision and implementation of remedies to a Complainant and other people the College identifies as having had equal access to the College's education program or activity limited or denied by sex discrimination;
  - Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
  - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College's education program or activity.
5. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a Respondent; and
6. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in

consensual sexual conduct based solely on the determination whether sex discrimination occurred.

### Sanctions

Factors considered by the Investigator/ Decisionmaker when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decisionmaker

The sanctions will be implemented upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

### Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- Reprimand
- Required Counseling
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Other Actions: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate.

### Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in sex-based harassment include:

- Verbal or Written Warning
- Performance Improvement Plan/ Management Process
- Enhanced Supervision, Observation, or Review
- Required Counseling
- Required Training or Education

- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Shift or schedule adjustments
- Reassignment
- Delay of (or referral for delay of) Tenure Track Progress
- Assignment to New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources
- Suspension/Administrative Leave with Pay
- Suspension/Administrative Leave without Pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate.

### **M. Appeals**

The College will offer an appeal from a dismissal of a complaint or determination whether sex discrimination occurred on the following bases:

1. Procedural irregularity that would change the outcome;
2. New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
3. The Title IX Coordinator, Investigator, Decisionmaker, or Informal Resolution Facilitator had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.
4. Sanctions were disproportionate to the policy violation(s).

If either party wishes to appeal a dismissal of complaint or determination whether sex discrimination occurred, the party must submit an appeal in writing to the Title IX Coordinator in writing within five (5) business days of receiving written notification of the hearing determination. The party requesting the appeal should state the basis for the appeal and any supporting documentation.

If a party appeals a dismissal or determination whether sex discrimination, the Title IX Coordinator will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- Implement appeal procedures equally for the parties;

- Ensure that the Appellate Decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the Appellate Decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of or challenging the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

The written determination on responsibility and sanctions, if applicable, are postponed until the decision on the appeal is sent to the parties. Supportive measures will remain in place during the appeal period.

The Appellate Decisionmaker will issue a written decision describing the result of the appeal and the rationale for the result which can be one of the following: (1) affirm the determination of the Investigator/Decisionmaker and affirm the disciplinary sanctions and remedies, if applicable (2) affirm the determination of the Investigator/ Decisionmaker regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable (3) remand the process back to the Investigator/Decisionmaker to remedy any procedural irregularity or consider any new evidence (4) reverse the Investigator/ Decisionmaker's determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable or (5) affirm or amend the sanctions and/or remedies outlined in the determination.

The Appellate Decisionmaker will notify both parties in writing of their decision within fourteen (14) business days of receipt of the appeal.

The determination regarding responsibility becomes final on the date that the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

At the conclusion of the appeals process, employee Respondents will receive all rights, if applicable and if any, which are granted by either their contract or the Alabama Students First Act in the event any disciplinary sanction is proposed.

#### N. Informal Resolution

In lieu of resolving a complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Informal resolution does not involve an investigation, adjudication hearing, or disciplinary action against a Respondent and is not

appropriate for all forms of conduct under these Procedures. Both parties must voluntarily agree in writing to participate in the informal resolution process.

The Title IX Coordinator will inform the parties in writing of the informal resolution process it offers. The College will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, the Title IX Coordinator will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

Informal resolution will be facilitated by Informal Resolution Facilitators. The time frame for completion of informal resolution may vary, but the College will seek to complete the process within a prompt timeframe.

The College retains the discretion to determine which cases are appropriate for informal resolution. The College may gather information necessary through interviewing individuals and other evidence gathering to determine if the case is appropriate for informal resolution. Factors the College will consider when determining whether a report of Prohibited Conduct is suitable for informal resolution include, but are not limited to, the following:

- The nature of the alleged offense;
- The dynamics of power or control commonly associated with the alleged offense and/or with the parties involved;
- The Respondent's prior known conduct;
- Whether there would be a continuing safety threat to the campus community after resolution of the specific report of Prohibited Conduct;
- Whether multiple parties are involved;

- Whether the resolution proposed is designed to eliminate, prevent, and address the reported Prohibited Conduct; and
- Any other factor deemed relevant by the Title IX Coordinator in the interest of overall campus safety or safety of the parties involved.

Informal resolution may result in the following remedies: establishing supportive measures; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions; and any other remedy that can be tailored to the involved individuals to achieve the goals of these Procedures.

Informal resolution may also include restorative principles that are designed to allow a Respondent to accept responsibility for misconduct and acknowledge harm to the Complainant or to the College community. Informal resolution may also include mediation.

Participation in informal resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation at any time, including if informal resolution is unsuccessful at resolving the report. Similarly, a Complainant may request to end an investigation and pursue informal resolution at any time if the Respondent also consents to informal resolution. In addition, either party may request supportive measures regardless of whether any particular course of action is sought.

The College may also decide to proceed with a formal investigation and withdraw its approval for the informal resolution at any time during the process. If additional potential policy violations are revealed during the informal resolution process, the College may withdraw its approval for the process and proceed with a formal investigation or the College, with the consent of the parties, may continue the informal resolution process and resolve the additional potential policy violations.

Information disclosed by any party during the informal resolution process will not be considered during a subsequent investigation or adjudication hearing.

Because the outcome of informal resolution process is mutually developed and agreed upon by the parties, an appeal of the process and its result is not permitted.

#### **O. Confidentiality and Privacy**

The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

#### **P. Retaliation**

Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Procedures or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Procedure.

Alleged acts of Retaliation will be referred to the Title IX Coordinator to be investigated and resolved under the respective Code of Conduct or Employee Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Procedure.

Charging an individual with a Code of Conduct/ Employee Policy violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute Retaliation prohibited this Procedure.

#### **Q. Freedom of Speech and Academic Freedom**

Freedom of speech and principles of academic freedom are central to the mission of the College. Constitutionally protected expression cannot be considered sex discrimination under these Procedures. To establish a violation of Title IX, the harassment must be subjectively and objectively offensive and so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

#### **R. Records Retention**

The College will maintain all of the documentation related to reports of sex discrimination, the grievance process, and information resolution process for seven years in accordance with state and federal records laws and requirements. The documentation of all records is private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under Family Education Rights and Privacy Act (FERPA). Employee records of the grievance process are subject to the Freedom of

Information Act (FOIA) and applicable state laws and included in the employee's official employment record.

## Complaints about Federal Financial Aid

Any student who has a complaint concerning the college's management or conduct of Title IV, HEA programs or its advertising or promoting of its educational programs, may seek resolution of such complaints by contacting the Dean of Student Services, Jeff Hawes. The Dean of Student Services will receive the complaint and assist the student in resolving the complaint.

Should students feel their complaint has not been resolved adequately, they have the right to complain online at the FSA Feedback System.

## Computer Technology Acceptable Use Policy

### Introduction

Northeast Alabama Community College provides students with computer workstations in laboratories and in the library, and provides faculty and staff with computer access in offices. These workstations, software, and storage device contents are the property of Northeast Alabama Community College. As part of campus resources, computers are connected to and have access to the Internet. Each user is responsible for his or her activities on computers and on the Internet. Activities which are illegal, harass others, and offend those working around one are not permitted and will result in loss of privileges.

Campus workstations and the resources they access are provided for course-related assignments, scholarly research, college business, and other activities directly related to the mission of Northeast Alabama Community College. At the discretion of college personnel, resources may be used for recreational and casual use when they are not otherwise in use. In all cases, computer use in support of the college's mission will take precedence over recreational and casual use.

Access is a privilege, not a right: Northeast Alabama Community College reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate the Acceptable Use Policy.

## Definitions and Application

This Acceptable Use Policy applies to all persons who use or attempt to use computer resources owned by Northeast Alabama Community College. Computer resources include computers, networks, software, data, and other information technologies, whether located on campus or at an off-campus activity sponsored by the College. These resources are to be used in a manner that supports the institutional mission of Northeast Alabama Community College.

Northeast Alabama Community College provides Internet access on selected computers available to its students, faculty, and staff by participating in the Alabama Research and Educational Network (AREN), which is administered by the Alabama Supercomputer Authority in order to provide Internet access for academic, educational, and research purposes only. The College abides by the Acceptable Use Policy of AREN, which is available for view in the Office of Technology.

All Northeast Alabama Community College regulations and existing state and federal laws apply, including not only those regulations and laws that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property.

## Unacceptable Use

Users of computing resources belonging to Northeast Alabama Community College will be held accountable for their conduct under this policy statement, any other applicable policies or procedures of Northeast Alabama Community College, and/or state or federal laws and regulations. Use of computer information technology that is unacceptable includes but is not limited to the following examples:

- acceptable includes but is not limited to the following examples:
- Violating or attempting to violate copyright laws governing software and materials accessed by means of computer technology.
- Violating or attempting to violate license agreements, including but not limited to making unauthorized copies of software or data owned by or licensed to Northeast Alabama Community College.
- Using software or data obtained by means that are illegal or contrary to the policies of Northeast Alabama Community College.
- Violating or attempting to violate Northeast Alabama Community College security, including but not limited to circumventing data protection schemes, gaining unauthorized access, or decrypting secure data.
- Accessing or attempting to access information belonging to another individual or Northeast Alabama Community College office; or
- misrepresenting one's identity, including but not limited to using another's password.

- Allowing an unauthorized individual to access an account or information, including but not limited to divulging a password or other sign-on information.
- Intentionally executing, transmitting, or installing any program designed to damage or to place excessive load on a computer system or network, including but not limited to computer viruses, Trojan Horses and worms.
- Creating, reproducing, or transmitting materials that are slanderous or defamatory in nature, that threaten violence, or that otherwise violate existing laws or regulations.
- Displaying text or images that might be found offensive in a location that can be seen or read by others, including but not limited to text or images that are obscene or harassing in any way.
- Using or attempting to use computer resources to harass others, to monitor others, or to disrupt their work.
- Failing to abide by the provisions of this statement that give priority to educational uses of computer resources, including but not limited to using computers for commercial purposes or for recreational purposes while others need access for educational purposes.
- Failing to abide by the policies, procedures, and regulations of the lab, library, classroom, office, or other facility in which the computer equipment is located.
- Using or installing any software that has not been authorized by Northeast Alabama Community College.
- Overusing or overloading computer resources, including computer memory as well as paper and other supplies. Northeast Alabama Community College reserves the right to periodically purge excessively large files and email files.
- Damaging, destroying, defacing, or removing hardware, software, data, or supplies that belong to others or to Northeast Alabama Community College.

## Disciplinary Actions

Because access to information technology resources at Northeast Alabama Community College is a privilege, abuse of this privilege is subject to campus disciplinary procedures and possibly legal action.

If the initial violation is minor or accidental, the situation will be resolved informally with the purpose of educating the violator. If the violation is repeated or is more serious in nature, Northeast Alabama Community College may rescind or modify computer access privileges.

Violations of local, state, or federal laws will result in the immediate loss of all Northeast Alabama Community College computing privileges and will be referred to appropriate Northeast Alabama Community College officials and/or law enforcement authorities.

## Security

Northeast Alabama Community College has the responsibility of administering, protecting, and

monitoring all computers, software, and networks owned or licensed by the college whether on or off campus, with the exception of privately owned computers in the possession of individuals for their personal use. Authorized personnel may monitor computer activity, including electronic mail, for the purpose of maintaining system performance and security. Users are expected to cooperate with investigations of violation of college policy.

Northeast Alabama Community College reserves the right to require users to refrain from using any program or property of the college.

## Disclaimer

Northeast Alabama Community College accepts no responsibility for damage to personal property or data caused by any Northeast Alabama Community College computer system or connections including, but not limited to, malfunctions of hardware and software, computer viruses, Trojan Horses, and worms.

Northeast Alabama Community College will not be liable for the actions of anyone, including students and employees, connected to the Internet through the college Internet access.

## User Agreement

Using or attempting to use any computer or information technology resource of Northeast Alabama Community College signifies the following:

The user agrees to comply with the provisions of this Acceptable Use Policy:

- The user accepts responsibility for knowing the contents of this policy statement. Failure to read or acknowledge this statement will not be an excuse for noncompliance.
- The user accepts that failure to comply with this policy may result in temporary or permanent denial of access to computer or information technologies, or in some cases may result in college disciplinary action or legal action.

Copies of the Acceptable Use Policy are available in the College Catalog, on the College website, and in facilities where computer resources are used. A summary of this policy is posted on or near computer equipment.

## Conduct

Students are expected to conduct themselves in a manner compatible with the educational objectives of the College. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed

to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College. It is assumed that students enrolling in the College are mature and have a desire for constructive learning. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person - whether a student, visitor, faculty or staff member or the College itself is strictly prohibited. The College does not permit in any way on consumption or possession of alcoholic beverages, narcotics and/or other hallucinogenic drugs the campus or at college-sponsored functions. Possession of firearms is prohibited. Littering is also prohibited. Students who are observed littering on campus will be fined \$10.00 per incident. Students on probation may not represent the school in interscholastic contests.

Other specific forms of prohibited conduct include but are not limited to:

1. Dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the College. Any student found guilty of cheating may be dropped from the course with a grade of "F."
2. Destruction or theft of property;
3. Failure to comply with directions of College officials acting in the performance of their duties
4. Forgery, alteration, or misuse of College documents, exams, records, or identification;
5. Disorderly or disruptive conduct, including classroom disruptions, reckless endangerment, harassment, assault, bullying, cyberbullying, and discrimination;
6. Obstruction or disruption of the College's academic program or operations;
7. Unauthorized entry to College facilities;
8. Unauthorized possession of a key to College facilities.
9. Violation of traffic regulations;
10. Violation of library regulations;
11. Violation of the Stop Campus Hazing Act; and/or
12. Violation of any federal, state, or local law or ordinance.

Violation of the college's conduct policy may lead to disciplinary action up to and including suspension, expulsion and arrest for any criminal acts.

## Credit Awarded Through Non-Traditional Means

Northeast Alabama Community College recognizes that individuals can develop mastery of course competencies through different methods. The College awards non-traditional credit by the following methods: College Board Advanced Placement Program (AP),

College Level Examination Program (CLEP), Military Service Credit, Articulated High School Technical Coursework and Prior Learning. Academic credit may be granted for other officially documented learning experience according to American Council on Education recommendations.

Credit for academic transfer courses awarded through non-traditional means may only be awarded by examination or nationally recognized guidelines. Course credit earned through non-traditional means will be noted as such on the student's transcript. Credit awarded through non-traditional means does not count toward the minimum of 25% of semester credit hours that must be completed at Northeast Alabama Community College. Credit may not be received twice for the same learning.

Credit awarded will be recorded on the student's transcript without grades or quality points and will not be included in the calculation of the student's grade point average.

## Advanced Placement

Advanced Placement (AP) credit may be awarded by Northeast to students who have obtained satisfactory scores on the CollegeBoard AP exam.

The official AP score report must be sent directly from CollegeBoard, either electronically or by mail, to the Admissions Office in order to be evaluated for course credit. Course credit awarded for AP by Northeast, however, does not indicate that four-year or transfer institutions will award credit. It is the student's responsibility to verify credit with the transfer institution.

AP credit at NACC is offered in the subjects listed in the chart below. Other AP courses must be evaluated by the appropriate division director for evaluation.

Subject	Min. Score	NACC Equivalent	Sem. Hrs. Credit
AP Pre Cal	3	MTH 112	3
AP Pre Cal	4 or 5	MTH 112, MTH 113	6
Biology	3	BIO103	4
Biology	4 or 5	BIO103 and BIO104	8
Calculus AB	3	MTH 113 and MTH 125	7
Calculus BC	3	MTH 113, MTH 125, and MTH 126	11
Calculus BC – AB subscore	3	MTH 125	4
Chemistry	3	CHM111 or CHM104	4
Chemistry	4 or 5	(CHM111 and CHM 112) or CHM104	8 or 4
English Language/Composition	3	ENG101	3
English Language/Composition	5	ENG101 and ENG102	6
English Literature/Composition	3	ENG101	3

English Literature/Composition	5	ENG101 and ENG102	6
Government & Politics: US	3	POL 211	3
Physics B	3	PHY 201 and PHY 202	8
Physics C: Electricity & Magnetism	3	PHY 214	4
Physics C: Mechanics	3	PHY 213	4
Physics I	3	PHY 201	4
Physics II	3	PHY 202	4
Psychology	3	PSY 200	3
Spanish Literature/Culture	3	SPA 101 & SPA 102	8
Statistics	3	MTH 265 or BUS 271	3
US History	3	HIS 201 and 202	6

## Articulated High School Technical Coursework

Northeast awards credit to students who have completed high school courses listed on the approved Statewide Career and Technical Education Articulation Agreement and/or locally established articulation programs with area secondary technical schools. To ensure that coursework and learning outcomes are at the collegiate level and comparable to NACC degree programs, Northeast faculty must be involved in the process to determine which secondary technical course may be accepted for articulation. Students must request credit for articulated credit within 20 months of high school graduation.

## College Level Examination Program - CLEP

Northeast awards credit earned through CLEP examinations provided minimum scores are achieved. Credit is granted in the course for which credit is to be earned or for credit already earned in the subject examination's course equivalent.

Official score reports must be sent electronically or mailed to the Admissions Office directly from the College Board. Credit awarded for CLEP by Northeast does not indicate that four-year or transfer institutions will award credit. It is the student's responsibility to verify credit with the transfer institution.

CLEP credit at NACC is offered in the subjects listed in the chart below. Other CLEP courses must be evaluated by the appropriate division director for evaluation.

Subject	Min. Score	NACC Equivalent	Sem. Hrs. Credit
American Government	50	POL 211	3
American Literature	50	ENG 251	3
Anatomy & Physiology I	50	BIO201	4
Biology	50	BIO 103,104	8

Calculus	50	MTH125	4
Chemistry	50	CHM111, 112	8
College Algebra	50	MTH100	3
College Mathematics	50	MTH110	3
Composition (College)	50	ENG 101	3
English Literature	50	ENG 261	3
History of the US I	50	HIS 201	3
History of the US II	50	HIS 202	3
Human Growth And Development	50	PSY 210	3
Pre-Calculus	50	MTH112	3
Psychology (Intro)	50	PSY 200	3
Spanish Language, Level 1	50	SPA 101, 102	8

## Military Service Credit

Students who desire to receive college credit for their military training should request a Joint Services Transcript (JST). All enlisted, officers and warrant officers, both active and veterans from all Army components, Coast Guard, Marine Corps and Navy are eligible to receive free official transcripts from JST. Individuals interested in a free official JST should request a transcript at <https://jst.doded.mil>. Air Force personnel should contact Community College of the Air Force (CCAF) at [www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/](http://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/) to obtain official transcripts. Students requesting transcripts should ask that the transcript be sent electronically or mailed directly to the Admissions Office.

Students who have had active military service may receive credit in physical education (less any completed prior to military service) as follows: from three to six months, three semester hours; for more than six months, four semester hours.

## Prior Learning Credit

Prior learning credit allows students to receive credit for life experiences which may include employment, training, professional certifications, noncredit courses, and other experiences. Students must document that they have obtained a mastery of skills equivalent to the course objectives. Prior learning does not apply to secondary/post-secondary articulation agreements or dual enrollment. Students seeking credit through prior learning must pay a \$25.00 fee for each course.

Prior learning credit is awarded through industry certification or portfolio review. Both methods must be reviewed and approved by the program instructor, Dean of Workforce Development and Skills Training and Dean of Student Services. The awarding of credit may be dependent upon the student passing an examination and/or verification of the industry certification. The student requesting prior learning credit through portfolio review must also obtain a copy of the course syllabus/

plan of instructor from the instructor in charge of the program and provide documentation indicating that the student has met all learning objectives for the course.

## Developmental Studies Program

The Developmental Studies Program at Northeast Alabama Community College provides students with the academic foundation to be successful in college-level English and math courses. Incoming students are placed in developmental courses based on their ACT scores, high school GPA, and/or ACCUPLACER scores. The co-requisite developmental model allows students to enroll directly in college-level courses and receive academic support through a learning support course. Learning support courses are co-requisite environments that provide instruction, one-on-one support, and small group engagement as well as active learning opportunities that are designed to review skills that mirror in real-time what is currently being taught in the college-level course. The Developmental Studies Program promotes scholastic opportunity, academic skill development, and educational efficiency.

## Distance Education

Northeast Alabama Community College (NACC) recognizes distance education as a delivery system for instruction. Distance education is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. The goal of these courses is to help fulfill the NACC mission of providing available, accessible, and affordable courses for transfer and career programs for students.

All of the present policies that apply to on-campus or “traditional classroom” education will apply to the area of distance education. This includes admission, prerequisites, grade requirements, complaint processes, etc.

1. Distance education courses must be of the same quality and rigor as those presented on campus as demonstrated through the following procedures:
  - Application with the accompanying course syllabi provided to the division director for review and approval by the Curriculum Committee and Dean of Instruction prior to course implementation;
  - Submission of scheduled student learning outcomes reports to supervisors for review;
  - Review by the Curriculum Committee of annual institutional effectiveness reports,

including reports relating to course evaluations and the comparability of distance education and traditional courses.

2. Instructors must demonstrate how student work is monitored to assure integrity through the following procedures:
  - Each instructor or an approved proctor with (1) administer at least one significant on-campus examination or assignment per course OR (2) require at least one significant examination per course be completed by the student through the LMS online monitoring system, Respondus Monitor. The choice of completing the examination or assignment on campus or through Respondus Monitor shall be at the discretion of each student.
  - Each instructor will require students to present a formal ID prior to all video monitored test or proctored test.
  - Each student will be required to use a unique user name and password to access the course management system and other online instructional interfaces
  - The date(s) of any required online conference/meetings or on campus meeting (if any) must be announced to students at the beginning of the semester
3. Distance education instructors must support continued communication with and amongst students by:
  - incorporating into the course a discussion board or other shared communication tool whereby students and the instructor have the opportunity to regularly communicate;
  - sending emails to students in order to encourage course progress, make announcements regarding the coursework, etc.
4. Appropriate library/learning resources are made easily accessible for distance education students through access points within the course management system (Canvas) and through the Library and Learning Resources Center web page.
5. Student services must be easily accessible and relative to distance education students. Access to such services is provided within the course management system and through the Distance Education and Student Services web pages.
6. Faculty approved to teach distance education must meet the following requirements:
  - Completion of an orientation to distance education instruction session through the NACC Technology Learning Center prior to teaching a distance education course.
  - Participation in at least two annual training sessions through the NACC Technology Learning Center or through Canvas or other digital content training modules.
  - The Director of the Technology Learning Center is responsible for maintaining records of orientation sessions and of participation and assessment of training sessions
7. The NACC Intellectual Property and Distance Education Course Ownership Policy govern issues

pertaining to ownership of intellectual properties and is to be employed in conjunction with the Distance Education Policy.

8. Distance Education faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others. (See the TEACH Act).

## Distance Education Courses

In order to take online courses, a student must have access to active internet connection with an internet service provider and a functional browser. Broadband (high speed) connections are preferred but not required. Courses will work with dial-up connections but the student may experience a lower level of performance. Lab and library computers with high speed connections are available on campus for students who do not have an adequate internet connection at home or are experiencing problems with their home equipment.

Students may use a device of their choice to complete online courses provided that the device is up-to-date and compatible with the Canvas Learning Management System. Northeast does not provide technical support nor guarantee satisfactory performance of course software with any device other than devices/computers owned by the college.

Northeast utilizes the Canvas Learning Management System for online course delivery. Northeast does not control these servers and additional hardware or software requirements or limitations may apply. Individual courses may have specific hardware or software requirements in addition to basic connectivity. If you have questions about specific courses, consult your class syllabus, contact your instructor, or contact the Student and Faculty Technology Learning Center at extension 2309.

Distance education courses meet the same standards of quality of those offered in classroom instruction on campus. Each course provides opportunities for interaction with the instructor as well as classmates. Students will be given information on the logistics of accessing and participating in the online course by the instructor. The instructor will also provide students with information on access to library resources. Students will be expected to complete internet courses within the semester time frame that they enrolled for the course. Students are advised that Internet courses demand good self-motivation habits and persistence in completing assignments.

Registration procedures and tuition for distance learning courses will be the same as for regular on campus courses.

For more information contact the Student and Faculty Technology Learning Center in room 107, Business Education Building, or call phone extension 2309.

## Dual Enrollment for Dual Credit

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken at NACC while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of the Code of Alabama 1975. Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials and supplies as required in the syllabus of each course.

Courses offered must be approved by the student's high school designated official and will be drawn from Northeast's existing academic inventory of courses offered for credit. Courses numbered below 100, physical education (PED) courses, and independent study courses are not eligible for dual enrollment for dual credit. Students may not audit courses. Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, online courses, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements. Students must meet all applicable pre-requisites prior to enrolling in courses.

Students who earn a grade of D, F, I or who withdraw from a course will be suspended from the Dual Enrollment for Dual Credit program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served unless the student submits an appeal to the dual enrollment coordinator. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements identified above.

Upon completion of the dual enrollment program and high school graduation, the student must apply for admissions and meet all NACC admissions requirements.

## Drug Free Schools Compliance

Northeast is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the

possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

All current students are provided copies of the College policy for drugfree schools and communities, including a statement of the College standards of conduct and disciplinary sanctions; a summary of the legal sanctions; a description of health risks; and a list of contacts for available treatments in the region. The Dean of Student Services can provide students with information on substance abuse as well as referral to counseling and other treatment.

## Early College Enrollment Program

The Early College Enrollment Program (ECEP) provides an opportunity for qualifying high school students to earn a high school diploma and college credits toward a technical or health certificate and/or degree that meets local, regional, or state high-skill, high-wage, and high-demand critical workforce training needs.

## Emergency Medical Treatment

Emergency medical treatments by a physician or hospitalization are at the expense of the student or student's parent(s) or guardian. Students are responsible for their own health services. For any minor injuries such as cuts or bruises, first-aid kits are kept in laboratories, the campus police, and administrative offices.

## Examinations

Every student will be expected to take the final examination at the scheduled time. If a delayed examination becomes necessary, it must be taken during the following semester, or the grade of I (Incomplete) becomes an F. Such delay in taking the examination must be approved by the Dean of Instruction or Dean of Workforce Development and Skills Training. The student must take the delayed examination at the time designated by the instructor.

## Firearms

Possession of firearms around or in college buildings at any time or at any college sponsored function is strictly prohibited.

## Food and Drink in the Classroom

No food and drinks are permitted in the Northeast classrooms, laboratories, the Learning Resources Center, the Music Auditorium, or the auditorium of the Tom Bevell Lyceum. In areas where these objects are permitted, to help keep our campus clean, please dispose of bottles, cans, wrappers, paper, food items, and discarded cigarettes in the appropriate trash/cigarette receptacles that are located throughout the campus.

## Foundation

The NACC Foundation assists the college with fundraising and fiscal issues to support the NACC mission. The board consists of community and business leaders from DeKalb and Jackson counties. The Foundation serves as a legal vehicle for donations to the College, whether it is a financial donation, property, or technology equipment. The focus of the Foundation, however, will be on fundraising activities through various events and activities selected by the College President, Director of Development, and the Foundation Board. The NACC Foundation has the 501(c)(3) status so that donations to the foundation are tax deductible. For more information about the Foundation and its activities and opportunities, contact Heather Smith, Director of Development, or Rachael Graham at [grahamr@nacc.edu](mailto:grahamr@nacc.edu) in the Pendley Administration Building, Room 145, by telephone at extension 2301, or by email at [smithh@nacc.edu](mailto:smithh@nacc.edu).

## Fundraising

All fundraising activities of Northeast are conducted to help fulfill the mission of the College. Fundraising includes:

1. All fundraising activities, whether on the Northeast campus or sponsored by an organization or persons affiliated with Northeast must be conducted in a manner designed to adhere to the college's mission, "to provide accessible quality educational opportunities, promote economic growth and enhance the quality of life for the people of Alabama."
2. All fundraising activities which involve Northeast Alabama Community College students, faculty, staff, administrators or the college's name or insignia (hereinafter "College-related fundraising") must secure specific written approval of the College's president or his authorized designee. A *Request for Fundraising Activity* form must be submitted and approved by the College's president or his authorized designee before the College-related fundraising activity can be advertised, publicized or commenced.

3. No agent, vendor or solicitor will be allowed on the Northeast Alabama Community College campus to sell merchandise or services to students unless sponsored by a Northeast student organization. Student organization sponsorship includes the requirement of student participation in the actual selling. Student organization sponsorship also requires that the sponsoring organization receive a significant portion of the receipts from the sales. Organizations and persons involved in College-related fundraising must make every effort to ensure that the funds are used for the purpose presented on the Fundraising Activities form or—at the least—for a purpose in keeping with the College's mission.
4. Sales or solicitations by charitable, tax-exempt organizations will be considered by the College's president or his authorized designee on an individual basis.
5. Any contributions of money or property to the College—both those solicited by persons affiliated with Northeast and those which are unsolicited—must be reported to and approved by the College's president.
6. All College-related fundraising activities are subject to campus and the state auditing processes. Appropriate records must be maintained by the organization or person(s) identified on the Fundraising Activity form.
7. All College-related fundraising activities should be included in the College planning process. All College-related fundraising activities will be regularly evaluated by the Dean of Administrative Services and the College's Fundraising Committee.
8. All College-related fundraising activities must abide by the College's Student Handbook provisions on Student Conduct.

## GED Testing

For those who do not have a high school diploma, GED® testing is available in our Adult Education Learning Lab. To schedule an appointment, please go to [www.GED.com](http://www.GED.com) and create an account. If you need assistance, please contact Alicia Woods at extension 2362 or [woods@nacc.edu](mailto:woods@nacc.edu). The Adult Education Learning Lab is located in Room 227 in the Beck Health & Fine Arts Building.

## Housing

The College does not provide housing facilities for students, either on or off campus. Students are encouraged to live at home and commute.

## ID Cards

All new and returning students are required to obtain and carry a NACC student ID. Student IDs are free and allow students to check out library books, laptops and wi-fi hotspots, receive student discounts, and identify themselves as a NACC student. Student IDs expire two years from the date issued. All students must be in the active directory and present a picture ID in order to receive a NACC student ID.

Students who have been accepted into specific programs (nursing, cosmetology, medical assisting, EMS, etc.) must notify the staff to ensure that the correct information is included on the student ID. Students can obtain their ID from the Admissions Office in the Student Center, Room 115. Students with questions may contact the Admissions Office at ext. 2224.

## Incomplete Grades

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. A grade of I is calculated as an F in the GPA until the student has completed the coursework and the instructor has a Grade Change Form. It is the responsibility of the student to make arrangements with the instructor to complete the required coursework and ensure that the Grade Change Form has been completed. If the student fails to complete the course during the following semester, the Incomplete automatically becomes an F on the student's transcript.

## Insurance

All students are responsible for providing their own insurance. Students enrolling at Northeast have the responsibility of coordinating their status of enrollment with their health care and automobile insurance providers. Students should be aware that any change of enrollment status may affect their insurance coverage.

## Intellectual Property and Distance Education Course Ownership Policy

Northeast Alabama Community College encourages its students, faculty, and staff to pursue initiatives that will create intellectual properties and distance education courses. Consequently, it becomes necessary to clearly establish the legal rights of ownership of intellectual properties. The NACC policy is as follows:

Any ownership or royalty issues not discussed herein shall be determined on a case-by-case basis prior to the development of the course.

If a student, faculty or staff member develops an original course offering, without any assistance or resources of the college and completely on his or her own time, then he or she shall retain one hundred percent (100%) ownership of the intellectual property rights to the course, including the right to all proceeds should the course become commercially marketable.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the college but completely on his or her own time, then he or she shall be entitled to receive fifty percent (50%) of any royalties should the course become commercially marketable. The college, however, will retain full ownership of the intellectual property rights to the course.

If a student, faculty or staff member develops an original course offering using any assistance or resources of the college and on release time, then he or she shall be entitled to receive twenty-five percent (25%) of the royalties should the course become commercially marketable. The college, however, will retain full ownership of the intellectual property rights to the course. To obtain release time to develop a course, a student, faculty or staff member must obtain prior permission from the President.

If a course is developed using either a combination of resources and/ or release time, then the student, faculty or staff member understands and agrees that the college may offer the course to the Alabama Distance Learning Consortium for offering by member-colleges of the Consortium. In such circumstances, the respective property rights of the student, faculty or staff member and the college will be proportionally reduced according to any further development time invested by other member colleges of the Consortium.

Students, faculty or staff will formalize their agreement with the appropriate dean and president's approval.

## Library

### **CECIL B. WORD LEARNING RESOURCES CENTER**

**Hours: Monday-Thursday: 7:30 a.m.-8:00 p.m.  
Friday: 7:30 a.m.-3:00 p.m.\***

\*The library may be closed between semesters. Advance notice of changes in hours of operation will be posted on the LRC's doors whenever possible.

**Phone: 256-228-6001 or 256-638-4418 ext. 2326**

The Cecil B. Word Learning Resources Center houses the library, two multimedia rooms, faculty offices, and classrooms.

## Mission

The mission of the library of Northeast Alabama Community College is to provide for the students, faculty and staff of the College, the personnel, services, information resources and facilities to support, sustain, and enrich the educational purposes, programs and curriculum of Northeast Alabama Community College.

Embracing the College's "open door" policy, many of the Northeast Alabama Community College's resources and services are available to the community

## Collection

The library's collection consists of over 45,000 print and bound periodicals, over 250,000 licensed and owned eBooks, over 79,000 audiovisual materials and digitized media (excluding books and periodicals), over 50 print periodical titles, and over 25,000 digital serials. NACC students and personnel have access to the following electronic resources: EBSCO's Discovery Service, EBSCO Associates Programs Source Plus database, EBSCO's Academic eBook Collection, EBSCO's Nursing Reference Center Plus, Alexander Street's Academic Video Online, and Newsbank's America's News and Newsbank's Black Life in America. The Alabama Virtual Library, a collection of multidisciplinary databases, is available to students, teachers, and citizens of Alabama.

## Special Collections

An archives/special collections division is in Room 206 on the second floor of the library. This collection contains various books and other resources that focus on local history and culture. This collection is available to NACC students, personnel, and to the public.

The library also contains a designated collection of books donated to the college by Dr. Barbara Heath, a clinical psychologist who practiced psychology in the area. Taken as a whole, Dr. Heath's collection of books demonstrates the extent and type of knowledge necessary to work as a clinical psychologist and can be useful for someone interested in a career in the field. This collection is available to students and the public.

## Technology

Wireless access is available in the LRC, as well as throughout the NACC campus. On the first floor, twenty-three computers provide access to the library's online catalog as well as access to the internet for student research. In addition, one computer located on the second floor provides access to the library's online catalog. The two multimedia rooms contain internet access and presentation equipment. Over 300 laptops and over 60 MIFIs are available for students to check out for the semester. Technology such as LCD projectors and laptops are also available for instructors to check out on a short-term basis.

## Assistance

Librarians offer one-on-one assistance in conducting library research. Assistance may be requested in person, by telephone, chat, text, or email.

## Request for Instruction/Orientation/Research

Information literacy is a general education outcome for students at NACC. Therefore, students in ENG 101 and SPH 107 have the opportunity to attend a library orientation and complete an assessment to demonstrate achievement of the program learning outcome of information literacy. Instructors of courses other than ENG 101 and SPH 107 schedule library orientation and/or research on an individual or as-needed basis.

## Distance Education and Dual Enrollment Students

The library's resources and services are available to distance education and dual enrollment students, online, in person, or via Canvas, depending on the resource/service being requested.

## Library Management Network, INC.

The library is a member of the Library Management Network, Inc. (LMN). Through this network, the NACC library shares a database with the following libraries: Gadsden State Community College, and Snead State Community College.

NACC students may view and borrow the holdings of other LMN member libraries.

## Policies

1. When checking out items, students will be asked to present a student ID card. The card must be presented each time items are checked out.
2. Currently enrolled students may check out books and audiovisual items for two weeks and may check out laptops and MIFIs until the end of the semester.
3. A fine of ten cents per day (books and AV) or \$1 per day (laptops and MIFIs) will be charged. The maximum fine will be \$5.
4. Students and/or library patrons who owe fines or have failed to return items will forfeit their library privileges and/or will not receive copies of their transcripts.

## Policies for Community Library Patrons

Many of the library's resources are available to members of the community.

1. Community members wishing to use the library should obtain a library card by completing an application at the circulation desk and showing an

Alabama-issued ID card demonstrating residence in the community (as defined by NACC's service area).

2. Adult community members may check out up to five items at a time.
3. Juvenile community members may check out up to two items at a time.
4. Items are checked out for two weeks and may be renewed for two additional weeks unless needed by another patron.
5. A fine of ten cents per day is charged per overdue item. No fine in excess of \$5 per item will be charged. When the library is closed, items may be returned in the outside book drop facing the student center.
6. Community members who have overdue items or fines will forfeit their library privileges.
7. Community members will be charged a \$2 fee for a lost library card.
8. Community members wishing to use the library's multimedia rooms should complete an activity request, which may be obtained from an NACC library faculty or staff member.

## Life-Threatening Illnesses Policy

Northeast recognizes that students, faculty, and staff with lifethreatening illnesses (LTI), including but not limited to cancer, heart disease, diabetes, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as the students, faculty, or staff members are able to meet the same performance standards as those persons without LTI, and medical evidence indicates that their conditions are not a threat to others, deans, directors, and division chairs should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Northeast to provide a safe environment for all students, faculty, and staff.

## LTI Policy Guidelines

1. Northeast will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for Northeast admission or employment will not be considered in admission or employment decisions.
3. Northeast students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.
4. Northeast faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted

manner, so long as they are able to perform the duties of their jobs, in compliance with the College's employment policies and federal guidelines.

5. The access of Northeast students or employees with LTI or LTI-related conditions to the College's public areas will not be restricted, in compliance with College and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding an individual diagnosed as having an LTI or LTI-related condition will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside of the college without the specific written consent of the individual involved, except where required by law.
8. Reasonable accommodations will be made to persons with LTI consistent with established laws and rules including ADA and public health policies.
9. Persons with LTI may be required to exhibit and establish that they are fully acquainted with all possibilities of complication and possible contagion and are following authorized medical advice in limiting exposure to others and in avoiding complications to themselves.
10. This policy is subject to change from time to time based on advances and increased knowledge of various conditions involving LTI.
11. Any breach of the above guidelines should be reported to the ADA Compliance Coordinator, in writing. Such reports should be made within seven (7) days of the incident.

## Lost and Found

Lost and found articles should be reported to the Campus Police in the Student Center.

## Maximum and Minimum Course Loads

The student course load for a full time student is 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. A student course overload must be approved by the Dean of Instruction/designee. No student will be approved for more than 24 credit hours in any one term for any reason.

## Name/Address Change

Any student who has a name or address change should inform the Admissions Office of the change immediately. Students seeking to change their name must present a legal document that reflects the requested name change.

## MyNACC Login Information

MyNACC is the secure Internet access to OneACCS, which provides NACC students with grades, transcript, tuition account, financial aid status, and online registration.

To access MyNACC, click the MyNACC link on the NACC website. User ID = school-issued email address  
Default Password = NACC+ eight digit date of birth (NACC01021999)

Students may be required to change their password the first time they access their MyNACC account. Students should use a password that they will remember. Changing the MyNACC password will also change the student's Office365 account password:

**MyNACC tech support: [etshelp@nacc.edu](mailto:etshelp@nacc.edu)**

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found in this catalog and online:

[Computer Technology Acceptable Use Policy](#)  
[Peer-to-Peer File Sharing Policy](#)  
[Wireless Internet Access Policy](#)

Helpful links are found online by clicking:

[Email Instructions](#)  
[Canvas Instructions](#)  
[NACC Alert System/Schoolcast](#)

## Nondiscrimination

It is the official policy of the Alabama Community College System and entities under its control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (ACCS Board of Trustees Policies 601.02-4/15/16 and 800.00—5/10/17).

Northeast has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the

end that no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Northeast to be in accordance with Title IX of the Education Amendments of 1972, which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Any person who believes himself or herself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI or Title IX of the Act and Regulation issued thereunder may, by himself or herself or through a representative, file a written complaint. Harassment and discrimination complaints can be reported to the Title IX Coordinator (Justin Mayo, SC 107, ext. 2256). Northeast is an Equal Opportunity Employer.

## Nondiscrimination on the Basis of Disability

Northeast does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The ADA Compliance Coordinator, Riley Holland (256-638-4418 Ext 2222), located at 138 Alabama Hwy 35, Rainsville, AL 35986 in Office 115 in the Student Center has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Compliance Coordinator.

Persons who need accommodations or assistance in order to participate in college programs or services should contact the ADA Compliance Coordinator as identified above. The telephone numbers are (256) 638-4418 and (256) 228-6001, ext. 2222. The relay number for speech or hearing impaired persons using a text telephone or TDD is (800) 548-2546.

## Online Registration Guidelines

Current and former Northeast students, transients, and transfer-in students who have completed admission files must see an advisor to be authorized to register online. Students will be able to print an invoice that they can mail or bring to the college with tuition payment or to verify and validate financial assistance (scholarship, Pell grant, etc.).

## Organizations and Officers

Any student holding an office in any organization on the campus must carry a minimum course load of 12 hours each semester and must not have accumulated more than 64 hours. Students on probation may not hold offices within the College. Any exceptions must be approved by the Dean of Student Services.

Any student seeking nomination for any elected office should contact the organization's sponsor(s) and must submit in his/her platform for office to the sponsor(s). After the platform is approved, the student will be given instructions concerning the display of campaign material.

Any student or group of students desiring to form new campus organizations must use the following procedures:

1. Submit to the Dean of Student Services a written statement consisting of the organization's purpose (including the proposed organization's name and the students expected to participate), a draft constitution, bylaws, and the desired meeting schedule.
2. The Dean of Student Services refers this statement to the Student Services Committee to determine if the proposed organization is in keeping with the philosophy of the College.
3. If the Student Services Committee approves the proposed organization, the Dean of Student Services forwards the information to the Dean of Instruction for the appointment of a sponsor and provides the Student Government Association the constitution and bylaws for approval.
4. If the Student Government Association approves the constitution and bylaws and the Dean of Instruction appoints a sponsor, the Dean of Student Services presents all of the above to the President for final approval.
5. If the President approves, the Dean of Student Services will issue a permit to hold an organizational meeting.

Any student seeking nomination for an elected office must submit in writing his or her platform for office to the sponsors. After the platform is approved, the student will be given instructions concerning the display of campaign material.

Any student holding an office in a campus organization must carry a minimum course load of 12 hours each semester and must not have accumulated more than 64 hours. Students on probation may not hold offices within the College. Exceptions must be approved by the Dean of Student Services.

Fraternities and sororities or societies are prohibited on the campus.

# Parking/Vehicle Registration/ Traffic Regulations

1. All students will park in the areas designated for student parking

## PARKING CATEGORIES ARE:

Student Parking	Unpainted (or White)
Handicapped Parking	Blue
Faculty & Staff Parking	Red
No Parking	Yellow

Students are not permitted to sit in parked cars or to play loud music between classes and during social events. Students are not permitted to park in red, blue, yellow or other restricted areas, or in the reserved parking spaces in front of the Pendley Administration Building. Only cars with an official decal are allowed in the parking spaces designated for the disabled. Individuals with temporary disabilities should check with the Campus Police.

2. Any student who drives a car or motor-driven cycle on campus must register it and obtain a parking permit from the Admissions Office. These permits are issued to students free of charge. The permit should be placed on the student's vehicle as directed.
3. Parking and traffic violations will be ticketed. Students receiving parking or traffic tickets will pay the Campus Police within 72 hours. Fines will double after 72 hours.
4. Trucks larger than pickups are not allowed to park in front of the administration buildings or to use angle parking anywhere on campus. Tail gates must be up on all trucks parked on campus. It is illegal to back in and park on angle parking.
5. Students driving unregistered vehicles will park off campus. Visitors of students will park in any unrestricted area and come to the Campus Police to get a visitor's pass.
6. Each semester a student is given a fine of \$5.00 for the first violation on all nonmoving violations, \$10.00 for the second, and \$15.00 for the third.
7. The speed limit on all campus streets is 15 miles per hour. Speeding, reckless driving, running stop signs, and driving in the wrong direction are moving violations. The fine for this violation is \$10.00.
8. Students will clear the campus within a reasonable time after classes and all other activities are over. This does not include students using the library; however, these students must remain in the library.
9. Traffic and parking regulations for the campus are conspicuously posted and made available at least thirty (30) days prior to their enforcement.
10. Individuals assessed parking and traffic fees can appeal their fee assessments and have their appeals heard within thirty (30) days by a standing traffic and parking committee appointed by the

president. This committee will consist of the Chief of Police, Business Manager and the Dean of Student Services.

## Peer to Peer Sharing and Illegal Downloading

File sharing is the practice of distributing or providing access to digitally stored information, such as computer programs, multi-media (audio and video), documents, or electronic books. Illegal file sharing is the sharing of copyright protected files without authorization. Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner.

Northeast maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and community. The college is required by federal law to inform students that illegal distribution of copyrighted materials may lead to civil and/ or criminal penalties. The law also requires that the college take steps to detect and punish users who illegally distribute copyrighted materials.

Peer to Peer (P2P) technologies have many genuine uses and Northeast does not ban P2P programs from its network. It is however, a violation of copyright law to use P2P technology for copying commercial music and/or video files without the copyright holder's permission.

NACC utilizes technology based deterrents to effectively combat unauthorized downloading/distribution. The college internet provider is through the Alabama Supercomputer Authority (ASA), which monitors bandwidth traffic and accepts and responds to Digital Millennium Copyright Act (DMCA) notices. When illegal downloading is detected, DMCA notifies ASA, which in turn notifies the college immediately. IT personnel at the college track down the offenders.

For more information on "fair use" and copyright laws please go to: <http://www.copyright.gov/title17/>

Some music, movies and television shows can be legally obtained through online subscription services or from sites officially permitted by the copyright holders to offer certain downloads. Use the following sites as alternatives to illegal downloading: <http://www.educause.edu/legalcontent>

The college reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe or the use is impacting the operation of the network. NACC must report any violations to appropriate authorities for criminal or civil prosecution. In addition, violators may be referred to the college discipline committee, which may impact college enrollment.

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to 150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## Plagiarism

Plagiarism is the intentional copying of the ideas or words of another and using those ideas or words as one’s own. Instructors may use antiplagiarism programs to check student work. When outside sources are paraphrased or incorporated verbatim, they must be acknowledged.

Students who submit plagiarized or partially plagiarized assignments will not receive credit for those assignments and may be subject to failure in the course.

## Poster/Information Display

Posters, signs, announcements, and other information should be placed only on the bulletin board space provided in each building. Nonstudents and off-campus organizations must secure permission from the Dean of Student Services before displaying information on campus.

The placement of any posters or announcements on glass or walls, or defacing existing materials posted, is strictly prohibited.

# Pregnancy and Parenting Student Non-Discrimination Policy

## I. Policy Statement

It is the official policy of the Alabama Community College System Board of Trustees and entities under its direction and control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law (Sources: ACCS Board of Trustees Policies 601.02 – 4/13/16 and 800.00 – 5/10/17). Northeast Alabama Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. NACC hereby establishes a policy and procedures for ensuring the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents.

Under the Department of Education’s Title IX regulations, an institution that receives federal funding “shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.”

This generally means that pregnant students should be treated by Northeast Alabama Community College (NACC) the same way as someone who has a temporary disability and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Student Accessibility Services. To the extent possible, NACC will take reasonable steps to ensure that pregnant students who take a leave of absence return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator and student ADA Compliance Coordinator will determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information to anyone unless there is a legitimate need to know. All accommodations proposed under this policy will be reviewed and approved by the Title IX Coordinator. Administrative responsibility for accommodations lies with the student ADA Compliance Coordinator, who will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and NACC's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The student ADA Compliance Coordinator will assist with plan development and implementation as needed.

## II. Scope of Policy

This policy applies to all aspects of NACC's programs and activities.

## III. Definitions

1. "Medical necessity" is a determination made by a health care provider of a student's or employee's choosing.
2. "Parenting" is the raising of a child by the child's parents in the reasonably immediate post-partum period.
3. "Pregnancy and pregnancy-related conditions" include pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions, in accordance with federal law.
4. "Pregnancy discrimination" includes treating a woman affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or accommodations.
5. "Pregnant student/Birthparent" refers to the student who is or was pregnant. Although the pronoun "she" and "her" are used herein, this policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.
6. "Reasonable accommodations" for the purposes of this policy are changes in the academic environment or typical operations that enable a

pregnant student or student with a pregnancy-related condition to continue to pursue her studies and enjoy equal benefits of the College.

## IV. Reasonable Accommodation of Students Affected by Pregnancy, Childbirth, or Related Conditions

1. NACC and its faculty, staff, and other employees shall not require a student to limit her studies due to pregnancy or pregnancy-related conditions.
2. The benefits and services provided to students affected by pregnancy shall be no less than those provided to students with temporary medical conditions.
3. Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation so they will not be disadvantaged in their courses of study or research and may seek assistance from the student ADA Compliance Coordinator.
4. Where the Office of Admissions typically asks students to identify their disabilities and request accommodations two weeks prior to beginning college, deadline exceptions will be granted in the case of disabilities arising as a result of pregnancy or related conditions; however, NACC is limited in its ability to impact or implement accommodations retroactively.
5. Reasonable accommodations may include, but are not limited to:
  - accommodations requested by the pregnant student to protect the health and safety of the student and/or her pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
  - modifications to the physical environment (such as accessible seating);
  - mobility support;
  - extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
  - offering remote learning options;
  - excusing medically necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department, or division); and/or
  - granting leave or implementing incomplete grades for classes that will be resumed at a future date.
6. Breastfeeding students must be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. The ADA Compliance Coordinator will work with the Title IX Coordinator to find an acceptable location.
7. Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or course against their wishes.

## **V. Modified Academic Responsibilities Policy for Parenting Students**

1. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth of a child may request an academic modification period for as long as it is deemed necessary by their medical doctor during the first six months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
2. Requests should be filed with the student ADA Compliance Coordinator in the Office of Admissions.
3. The ADA Compliance Coordinator will discuss all accommodation requests with the Title IX Coordinator before implementation.
4. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration with the student ADA Compliance Coordinator, the Title IX Coordinator, the student's instructor(s), and/or the appropriate division directors or deans.
5. Students seeking a period of modified academic responsibilities should contact the ADA Compliance Coordinator. The ADA Coordinator will coordinate accommodation-related efforts with the instructor(s) and any other necessary parties. Students are provided with a letter that details NACC's approved accommodations and students are encouraged to work with their instructor(s) to reschedule course assignments, lab hours, examinations, or other requirements, and/or to reduce their overall course load, as appropriate, once accommodation information is received from the ADA Coordinator. If, for any reason, parenting students are not able to work with instructor(s) to obtain appropriate modifications, students should alert the ADA Coordinator as soon as possible, who will help facilitate needed accommodations and modifications. Depending on the nature of the course, making up the exact missed assignment might not be feasible. The makeup work does not have to be exactly the same as the missed work but needs to be reasonably equivalent.
6. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.
7. While receiving academic modifications, students will remain registered and retain educational benefits accordingly.

## **VI. Leave of Absence**

1. Faculty, staff, or other employees shall not require a student to take a leave of absence or withdraw from or limit their studies due to pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.
2. Duration of Leave:

1. Pursuant to Title IX, NACC shall treat pregnancy and related conditions as a justification for a leave of absence for as long a period of time as is deemed medically necessary by a student's physician.
2. A student taking a leave of absence under this policy shall provide notice of the intent to take leave thirty days prior to the initiation of leave, or as soon as practicable.
3. Intermittent leave may be taken with the advance approval of this accommodation or when medically necessary due to the student's health condition.
4. Students who elect to take leave under this policy may register in a leave of absence status to continue their eligibility for certain benefits.
5. Upon return from leave, the student will be reinstated to his or her program in the same status as when the leave began.
6. The Title IX Office can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

## **VII. Student Employee Leave**

Consideration will be given by the President for requests of temporary leaves of absence without pay or reduced work hours for part-time student employees who are pregnant or have recently given birth who do not qualify for leave under the Family and Medical Leave Act. The requests should be for a reasonable period of time, as determined by the President, at the conclusion of which the employee shall be reinstated to the status held when the leave or reduced hours began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

## **VIII. Retaliation and Harassment**

1. Harassment by any member of NACC community based on sex, gender, gender identity, gender expression, pregnancy, or parental status is prohibited.
2. Faculty, staff, and other NACC employees are prohibited from interfering with a student's taking leave, seeking reasonable accommodation, or otherwise exercising her rights under this Policy.
3. Faculty, staff, and other NACC employees are prohibited from retaliating against a student for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes because a student requests leave or accommodation, files a complaint, or otherwise exercises their rights under the Policy.

## **IX. Dissemination of the Policy and Training**

A copy of this Policy shall be made available to faculty, staff, and employees in the Employee Handbook. NACC shall alert all new students to this Policy and the location

of this Policy as part of orientation. The student ADA Compliance Coordinator will work with the Title IX Coordinator to make preventive educational materials available to NACC students and employees to promote compliance with this Policy and familiarity with its procedures. Institutions are covered by the ADA and the employee is entitled rights under the ADA concomitant to the nature of her condition.

## X. Compliance and Requesting Accommodations

1. Accommodation requests under this policy should be made initially with the student ADA Compliance Coordinator, Ms. Riley Holland (256.228.6001, ext. 2222; SC 115; [hollandr@nacc.edu](mailto:hollandr@nacc.edu)).
2. Any member of the NACC community may report a violation of this Policy to the Title IX Coordinator. All employees are responsible for promptly forwarding such reports to the Title IX Coordinator. The Title IX Coordinator is responsible for overseeing complaints of discrimination involving pregnant and parenting students. The Title IX Coordinator for NACC is Justin Mayo (256.228.6001, ext. 2256; SC 116; [mayoj@nacc.edu](mailto:mayoj@nacc.edu)).
3. Complaint processes to address student and employee grievances are outlined in the Student Handbook on the NACC website.

# Privacy Policy

## Alabama Community College System Privacy Notice

Updated 4.7.23

The Alabama Community College System (ACCS) values your privacy, and is committed to protecting your personal information. In this End User Privacy Notice (“Notice”), we describe how we collect, use, and share personal information about students and other payors (“End Users”).

ACCS is Alabama’s gateway to world-class, affordable education and technical training for the necessary skills to compete in a constantly evolving workforce. The system consists of 24 community and technical colleges. We work with both public and private schools and four-year universities to offer residents the education programs they need. We offer academic and career technical dual enrollment classes that allow high school students to earn college credit that saves valuable money and time towards a certificate or degree.

As part of the offerings provided by ACCS, we use commerce and credential solutions (“Services”) that enable us to offer End Users easy ways to engage with and manage their payment and billing relationship with our Member Institutions. End Users may access these Services through the Institutions’ websites, in mobile applications, and any other Institution service that relies on the Services where this Notice is posted. We may

provide additional privacy notices as necessary that apply to your use of certain products. This Notice applies to these Services as provided by ACCS, on its own behalf or in combination with one of its affiliates, subsidiaries, or vendors.

### Information Collected and How it is used

When End Users interact with ACCS Services, we collect personal information in order to facilitate the services that the Institution is providing you.

If you are an End User who has a relationship with one of our Institutions such as a school or university and have a question about how your personal information is collected, used, or shared, or would like to exercise any rights you may have with respect to your personal information, please contact your Institution directly.

ACCS and its Member Institutions will only collect, use, and share personal information where we are satisfied that we have an appropriate legal basis to do so. Subject to consent if required by law, we may collect the following categories of End User information on behalf of and as directed by your Institution:

- Identifiers (such as name, contact information including telephone number, email address, or postal address)
- Information protected against security breaches (such as your name and financial account, username and password)
- Protected characteristics (like race, gender, ethnicity, etc.)
- Commercial information (such as products or services purchased, events attended, or other purchasing or consuming histories)
- Internet/electronic activity (see “Cookies” for additional information)
- Geolocation data (for the purpose of enabling location-based Services such as building access at your school or college)
- Audio/Video Data (such as call recordings if you receive customer service support over the phone)
- Professional or employment related information (such as your status with the organization with which you are affiliated)
- Education information including your status with the school or college with which you are affiliated (i.e. student, faculty, staff)
- Biometrics

### How we use your personal information

We use your personal information to provide the Services. In providing the Services, we may use your personal information for the following business purposes:

- Create, maintain or provide service for your account
- Process or fulfill requests from you
- Respond to customer service requests from you
- Verify your information
- Process payments
- Undertake activities to maintain the quality, safety or integrity of the Services
- Maintain data security including detecting and responding to security incidents and protecting you, and us, from fraud
- Monitor our Services including gathering usage data and other analytic information that enables us to maintain and improve the Services
- Other uses that are required for us to meet our legal, contractual or regulatory requirements, and
- Other uses as directed by your Institution and subject to their privacy policy

#### Sources of personal information

We collect personal information from the following sources:

- Information that you provide to us: We collect personal information that you provide to us through your use of the Services. For example, we may collect personal information like your name, contact information, payment information, and enrollment status as part of the Services offering. Providing us with personal information about yourself is voluntary, and you can always choose not to provide certain information, but then you may not be able to take advantage of or participate in some of your Institution's services.
- Information collected from third parties: We may collect information about you from third parties as part of providing our Services to you. For example, we may collect personal information like your name, contact information and enrollment status from your university or Member Institution in order to offer the Services to you.
- Information collected through technology: When you visit our Sites or Apps or interact with an email we send to you, we may collect certain information automatically such as your account or device

identifier, and usage information such as pages that you visit, information about links you click, the types of content you interact with, the frequency and duration of your activities, and other information about how you use our Services. You have the ability to express your preference regarding some of the ways we collect information through technology in some of our Services (see "Cookies and Other Tracking Technologies" for more information). We may collect geolocation in the Apps for the purpose of enabling location-based Services.

The legal basis for our processing your personal information. Our legal basis for using your personal information includes (1) performance of a contract with your Institution so you can use the Services, (2) our legitimate interests which include Services improvement, better engagement with you, fraud prevention, and security our Services, and (3) to comply with a legal obligation (to keep information we are required to keep such as payment information), or (4) with your consent when required by applicable law.

The business purpose for our processing your personal information. Our primary business purpose for processing your personal information is to provide the Services consistent with the contract terms between us and your Institution. We may also use your personal information to enable the following additional business purposes: (1) detecting and managing security incidents or fraudulent activity, (2) providing customer service, fulfilling requests, and other functions directly related to the Services, (3) maintaining our software including debugging and repairing errors, and (4) maintaining the quality of the Services and developing enhancements and improvements to meet your Institution's needs.

Data anonymization and aggregation. Subject to your consent if required by law, we may anonymize or aggregate your personal information in such a way as to ensure that you are not identified or identifiable from it, in order to use the anonymized or aggregated data. For example, we may use anonymized or aggregated data for statistical analysis including to analyze trends, for product development, and for risk assessments and cost analysis. We may share anonymized or aggregated data with our parents, subsidiaries, affiliates or with other third parties.

This Notice does not restrict ACCS's use or sharing of any non-personal, summarized, derived, anonymized or aggregated information.

#### How Personal Information is Shared

Except as otherwise specified, we may share any of the categories of your personal information in the manner and for the purposes described below:

- With ACCS affiliates where such disclosure is necessary to provide you with our Services or to manage our business.
- With third-party service providers. For example, we share personal information with IT and internet service providers who help manage our back office systems or administer our Services. These third-party service providers have agreed to confidentiality restrictions and have agreed to use any personal information we share with them, or which they collect on our behalf, solely for the purpose of providing the contracted service to us.
- With the Institution with whom you are also engaging when you use the Services. For example, you may be using a Service provided to you through a school or college website to engage in a purchase. ACCS may share the personal information you provide with the school in order to fulfill your request. You may also receive communications from the school.
- With banks and payment providers to authorize and complete payments.
- We may share identifiers with logistics service providers to enable the delivery of packages to individuals.
- As directed by the Institution with whom you are engaging with for the purpose of providing the Services.
- With other third parties with whom you direct us to share defined categories of your personal information.

ACCS does not sell your personal information to third parties for monetary compensation. We may also disclose personal information about you if we believe such disclosure is necessary to comply with laws or respond to lawful requests and legal process or to protect or defend the rights, safety or property of ACCS and/or its Member Institutions, users of the Services or any other person, including to enforce our agreements, policies and terms of use.

In addition, subject to applicable legal requirements, we may share personal information in connection with or during negotiation of any merger, financing, acquisition, bankruptcy, dissolution, transaction or proceeding involving sale, transfer, divestiture, or disclosure of all or a portion of our business assets to another company.

#### Global Transfer of Personal Information

Some of the solutions supporting the Services operate globally. This means that your personal information may be transferred to and stored in the United States or in

another country outside of the country in which you reside, which may be subject to different standards of data protection than your country of residence.

We will take appropriate steps to ensure that transfers of personal information are in accordance with applicable law, are carefully managed to protect your privacy rights and interests and limited to countries which are recognized as providing an adequate level of legal protection or where alternative adequate arrangements are in place to protect your privacy rights. To this end:

- we ensure transfers with our affiliates and vendors are covered by agreements which contractually requires each such entity to ensure that personal information receives an adequate and consistent level of protection wherever it is transferred;
- where we transfer your personal information outside of ACCS environments and/or to third parties who help provide our Services, we obtain contractual commitments from them to protect your personal information; and
- where we receive requests for information from law enforcement or regulators, we carefully validate these requests before any personal information are disclosed.

#### How we Protect Personal Information (including Disposal)

We take our responsibility to protect the security and privacy of your personal information seriously. We maintain safeguards designed to protect the personal information you provide against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

Any suspected attempt to breach our policies and procedures, or to engage in any type of unauthorized action involving our information systems, is regarded as potential criminal activity. Suspected computer mischief may be reported to the appropriate authorities.

Please remember that communications over the internet like emails are not inherently secure. We seek to keep secure all confidential information and personal information submitted to us in accordance with our obligations under applicable laws and regulations. However, like all website operators, we cannot guarantee the security of any data transmitted through the internet.

When we no longer need your personal information to provide the Services, or to comply with a legal or regulatory obligation, it will be securely deleted, de-identified, or sanitized in a manner that ensures you cannot be re-identified.

## Cookies and other Tracking Technologies

A “cookie” is a text file that is stored to your browser when you visit a website. The cookies described below provide information about how ACCS and/or its vendors uses cookies in providing the Services.

Unique device identifiers like IP address or UDID recognize a visitor’s computer or other device used to access the internet. Unique device identifiers are used alone and in conjunction with cookies and other tracking technologies for the purpose of “remembering” computers or other devices used to access the Services. We may also use other technologies like pixels or tags that allow us to measure responses to our email communications.

Cookies can be classified by duration and by source:

- **Duration.** The Services use both “session” and “persistent” cookies. Session cookies are temporary - they terminate when you close your browser or otherwise end your “active” browsing session. Persistent cookies remember you on subsequent visits. Persistent cookies are not deleted when you close your browser, and they will remain on your computer or other device unless you choose to delete them.
- **Source.** Cookies can be “first-party” or “third-party” cookies, which means that they are either issued by or on behalf of ACCS and/or its vendors, or by a third-party operator of another website. For an example of a third-party cookie, our Services may contain a Facebook “like” button, which would set a cookie that can be read by Facebook. Our Services may use both first-party and third-party cookies.

The cookies that we may use with the Services fall into the following categories:

- **Strictly Necessary Cookies.** These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions taken by you such as logging in or filling in forms. You can set your browser to block or alert you about these cookies, but blocking them may impede the functionality of the Services on the website.
- **Performance Cookies.** These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site. They help us to know which pages are the most and least popular and see how visitors move around the site. All information these cookies collect is aggregated. If you do not allow these cookies we will not know when you have visited our site, and will not be able to monitor its performance.

- **Functionality Cookies.** These cookies enable our sites to provide enhanced functionality and personalization. They may be set by us or by third-party providers whose services we have added to our pages. If you do not allow these cookies then some of these services may not function properly.

## How to Delete or Block Cookies or Other Tracking Technologies

On some Services, when technically feasible, we will enable tools to help you make choices about cookies and other tracking technologies. You may also delete or block cookies at any time by changing your browser settings. You can click “Help” in the toolbar of your browser for instruction or review the cookie management guide produced by the Interactive Advertising Bureau available at [www.allaboutcookies.org](http://www.allaboutcookies.org). If you delete or block cookies, some features of the Services may not function properly.

## External Links

ACCS’s Services may include links to other websites that are not under our control. We do not endorse or make any warranty of any type regarding the content contained on such websites or products and services offered on those websites.

We encourage End Users to be aware when they leave our sites and to read the privacy statements of each and every website that collects personal information. This Notice applies solely to personal information collected by us. You should read any other applicable privacy and cookies notices carefully before accessing and using other websites.

## Your Legal Rights

If you are an End User who uses ACCS Services and have questions about legal rights you may have with respect to your personal information collected by your Institution, please consult the Institution with which you have a relationship.

Subject to certain exemptions, and in some cases dependent upon the processing activity we are undertaking, some of our End Users, including European Union residents and residents of the state of California, may have certain rights in relation to their personal information. If you have any questions about or wish to exercise any rights you may have under applicable law, please contact your Institution.

EU Residential Rights	What does this mean?
Right to be informed	You have the right to be provided with clear and easy-to-understand information about how we use your personal information. This is why we are providing you this Notice and we may provide other forms of notice, as appropriate or required by law, in the Services.
Right to access personal information	You have the right to access and receive a copy of personal information we hold about you.
Right to data portability	In some circumstances, you have the right to receive the personal information you request from us in a format that is user-friendly and enables you to transfer it to another provider.
Right to rectification	You have the right to correct or update your personal information if it is outdated, incorrect or incomplete.
Right of erasure ("right to be forgotten")	In some circumstances, you have the right to have your personal information erased or deleted.
Right to restrict/suspend processing of personal information	You may object to processing of personal information that is based on legitimate interest. You may withdraw consent for processing that is based on consent (this includes the right to opt out of direct marketing).
Right to information about information transfers	You have the right to obtain a copy of documents related to the safeguards under which your personal information is transferred outside the EU.
Right to complain to a supervisory authority	You have the right to contact the data protection authority in your country to complain about our data protection and privacy practices.

CA Resident Rights	What does this mean?
Right to know about personal information collected, disclosed, and sold	You have the right to request that we disclose to you what categories of personal information we have collected, used, disclosed, or sold over the past 12 months. We have provided information about the categories of personal information we have collected, the sources from which we collected it, the purposes for which it was collected, and the third parties with whom we may share it with above.
Right to opt-out of the sale of personal information	You may request that we do not sell your personal information to third parties.
Right to request deletion	In some circumstances, you have the right to have your personal information erased or deleted.
Right to equal service and prices ("non-discrimination")	Your choice to exercise your privacy rights will not be used as a basis to discriminate against you in Services offered or pricing.

## Other Information

### Changes and Updates.

We reserve the right, in our sole discretion, to modify, update, add to, discontinue, remove or otherwise

change any portion of this Notice, in whole or in part, at any time. When we amend this Notice, we will revise the "Updated" date located at the top of the document. We will also take reasonable steps to ensure you are made aware of any material updates including providing your Institution with communication about such changes, or providing a notification through the Services, as appropriate. If you provide personal information to us, or access or use the Services after this Notice has been changed, you will be deemed to have unconditionally consented and agreed to such changes. The most current version of this Notice will be available on all End User facing Services, and will supersede all previous versions of this Notice.

### Choice of Law.

To the extent not prohibited by law, this Notice, including all revisions and amendments thereto, is governed by the laws of the United States, State of Alabama, without regard to its conflict or choice of law principles which would require application of the laws of another jurisdiction.

### Contact Us

If you are an End User who has a relationship with ACCS or one or more of its Member Institutions, and have a question about how your personal information is collected, used, or shared, or would like to exercise any rights you may have with respect to your personal information, please contact your Institution directly.

For other questions about this Notice, or if you are an End User and want to exercise your rights as described in this Notice, you can submit a request by contacting ACCS as follows:

Contact the Registrar's Office at the Northeast Alabama Community College campus.

Phone: 256-228-6001

Mail:

PO Box 159

Rainsville, AL 35986-0159

## Registration

The Admissions Office assigns each student to an academic advisor according to the student's concentration or program. Each semester, the academic advisor assists the student in preparing a class schedule that is appropriate to the student's major, monitors academic progress and helps ensure that the advisee meets requirements for the associate's degree. Students should change advisors if they change their plan of study.

Students who plan to transfer to a public university in Alabama are responsible for obtaining a transfer guide from <https://AlabamaTransfers.com>. Transfer students are encouraged to contact a transfer advisor in the College and Career Planning Center for assistance in reviewing the degree requirements, determining coursework needed for their degree and any transfer scholarship opportunities available. All students bear the final responsibility for completing the correct courses for transfer and all requirements for a degree.

## Restrooms

College restrooms and those at external educational sites are designated for use by individuals based on their biological sex, as defined by Section 16-1-54, Code of Alabama 1975.

## Reverse Transfer

NACC participates in the Reverse Transfer Program. Reverse Transfer allows former NACC students, that have completed at least 25% of degree requirements, to complete their Associate's Degree at NACC by the reverse transfer of college credits from other two and four year institutions. Each student's credits will be evaluated to see if the combined credits meet the degree and graduation requirements. There is no cost for awarding of the degree. However, students that wish to receive a printed diploma or to participate in graduation ceremonies must pay required fees. All paperwork for the associate degree will be completed by the Reverse Transfer Specialist. Any questions may be directed to the Reverse Transfer Specialist at [reversetransfer@nacc.edu](mailto:reversetransfer@nacc.edu) or ext. 2207.

## Scholarships

Institutional scholarships are provided by Northeast, as authorized by the Alabama Community College System. Jeffery Hawes, Dean of Student Services, or his designee, disseminates scholarship information to area high schools.

## Sequence Courses

Sequence courses permit students to complete an academic year's worth of work in a subject during the summer term. These courses are scheduled so that students may take additional NACC courses chosen from the regular class schedule. Students should consult the class schedule to determine the sequence courses offered each term.

## Smoking

Smoking or the use of tobacco products shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution, and no area therein may be designated for smoking or the use of tobacco products.

## Social Event Guidelines

1. Any student or visitor attending a social function under the influence of alcohol or drugs or having either in their possession will be turned over to the proper law officials. Offending students may be suspended after a proper hearing.
2. Visitors may attend social functions only by invitation which must be approved by the Social Committee. Students will be held accountable for the actions of their guests.
3. All social events at the College are sponsored and attended by certain faculty/staff members.
4. All visitors and students attending social events will be expected to attend in the building housing the social event and there only. When guests or hosts leave the building, they will be expected to leave the social and the campus for the evening.
5. All socials will be closed no later than 12:00 midnight.
6. Attendees must be at least sixteen years of age.
7. NO refreshments may be brought into a social event.
8. Each student will sign in for herself/himself and for any nonstudent guest(s).
9. Any attendee who goes outside during the social event will first be hand stamped if planning to return to event.

## Social Security Number

Although the students' social security numbers are used for the keeping of permanent records, for reasons of confidentiality they are not used for identification purposes. Students are assigned a student number upon application to the college and they should remember this number to use in the various offices of the college. Social security numbers will not be released without the consent, in writing, of the student. Authority for requesting the disclosure of a student's social security number is in Section 7(a) of the privacy Act of 1974 (5 U.S.C. 552a)

## Solicitations and Sales

Solicitation for any cause must have the President's approval. Northeast does not permit the sale of any product on campus without the knowledge and consent of the President.

## Speakers Invited to Campus

Recognized student organizations desiring to sponsor a guest speaker to address a college audience should complete an Activity Request Form and obtain approval from the President before scheduling or publicizing the event.

## Speech and Expression in Outdoor Areas

It is the policy of NACC and the Alabama Community College System (ACCS Board of Trustees Policy 224.01) that members of the Campus Community are permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written, or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions. For purposes of this policy, the Campus Community includes students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty, and staff.

## Student Access to Technology

NACC is connected to the Alabama Super Computer Authority. Internet is available campus wide through T-1 dedicated line access to the Alabama Super Computer ARE Network. The incoming line has a speed of 1.54 million bits per second capability.

Currently, the college has 10,000 feet of fiber optic backbone cable and 55,000 feet of Category 5 cable. Wireless access has been installed. All buildings have cable access.

Online class registration is available through the website, as well as many other services.

Software available for use includes: Microsoft Office 365.

Student accessible computer labs on campus include:

- Mathematics Lab
- Computer Science Labs
- ACCUPLACER Testing Lab
- Networking Lab
- Nursing Lab

- Statistics Lab
- WorkKeys Lab
- EMS Lab
- Office Administration Lab
- Electronics Labs
- English and Spanish Labs
- Library Drafting & Design Lab
- Industrial Systems Lab
- Cosmetology Lab
- Apple Swift Lab
- College & Career Planning Lab

## Student Assessment

Students who enroll into Northeast may be required to take the ACCUPLACER placement test. The Admissions Office will review a student's prior college-level coursework, ACT/SAT scores, high school unweighted GPA in conjunction with final grades in designated high school courses from an Alabama public high school, and ACCUPLACER placement assessment scores to determine eligibility into English and mathematics courses. Placement scores and high school GPA's are valid for five years in determining placement. Official documentation of these scores must be sent directly to the Admissions Office. Students who do not place into an English or math course based on the process above will be required to take the ACCUPLACER placement test. Students may attend conditionally for one term but must complete this requirement prior to registering for another semester.

## Student Input into Institutional Decision Making

Northeast is a public college and welcomes input from the students regarding institutional decision making. Student surveys are conducted periodically that help determine needs, establish policies, and develop programs. There are student members on relevant committees that make recommendations regarding institutional policies and procedures. Students are also encouraged to participate in institutional decision making through the Student Government Association.

## Student Permanent Information

All permanent records include student application materials, grade reports, and transcripts.

## Student Publications

All student publications are coordinated with the assistance of a faculty sponsor or advisor. Freedom of

expression is encouraged and protected in all student publications. However, all publications must regard community, state, and federal libel and obscenity law. Questions pertaining to these legal issues must be submitted to the Student Services Committee for a judgment. Final approval rests with the college president.

## Student Record Policy

Record integrity is maintained by restricting records creation and modification access to employees within each functional area. Access to records correspond with the employee's job duties and are approved by the employee's immediate supervisor and the respective functional lead.

Student transcripts are created by computer programs which process faculty grade rolls. Student transcripts may only be modified by the instructor submitting an official request to the appropriate Dean. Transcript modifications can be performed only by specific personnel within the Registrar's office.

Student record retention is governed by the guidelines of the Alabama State Records Manual, developed by the Functional Analysis and Records Disposition Authority of the Alabama Department of Archives and History (ADAH) for all state agency records, including colleges and universities.

Records are identified by record type and assigned a retention period, after which they may be destroyed. Northeast retains student records for periods which meet or exceed the minimum periods specified in the manual. Non-permanent, paper records are physically stored in filing cabinets within each functional area for the retention period or longer. Electronic versions of the files are maintained on computer for periods exceeding the guidelines.

## Student Resource Room

NACC has established a Student Resource Room on campus in the Student Center, Room 103. The Resource Room is stocked with "grab and go" food items, hygiene products, and office supplies. Equipped with a microwave, refrigerator, and an open pantry, this room is designated to be a free resource for NACC students in need. The food, hygiene items, and office supplies have been donated by faculty, staff, and students. The college hosts food drives to help stock the Student Resource Room, but donations are accepted year-round. Donations can be dropped off in the boxes in the Student Resource Room. For more information, contact Julia Sanford, Director of Developmental Studies Support Programs & College Retention, at ext. 2257 or sanfordj@nacc.edu.

## Student Right-to-Know Campus Safety Report

In compliance with the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) and The Higher Education Amendments of 1992 that expanded the security-related requirements of the Act, Northeast has established policies related to campus security and publishes reports regarding campus security. These policies and reports are found in the Annual Security Report, distributed annually to students and posted on the college website. This report details how to report emergencies and alleged crimes; campus security policies, procedures, and education programs; information on legal orders of protection; etc.

Students are encouraged to immediately report all acts of crime, violence, vandalism, and burglary to Campus Police (102 Student Center; Extension 2249; 256.609.1060). These types of acts can also be reported to the administrator on duty (Dean of Student Services, ext. 2278; Dean of Instruction, ext. 2294; Associate Dean of Instruction, ext. 2303; or the Dean of Administrative Services, ext. 2313) or other Campus Security Authority (See *Campus Security Authorities*). Radio communication equipment is available for contact with local municipal law enforcement. Each campus police officer is certified and has full arrest powers under the State of Alabama.

When such breaches of security occur, campus police will take reasonable action to minimize harm or threat of harm to college students, employees, and visitors. Acts of a criminal nature that may require investigation and prosecution will be reported to the appropriate law enforcement authority. NACC allows voluntary, confidential reporting to Campus Security Authorities who are not campus police. The college will strive to protect confidentiality in Clery Act reporting and disclosures and will maintain confidentiality regarding the investigation, accommodations, and protective measures provided to the complainant except when maintaining confidentiality could cause harm to others or hinder an investigation.

Orientation sessions are conducted for new students. Each session addresses campus security procedures and encourages students to be responsible for their own and others' safety and security by understanding safe bystander intervention techniques. Each student is sent a copy electronically of the "Drug and Alcohol Abuse Prevention Program" published by the college, which is also available on the college website. It includes information about the school's policy regarding alcohol and drug-related violations, including use, sale, possession, and underage drinking. Additionally, educational programs on awareness and prevention of domestic violence, sexual assault, rape, stalking, and bystander intervention are offered to students throughout the year. These programs are outlined within the Annual Security Report.

# Student Right and Responsibilities

## Student Rights

- A. **Legal Rights:** Northeast is a part of the Alabama Community College System and adheres to the standards of the System and the policies of the Alabama Community College System which outline the rights and privileges of its students. Northeast recognizes the Student Government Association as the approved agency to voice students' opinions on institutional policies and students' activities. Also, students have the right to know about:
1. The College's programs, instruction, laboratories, physical facilities, and faculty;
  2. The cost of attendance and refund policy;
  3. The types of financial assistance offered;
  4. Who the financial aid personnel are and the location of the Financial Aid Office;
  5. What the procedures and deadlines are for applying for financial aid;
  6. How the College selects its financial aid/scholarship recipients;
  7. How the College determines financial need;
  8. How much financial need has been met;
  9. How financial aid is received;
  10. The kind of Work-Study jobs offered, hours, duties, rate and frequency of pay;
  11. When and how financial aid awards are adjusted;
  12. The special facilities for the disabled;
  13. The College's Satisfactory Progress Policy
- B. **Rights of the Learner:** The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. **Student Records:** The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records.
1. Students may review their educational records by accessing their myNACC student portal or making a written request to the registrar.
  2. Student records will not be reviewed by third parties unless permission is obtained from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents. The Dean of Student Services will make the final decision concerning access to records.
  3. Official transcripts will be issued only when a request and applicable payment is received from the student or upon written authorization by a student to be released to a designated entity

- D. **Freedom of Association:** Students are free to organize or join an existing organization to promote the student's curriculum or career interest. Student organizations must be approved as outlined in the section on "Organizations and Officers" before organizing on the campus in order to ensure adherence to Northeast's policies and procedures.
- E. **Due Process:** Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student.

## Student Responsibilities

Students have the responsibility to—

1. Review and consider all information about the College before enrolling;
2. If applicable, pay special attention to the application for financial aid, complete it accurately, submit it to the proper office in a timely manner;
3. Know all deadlines for applying for aid and meet them;
4. Provide all required documentation, corrections, and/or information requested by the Financial Aid Office;
5. Notify the College of any information that has changed since the financial aid application was submitted.
6. Read, understand, and keep copies of all forms;
7. Notify the Admissions Office of a change in name, address, or enrollment status;
8. Satisfactorily perform the work agreed upon in a College Work-Study job;
9. Understand the College's tuition refund policy should withdrawal become necessary.

## Technology Learning Center

The Technology Learning Center is a multi-function resource and instructional support center for students and faculty. The primary mission of the Center is to provide instructional technology support to faculty and students. The Center focuses on the instructor as a lifelong learner by providing tools, resources, and facilities that enrich and support the integration of instructional technology into the curriculum. The Center hosts workshops and training designed to bring together faculty and other professionals to share expertise, explore innovations, and discuss the challenges of the integration of instructional technology. As a service to the community, the Center administers proctored exams and certifications for distance learning courses. All of the services and supports are free to students currently enrolled at Northeast. The Technology Learning Center reflects and supports goals four, five, nine, and ten of the College Mission.

## Texting Policy

### Purpose

This policy provides the terms and conditions regarding SMS messaging communications from Northeast Alabama Community College (NACC). Messages intended for the campus community are best communicated by NACC email and printed materials, such as flyers, letters, etc. Text messaging is intended to supplement the NACC communications strategy, and this policy is devoted to the texting medium.

### Opt-in

When students apply to Northeast Alabama Community College, they give permission for the institution to text college-related information to their cell phone number. Students have the option to “opt out” of text messaging by contacting the Admissions Office at [admissions@nacc.edu](mailto:admissions@nacc.edu). Students may also opt-out at any time by replying **STOP** to any text message from NACC.

### Messaging Cost

Standard messages and data rates from your wireless carrier may apply. When you opt-in to receive SMS messages, you are responsible for any carrier fees such as data plan charges, text message charges, tolls, out-of-area roaming, and other applicable charges. Message frequency varies per month based on your student status and actions. Check with your mobile operator for details on receiving text messages (SMS).

### Privacy Policy

Your use of the SMS messaging service is governed by the college's [Privacy Policy](#). Northeast Alabama Community College (NACC) will not ask you for, nor should you provide, personally identifiable information, passwords, or any other confidential or sensitive information in SMS messages. NACC does not share your information with third parties except where permitted by the [Privacy Policy](#). All mobile information you share with the college will remain confidential and will only be used by college representatives to assist you in a more efficient manner. NACC does not share phone numbers with external sources.

## Theatre Gallery Collection

A gallery of photographs of theater productions is housed in the east hallway of the Tom Bevill Lyceum. The photographs show images from various productions performed since the NACC Theatre was established in 1982. The Gallery is open whenever the Bevill Lyceum is open. For more information about the Gallery, contact Kayleigh Smith, Director of the NACC Theatre, at ext. 2318 or by email at [smithk@nacc.edu](mailto:smithk@nacc.edu).

## TimelyCare Virtual Mental Health Support

The college has partnered with TimelyCare to provide virtual mental health support for all NACC students, faculty, and staff at no cost to them. TimelyCare is available through Canvas, the TimelyCare app, or [timelycare.com/nacc](https://timelycare.com/nacc) and provides the following free services:

- TalkNow- 24/7 access to talk with a mental health professional
- Scheduled Counseling- Meet virtually with a licensed mental health provider
- Self-Care Content- View information about managing stress, anxiety, depression, healthy relationships, healthy eating habits, etc.
- Basic Needs Support - Get connected to low or reduced-cost community resources

Students can access TimelyCare by downloading the TimelyCare app, clicking the TimelyCare icon in Canvas, or by visiting <https://timelycare.com/nacc>. **Log in with your NACC email address and MyNACC password.**

For more information, contact Julia Sanford, Director of Developmental Studies Support Programs & College Retention, at ext. 2257 or [sanfordj@nacc.edu](mailto:sanfordj@nacc.edu).

## Transfer in of College Credit

Courses transferred or accepted for credit must be equivalent with coursework at NACC. Course content and level of instruction must result in the same level of student learning to those of the students enrolled at NACC. In assessing and documenting equivalent learning and qualified faculty, NACC may use recognized guides which aid in the evaluation for credit including but not limited to those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

A course completed at other duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students. All foreign transcripts **MUST** be evaluated by an approved agency and a copy sent directly from the agency to the admissions office at NACC.

## Transfer Partnerships

Northeast Alabama Community College partners with several schools to provide a smooth transition for college students. Many of these partnerships include scholarship opportunities, fee waivers, early admissions, transfer representatives that students can contact, and much more. If you are planning to transfer to a school not listed on this sheet, they likely still have scholarships and a transfer contact for you. For more information on these schools and others not listed, please contact a NACC Transfer Advisor, at [transfer@nacc.edu](mailto:transfer@nacc.edu) 256-638-4418 ext. 2316.

### Athens State University



- Athens State University offers majors in Business, Arts and Sciences, and Education - providing Northeast Alabama Community College (NACC) students with an easy and affordable way to apply their two years of college credit towards a four-year bachelor's degree.
- The Athens State 2+2 program means you can complete your first two years at NACC and transfer to Athens State to earn the last two years of your Bachelor's degree with a seamless transition.
- With close to 15 business degrees offered completely online, Athens State provides the flexibility and affordability to fit most any life schedule.
- An Athens State Enrollment Advisor is available and ready to assist through phone or Zoom appointment. Make an appointment today!
- For more information: Email [admissions@athens.edu](mailto:admissions@athens.edu) or call: (256) 233-8130
- Athens State awarded over \$1 Million dollars in scholarships last year! There are several scholarships offered by Athens State for NACC graduates who have earned no more than 12 credit hours at Athens State. Three of them are listed below:
  - Excellence Scholarships: 3.0 GPA or higher, up to \$2000 annually.
  - Empowerment Scholarships: Maximum EFC of 1000, up to \$2000 per semester.
  - Foundation, Alumni, and External Scholarships: various other scholarships that our students may be eligible to receive, For a complete list, visit <https://www.athens.edu/financial-aid/scholarships/>

### Bryan College



- NACC students graduating with an Associate in Science (AS), an Associate in Arts (AA), Tennessee Transfer Pathway (TTP), an Associate in Applied Science (AAS) in any discipline and related transfer of credit from NACC to Bryan College's online programs. • An articulation agreement has been established to provide a smooth transition from an associate's degree to a bachelor's degree.
- The Bryan Difference Maker Program: Students may earn their Master's degree at a 50% discount after completing their Bachelor's degree with Bryan College. Must maintain a 3.75 GPA while at Bryan and maintain continuous enrollment.

### Jacksonville State University



- NACC students can get an Associate's degree and transfer to JSU to obtain one of their 62 Bachelor's degrees.
- JSU has multiple scholarships for transfer students, including the JSU Presidential Transfer Scholarships. NACC students with 45+ hours of transfer credit can receive a scholarship based on their JSU-calculated GPA. For a 3.5 or higher GPA, the amount is \$3000 per semester for up to four semesters. For a 3.0-3.49 GPA, the amount is \$1500 per semester for up to four semesters. (Scholarships are subject to the availability of funding.) No additional application is needed, but students must be accepted to JSU. (NOTE: These scholarships start during the fall semester and can not be started in the spring. There is a spring supplemental scholarship; see information below.)
- JSU offers a competitive scholarship for Phi Theta Kappa members, as well. This scholarship is an enhancement scholarship to the Presidential Transfer Scholarship and requires a 3.5 or higher GPA (JSU-calculated), 45+ transfer credit hours, a scholarship application by July 1 and proof of PTK membership. It awards \$1,000 annually and is first come, first served.
- (JSU) Other scholarships are available. Visit this link for more info: [www.jsu.edu/transfer/scholarships-and-aid.html](http://www.jsu.edu/transfer/scholarships-and-aid.html).
- A JSU Transfer Advisor is on campus frequently during the Fall and Spring semester to answer your questions and assist you in transferring to JSU. See <https://nacc.edu/transfer> for more information or contact a transfer advisor at [transfer@nacc.edu](mailto:transfer@nacc.edu).

The University of Alabama  
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**ALABAMA**<sup>®</sup>

- The University of Alabama offers very generous scholarship opportunities for qualifying transfer students and a full listing can be seen at <https://scholarships.ua.edu/transfer/>.
- First-time community college transfer students admitted before March 1 with at least a 3.5 cumulative GPA and 45 hours of transferable coursework completed after the completion of the fall semester prior to enrolling will be eligible for the following automatic merit awards:
  - **Community College Distinguished Scholarship** Students with a 3.75 – 4.0 cumulative GPA will receive \$3,000 per semester for four semesters.
  - **Community College Achievement Scholarship** Students with a 3.5 – 3.74 cumulative GPA will receive \$2,000 per semester for four semesters.
  - **Phi Theta Kappa Honors Scholarship** Students who transfer from an Alabama community college with a 3.5 GPA and are members of the PTK Honor Society will receive \$750 per semester for four semesters. This award cannot be combined with fulltuition scholarships. To receive this award, students must select the PTK Scholarship on the scholarship application and upload proof of membership.
  - **All-Alabama Academic Team Scholarship** Students named to the team will receive \$500 per semester plus a book grant of \$150 for four semesters.
- Other competitive scholarships are also available.
- In addition, for transfer students who graduate with their Associate's degree and are interested in attending UA via distance learning (online courses), the Bama Link program offers a tuition grant that will pay for your first class. More information on Bama Link can be found at [online.ua.edu/bama-link-2/](https://online.ua.edu/bama-link-2/).
- **Bama Fast Pass:** With Bama Fast Pass, you can prepare now for a successful transfer to The University of Alabama. Apply as early as your first semester at your two-year college, and track your degree progress at UA. Once you are accepted into this program, you can begin tracking your UA degree completion while still at NACC. To apply, start by applying for admission to UA (<https://www.ua.edu/apply>) and then visit [admissions.ua.edu/transfer/fast-pass/](https://admissions.ua.edu/transfer/fast-pass/) for your next steps.

The University of Alabama-Huntsville



- UAHuntsville recognizes the academic success of new transfer students seeking their first bachelor's degree by offering special two-year merit scholarship awards. Students who have at least a 3.0 GPA and at least 48 transfer credit hours are guaranteed the transfer merit scholarship valued at \$1,500 annually. Students who have a 3.5 or higher GPA and at least 48 transfer credit hours will be awarded a super scholar transfer scholarship valued at \$3,000 annually.

The University of Alabama at Birmingham



UAB is pleased to offer a variety of scholarships to assist in meeting students' educational goals. Prospective freshmen and transfer students are considered for university-wide scholarships after admission upon the submission of UAB's General Scholarship Application based on information submitted on their application.

Scholarships for transfer students (2022-2023): Merit-based transfer scholarships are awarded using information from your admission application. An additional scholarship application is not required.

Transfer Academic Scholarships	Annual Amount (Fall/Spring)	Required GPA	Available to Phi Theta Kappa Members
<b>Phi Theta Kappa Transfer Excellence</b>	\$6,500 \$3,000	3.5-4.0 3.5-4.0	Yes* No
<b>Transfer Pathway Scholarship</b>	\$1,000	3.25-3.49	Yes**

\*Membership must be noted on your official community college transcript, or faculty sponsors may submit a letter to UAB Undergraduate Admissions on school letterhead, verifying your membership. All documentation must be received by the March 1 deadline for fall admits (December 1 deadline for spring admits).

\*\*Membership is not required to receive this scholarship (based on cumulative GPA of all transferable coursework).

## University of North Alabama



The University of North Alabama seeks to support all transfer students from the moment of application until the day of graduation. With more than 100 majors, 130 student organizations, and an alumni base of more than 60,000, every student can find his or her next steps at UNA

UNA offers a number of merit-based scholarships. One of which is the:

### Community College Scholarship

- \$2,500/Year
- Minimum 3.00 Transferable GPA
- Minimum of 30 Transferable Credit Hours
- Be a first-time Transfer student
- Must be transferring immediately to UNA from a two-year community college. Transfer students who have attended four-year institutions and students who are currently in high school are not eligible.

To be considered for a Community College Scholarship, a student must apply for admission (which requires an application, application fee, and all transcripts) and be accepted to the University. Students must also enroll full-time each semester to receive the scholarship. All requirements must be met by November 1 for students admitted for the Spring semester and June 1 for students admitted for the Fall semester. There is no separate formal scholarship application.

## Transient Letter Requests

A transient student is a student enrolled at NACC who would like to take a class at another college with the purpose of transferring the credit back to NACC. To request a transient letter, email your request to [registrar@nacc.edu](mailto:registrar@nacc.edu).

## Veterans

Northeast is approved for veterans training. Students who are eligible should contact the Veterans Services Officer, located in the Financial Aid Office in the Wallace

Administration Building. This office will complete enrollment certification forms for veterans when they enroll.



## Visitors to Campus

Upon arriving on campus, a visitor is required to go directly to the Campus Police in the Student Center to get a visitor's pass. The police officer will ask the visitor to wait in the Campus Police Office. Unless it is an emergency, the police officer will wait until the student's class has ended, then ask the instructor to step into the hall with the student, where the officer will ask the student if he or she agrees to see the visitor. If the student refuses to see the visitor and/or feels endangered, the police officer will take appropriate steps to ensure that the visitor leaves campus.

## Weather Policy and Announcements

### How Weather Announcements Will Be Made



1. **SchoolCast messages to students and staff by phone voicemail, cellphone text, and email.**
  - You will be emailed instructions for signing up for SchoolCast early in your first semester. Keep your contact information up to date! More information: <http://www.nacc.edu/faculty-and-staff/nacc-alert-system>.
2. **Radio and television**

The following stations carry NACC announcements:

### Radio:

- WQSB/WAVU 105.1 FM Albertville
- WTWX 95.9 Arab/Guntersville
- WQEN 103.7 FM Gadsden/B'ham
- WRSA 96.9 Huntsville
- WKEA 98.3 FM Scottsboro
- WKEA 1480 AM Scottsboro
- WWIC 1050 AM Scottsboro
- WZCT 1330 AM Scottsboro

## Television:

- WHNT Ch 19 Huntsville
- WAAY Ch 31 Huntsville
- WAFF Ch 48 Huntsville
- WZDX Ch 54 Huntsville
- WRCB Ch 3 Chattanooga
- WTVC Ch 9 Chattanooga
- WDEF Ch 12 Chattanooga

3. **PA system on campus if classes are affected immediately.** If these do NOT make a weather announcement about Northeast, assume that classes WILL meet at the regular time. For current National Weather Service information and severe weather statements (not NACC announcements), go to: <http://www.srh.noaa.gov/hun/> **Safe Zones for Use During Storm Warnings.** Take cover in the nearest safe zone when a storm warning is announced via PA system or NACC Alert (SchoolCast). All onestory buildings and Knox will evacuate to safe zones in two-story buildings. Those near the new Math Science Engineering Building (MT) will use its Storm Shelter.

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

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

Restrooms without glass qualify as safe zones but should be the last choice for shelter because they should remain available for use as restrooms.

Message to NACC Students  
from Dr. David Campbell, President:

Inclement weather may sometimes determine whether or not the college will be open. Northeast personnel have a number of sources of information available to decide if the college should be closed due to icy roads and snow and will be monitoring weather conditions very carefully.

**CLOSINGS:** If the college is to be closed for day classes, this information will be sent to student and staff email and phones by SCHOOLCAST. Information also will be provided to LOCAL TELEVISION AND RADIO STATIONS so that they might give notification by no later than 6:30 a.m. If the college is to be closed for evening classes, this information will be made available to the media for release no later than 4:00 p.m. Decisions to close will be made and released at the earliest possible time.

**DELAYS:** Depending on highway conditions, on some occasions the college may have a LATE OPENING. It may, for example, be announced that the college will open at 10:00 a.m. Under these circumstances students would go directly to their normally scheduled 10:00 a.m. class and follow the rest of the day's schedule.

If there is NO SchoolCast or media announcement for a specific date, assume that classes WILL meet at the regular time.

**EMERGENCIES:** In the event of an announced weather warning during classes, the college will evacuate classrooms to safe areas.

Be mindful that weather conditions in Northeast Alabama can change very quickly and that our students come from a diverse geographic area. On some occasions road conditions in most locations of our service area may be fine, but dangerous in a few isolated places. Therefore, when inclement weather occurs, please use caution and your best judgment in deciding whether to drive to Northeast or not. Your safety and that of our staff is our number one concern.

## Website Policy

### I. Policy guidelines for official College web publications

The Northeast Alabama Community College is a State institution and College web publications have the same character as a written publication of the institution. These web publications include division, department, or program sub-web pages and Facebook and other social networking pages that in any way represent or reflect

upon the college. The following are the official guidelines for the Northeast Alabama Community College websites and Internet related material.

All web content published by Northeast Alabama Community College must:

- be approved by the Office of the president or designee;
- present content that describes the College accurately for the current semester;
- reflect positively upon the College as an institution of higher learning in visual appearance and editorial tone;
- further the institutional mission and goals of the College;
- be consistent with all policies, rules, regulations, and guidelines of the College, including but not limited to those published in the Catalog, Faculty and Staff Handbook, and Board Policy;
- obtain approval through the appropriate college channels for any news releases or public announcements;
- be consistent with local, state, and federal laws, including copyright law;
- be consistent with principles of professional, educational, and creative ethics;
- be generated by software supported by the College;
- be designed to load quickly on computers of varied ages, Internet connections, and browsers.

## II. Web content outside official College web publications

The College recognizes that individuals or groups may, without the consent or authority of the College, establish web pages, weblogs, social network accounts, or other web presences. The College will not preview, censor, or otherwise superintend such items. Any current student or current employee who establishes or maintains an unofficial web presence will, however, be subject to appropriate discipline if web content therein is in violation of the policy, rules, regulations or guidelines of the College, and said web presence must display in a prominent and appropriate location the following:

“This site does not officially represent Northeast Alabama Community College, and it has not been reviewed or approved by the College. The authors are solely responsible for the contents herein.”

## III. Enforcement

The College reserves the right to enforce the provisions of this policy. Violations of any of these provisions may result in the loss of access or linkage without notice. In addition, students and employees are subject to College policies regarding discipline and sanctions.

## Wireless Internet Access Policy

Northeast Alabama Community College provides wireless data network access in select locations for the campus community. This access uses the 802.11b and 802.11g standards for speeds up to 54Mbps. Wireless networking is provided as a supplement to the College's wired LAN network and is not considered a replacement for wired access. Use of the wireless network on campus is subject to the following rules:

1. Wireless access on campus is subject to the college's Acceptable Use Policy found in the college catalog and posted on campus.
2. Connection of hubs, switches, routers, unapproved access points or any other device which may interfere with the campus network are not permitted.
3. Any other action that is judged detrimental to campus network operation by the IT staff may be terminated.
4. The wireless connection is a direct connection to the Internet with a basic firewall. The college does not provide virus or spyware scanning software for this connection, and therefore the risk of infections to computers increases. Connection users, not NACC, are responsible for infections originating from this wireless Internet connection

It is the responsibility of students and other computer users to read and become familiar with the institution's Computer Technology Acceptable Use Policy.

### **ACCESS IS A PRIVILEGE, NOT A RIGHT.**

**Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies:**

[Computer Technology Acceptable Use Policy](#)  
[Peer-to-Peer File Sharing Policy](#)  
[Wireless Access Policy](#)

## Withdrawal from All Courses

A financial aid student who withdraws from all courses may be required to repay benefits received that semester up to the time of withdrawal. Withdrawal from all courses may also affect the status of scholarship students. Therefore, students should consult with Financial Aid before beginning the withdrawal process. Students should also consult with their instructor and advisor to determine if the student can successfully complete the courses and to determine how dropping courses will affect graduation.

A student who wishes to withdraw from all courses should contact the Financial Aid Office before requesting to drop. After the student has been explained

his/her options by financial aid and decides to withdraw, the student will email drop@nacc.edu. The email must contain the student's full name, A#, and the course or courses the student wants to be withdrawn. A confirmation email will be sent to the student once the withdrawal is completed. If the student does not receive a confirmation email within a week of emailing drop@nacc.edu, he/she should contact the financial aid office. The student is encouraged to keep written documentation of the withdrawal. Failure to complete the withdrawal process will result in a grade of F for each course in which the student is enrolled. Students who withdraw after the drop/add period will receive a grade of W in each of their courses. Grades of W are not used in grade point calculation but are used in determining Satisfactory Academic Progress for Financial Aid students.

## Work Experience Programs

All Workforce Development programs require a work experience component as part of the degree. Work experience may include internships, preceptorships, cooperative education, and US Department of Labor Registered Apprenticeships.

Internships and Preceptorships – Unpaid internships and/or preceptorships are required in MAT, EMS, and SAL as an integral part of the education process. Details regarding requirements are available from each program advisor.

Cooperative Education – Cooperative education opportunities are available for students in ACR, ENT, INT, ILT, DDT, MTT and WDT and usually take place in the final semester. These experiences may be paid or unpaid, and typically require a minimum of 15 hours per week for 15 weeks. However, some paid co-ops require additional work hours. Details regarding specific program requirements are available from each program advisor.

US Department of Labor Registered Apprenticeships – The college coordinates the Tri-State Apprenticeship Consortium, which provides opportunities for selected students to work approximately 30 hours per week while going to college approximately 10 hours per week. Students completing the Registered Apprenticeship program will receive a US DOL Journeyworker credential, along with a number of additional certifications, certificates and the Associate in Applied Science. Apprentices are selected by participating companies, which pay the apprentices for work hours and pay for tuition and fees. Current apprenticeship programs include CAR, MTT, INT and ILT although additional programs are being added each year. Details are available from program advisors or from Nancy Griggs, Administrative Assistant Workforce Development Coordinator of Work Experience Programs (extension 2217, office WD259).

# Activities, Awards, and Organizations

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*The Office of Student Services is responsible for the student educational experience outside the formal classroom program. The Dean of Student Services recommends approval of all College-related activities, including the formation of new organizations and clubs; campus events; and participation of students in departmental activities, with final approval given by the President. The Dean of Student Services judges each request based upon the social and educational benefits provided to the students by the activity. Following approval by the President, the Dean of Student Services works with each sponsor of student activity groups to develop specific supervisory guidelines for the activity. Mrs. Joan Reeves, the Coordinator of Student Activities, assists with supervision of student activities. All formal student activities must have a sponsor. The College deems this important and necessary for both academic and legal reasons. Sponsors are to encourage wholesome and creative student efforts. The College believes that it should fulfill academic, legal, ethical, and moral responsibilities, and uphold federal and state laws regarding student activities. Student activities personnel adhere to these principles as an integral part of their professional duties. In instances of travel, if hotels/housing arrangements are made through the College, assignments will be made based on biological sex of individuals. Refer to the Organizations and Officers section for the specific procedures to request the formation of a new organization. All activities, awards, and organizations must receive final approval from the President.*

*It is the official policy of the Alabama Community College System Board of Trustees and entities under its direction and control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (Sources: ACCS Board of Trustees Policies 601.02 – 4/13/16 and 800.00 – 5/10/17)*

## Academic Honors

The College recognizes scholastic achievement by publishing the President's List and the Dean's List at the end of each semester. Requirements for the President's List are (1) semester grade point of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement

Requirements for the Dean's List are (1) a semester grade point of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

The Part-Time Honor List is compiled at the end of each semester. Requirements for the Part-Time Honor List are (1) a semester grade point of 4.00 and (2) completion of a semester course load of 7 to 11 semester credit hours of college-level work. Developmental (precollegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course requirement.

## All-Alabama/All-USA Academic Team

Each year students are nominated by a panel of faculty judges to the All-Alabama/All-USA Academic Team. The purpose of this program is to recognize scholarly achievement, leadership, and service to the community. The nominees participate in a national and state competition coordinated by Phi Theta Kappa International, and the Alabama Community College System. Sponsor: Dean Jeffery Hawes, Student Services, Student Center.

## Alumni Association Friends and Alumni of the Northeast (FAN)

The NACC Alumni Association fosters a feeling of friendship and loyalty between alumni and the College whereby the two can continue to be of service to each other. The association works to promote education and to advance the interests of NACC. Membership is available to alumni and friends of Northeast. Sponsor: Jody Ragsdale, English Building.

## Alumni of the Year



The remarkable artist Sonya R. Clemons is the Northeast Alabama Community College 2022 Alumna of the Year. As a young girl, Sonya overheard her father say, "one day, Sonya will make her living with her art." Mr. Clemons' prediction proved true sooner, and in more ways, than he or she could have dreamed.

A Huntsville native, Sonya moved to Scottsboro in 1990, during her senior year of high school. Shortly after graduating Northeast with an Associate's Degree in Art, she began her career as a professional artist. Her reputation for charming and intuitive art grew quickly, and soon she was in demand painting murals in homes and businesses locally.

Sonya became Artist-in-Residence for Madison County Schools and held the same position in Jackson County Schools. In seven years, she painted more than 50 murals in schools throughout the region. At Bridgeport Middle School, a child first called Sonya "the Art Lady"—the name fit and stuck! Sonya painted murals in homes, businesses, schools, and other places in four states, but she also saw opportunities share her artistry through other media. Sonya began producing a very popular series of Alabama-themed works on magnets, Christmas ornaments, prints, t-shirts, coffee cups, stickers, and the like, exploring iconic Southern cultural staples as diverse as tomatoes and okra, the Vulcan and the Boll Weevil Monument, mountains and rivers, and local treasures and landmarks in towns from Luverne to Skyline. Her work is sold in galleries and gift shops across Alabama, and online.

Ms. Clemons is involved with a myriad of impressive projects which improve Alabama, including the Singing River Trail, This Is Alabama, public art projects across North Alabama, commissions for businesses including Huntsville's Parkway Place, curating art shows, and more. She was named Jackson County Citizen of the Year in 2020, and was selected in 2022 to create the Panoply Festival of the Arts 40th anniversary poster and chosen to illustrate a series of children's books for a national publishing house. She worked with State leaders providing official art for the Alabama House of

Representatives, the Governor's Office, the Alabama Senate, and Appellate Courts in Alabama, Georgia, Arkansas, and Texas. She has also completed commissions for statewide judicial, governmental, professional and trade organizations. Ms. Clemons created the official art piece gifted to attendees at the 2021 National Conference of Speakers of the House and was honored with resolutions and commendations from the legislative and executive branches. Her social media presence enjoys many followers far and wide, from all walks of life.

Most impressively, joining a renowned group of women authors, college presidents, business leaders, politicians, and others from across the state, Sonya Clemons was honored as one of Twenty Women Who Shape Alabama in 2020.

Sonya is nationally recognized for the remarkable Pictures of Hope therapeutic art program she created, providing free art classes for participants and families in the Jackson County Recovery Community, Drug Court and Family Wellness Court. This program has been emulated throughout the state and nation. Pictures of Hope is entering its sixth year being funded by the Alabama State Council of the Arts and the National Endowment for the Arts, as well as through strong local financial support. Sonya has presented at both state and local conferences and seminars on the Pictures of Hope program.

Ms. Clemons is active in her church, community organizations, mentors young artists, and engages in a broad range of worthwhile endeavors. The 26th year of the career predicted by her father shows no sign of slowing, but sees The Art Lady and her creativity reaching new heights and new places.

## Campus Church

This organization is open to students of all denominations who are interested in developing a deeper spiritual life while in college. Its focus is to prepare students for Christian leadership, and involve students in community service projects, mission service and education. Students meet weekly at noon in the Student Center. Campus Minister: Phillip Dendy; Sponsors: Bryon Miller, Pendley Administration Building.

## Canterbury Club

The purpose of this organization is to be the local representation of the Episcopal Church at Northeast Alabama Community College. As an open and welcoming sanctuary for all students and friends of Northeast, our mission is to demonstrate the love of God as a community of prayer and fellowship devoted to theological reflection, spiritual growth, and compassionate service.

Sponsor: Everett Reed, English Building

## Drama/Theatre

The Theatre Department (NACC Players) is open to all students and the community at large. The NACC Theatre presents three productions annually, one each semester. The theatre produces a variety of classic dramas, comedies, and Broadway-scale musicals each year. Initial auditions for each production are video submissions, followed by in-person callbacks. Submissions are typically accepted up until the Sunday after the precious show has closed. Audition notices are announced on our website and on social media. Students and community members who wish to participate behind the scenes in any technical or stage crew capacity are strongly encouraged to submit an online application. No performance audition is necessary for those interested in assisting backstage. No experience is necessary to participate either onstage or backstage. Sponsor: Kayleigh Smith, Tom Beville Lyceum.

## Golf Teams

NACC has both men and women golf teams who compete in the Alabama Community College System Conference. The Golf Program is approved for membership by the National Junior College Athletic Association. Scholarships will be available to those who are chosen to participate on the teams. Contact: Barbara Kilgore, Pendley Administration Building.

## Hispanic Outreach and Leadership Association (HOLA)

The Hispanic Outreach and Leadership Association (HOLA) is an organization that's purpose is to serve as a general support network for its members and all students at Northeast Alabama Community College. HOLA plans to educate its members and the college community about the diversity in Latin American cultures and provide educational, leadership, and/or learning involvement among students.

Students can reach HOLA at [hola@nacc.edu](mailto:hola@nacc.edu) or contact any one of the following sponsors: Brenda Hernandez ([hernandezb@nacc.edu](mailto:hernandezb@nacc.edu)) Taña Andres ([andrest@nacc.edu](mailto:andrest@nacc.edu)) Melisa Escobar ([escobarm@nacc.edu](mailto:escobarm@nacc.edu))

## Intramural

Northeast is proud to offer many options for intramural sports to our students including basketball, volleyball, tennis, and soccer. The Northeast Intramural Sports (NIS) leagues are student-run organizations sponsored by Phi Theta Kappa and the Student Government Association. Matches are played on campus at various times and locations on campus. Follow us on our Instagram at @northeast\_intramural\_sports for more information. Our faculty sponsor is Ms. Rachael Graham. If you have any questions, you can reach Rachael at Phone: 256-228-6001 ext. 2391 or 256-638-4418 ext. 2391.

## James B. Allen Award

The James B. Allen Award is presented each year to an outstanding student at Northeast. The recipient is chosen by faculty and administrative staff. Contact: Kip Williamson, Wallace Administration Building.

## Ms. Northeast Pageant

Each year the Student Government Association sponsors the Ms. Northeast Pageant. The winner of this pageant represents the College at various school and community functions. Sponsors: Joan Reeves, English Building, Chasley Brown, Pendley Administration Building, and Andrea Okwu, Pendley Administration Building.

## Music Ensembles

**CHORUS** – The Chorus is open to all NACC students, regardless of major or experience. The NACC Chorus presents a variety of concerts throughout the year both alone and with the Instrumental Ensembles. The Chorus is available for school, church, and community activities. Sponsor: Sara Markham, William M. Beck Health and Fine Arts Building.

**ENCORE!** – Encore is an audition only chamber group that focuses on contemporary and jazz choral literature. Encore is available for school, church, and community activities. Sponsor: Sara Markham, William M. Beck Health and Fine Arts Building.

**JAZZ BAND** – The Jazz Band performs a variety of music within the genre of jazz. The ensemble is open to all students, music and non-music majors, as well as community musicians. The NACC Jazz Ensemble performs for civic groups, schools, church, and other community functions. They perform on a regular basis in DeKalb and Jackson counties. They have also performed throughout the state and have had numerous appearances at the Panoply Arts Festival in Huntsville. The Jazz Ensemble makes annual appearances at the Jacksonville State University Jazz Festival, where it has

received consistent superior ratings when judged. It has also been rated superior at the annual Alabama Jazz Hall of Fame Festival. Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building

**MUSTANG STRING BAND** – The Mustang String Band typically consists of acoustic instruments such as Acoustic Guitar, Bass, Banjo, Mandolin and Ukulele. The group covers many genres of music including bluegrass, folk, country, funk, and Celtic. One of the main functions of the band is to be a primary outreach performance group for NACC and the community. It is also a great training ground for musicians who want to pursue a career as a working musician. Sponsor: Stacy Morris, William M. Beck Health and Fine Arts Building.

## MU Alpha Theta

Mu Alpha Theta is an honorary society for students who are mathematics majors or for students who are interested in mathematics.

Requirements for membership are:

- Completion of MTH 112 Precalculus Algebra or a higher level mathematics course; and,
- a 3.0 GPA overall in all two year college mathematics courses at or above the MTH 112 Precalculus Algebra level; and,
- pursuing a higher level mathematics course, that is one above the MTH 112 Precalculus Algebra level.

The purpose of the organization is to promote the study and enjoyment of mathematics. Sponsors: Milah Breland, John Camp, Adam Niblett, and Thomas Frost, Mathematics, Science, and Engineering Technology Center.

## NACC Rural Health Club

The NACC Rural Health Club is a student chapter of the Alabama Rural Health Association. It is the first community college chapter in the state of Alabama. The purpose of the NACC Rural Health Club (ASRHA) is to educate students and Alabamians regarding rural health issues in the state by addressing pertinent health issues through activities, workshops, volunteering, and information distribution through multiple media outlets. Membership is open to all students, faculty, and staff regardless of degree status, major, residency status, or school of enrollment. The only requirement is interest in Alabama rural health. Sponsors: Rodney Land, Misty Chapman, Kevin Holt, and Dr. Scott Byrum. The Rural Health Club is located in MT 216 in the Mathematics, Science and Engineering Technology Center Building.

## National Student Nurses' Association (NSNA)

The National Student Nurses' Association (NSNA) is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. The NSNA socializes students into the world of professional organizations and provides opportunities to gain invaluable skills and experiences that enhance professional development. We strive to build and strengthen the bridge between education and practice. The mission of the NSNA is to: 1) Bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs. 2) Convey the standards and ethics of the nursing profession. 3) Promote development of the skills that students will need as responsible and accountable members of the nursing profession. 4) Advocate for high quality, evidence-based, affordable and accessible health care. 5) Advocate for and contribute to advances in nursing education. 6) Develop nursing students who are prepared to lead the profession in the future. NSNA Core Values: Professionalism, Leadership and Autonomy, Diversity, Quality Education, Advocacy, and Care. Prenursing and nursing students are eligible for membership. Faculty Sponsors: Jessica Barre and Renea Holcomb, Health Education and Technology Center.

## Northeast Student Veteran Association

This organization is open to all students and acts as an advocate for student Veteran related issues. Its purpose is to provide a fellowship of like-minded individuals and build awareness within the college and community of the challenges, experiences and related needs of the student Veteran and their dependents. NSVA students participate in fundraiser events to aid local Veterans and provide outreach to potential student veterans, local schools and youth organizations. Sponsors: Jennifer Brown and Brenda Hernandez, Wallace Administration Building.

## Phi Theta Kappa

Phi Theta Kappa (Psi Epsilon Chapter) recognizes intellectual achievement at Northeast. The purposes of Phi Theta Kappa are the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students. Eligibility: minimum of 12 semesters hours earned in non-developmental courses and 3.5 minimum cumulative GPA in non-developmental courses. Sponsors: Billy Day, upstairs in the Learning Resources Center, and Olivia Dodd, Wallace Administration Building.

## President's Cup

The President's Cup is presented each year to the most outstanding student at Northeast. Contact: Kip Williamson, Wallace Administration Building.

## Presidential Hosts

Presidential Hosts are a group of men and women chosen each spring to serve Northeast Alabama Community College as student hosts throughout the year. Member selection is based upon the review of applications and an interview. Presidential Hosts are involved in a variety of duties both on and off campus including campus luncheons, dinners, receptions, campus tours, high school college programs, involvement with local charitable organizations, and support of other clubs and groups on campus during their various activities and functions. Sponsor: Andrea Okwu, Pendley Administration Building.

## Rotaract Club

NACC has joined with the Scottsboro Rotary Club to initiate the NACC Rotaract Club on campus. The Rotaract Club is a service organization that is open to NACC students from ages 18 to 30. The club's goals are to sponsor and partake in at least one community service project and one international service project per year. Sponsors Keith McBride, Harry Campbell Business Education Building.

## Sigma Kappa Delta

Sigma Kappa Delta, Epsilon Alpha Chapter, is an English honor society at Northeast. It is the first chapter in Alabama to be chartered. The society is specifically designed for two-year community colleges. Membership requirements include: a 3.0 GPA, completion of at least 12 semester hours college credit and three semester hours of college English, with no grade lower than a "B". Sponsors: Joan Reeves, Leah Barnett, and Jody Ragsdale, English Building.

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## SkillsUSA

Representing nearly 400,000 career and technical education students and teachers, SkillsUSA chapters thrive in middle schools, high schools and college/postsecondary institutions nationwide. Our mission is accomplished through the SkillsUSA Framework of Personal Skills, Workplace Skills and Technical Skills Grounded in Academics, which is integrated into classroom curriculum.

Through the Framework, SkillsUSA students hone their hands-on skills against current industry standards in more than 130 occupational areas, from 3-D Animation to Welding and nearly everything in between. At the same time, they develop the transformative career-readiness skills — teamwork, communication, professionalism, leadership and more — that fuel career and life success. A vital solution to the ongoing skills gap, where more highly skilled jobs are available than skilled professionals ready to fill them, SkillsUSA has served more than 14.6 million diverse, difference making members since 1965.

### Mission

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders and responsible community members.

### Vision

SkillsUSA's vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

SkillsUSA Sponsors: Kristi Clifton, Donna Moore, and Marilyn Dalton, Workforce Development Building.

## Spectrum Art Club

The Spectrum Art Club is a student-led organization focused on visual arts. The club is open to any current NACC students who have an interest in art and want to meet other students who also enjoy art. The objective of the club is to create a positive, welcoming space for students to socialize, talk about, create, and explore art.

We hope to raise student awareness and understanding of art, art processes, and be a part of the larger creative community. The club provides various opportunities for students to engage and learn; both on-campus and off-campus. Activities include doing student-designed art activities, representing the club, and promoting art at various college events, participating in local art festivals, art workshops, and comic conventions. The art club also

takes field trips to nearby art museums and galleries, visits local artists' studios, and collaborates with other institutions on art projects. Another component of the Spectrum Art Club is the interest in Japanese animation. Spectrum Art Club offers Studio Ghibli movie viewings and anime drawing sessions, and participation in cosplay contests. All activities and events are based upon college needs, available opportunities, and student interests. Please check out and follow us on Instagram @nacc.art.club. For any questions, contact the faculty sponsor: Jaia Chen, [chenj@nacc.edu](mailto:chenj@nacc.edu), William M. Beck Health, and Fine Arts Building.

## Spire Honor Society

Spire was founded for the purpose of recognizing the unique achievements of adult and other non-traditional students enrolled in Associate Degree programs. The founders of Spire noticed that nontraditional students, who are typically less involved in campus life, often married, and usually employed while attending college, were rarely selected for campus honoraries. It seems that the typical lifestyle and daily responsibilities of these students prevented them from being widely considered for membership in most campus academic, service, and leadership honoraries, thereby withholding from this entire category of students the career-enhancing advantages of such membership.

Spire was created to provide adult (defined as 25 years old or older) and other non-traditional students (such as young single parents, disabled students, students who earn degrees while working full-time, international students, and other similarly situated students) with the same level of recognition which outstanding traditional students have always received.

All students selected for induction must meet the following standards:

- Qualify as adult or non-traditional students (adult students must be at least 25 years of age); and
- Be within 12 months of graduation; and
- Have a minimum cumulative grade point average of 3.0 on a 4.0 scale; and
- Be involved in at least three campus and/or community activities; and
- Demonstrate leadership, persistence, and future promise; and
- Maintain the highest ethical standards.

Sponsor: Marilyn Dalton, Workforce Development Building.

## Strategic Gaming League

Strategic Gaming and Esports is a student organization intended on bringing students together to participate in games involving strategy. The club does not include games of chance but rather focuses on high-level,

competitive games of strategy. This club also competes in various Esports and has an Esports Lab in BE206. Sponsors: Bryon Miller and Noah Allen, Pendley Administration Building.

## Student Government Association

The Student Government Association (SGA) is the voice of students at Northeast. Its purpose is to promote the general welfare of students, to cultivate friendship and cooperation among the students and faculty, and to encourage participation in individual and group responsibilities in a democratic atmosphere. Through SGA participation and appropriate committee appointments, students participate in the college's decisionmaking process. All persons registered as students at Northeast are members of this organization and are encouraged to take an active part in its functions. Sponsor: Joan Reeves, English Building.

*It is the official policy of the Alabama Community College System Board of Trustees and entities under its direction and control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (Sources: ACCS Board of Trustees Policies 601.02 – 4/13/16 and 800.00 – 5/10/17)*

## SGA Constitution

### Article I. Designation

#### Section 1. Name:

The organization representing the students at Northeast Alabama Community College shall be called the Student Government Association

#### Section 2. Members:

All students attending Northeast Alabama Community College shall be members.

#### Section 3. Officers:

The officers and members representing the students shall be known as the Student Government Association. The officers shall be president, vice president, secretary, treasurer, and historian. There shall be three elected representatives from each class.

#### Section 4. Awards:

Student Government Association awards shall be made to each Student Government Association member. The type and kind of award shall be voted on by the Student Government Association.

## Article II. The Student Government Association Section

### Section 1. Qualifications:

To be eligible for officership in the Student Government Association, a student must carry a regular class load, must have a 3.0 grade point average, and must not be on probation. To be an officer in the Student Government Association, a student must have completed two semesters at Northeast Alabama Community College, and have attained at least 30 hours credit at the end of the spring semester.

### Section 2. Selection:

A selection committee composed of the faculty advisors and two students will review records of students whose names are submitted by the students as candidates for membership in the Student Government Association. Three students for each officer and a maximum of ten students from each class for representatives will be chosen as candidates for election by secret ballot by the students. Officers will be elected during the latter part of the spring semester and installed at the beginning of the following term. Election of members shall be held no later than two weeks after the beginning of the fall semester.

### Section 3. Suspension:

An officer or representative can be suspended from his/her office if he/she misses more than two meetings or SGA functions. Additionally, should an officer or representative receive more than two reprimands for failing to perform his/her duties, he/she can be suspended from office.

### Section 4. Vacancies:

In the event the office of the president of the Student Government Association is vacated, the vice-president will become president, and a new member will be appointed by the remaining council members. In the event of a vacancy in the position of secretary, treasurer, or historian, a new member will be appointed to fill the vacancy. If more than one office is vacated at the same time, there will be an election to fill these vacancies.

If the presidency, secretaryship, and treasurership are vacated, the vicepresident will become president, and there will be an election to fill the office of vice-president, secretary, and treasurer. If a representative vacates his position, the Student Government Association will appoint a new representative.

### Section 5. Removal from Office:

Any officer of the Student Government Association whose g.p.a. drops below a 3.0 will be allowed one semester to raise his/ her grades to the required level. Failure to do so will automatically result in removal from office. Any student who is placed on probation will be removed from office. A member of the Student Government Association who is found guilty of any activity which would bring discredit upon the college or the students will be subject to removal from office.

#### **Section 6. Tenure of Office:**

All officers and members of the Student Government Association shall serve for a period of twelve months or until their successors shall have been duly chosen and installed in the fall semester. This tenure is with the provision that all services conducted are satisfactory.

#### **Section 7. Duties and Responsibilities:**

The Student Government Association will assist in planning and executing a program of co-curricular activities for the students. Such activities will be planned in accordance with established school policies as outlined in the student handbook and catalog. The Student Government Association will conduct all student elections and perform such other duties as may be appropriate for the organization. All members are to attend all Student Government Association meetings. Absences from meetings may be excused by the presiding officer and sponsor.

#### **Section 8. Meetings:**

The Student Government Association may meet at least twice each month or as often as is deemed necessary. A quorum shall consist of a majority of the members including at least two officers and the sponsor.

### **Article III. Amendments**

#### **Section 1. Proposal:**

Amendments may be proposed by any student. Proposed amendments must be submitted in writing to the Student Government Association.

#### **Section 2. Ratification:**

In not more than two weeks after the proposed amendment is submitted, the Student Government Association will review the suggestion to determine whether a vote is necessary. Any proposed amendment must be approved by the sponsor in order for an amendment to be ratified. A majority of the student body must vote in the election, and two-thirds of those voting must be in favor of the change.

#### **Powers and Duties of the President:**

- a. Administer and enforce the constitution, its by-laws, and the Student Government Association statutes;

- b. Appoint committees with the concurrence of the Student Government Association;
- c. Remove, at his/her discretion, any person whom he/she has the power to appoint to fill vacancies in elective offices;
- d. Instruct and require reports from executive officers and committee members;
- e. Call and preside over meetings of the Student Government Association;
- f. Make recommendations for legislation to the Student Government Association;
- g. Have the power to sign or veto statutes passed by the Student Government Association, provided that he/she exercise such power within ten class days after receipt of said legislation. A presidential veto may be overridden by a two-thirds vote of the Student Government Association membership.
- h. Vote in case of a tie.

#### **Power and Duties of the Vice-President:**

- a. Assume the powers and duties of the president in his/her absence.
- b. Assume the office of president should the president resign, be removed, or surrender office.

#### **Powers and Duties of the Secretary:**

- a. Take minutes and maintain records of meetings of the Student Government Association.
- b. Conduct Student Government Association correspondence.
- c. Complete all activity requests.

#### **Powers and Duties of the Treasurer:**

- a. Maintain and complete financial records of all the Student Government Association funds.
- b. Complete all purchase order forms.

#### **Powers and Duties of the Historian:**

- a. Coordinate with the college public relations director to advertise all Student Government Association activities.
- b. Attend all Student Government Association functions and make pictures.
- c. Maintain a Student Government Association scrapbook.

## **Who's Who Among Students in American Junior Colleges**

Each year students are selected by the faculty and administration for Who's Who Among Students in American Junior Colleges based on academic achievement, service to the community, leadership in extracurricular activities, and potential for success. Selections for Who's Who are made during the fall

semester from sophomores enrolled fulltime who have a minimum 3.50 grade point average. Contact: Rob Woodall, Charles M. Pendley Administration Building.

## Students with Disabilities

Students or guests who have a disability which may prevent them from enjoying the services or activities of the college may request reasonable accommodations to enable their participation. The college is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable regulations. Special needs or requests for assistance beyond what can be readily provided by the point-of-contact personnel should be directed to the ADA Compliance Coordinator. Riley Holland, ADA Compliance Coordinator Student Center, room 115 256-638-4418 ext 2222 hollandr@nacc.edu.

## Additional Information

### Top 10 Reasons to Earn a Community College Credential



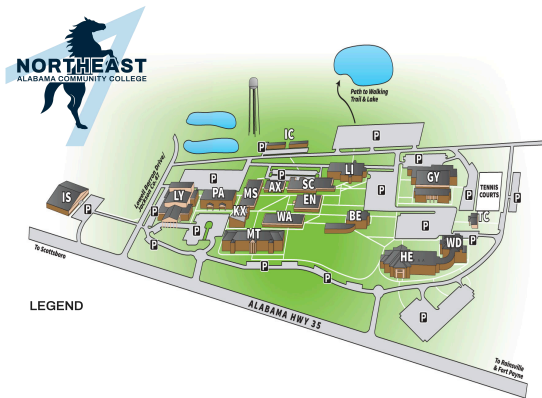
#### TOP 10 REASONS TO EARN A COMMUNITY COLLEGE CREDENTIAL

1. You'll earn more! Students who complete their associate degree or certificate can **expect to earn about \$500,000 more in a lifetime** than a high school graduate.<sup>1</sup>
2. You'll be prepared! When you are job-hunting, a college credential will always give you an edge.<sup>2</sup>
3. Unemployment for community college graduates is typically **30 percent lower** than for high school grads.<sup>3</sup>
4. You'll encounter **fewer barriers to transfer!** You'll save time and money by not having to repeat courses or take courses you did not know you needed.<sup>4</sup>
5. You'll help **reverse a national trend** in the declining number of college graduates.<sup>5</sup>
6. You'll **open doors for your children.** Children of college graduates are more likely to graduate themselves.<sup>6</sup>
7. **You and your family will see improved health.** Research links greater educational attainment to longer life, healthful eating, exercising and avoiding risk factors.<sup>6</sup>
8. You will be more likely to promote **environmental sustainability.**<sup>6</sup>
9. You'll be **more likely to volunteer, vote, contribute to charity, serve on boards and run for office.**<sup>6</sup>
10. You'll be an educated, prepared and **higher-paid employee,** providing support for federal, state and local governments.<sup>6</sup>

For more information about Community College Completion Corps (C4) contact:  
 Billy Day  
 Phi Theta Kappa Advisor  
 dayb@nacc.edu

Sources  
 1 Georgetown University Center on Education and the Workforce, June 2010  
 2 Rosenberg McKay D. "How Often Do People Change Careers?" Guide to Career Planning since 1997 (2006)  
 3 Internationally College Graduates Fare Better During Recession, Chronicle of Higher Education, September 2010  
 4 The National Center for Public Policy and Higher Education, American Association of Community Colleges, The National Articulation and Transfer Network  
 5 We'll Take Whole Lives Ahead of Them, A Public Agenda Report for The Bill & Melinda Gates Foundation  
 6 Robert Wood Johnson Foundation's Commission to Build a Healthier America

## Campus Map



## Alabama Technology Network Center

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama to solve the needs of manufacturing and service industries. The ATN center at NACC develops services to meet local and state needs, providing innovative and cost-effective solutions to enable Alabama's existing industry to be globally competitive. The network is Alabama's affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, which provides hands-on assistance and training to small to mid-size manufacturers.

Since 1996, the Alabama Technology Network has been providing hands-on assistance and training to help address challenges and improve profitability of organizations in Alabama. Our experienced staff members provide insight, expertise, and holistic solutions that will improve business today and for the future. ATN helps organizations streamline operations, improve team performance, implement quality systems based on the voice of customers, plan strategies for future growth, and implement the latest in environmental and information technology.

The ATN center at NACC was established in October, 2005. For more information on the Alabama Technology Network at NACC visit the ATN website at <http://www.atn.org> or call the ATN office at 256-638-8968.