



2 0 0 7 - 0 8  
off-campus  
student handbook  
& planner

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**Northeast**  
community college

[northeastcollege.com](http://northeastcollege.com)

# NECC Education Centers

- O'Neill NECC Education Center (West Service Region)  
409 E. Adams Street  
O'Neill, NE 68763-1537  
Phone: (402) 336-3590 or (800) 421-6322 • Fax: (402) 336-1103  
Education Center Coordinator: Merri Schneider  
Email: merri@northeastcollege.com  
Advising/Recruiting: Vickie Davis  
Email: vickie@northeastcollege.com
- South Sioux City NECC Education Center  
3309 Daniels Lane, P.O. Box 989  
South Sioux City, NE 68776-0989  
Phone: (402) 241-6400 or (888) 698-6322 • Fax: (402) 241-6440  
Education Center Coordinator: Pam Miller  
Email: pamm@northeastcollege.com  
Advising/Recruiting: Teresa Frank  
Email: teresa@northeastcollege.com
- West Point NECC Education Center (East Service Region)  
539 E. Decatur  
West Point, NE 68788-1515  
Phone: (402) 372-2269 or (888) 794-6322 • Fax: (402) 372-2670  
Education Center Coordinator: Terry Ramig  
Email: terryr@northeastcollege.com  
Advising/Recruiting: Anthony Faust  
Email: anthonyf@northeastcollege.com
- Online Advising Dian Edwards  
Phone: (402) 336-3590 or (800) 421-6322  
Email: dian@northeastcollege.com

## Frequently Called Campus Offices

If calling from outside of the Norfolk local calling area, dial toll-free 1-800-348-9033. When asked for the four-digit extension, use the last four digits of the direct dial telephone numbers listed below.

Admissions.....	(402) 844-7260	Library/Resource Center	(402) 844-7130
Adult Basic Education ..	(402) 844-7255	New Beginnings.....	(402) 844-7275
Allied Health.....	(402) 844-7334	Nursing.....	(402) 844-7320
Bookstore .....	(402) 844-7140	Online Course Help	
Business Office .....	(402) 844-7001	Desk .....	(402) 844-7135
Career Services .....	(402) 844-7264	Registrar.....	(402) 844-7265
Counseling .....	(402) 844-7277	Student Accounts .....	(402) 844-7003
Disability Services .....	(402) 844-7343	Student Services.....	(402) 844-7272
Distance Learning .....	(402) 844-7243	Telecourses.....	(402) 844-7240
Financial Aid.....	(402) 844-7285	Testing Center .....	(402) 844-7281
HawkNET Help Desk ...	(402) 844-7276	Writer's Clinic.....	(402) 844-7127

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# Welcome to

*Welcome to Northeast Community College (NECC)!*

You have made an excellent decision to begin and/or continue your postsecondary education at NECC. The 2007-2008 Off-Campus Student Handbook/Planner is provided to you as a schedule planner and an information guide. Organizing, planning, and prioritizing your schedule are skills that will enhance your success as a postsecondary student.

Academic support services available to students at NECC include tutoring, advisement, Transitional Skills classes, Career Planning, Library Orientation, College Success Skills, and the Writers' Clinic. Additional support services include career/job search and the New Beginnings program.

You will enhance your collegiate experience at Northeast Community College if you:

- become familiar with the contents of this handbook
- utilize student support services available to you on campus, at a regional education center, or via online contact with our off-campus student support specialist
- maintain contact with your instructors, academic advisor, and others who will support your academic achievements.

All members of the college community are available to offer guidance, support, and information. Best regards for a successful 2007-2008 academic year!

*Dr. Karen J. Severson  
Vice President of Student Services*

This handbook has been written to assist students who are enrolled in Northeast Community College off-campus classes. Off-campus classes include traditional classroom instruction, interactive distance learning technology, online course, or video telecourses. The off-campus program is facilitated by three education center coordinators, local community education coordinators, an off-campus student support specialist, distance learning classroom proctors, and telecourse test proctors. Some student services must be obtained on campus in Norfolk; however, the contacts at the education center locations listed at the front this book can provide information resources and referrals for student needs.

# Northeast

It has been exciting to observe the increased opportunities for students to obtain college classes and complete degrees from their homes or local communities. Classes held in regional education centers or provided by several distance learning methods have increased the opportunities for students to take classes and meet their work schedule and family obligations. Northeast Community College and the Continuing Education and Distance Learning Division are committed to provide you with the resources to make this portion of your post-secondary education goals possible.

This student handbook was created to focus on the needs of the off-campus student. In addition, the Northeast Community College website at [www.northeastcollege.com](http://www.northeastcollege.com) also contains much valuable information. It is very important for you to become familiar with these resources to allow you to gain the most from your college experience as you can.

This handbook provides a number of resources for you during your college experience. If you are still unsure of where to call for answers to a question, please contact one of the education center coordinators listed in this handbook. Our personal goal is to provide you with the opportunity for a successful learning experience at Northeast Community College.

*Wayne Erickson  
Dean of Continuing Education &  
Distance Learning*

Northeast Community College does not discriminate on the basis of race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital status, age, or disability in educational programs, admissions policies, employment policies, financial aid, or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Inquiries may be addressed to the NECC Compliance Officer for Title IX, ADA, Section 504: Dean of Enrollment Management, 801 East Benjamin Ave., P. O. Box 469, Norfolk, NE 68702-0469, phone: 402-371-2020, e-mail: [complianceofficer@northeastcollege.com](mailto:complianceofficer@northeastcollege.com)

# When You Have A Question About . . .

<b>Absence</b>	Instructor
<b>Address, Name or Telephone Number Change</b>	Admissions, Maclay 101 402/844-7261 or Education Center Office
<b>Advisor Change</b>	Admissions, Maclay 101 402/844-7261 or Education Center Office
<b>Your Bill</b>	Business Office, Maclay 167, 402/844-7001
<b>A Course Grade</b>	Instructor
<b>Disability Services</b>	Disability Services Coordinator, Ag-Allied Health 215, 402/844-7343 or Dean of Enrollment Management Maclay 103, 402/844-7258
<b>Financial Aid</b>	Financial Aid Office, Maclay 167 402/844-7285
<b>Harassment or Discrimination</b>	Vice President of Student Services Maclay 102, 402/844-7273
<b>Job Search (Off-Campus)</b>	Career Services, Student Center 212 402/844-7263
<b>Library Services</b>	Library Resource Center, 402/844-7130
<b>Online Class</b>	Instructor or NECC On-Line Course Technology on HawkNET, www.northeastcollege.com, or 402/844-7135
<b>Schedule Changes Add/Drop a Class</b>	Advisor, Education Center Coordinator, and/or Registrar, Maclay 116A, 402/844-7266
<b>Student Records/Transcripts</b>	Registrar, Maclay 116A, 402/844-7265
<b>Textbooks</b>	College Bookstore, Student Center 221 402/844-7140
<b>Tutors</b>	Education Center Coordinator
<b>Veterans Benefits</b>	Registrar, Maclay 116A, 402/844-7268
<b>Writing a Paper</b>	Writers' Clinic, Maclay 180, 402/844-7127

# Important Dates 2007-2008

## Fall Semester

August 17	Residence Halls open Orientation/Advisement/Registration
August 18-19	Special Bookstore Hours 1-4 p.m.
August 20	Classes begin
August 24	Last day to cancel or change a meal plan
September 3	Labor Day - college closed
September 26	Last day to withdraw from first eight week classes
October 12	First eight week classes end
October 15	Second eight week classes begin
October 22	Fall Break for students & faculty
November 9	Last day to withdraw from fall semester classes
November 12-13	Spring registration for May graduates
November 14	Spring registration begins for all
November 20	Last day to withdraw from second eight week classes
November 21	Thanksgiving Vacation for students & faculty
November 22-23	Thanksgiving Vacation - college closed
December 12	Final Exams begin; Book Buy Back begins
December 14	Semester ends; Book Buy Back ends
December 24-31	Holiday Vacation - college closed

## Spring Semester

January 1	Holiday Vacation - college closed
January 2	File FAFSA for 2008-2009 as soon as possible.
January 4	Orientation/Advisement/Registration Residence Halls open
January 5-6	Special Bookstore Hours 1-4 p.m.
January 7	Classes begin
January 11	Last day to cancel or change a meal plan
February 1	Scholarship Application deadline
February 12	Last day to withdraw from first eight week classes
February 29	First eight week classes end
March 3	Second eight week classes begin Registration for summer sessions begins Apply for summer financial aid
March 17-24	Spring Break for students & faculty
March 21-24	Spring Break-college closed
April 7	Registration for fall semester begins
April 11	Last day to withdraw from spring semester classes
April 22	Student Achievement Awards Program
April 23	Last day to withdraw from second eight week classes
May 5	Final Exams begin; Book Buy Back begins
May 7	Semester ends; Book Buy Back ends
May 10	Graduation

## Summer

May 12	Summer I Pre-session begins Cooperative Internships begin
May 23	Summer I Pre-session ends
May 26	Memorial Day - college closed
May 27	Summer Session I begins
June 27	Summer Session I ends; Book Buy Back
July 4	Independence Day - college closed
July 7	Summer Session II begins
August 7	Cooperative Internships end Summer Session II ends; Book Buy Back

# Get the FACS

Productive citizens need to communicate effectively, apply basic mathematical strategies, solve problems and interact in a variety of social settings. Therefore, NECC has established a set of general education goals to include these areas. The following **Fundamental Academic Competencies & Skills (FACS)** are integrated as learning objectives into a variety of courses taught at the college.

1. Communication Skills- The Student will be able to:
  - Write with a sense of purpose, organization, and mechanical correctness.
  - Deliver a purposeful message with appropriate physical presence and vocal variety.
2. Problem Solving Skills- The student will be able to:
  - Recognize the problem.
  - Review information about the problem.
  - Develop plausible solutions.
  - Evaluate results.
3. Math Skills -The student will be able to:
  - Demonstrate the ability to convert and calculate physical quantities.
  - Analyze and solve word problems.
4. Social Skills - The student will be able to:
  - Demonstrate interactive behaviors.
  - Demonstrate knowledge of individual, national, and international diversity.

## Writing Helpful Hints

- Common format requirements for college writing are:
  - Size 12 font.
  - 1-inch margin on all sides.
  - Proper heading on top left-hand corner of first page to include your name, the instructor, class and date.
  - Title centered using the same font and size as body of text.
- An introduction should capture the reader's interest and fit the purpose.
- The thesis statement includes two parts: a topic or fact and your point of view.
- The paper is organized in a logical sequence and each paragraph supports the thesis.
- Each paragraph is organized, clear, and develops one main idea.
- The content should provide facts, examples, data, and quotations to support ideas.
- When writing responses to essays, briefly summarize the ideas that the author discusses.

- Be careful to end the paper with an appropriate concluding statement.
- Have someone help edit your paper for proper grammar and punctuation.
- Avoid wordiness, fragments, and run-ons in sentences.
- Give credit to an author’s ideas to avoid plagiarism.
- Generally speaking, research papers in English, and certain Humanities-based courses, use Modern Language Association (MLA) style rules. American Psychological Association (APA) style is used in Behavioral and Natural Sciences.
- Works Cited or Reference pages can take as much time to create as writing the term paper, so students should allow extra time for completing these pages.
- Northeast Community College has free writing help---visit or call the Writer’s Clinic, Maclay room 180 (402) 844-7127 for an appointment.

### Speaking Helpful Hints

- Preparation
  - State the main point –It ties all the information together. It’s your thesis statement, and it should be clearly stated in the beginning.
  - Be honest—Public speakers have a responsibility to tell the truth.
  - Give your sources credit --Whenever you use information from a source, it needs to be written into the wording of the presentation.
  - Organize information clearly — Use a general structure consisting of an introduction, body and conclusion. Use a specific organizational structure that best fits your information.
  - Follow instructions—Teachers usually give guidelines for assignments. Be sure to pay attention to them.
  - PRACTICE – It builds confidence and technique.
- Performance
  - Smile—people love that!
  - Look at the audience. — Even if you are using a script, you need to look up at people from time to time.
  - Use your hands and feet—Gestures help to add interest and emphasis. Don’t be afraid to take a few steps if it helps to reinforce the message and connect with the audience.
  - Use your voice—Sound interested and use emotion to vary your tone. Make sure everyone can hear you.
  - Speak clearly—Articulate and make sure you can pronounce every word in your presentation.
  - Give your sources credit—Say it out loud! Whenever you share information that came from a source, tell the audience the publication name and date of the source.

## Math Helpful Hints

- Regardless of past experiences you have had, you must make some decisions NOW about how you will approach math class. It's all about attitude.
  - Recognize now that you have control over how well you will do in the course.
  - Decide now that you will make an honest effort to do well in the course.
  - Decide now that you will work not merely to pass the course, but to do much better than pass.
  - If you have limited experience in math, take a transitional course.
- Take notes of all examples. Don't be afraid to ask questions on the examples. If you don't understand the explanation, there is a good chance others don't either.
- Don't wait until the next day to do assignments. The sooner you begin the assignment, the better. Read the chapter in the book, as there are many good examples and explanations for the kinds of problems you will be asked to do.
- Ask the instructor for help or get help from peer tutors available at the college. Sign up for the math lab where there are math instructors to help you work through problems. The math lab is a good place to do homework, as you can ask questions immediately and not waste your valuable time.
- Don't wait until you are failing to ask for help, as that may be too late.

## Problem Solving Helpful Hints

Do you have problems to solve? Of course you do, we all do. It is usually easier when taken step by step.

- First, be sure you have properly identified the problem. You must complete this step correctly or the other steps won't matter. It is easy to get side-tracked by an issue that is not really the problem. The following questions may help you to identify the problem:
  - What am I trying to achieve?
  - What am I trying to persevere?
  - What am I trying to avoid?
  - What am I trying to eliminate?
  - How will I know when the problem has been solved?
- Second, find the appropriate information that helps you solve this particular problem. Resources might include:
  - The right people, those who know about the problem you have defined.
  - Books, pamphlets, and other documents.
  - The Internet, but be sure to look for reputable sites.
  - Professionals.
- Third, many problems have more than one reasonable solution. Examine several possibilities.
- Fourth, before you act, evaluate each of those possible solutions and determine which is the most appropriate for the problem you have identified.

## Social Skills Helpful Hints

- Working with Others
  - Earn respect by giving it.
  - Listen *first*--before creating your response.
  - Demonstrate leadership by taking ownership for your responsibilities.
  - Compliment more often than you criticize.
  - Help others succeed.
  - Expect the best.
  - Attempt to feel what others are feeling – *empathize*.
  - Be proactive, not reactive, in solving problems.
- Valuing Diversity
  - Seek out diversity.
  - Use culturally diverse situations as opportunities for learning.
  - Recognize personal biases in order to overcome them.
  - Avoid negative judgments about cultures other than your own. Remember that “different” doesn’t equate to “wrong” or “bad.”
  - Seek to find common ground.
  - Behavior should be judged in relation to its context and culture.
  - Seek out accurate knowledge.

## Research Helpful Hints

In developing fundamental academic competencies and skills (FACS) it is often necessary to research a topic. Use the following hints to assist you in your search for information.

- Choose a manageable topic for your research. Think about the amount of information that may be readily available on your topic.
- Use an encyclopedia or other reference books to get an overview of your topic.
- Search the library’s catalog for books that deal with your topic.
- Search the library’s online databases for articles on your topic.
- Carefully read and evaluate information you find on the World Wide Web. Anyone can create a website that looks official, but may be biased or contain false information. As a rule, you should look for websites sponsored by colleges or universities, government agencies, professional associations and well know companies.
- Avoid plagiarism by carefully keeping track of and citing all of the books, journals, website and other documents you use in your research.
- Ask a librarian for help at any stage of your research – they are always happy to help you.

# Fall Class Schedule

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>
<b>7:00</b>			
<b>8:00</b>			
<b>9:00</b>			
<b>10:00</b>			
<b>11:00</b>			
<b>12:00</b>			
<b>1:00</b>			
<b>2:00</b>			
<b>3:00</b>			
<b>4:00</b>			
<b>5:00</b>			
<b>6:00</b>			
<b>7:00</b>			
<b>8:00</b>			
<b>9:00</b>			

Advisor \_\_\_\_\_

Advisor's Phone# \_\_\_\_\_ Office Location \_\_\_\_\_

Advisor's Office Hours \_\_\_\_\_

	Thursday	Friday	Saturday
7:00			
8:00			
9:00			
10:00			
11:00			
12:00			
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
9:00			

# August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18 Special Bookstore Hours 1-4 p.m.
19 Special Bookstore Hours 1-4 p.m.	20 Fall classes begin Bookstore open 7 a.m.-7:30 p.m.	21 Bookstore open 7 a.m.-7:30 p.m.	22 Bookstore open 7 a.m.-7:30 p.m.	23 Bookstore open 7 a.m.-7:30 p.m.	24 Bookstore open 7 a.m.-4 p.m.	25
26	27 Bookstore open 8 a.m.-6:30 p.m.	28 Bookstore open 8 a.m.-6:30 p.m.	29 Bookstore open 8 a.m.-6:30 p.m.	30 Bookstore open 8 a.m.-6:30 p.m.	31 Bookstore open 8 a.m.-4 p.m.	

# September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <i>Labor Day- College Closed</i>	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 <hr/> 30	24	25	26 Last day to withdraw from first eight week classes	27	28	29

# October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Second eight week classes begin	16	17	18	19	20
21	22 Fall break for students & faculty	23	24	25	26	27
28	29	30	31			

# November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Last day to withdraw from fall semester classes	10
11	12 Spring Registration for May graduates	13 Spring Registration for May graduates	14 Spring Registration for all begins	15	16	17
18	19	20 Last day to withdraw from second eight week classes	21 <i>Thanksgiving Break- no classes</i>	22 <i>Thanksgiving Break- college closed</i>	23 <i>Thanksgiving Break- college closed</i>	24
25	26	27	28	29	30	

# December 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12 Final Exams Begin  Book Buy Back Begins	13	14 Semester Ends  Book Buy Back Ends	15
16	17	18	19	20	21	22
23	24 <i>Holiday Vacation- college closed</i>	25 <i>Holiday Vacation- college closed</i>	26 <i>Holiday Vacation- college closed</i>	27 <i>Holiday Vacation- college closed</i>	28 <i>Holiday Vacation- college closed</i>	29
30	31 <i>Holiday Vacation- college closed</i>					

# NOTES

# Spring Class Schedule

	Monday	Tuesday	Wednesday
<b>7:00</b>			
<b>8:00</b>			
<b>9:00</b>			
<b>10:00</b>			
<b>11:00</b>			
<b>12:00</b>			
<b>1:00</b>			
<b>2:00</b>			
<b>3:00</b>			
<b>4:00</b>			
<b>5:00</b>			
<b>6:00</b>			
<b>7:00</b>			
<b>8:00</b>			
<b>9:00</b>			

Advisor \_\_\_\_\_

Advisor's Phone# \_\_\_\_\_ Office Location \_\_\_\_\_

Advisor's Office Hours \_\_\_\_\_

	Thursday	Friday	Saturday
7:00			
8:00			
9:00			
10:00			
11:00			
12:00			
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
9:00			

# January 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <i>Holiday Vacation- college closed</i>	2 File FAFSA for 2008-2009 as soon as possible.	3	4	5 Special Bookstore Hours 1-4 p.m.
6 Special Bookstore Hours 1-4 p.m.	7 Spring classes begin  Bookstore open 7 a.m.-7:30 p.m.	8 Bookstore open 7 a.m.-7:30 p.m.	9 Bookstore open 7 a.m.-7:30 p.m.	10 Bookstore open 7 a.m.-7:30 p.m.	11 Bookstore open 7 a.m.-4 p.m.	12
13	14 Bookstore open 8 a.m.-6:30 p.m.	15 Bookstore open 8 a.m.-6:30 p.m.	16 Bookstore open 8 a.m.-6:30 p.m.	17 Bookstore open 8 a.m.-6:30 p.m.	18 Bookstore open 8 a.m.-4 p.m.	19
20	21	22	23	24	25	26
27	28	29	30	31		

# February 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Scholarship Application Deadline	2
3	4	5	6	7	8	9
10	11	12 Last day to withdraw from first eight week classes	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 First eight week classes end	

# March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Second eight week classes begin  Registration for Summer sessions begins  Apply for summer financial aid	4	5	6	7	8
9	10	11	12	13	14	15
16	17 <i>Spring Break for students &amp; faculty</i>	18 <i>Spring Break for students &amp; faculty</i>	19 <i>Spring Break for students &amp; faculty</i>	20 <i>Spring Break for students &amp; faculty</i>	21 <i>Spring Break--college closed</i>	22
23	24 <i>Spring Break--college closed</i>	25	26	27	28	29
30	31					

# April 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Registration for Fall 2008 begins	8	9	10	11 Last day to withdraw from spring semester classes	12
13	14	15	16	17	18	19
20	21	22 Student Achievement Awards Program	23 Last day to withdraw from second eight week classes	24	25	26
27	28	29	30			

# May 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Final Exams begin  Book Buy back begins	6	7 Semester ends  Book Buy Back ends	8	9	10 Graduation
11	12 Summer Session I Pre-session begins  Cooperative Internships begin	13	14	15	16	17
18	19	20	21	22	23 Summer Session I Pre-session ends	24
25	26 <i>Memorial Day- college closed</i>	27 Summer Session I begins	28	29	30	31

# June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Summer Session I ends Book Buy Back	28
29	30					

# July 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 <i>Independence Day</i> <i>College closed</i>	5
6	7 Summer Session II begins	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 Cooperative Internships end  Summer Session II ends  Book buy back	8	9
10	11	12	13	14	15	16 Special Bookstore Hours 1-4 p.m.
17 Special Bookstore Hours 1-4 p.m.	18 Fall Semester begins	19	20	21	22	23
24	25	26	27	28	29	30
31						

# Things You Need To Know

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

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

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

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

**Auditing** – Auditing a class means that you can attend the class for information or enjoyment without doing assignments, taking tests, earning credits, or receiving a grade. You are required to pay for any classes you audit. The student’s transcript will reflect “AU” in lieu of a letter grade. Students may not register on-line with audit status. These registrations must be handled by the Education Center Coordinators or Student Services.

**Catalog** – The catalog, which is available in the Admissions Office or the NECC Education Center Office, is your reference guide. Among other things, the catalog

contains: major requirements, course descriptions, graduation requirements, programs of study, tuition and fees, grading system, and other college policies and regulations. The catalog published in the year in which you start your degree is your reference for your degree program. If there is a break in your education, new completion standards may be implemented.

**Class Schedule** - Class schedules are essential to enable you to register each semester. The class schedule is a list of classes planned for a semester. It includes course offerings, instructors, times, and locations. Class schedules are available in the Student Services Office, the NECC Education Center Offices, or via HawkNET on the NECC web site, [www.northeastcollege.com](http://www.northeastcollege.com).

**College-Wide I.D.** - A college-wide student identification number is assigned to students for their use in accessing their student records. Student records may also be accessed using a Social Security number.

**Computer (Electronic Resources) Use Policy** - Computer labs are available for student use on campus and at the NECC Education Center Offices in O’Neill, South Sioux City, and West Point. Refer to the *Acceptable Use Procedures – Electronic Resources* available on the NECC web site, [www.northeastcollege.com](http://www.northeastcollege.com).

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

**Credit by Examination** – Credit by examination is a testing service by which schools administer an examination to students to measure the student’s knowledge in a particular subject area. The school may choose to award college credit to the student based on the achievement of a passing score. NECC administers DANTES and CLEP on campus. A fee is assessed for the administration of these tests. Credit awarded will be reflected on the student transcript. Credit by examination inquiries should be directed to the Testing Coordinator on the main campus, (800) 348-9033, Ext. 7281.

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

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

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

**Drop and Add** – Changes in registration are referred to as “drop and add.” To make a change in your class schedule you must fill out a Drop and Add form available at the Registrar’s Office or at the Education Center Offices. Be aware that dropping hours may affect financial aid or veteran benefits. You may drop/add classes using HawkNET through the first week of classes during the fall and spring terms.

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

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

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

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

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

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

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

**G.P.A. (Grade Point Average)** – The grade point average is a function of the grading system referring to the average of all letter grades that you earn in your classes. The

G.P.A. is used to determine your academic status, scholastic probation, scholastic honors, and eligibility for graduation. For information on how to compute your G.P.A., see page 41.

**Grading System** – The following grades are used to record a student's achievement in courses of instruction:

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

B+, B **Above average work**

C+, C **Average quality work**

D+, D **Below average**

F **Failing work**

P **Pass, acceptable quality work**

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

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

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

**Graduation Rate** – Graduation rate is found by using a fall cohort. A cohort is a group of students that includes all first time, full time freshmen enrolling for a specified fall term. These students are tracked for 150 percent of the normal completion time to see if they completed their educational intent. Using 150 percent time means a student

seeking a one-year diploma is given 1.5 years to attain their educational goal. A student seeking a two-year degree is given 3 years to attain their educational goal.

The graduation rate for the fall 1998 cohort was 51 percent. The graduation rate for the fall 1999 cohort was 50 percent. The graduation rate for the fall 2000 cohort was 48 percent. The graduation rate for the fall 2001 cohort was 53 percent.

**HawkNET On-line (Internet) Access to Student Information System** – HawkNET is a web-based system that allows students to access their files at Northeast over the Internet. Students can register for classes, check their grades, view current course offerings, and view course descriptions from the College catalog. Students can also apply for admission or request information be sent to them. HawkNET is accessed through the Northeast Community College homepage at [www.northeastcollege.com](http://www.northeastcollege.com).

**I.D. Card** – Students enrolling in credit courses are eligible to receive a Student I.D. Picture I.D.s are processed when students attend an orientation/registration session on campus. I.D.s are also available in Burkhardt Hall, Room 117. Replacement cost for a lost or stolen I.D. is \$5.00. The Student I.D. allows Northeast students free admission or discounts to the following NECC events: intercollegiate basketball games, Northeast/Norfolk Community Theatre productions, and college sponsored activities. Some local merchants require a Student I.D. for purchasing the academic version of computer software. Check with other local merchants (i.e., theaters, restaurants, and computer and video stores) for student discounts.

A Social I.D. may be obtained by paying \$10 per semester at the Business Office. This Social I.D. entitles the student to bring a guest free to College sponsored events for the semester. Take your receipt to Burkhardt Hall, Room 117 to have the Social I.D. made.

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

**Nebraska National Guard Memorandum of Agreement** - *Whereas*, the citizens of the State of Nebraska continue to enjoy the rights and freedoms that were won through the sacrifices of the citizen soldiers of 1776 and which are preserved yet today by the citizen soldiers of the Nebraska National Guard; and

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

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

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

- ◆ Any member of the Nebraska National Guard who is called to perform military duty that would interfere with the member’s ability to complete the current term of instruction, will be granted an educational leave of absence.
- ◆ Educational leaves of absence will be granted for periods of state active duty, National Guard duty under Title 32 of the United States Code or federal active duty under Title 10 of the United States Code. Educational leaves of absence need not be granted, however, for voluntary active duty for training when the member could schedule the training to avoid a conflict.
- ◆ The educational status that the member attained prior to being ordered to military duty will be restored upon their release from duty, without loss of enrollment, academic credits previously earned, and scholarships or grants awarded by the University or College.
- ◆ Tuition and fees paid for the term affected by the military service will be refunded.
- ◆ Any unused monies deposited for housing and subsistence will be refunded.
- ◆ Nothing in this agreement is intended to supersede federal or state laws, rules, regulations, policies, or benefits, or the rules, regulations, policies or benefits of the University or College that are in effect at the time the educational leave begins which are more beneficial to the member than this agreement.

**Student Military Call-up Procedure** – Military leave for students will be granted in accordance with Student Military Call-up Procedure code 5080.a.

**Noncredit Courses** – The Continuing Education, Allied Health, and Business & Industry Divisions of the college may offer classes that do not qualify for traditional college credits including courses to upgrade job skills, to provide training for skill development or certification, to learn hobbies and crafts, and to pursue recreational, special, and cultural interests. These classes are referred to as noncredit courses.

**Off-Campus On-Line Orientation** – Degree seeking students enrolling for six or more credit hours must complete a new student orientation. Orientation sessions may be attended on campus or by viewing an on-line orientation accessible on the NECC web site, [www.northeastcollege.com](http://www.northeastcollege.com). Contact your Education Center Coordinator or advisor for instructions regarding access to the on-line orientation session.

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

Students enrolling in an on-line class for the first time are encouraged to view the tutorial and help pages available on the NECC web site, [www.northeastcollege.com](http://www.northeastcollege.com), and consider enrolling in a non-credit class entitled Introduction to On-Line Learning that has been designed to prepare students for success with an on-line course.

**After the student enrolls, he/she MUST contact the instructor via email. The instructor’s email address will be located at [www.northeastcollege.com](http://www.northeastcollege.com) and click on “On-line Course Information.”**

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

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

**Noncredit Course Refunds:** Request for refunds of tuition for courses of eight or more sessions must be made through the instructor, the Education Center Coordinator, or the Continuing Education Division before the third session. For course of less than eight sessions, requests for refunds must be made before the second session. Material fees are not refundable except when courses are cancelled by the college.

**Return of Title IV Financial Aid Funds Policy:** Students receiving financial aid who withdraw or stop attending will, in most cases, be required to return a portion of financial aid received. The Higher Education Act, as reauthorized and signed into law on October 7, 1998, established the Return of Title IV Funds Policy.

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

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

in the term to calculate percentage completed. That percentage is multiplied by total aid for which the student is eligible to determine the amount of aid earned (% completed x total aid = earned aid.)

***Total aid - earned aid = unearned aid (aid to be returned)***

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

***Institutional charges x % unearned = Amount returned by school  
(up to amount indicated as unearned in Step 1)***

The school must then return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal PLUS Loan, Federal Pell Grant, Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant (SEOG).

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

***Total amount unearned - amount returned by school =  
\$\$ for which student is responsible***

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

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

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

**Financial Aid Standards of Satisfactory Academic Progress:** The Federal Higher Education Act of 1965, as amended, stipulates that student financial aid payments, under the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Work-Study,

Leveraging Educational Assistance Partnership Program, Special Leveraging Educational Assistance Partnership Program, Federal Stafford Student Loans, and Federal PLUS loan programs can be made only to students enrolled in an eligible degree or certificate course of study. At Northeast, this equates to Associate Degree, one-year diploma, and approved certificate programs. Students previously enrolled in college must have maintained satisfactory academic progress prior to the period federal aid is awarded, and all students must maintain satisfactory academic progress in their current course of study. The following information defines satisfactory academic progress for Northeast Community College.

**Enrollment Status** — Student status is based on the following:

Full-time (FT) - Attempting 12 or more credits

Three-quarter-time (TT) - Attempting 9-11 credits

Half-time (HT) - Attempting 6-8 credits

Less-than-half-time (LTHT) - Attempting 5 or fewer credits

\*For satisfactory progress purposes, enrollment status will include all credit hours attempted at any time during the term.

\*For financial aid awarding purposes, enrollment status is based on credit hours for which the student is enrolled and attending as of the published date considered to be the first day of the term for the majority of students or the date of the award, whichever is later. Financial aid will be adjusted to reflect less-than-full-time status if the student is not registered for at least 12 credit hours on that date. Financial aid cannot be adjusted to reflect credit hours added after that date. Students who are registered for a class on the first day of the term but never begin attendance in that class or quit attending the class during the 100% refund period cannot include that class in determining enrollment status for financial aid purposes. Aid must be adjusted if status would change. Status and eligibility for loans are determined at the time application is made and again at the time of disbursement.

**Minimum Grade Point Average** — Full-time students at Northeast Community College, otherwise qualifying for the above-mentioned federal aid programs, must maintain a **2.0** minimum cumulative grade point average in a program leading to a degree, diploma, or certificate. If the cumulative grade point average falls between 1.5 and 2.0, aid eligibility will be continued, providing a minimum of nine credit hours per semester for freshmen and a minimum of ten credit hours per semester for sophomores are at the “C” level. If a student does not meet these standards, all state, federal, and institutional aid will be terminated. The student will be placed on financial aid suspension. A student on financial aid suspension will be advised by letter that aid has been terminated and will be expected to continue classes at his/her own expense. To regain eligibility, a student on suspension must—in one term and at his/her own expense—complete a minimum of six credits, or all credits attempted, with “C’s” or better. All students **must** have a minimum cumulative grade point average of 2.0 by the end of the student’s second academic year of attendance in order to be eligible for federal aid beyond that point.

**Maximum Time Frame**— Full-time students must complete a two-year program within three academic years or a one-year diploma within three semesters. Beyond these time limits, students will be expected to continue classes at their own expense. The minimum number of credit hours that must be successfully completed under the maximum time frame are:

**Two-Year Associate Degree Program (60 credit hours)**

9 credit hours each semester/ 18 credit hours first year

10 credit hours each semester/ 20 credit hours second year

11 credit hours each semester/ 22 credit hours third year

**One-Year Diploma Program (30 Credit Hours)**

9 credit hours first semester

10 credit hours second semester

11 credit hours third semester

**Part-Time Students** — Part-time students must maintain a 2.0 minimum cumulative grade point average and complete at the status attempted to be in good standing. Less-than-half time enrollment requires the student to successfully complete all hours attempted with a 2.0 cumulative GPA or better. The completion time limit will be extended according to the status attempted each term.

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

**Additional Information** —

- ◆ Loan funds will be returned to the lender if the student is not attending classes for at least half-time enrollment and making satisfactory academic progress at the time funds are received. Please refer to the Return of Title IV Funds Policy, which is printed in the college catalog and this handbook for additional information.
- ◆ If a student has completed one two-year program, he/she may qualify for federal aid for one additional qualifying program of study.
- ◆ These standards also apply to state, institutional or private grants and scholarships. Appeals may be made in writing to the Director of Financial Aid if extenuating circumstances exist. Denied appeals may be directed to the Vice President for Student Services in accordance with the Northeast Community College Policy for Student Grievance Procedure.
- ◆ Northeast Community College does not discriminate on the basis of gender, race, national or ethnic origin, religion, military veteran status, marital status, age or disability in educational programs, admission policies, employment policies, financial aid, or other college-administered programs and activities. It is the intent of Northeast to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations

and operations. Inquiries may be addressed to the NECC Compliance Officer for Title IX, ADA, Section 504: Dean of Enrollment Management, 801 East Benjamin Ave., P.O. Box 469, Norfolk, NE 68702-0469, phone: 402-844-7258, email: [complianceofficer@northeastcollege.com](mailto:complianceofficer@northeastcollege.com).

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

**Telecourses** – A telecourse is an integrated course of study that can be taken in your home via videotapes that are checked out to the student for viewing. Components of a telecourse include a class syllabus, textbook, study guide, and videotape viewing.

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

**Transcripts** – A transcript is a record of all courses, grades and credits earned and is kept on file in the Registrar’s Office. Requests must be in writing and signed by the student with a 24 hour notice to acquire an official transcript of your scholastic record. Request for Transcript forms are available in the Student Services Office, education center offices, and on the NECC website. A transcript fee must be paid at the time of your request. Contact the Registrar’s Office, your advisor or an Education Center Coordinator for additional information.

**Transfer of Credits**—Students planning to transfer from Northeast Community College to another college or university should work closely with their advisor to help plan courses that apply toward a degree at the receiving institution. To make certain of transferability, students should contact the college where they plan to transfer the NECC credits. The generally accepted requirements for transfer to another college include a minimum of “C” grades in course work in a program at Northeast Community College that is applicable to a like program at the college where the student is transferring. Electives may or may not transfer to another college or university. Students may refer to the transfer guide on the NECC web site, [www.northeastcollege.com](http://www.northeastcollege.com), for transfer equivalency information provided by some college and universities.

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

# Services Offered by Northeast Community College

**(Some services are available on Norfolk Campus only. Contact your Education Center Coordinator or the appropriate college office in Norfolk for additional information.)**

**Americans With Disabilities Act Compliance** — Northeast Community College is committed to providing learning opportunities for all students who demonstrate the ability to benefit from instruction. Northeast Community College willingly provides reasonable modifications for individuals with diagnosed disabilities and supports all students in their effort to become self-sufficient learners.

Students who desire accommodation services because of a diagnosed disability must provide documentation of disability and complete a Request for Services Form available in the Disability Services Office. The Disability Services Coordinator is available to coordinate services requested. These services may include, but are not limited to oral tests, extended time on tests, textbooks in alternative format, note takers, learning support, and accessibility. Students who seek accommodation are expected to continue to assume primary responsibility for their academic and personal needs.

The Section 504/ADA Compliance Officer at Northeast Community College is the Dean of Enrollment Management, Maclay Building, Room 103, (402) 844-7258.

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

**Bookstore** – The Bookstore is located on the second floor of the Student Center on the Northeast campus. Regular hours are from 8:00 a.m. to 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m., Friday. Summer hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m., Friday. Extended hours are offered at the beginning of each semester. Off-campus students may purchase their textbooks by telephone using their MasterCard, Visa, or Discover credit card. Students preferring to purchase their textbooks by check or money order may contact the Bookstore or Regional Coordinator for a book order form. A shipping and handling fee of \$4.00 for the first book and \$5.00 for two or more titles will be assessed for orders that require shipping. For more information, contact the

Bookstore at (800) 348-9033, Ext. 7140. The bookstore also stocks school supplies, clothing, cards, nonprescription medicine, holiday gifts, NECC novelty items, and other merchandise.

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

**Career Services** – The Career Services Director, together with instructors, assists students in their job search. The Career Services website lists current part-time and full-time job openings for students and graduates. Students interested in a job before or after graduation, are encouraged to visit the Career Services Office, located in the Student Center, Room 212. Visit the website to learn more about job openings, campus employment events, and helpful career links at the [www. NECCjobs.com](http://www.NECCjobs.com).

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

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

**Disability Services** – Students who desire accommodation services because of a diagnosed disability that impacts a major life activity, such as learning, communication, and mobility, must provide documentation of their disabilities. They must fill out a Request for Services Form each semester with the Disability Services Coordinator.

For more information, students may contact the Student Services Office and/or schedule an appointment with the Disability Services Coordinator in the Agriculture/Allied Health Building, Room 215, or call (402) 844-7343.

**Insurance** – The college does not provide student health or accident insurance coverage.

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

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

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

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

**New Beginnings** – New Beginnings is a support program for single parents, single pregnant women, displaced homemakers, and individuals seeking nontraditional career choices. It is designed to help participants to achieve a more fulfilling life through personal growth and economic self-sufficiency. The program offers self-esteem and confidence building, career exploration, and job-seeking skills. Financial assistance may also be available to assist participants with registration, tuition, textbook, child care, and transportation expenses. A support group for single parents, single pregnant women, and displaced homemakers meets weekly throughout the semester. Interested persons may contact the program director in the Student Center, Room 216, or by telephone at 844-7275.

**Payment of Tuition and Fees** – Students enrolling in three (3) or more credit hours may pay a \$50 deposit to reserve their place in classes for which they are registering. The deposit is due within ten (10) working days from the registration date. The deposit is credited on the student’s fee statement and will be applied to the amount of tuition and fees due for the semester. Full payment is due by the first day of the semester term.

If a student registered for a term decides he/she cannot attend classes and if he/she notifies the Registrar’s Office prior to July 1 for the fall semester, prior to the business day preceding the start of the spring semester, and prior to the business day preceding the start of each summer session, the \$50 deposit will be refunded. After these dates, the deposit is not refundable.

Students registering for two (2) credit hours or less must make full payment within ten (day) working days from the registration date or the first day of the term, whichever date is earlier.

Students registering ten (10) or more days prior to the start date of the term, whose deposit payment has not reached the Business Office within ten (10) working days from the registration date, will be administratively withdrawn from the term and will no longer be registered for the course(s). Late fees may be applied to reinstate enrollment.

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

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

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

**Tutor Service** – The tutoring program assists students who want to improve academic performance in any college credit course. Students are tutored by another student who is knowledgeable in the subject. If you are interested in receiving tutoring or becoming a peer tutor, contact your instructor, and/or an Education Center Coordinator. Efforts will be made to arrange tutorial services off campus. The peer tutoring service is available to Northeast students at no charge.

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

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

**Writers' Clinic** – Writing tutors assist students with writing skills through the Northeast On-Campus Writers Clinic. In the tutoring sessions, students receive help with organization, content, sentence structure, grammar, and spelling, as well as suggestions on writing research papers/essays. Contact the Writers' Clinic in Maclay, Room 180. There is no fee for this service.

# Getting Answers

## Can I drop or add a class?

If you need to drop or add a class or change class periods, visit with your advisor and complete the necessary forms, available from Student Services or your Education Center Coordinator. You should try to make any class changes during the first week of the semester; however, you may still do so after the first week with instructor permission. Be aware that dropping classes may affect financial aid eligibility. Note: Students should complete a Term Withdrawal form if dropping all classes. An “F” will be recorded on the transcripts of students who stop going to class or do not satisfactorily complete course requirements without completing a Drop/Add or Term Withdrawal form.

## Can I repeat a class?

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

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

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

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

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

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

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

## Is it too late to apply for financial assistance?

You may apply for some types of financial aid until the period of enrollment has

ended. Northeast offers several kinds of financial assistance including grants, loans, scholarships, and work-study. To be considered for all types of aid for the upcoming academic year, you should complete the Free Application For Federal Student Aid (FAFSA) as soon as possible each year after tax preparation is completed for the preceding year. The Financial Aid staff will work closely with you to determine your eligibility for financial aid to meet the cost of attending college. Contact the Financial Aid Office on campus in Norfolk for more information, (402) 844-7285.

### **What is the attendance policy?**

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

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

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

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

### **Can I transfer my credits to another college or university?**

If you want to transfer to another college, you should work closely with your advisor and the college where you plan to transfer for help in planning your program of study. The generally accepted requirement for transfer to another college includes a minimum of "C" grades in your course work in a program at Northeast that corresponds with the college where you are transferring. Classes numbered below 1000 level will not transfer. For more specific information about transferable classes, visit the transfer information page on the Northeast website, [www.northeastcollege.com](http://www.northeastcollege.com), under the "Prospective Student" link.

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

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

### **What classifications are used to determine resident status?**

Students shall be classified as resident or nonresident for admission and tuition purposes by the Student Services Office. Classification as a resident requires that the student be a resident of the State of Nebraska six months prior to the first day of class, a member or dependent of a member of the armed services assigned to a permanent duty station in Nebraska, a graduate of an accredited Nebraska senior high school who was a legal resident of Nebraska at the time of graduation, or a previously enrolled NECC resident student.

If there is any question of right to legal residence in Nebraska under the state laws and rules, it is the student's responsibility to supply necessary documentation

to answer such questions. The student may appeal his or her classification to the Student Services Office.

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

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

- |                                     |                                |
|-------------------------------------|--------------------------------|
| KBRB-FM, Ainsworth (92.7)           | KTCH-AM, Wayne (1590)          |
| KBRX-FM, O’Neill (102.9)            | KTCH-FM, Wayne (104.9)         |
| KEXL-FM, Norfolk (106.7)            | KUSO (US-92), Norfolk (92.7)   |
| KHWK, Norfolk (CableOne Channel 63) | KWPN-FM, West Point (107.9)    |
| KKOT-FM, Columbus (93.5)            | KZ100-FM, Columbus (100.3)     |
| KNEN-FM, Norfolk (94.7)             | WJAG-AM, Norfolk (780)         |
| KNLV-FM, Ord (103.9)                | WNAX-AM, Yankton (570)         |
| KPNO-FM, Norfolk (90.9)             | WNAX-FM, Yankton (104.1)       |
| KSEZ-FM, Sioux City (97.9)          | KWSL-AM, Sioux City (1470)     |
| KSFT-FM, Sioux City (107.1)         | KMNS-AM, Sioux City (620)      |
| KGLI-FM, Sioux City (95.5)          | KKMA-FM, Sioux City (99.5)     |
| KSCJ-AM, Sioux City (1360 AM)       | KSUX-FM, Sioux City (105.7 FM) |
| KZSR-FM, Dakota Dunes (102.3)       | KKYA-FM, Dakota Dunes (101.3)  |

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

# Student Code of Conduct

## Student Responsibilities, Rights, and Freedoms

Northeast Community College reserves the right to make changes as necessary in this Student Code of Conduct.

### I. Standards of Conduct

Members of an academic community are expected to conduct themselves in a mature and responsible manner. It is the policy of Northeast Community College (NECC) to allow students maximum freedom consistent with good scholarship and good citizenship. Good citizenship implies high standards of conduct, and requires conformity to the laws of the United States, State of Nebraska, and its subdivisions, and to NECC policies and regulations. Student conduct is governed by this statement of Student Responsibilities, Rights, and Freedoms.

### II. Workplace Threats and Violence Reporting

Northeast Community College, Personnel Code 4107, Item 8839, outlines a zero tolerance policy toward violence. Threats, intimidation, or acts of violence against employees, students, or visitors on Northeast Community College property will not be ignored, condoned, or tolerated. The College defines these behaviors as follows:

- A. Intimidation—an act of coercion, which could reasonably cause the other person to fear for his or her physical safety or the safety of others.
- B. Threats of violence—a communicated intent to inflict physical or other harm on any person or on property.
- C. Acts of violence—exercise of physical force against another person or against property. Workplace threats and violence should be reported in accordance with the Workplace Threats and Violence Reporting Procedures code 4107.a. Violations of this policy may lead to dismissal, arrest, and/or prosecution. (Refer to Positive Discipline policy code 2115 and/or the Standards of Conduct policy code 5040.)

### III. Definitions

The following terms have the stated meanings in this Code:

- A. The term “student” includes all persons taking courses from the institution, both full-time and part-time, enrolled for credit or noncredit, continuing education, distance education and special topic courses.
- B. The phrase “faculty member” means any person hired by the institution to conduct classroom or other academic activities.
- C. The phrase “institutional official” includes any person employed by the institution, performing assigned administrative or professional responsibilities.
- D. The phrase “Vice President of Student Services” means that institutional official exercising primary authority over institutional student affairs programs and operations.
- E. The phrase “member of the campus community” includes any person who is a student, faculty member, institutional official, any person employed by the College, volunteer or guest.
- F. The phrase “institutional premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the institution, including adjacent streets and sidewalks.
- G. The term “organization” means any number of persons who have been granted institutional registration or recognition.
- H. The phrase “judicial officer” means any person or persons authorized by the Vice President of Student Services to determine whether a student(s) has violated the Student Code and to impose sanctions upon students found to have violated the Student Code.
- I. The phrase “accused student(s)” means a student, group of students or student organization against whom disciplinary charges have been brought.
- J. The term “complainant” means a member of the campus community who has brought charges under this Code against any student, group of students or student organization.

- K. The phrase “appellate board” means any person or persons authorized by the College President to consider an appeal from a judicial officer’s determination that a student has or has not violated the Student Code or from the sanctions imposed by the judicial officer.
- L. The term “shall” is used in the imperative sense.
- M. The term “may” is used in the permissive sense.
- N. The term “policy” includes the consistent written regulations of the College found in the Student Code of Conduct, Resident Life Manual, or other official publications.

#### IV. Proscribed Conduct

##### A. Jurisdiction of the Institution

1. The institution shall have jurisdiction over its students and recognized student organizations.
2. Disciplinary proceedings may be initiated in response to conduct that occurs on institutional premises or at events and activities officially sponsored by the institution.

##### B. Conduct Rules and Regulations

Members of the college community reasonably expect that they shall be able to live, study, work and relax in a safe and orderly environment that is conducive to achievement of the educational and public service missions of the College. The following regulations, while not all-inclusive, identify forms of conduct that infringe upon those expectations, disrupt the orderly progress of institutional activities and, so, expose the violators to discipline.

Any student, group of students or student organization found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Section IV, Judicial Policies.

1. Acts of dishonesty, including, but not limited to, the following:
  - a. Cheating, which is defined as, but is not limited to, the following:
    - i. use or giving of any unauthorized assistance in taking quizzes, tests, or examinations,
    - ii. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
    - iii. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
  - b. Plagiarism, which is defined as, but is not limited to, the following:
    - i. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment consistent with accepted practices of the discipline; or
    - ii. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  - c. Other forms of dishonesty relating to academic achievement, or academically related public service;
  - d. Furnishing information known or believed to be false to any institutional official, faculty member or office;
  - e. Forgery, fabrication, alteration, misrepresentation or misuse of any document, record, or instrument of identification, including misrepresentations of degrees awarded or honors received;
  - f. Tampering with the election of any institutionally recognized student organization;
  - g. Claiming to represent or act in behalf of the institution when not authorized to so represent or so act.
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other institutional activities, including its public service functions on or off campus, or other authorized non-institutional activities.
3. Disruption of or interference with the activities of persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities, or of student residential facilities.
4. Acts of aggression including threats, intimidation, coercion or other conduct that threatens or endangers the health or safety of any person:
  - a. Conduct that threatens or endangers a student’s own health or safety may also violate this section.
  - b. “Aggression” means not only intentional infliction of harm, but also conduct that intentionally subjects another to unwelcome, offensive, physical contact or that puts another person in reasonable fear that the actor intends immediately to subject that person to intentional injury or unwelcome, offensive touching.

- c. Threats, intimidation, or acts of violence against employees, students, or visitors on Northeast Community College property will not be ignored, condoned, or tolerated. (Northeast Community College Personnel Code 4107, Item 8839)
5. Subjection of another person to any sexual act against that person's will or without consent, including any conduct that would constitute a sex offense, whether forcible or non-forcible. Persons who are under the influence of alcohol, marijuana, or other illegal controlled substances at the time that they are subjected to the sexual act shall be presumed incapable of effective consent.
  6. Discriminatory conduct, including sexual harassment, racial harassment, or harassment on any other grounds, directed against individuals.
    - a. Harassment may be established by showing:
      - i. Conduct toward another person that has the purpose or effect of creating an intimidating, hostile or demeaning environment and/or that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource; or
      - ii. Other conduct that is extreme and outrageous exceeding all bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
    - b. Sexual harassment may be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
      - i. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's participation or use of an institutionally sponsored or approved activity, employment or resource; or
      - ii. Submission to or rejection of such conduct by an individual is used as the basis for educational, employment or similar decisions affecting an individual's ability to participate in or use an institutionally sponsored or approved activity, employment or resource.
  7. Attempted or actual theft of services or property, including intellectual properties, of the institution or property of a member of the institutional community or other personal or public property;
  8. Attempted or actual damage to property, including intellectual properties, of the institution or property of a member of the campus community or other personal or public property;
  9. Possession of stolen property on institutional property or at an institutionally sponsored activity, where the property is known to be stolen;
  10. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization;
  11. Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so;
  12. Unauthorized possession, duplication or use of keys to any institutional premises, unauthorized entry to or use of institutional premises or unauthorized possession, or use of institutional equipment;
  13. Operating a vehicle on campus so as to endanger public safety;
  14. Violation of published Board or institutional policies, rules or regulations;
  15. Violation of federal, state, or local law on institutional premises or at institutionally-sponsored or -supervised activities including behavior classified as disorderly, lewd, indecent, or a breach of peace;
  16. Making bomb threats;
  17. The manufacture, sale, possession, and/or consumption of alcohol, marijuana, or controlled substances by students on any property controlled by the College or in connection with any institutionally sponsored activity;
  18. Illegal or unauthorized possession of firearms, fireworks, gun powder, weapons, or other materials which may reasonably be presumed to endanger health and safety on any property controlled by the College or in connection with any institutionally sponsored activity;
  19. Participation in a campus demonstration which disrupts the normal operations of the institution and infringes on the rights of other members of the campus community; leading or inciting others to disrupt schedules or normal activities within any campus building or area;

20. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus; or at institutionally-sponsored or -supervised functions;
  21. Aiding, abetting, inviting, or procuring another person to breach the peace or to violate the Student Code of Conduct;
  22. Theft of computer time or other abuse of computer access, including, but not limited to:
    - a. Unauthorized entry into a file to use, copy, read, delete, or change the contents, or for any other purpose;
    - b. Unauthorized transfer of a file;
    - c. Unauthorized use of another individual's identification or account;
    - d. Use of computing facilities to interfere with the work of another student, faculty member, or institutional official;
    - e. Use of computing facilities to send obscene or abusive messages;
    - f. Use of computing facilities to interfere with normal operation of the institutional computing system;
    - g. Making, acquiring or using unauthorized copies of computer software, or violating terms of applicable software license agreements; or
    - h. Attempting to circumvent data protection schemes or tampering with security.
  23. Conduct not expressly proscribed may also subject students, groups of students, or student organizations to discipline where it demonstrates that an individual disregards the need to conform to reasonable rules and regulations intended to protect the health and safety of others and to assure their orderly access to and beneficial use of institutional resources and facilities.
  24. Student organizations that, formally or informally through repeated practice, initiate, encourage, support, or tolerate conduct by members, associates, or guests that violates the provisions of this Code shall be subject to discipline.
- C. Responsibilities Under the Law
1. No provision of this Code shall be interpreted to deprive students of rights guaranteed them under state or federal law.
  2. The institution shall cooperate fully with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
  3. When the Vice President of Student Services receives a report of student misconduct that may constitute a felony offense under state or federal law, and that official shall report the known facts and circumstances to law enforcement officials who have jurisdiction over the matter.

## V. Judicial Policies

### A. Allegations and Hearings

1. Written allegations of misconduct may be filed against any student by any member of the campus community. Allegations shall be directed to the Vice President of Student Services or an assigned judicial officer. The complaint shall state the specific facts that form the basis for the allegation, as well as the identities of any other witnesses and the location of any physical evidence of the misconduct. Allegations must be signed by the complainant. Any allegation should be submitted as soon as possible (no later than fourteen days after the event takes place). The Vice President of Student Services may accept allegations submitted after the deadline upon finding a reasonable basis for the delay.
2. In cases in which a faculty member raises allegations of disruption or obstruction of teaching the faculty member may suspend the student from class prior to the submission of written allegations.
3. In cases in which a faculty member raises allegations of academic misconduct, the written allegation shall contain specific details of the alleged violation and include a recommendation in regard to disciplinary sanctions.
4. The judicial officer shall determine if the allegations have merit and whether the incident sufficiently affects institutional interest to warrant further proceedings.
5. If the judicial officer determines that the allegations have merit, the officer shall next determine whether they can be disposed of by mutual consent of the parties involved. Informal disposition by mutual consent shall be final and there shall be no subsequent proceedings.

6. All allegations shall be presented to the student charged in written form and shall identify each section of the Code of Conduct under which allegations are brought; the evidence that support the allegations and those persons whose testimony shall be used to establish the allegations.
7. A time shall be set for a hearing not less than five nor more than fifteen calendar days after the student has been notified. The minimum time limits may be waived by the party charged. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial officer.
8. Hearings shall be conducted by a judicial officer according to the following guidelines:
  - a. Upon consultation with the Vice President of Student Services, the judicial officer may decide to conduct the hearings alone or to select a judicial body made up of members of the college community to assist in the hearings.
  - b. Hearings shall be conducted in private and will remain confidential.
  - c. The judicial officer shall have the power to exclude from the hearings any person whose conduct interferes with the hearings.
  - d. In hearings involving more than one accused student, the judicial officer may permit the hearings concerning each student to be conducted separately.
  - e. The complainant and the accused student have the right to be assisted by an advisor of their choice, at their own expense. The advisor may be a faculty member, staff member, student, attorney or family member. The complainant and the accused student are responsible for presenting their own cases, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before the judicial officer without the prior approval of the judicial officer.
  - f. The accused student, the complainant, and the judicial officer shall have the privilege of presenting witnesses, subject to the right of cross examination. Witnesses may only be present during the hearing while testifying.
  - g. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the judicial officer.
  - h. All procedural questions are subject to the final decision of the judicial officer.
  - i. After the hearing, the judicial officer shall determine whether the student has violated each section of the Student Code which the student is charged with violating.
  - j. The judicial officer's determination shall be made on the basis of a preponderance of the evidence that the accused student violated the Student Code.
  - k. The fact that a student acted while under the influence of alcohol, marijuana or an illegal controlled substance shall not be considered a mitigating factor.
  - l. Intoxication may be considered an aggravating factor, and it shall be so considered where the student has a history of prior violations of alcohol or controlled substance regulations.
  - m. The judicial officer shall prepare written findings to support the determination. These shall include:
    - i. Concise statements of each factual finding;
    - ii. Brief explanations of whether the factual findings justify a conclusion that the conduct violated the Code; and
    - iii. Recommendations concerning appropriate sanctions.
  - n. If the judicial officer prepares recommended sanctions, these shall be forwarded, together with the other findings and conclusions, to the Vice President of Student Services who may adopt or reject the recommended sanctions.
    - i. If the findings, conclusions, or recommended sanctions are rejected, the Vice President of Student Services shall impose appropriate sanctions, or take such other action as deemed necessary, and provide the judicial body with a written explanation for this action.
    - ii. The Vice President of Student Services shall determine the effective date of any sanctions imposed.
  - o. The approved written findings and conclusions and sanctions, if any, shall be provided to the complainant and to the accused student.
  - p. There shall be a single verbatim record of all formal hearings before a judicial officer. The record shall be the property of the institution.
    - i. The record and its contents shall be held in confidence and may be used solely for purposes of appeal.
    - ii. In the event of an appeal, the complainant and the accused student shall be given access to the record for purposes of preparing the appeal. Access shall be provided at such places and times as the Vice President of Student Services may direct.

## B. Sanctions

1. In each case in which a judicial officer determines that a student has violated the institutional Student Code, the sanctions shall be determined and imposed by the judicial officer. The following sanctions may be imposed upon any student found to have violated the institutional Student Code:
  - a. Warning—A disciplinary notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Censure—A written reprimand for violation of specified regulations.
  - c. Probation—Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - d. Loss of Privileges—Denial of specified privileges and/or loss of scholarships for a designated period of time.
  - e. Fines—Previously established and published fines may be imposed.
  - f. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.
  - g. Discretionary Sanctions—Work assignments, service to the institution or other related assignments.
  - h. Residence Suspension—Separation of the student from residence facilities for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. Residence Expulsion—Permanent separation of the student from residence facilities.
  - j. Suspension—Separation of the student from the institution for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - k. Expulsion—Mandatory separation of the student from the institution for a period of no less than six years.
  - l. The privileges of continued participation in institutional activities, access to institutional facilities or residences may be conditioned upon participation in or completion of counseling, substance abuse or comparable programs, at the student's expense.
  - m. More than one of the sanctions listed above may be imposed for any single violation.
  - n. Imposition of a sanction may be delayed, suspended, or held in abeyance on such conditions as the judicial officer may prescribe.
2. The following sanctions are mandated for Student Code violations:
  - a. Threats, intimidation, or acts of violence against employees, students, or visitors on Northeast Community College property will not be ignored, condoned, or tolerated. (Northeast Community College Personnel Code 4107, Item 8839). Discipline for acts of aggression, sex offenses, or harassment shall be subject to the following conditions:
    - i. Discipline on the first occasion may include expulsion, where appropriate, given the nature of the act of aggression, sex offense, or harassment; and
    - ii. If there is a second occurrence of an infraction of the same nature at any time during the student's career, expulsion shall be mandatory.
  - b. Persons who make bomb threats or who aid or abet their making shall be expelled. Additionally, they shall be required to pay restitution to the institution for all direct and indirect expenses incurred as a result of the threat or threats.
  - c. Infractions of alcohol and controlled substances regulations shall be subject to the following conditions:
    - i. Discipline for the initial infraction shall include a \$75 fine, ten hours of campus community service, disciplinary probation, and possible substance abuse assessment at the student's expense.
    - ii. If, at any time during their enrollment, students commit a second offense under the alcohol and controlled substances policy, they shall be fined \$150, assigned 20 hours of campus community service, and placed on disciplinary probation.
    - iii. If at any time during their enrollment students commit a third alcohol or controlled substances offense, they shall be suspended for one semester.

The three foregoing sanctions are minimum sanctions. The reference to them does not preclude the College from imposing more severe sanctions at any level, including expulsion and/or revocation of scholarships where the facts and circumstances of the infraction warrant such action.

Where an infraction of Board alcohol or controlled substances policies appears also to constitute a criminal offense under Nebraska or federal law, the College may refer the matter to law enforcement authorities. Where the facts suggest a felony offense, such referral shall be mandatory. Referral of a matter to law enforcement authorities shall not require suspension of disciplinary proceedings nor delay imposition of discipline.

- d. Loss of all privileges, including institutional recognition, for a specified period of time may be imposed upon groups or organizations.

#### C. Interim Suspension

In certain circumstances, the Vice President of Student Services or a designee, may impose an institutional or residence suspension prior to the hearing before a judicial officer.

1. Interim suspension may be imposed only for one or more of the following purposes:
  - a. To ensure the safety and well-being of members of the campus community or preservation of institutional property or other property located on premises controlled by the institution;
  - b. To ensure a student's own physical or emotional safety and well-being; or
  - c. To ensure the normal operations of the institution where a student poses a definite threat of disruption of or interference with the normal operations of the institution.
2. During the interim suspension, students shall be denied access to residence facilities or to the campus (including classes) or all other institutional activities or privileges, for which the student might otherwise be eligible, as the Vice President of Student Services may determine to be appropriate.

#### D. Record of Sanction

Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Where restitution is required of a student, the institution reserves the right to disclose all material portions of the confidential file as may be necessary to obtain a judgment in a court of competent jurisdiction.

#### E. Appeals

1. A decision reached or a sanction imposed by the judicial officer may be appealed by the accused student or complainant to an appellate board of the institution within seven (7) calendar days, exclusive of holidays, after notice of the decision is sent. Such appeals shall be in writing and shall be delivered to the judicial officer.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the allegations and evidence presented, and in conformity with prescribed procedures;
  - b. To determine whether the facts in the case were sufficient to establish that violations of the Student Code occurred; or
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
3. An appeal may request consideration of new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing where such evidence or facts were not known to the person appealing at the time of the original hearing. The burden is on the party making the appeal to establish such fact or knowledge was not known at the time of the original hearing.
4. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial officer for reopening of the hearing to allow reconsideration of the original determination and/or sanctions.
5. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the appellate board may not result in more severe sanctions for the accused student.
6. A party aggrieved by a decision of the appellate board may petition the Board of Governors for review. Such a review shall be discretionary with the Board. If the Board grants the petition for review, it may limit the scope of its review as it deems appropriate.

## VI. Student Rights and Freedoms

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

### A. Freedom of Access

1. Within the limits of its resources, NECC will admit all applicants who are qualified in accordance with published admission requirements.

2. All facilities and services of NECC will be available to registered students insofar as practical according to NECC policy.

#### B. Freedom in the Classroom

1. Students will have the freedom to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the class.
2. Students have the right, through a course syllabus or outline, to be informed of the academic standards expected of them in each course. Academic standards include, but are not limited to, class attendance requirements, objectives to be achieved, and the grading criteria which are applied to a particular course.
3. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards or course requirements. Students have the right to be protected through established procedure against prejudiced or capricious academic evaluation.
4. Students have the right to expect that faculty will post and maintain office hours, as required by NECC policy. Students may also expect that faculty will be available during scheduled office hours to help with academic concerns.
5. Students have the right to expect the institution to provide reasonable academic assistance both in and out of the classroom.
6. Students have the right to be free from explicit or implied sexual or racial harassment.
7. Students will have the opportunity, through established institutional mechanisms, to assess the value of a course theme, to make suggestions as to its direction, and to evaluate both the instructor and the instruction they have received.

#### C. Freedom on Campus

1. Students have the right to discuss and to express by orderly means any view in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the college community.
2. Students are free to determine their personal behavior without institutional interference, according to the following guidelines.
  - a. Dress and grooming are modes of personal expression which are left to the individual except when they violate the Student Code or for reasonable requirements of health and safety. Standards of dress and grooming will be set for ceremonial occasions, such as graduation, the nature of which requires particular dress.
  - b. Student's lockers or Residence Hall rooms will not be searched unless (i) the student to whom the locker or room belongs, or to whom the possessions in question belong, consents to the search, or (ii) a law enforcement officer conducts a search pursuant to a judicially obtained search warrant, or (iii) the search is conducted pursuant to an administrative entry/search permit signed by the Vice President of Student Services. In those instances where there is probable cause to believe that a life-threatening situation exists, no warrant will be necessary.

#### D. Freedom from Improper Disclosure of Student Records

The privacy and confidentiality of all student educational records will be preserved and access guaranteed in accordance with the Family Educational Rights and Privacy Act of 1974 (as amended, 1976) and pursuant regulations. NECC will not permit access to, or the release of, student educational records or personally identifiable information contained therein, other than information found in the campus directory and similar information. All information pertaining to an individual student may be inspected by school officials pursuing legitimate educational interests.

#### E. Freedom in Student Life

1. Students are free to organize and join campus clubs or student organizations for educational, political, social, religious, or cultural purposes without restraint by either NECC administration or the student government. The procedure for obtaining such recognition is available in the office of Student Activities.
2. Students will have primary responsibility for activities sponsored by the student body. Among the activities are cultural programs, student political affairs and student publications. The intellectual vitality and academic freedom of the student body will be encouraged in such activities by broad representation of student taste and opinion.
3. Students have the right of assembly to select speakers and guests and to discuss issues of their choice. An invitation to a speaker will not imply endorsement of the speaker's view by either the student group or NECC. Students will enjoy the same right as other citizens to hear different points of view and draw their own conclusions.

4. Any enrolled student will be eligible to seek office in the Student Senate in conjunction with the guidelines found in the Student Senate Constitution. The Student Senate may expend resources in its role as a representative body. However, the Student Senate cannot allocate resources, expend funds, or make regulations in violation of State of Nebraska fiscal rules, or in a manner which violates any existing local, state, or federal law.

# Student Grievances

The College complies with federal, state, and local laws which relate to student rights and due process.

The College provides students with a process, in accordance with the Student Grievance Procedures, for resolutions of grievances that pertain to alleged discrimination, harassment, or misinterpretation of or noncompliance with College policy.

## Section A. Definition

**Complaint:** a complaint is something that is the cause or subject of protest or an allegation against a party. A student(s) having a complaint about a college staff member, a college policy or procedure, or an action or position taken by the college may discuss their concerns with a faculty advisor, instructor, counselor from Student Services, or any college staff member. The staff member will attempt to resolve any complaints between the particular college department or staff member and the complainant. All complaints should be resolved at the lowest organizational level and will likely be between the student(s) and the college staff member immediately involved in the matter. The student(s) should continue to pursue any unresolved issues by following the college chain of command through the Vice President level. Should this process fail to give the student(s) satisfactory resolution, the student(s) should continue to pursue the issue in accordance with the formal student grievance procedures identified herein. Student Services counselors are available for assistance in filing a formal grievance.

**Grievance:** a grievance is a cause of distress felt to afford reason for a formal complaint or resistance. This grievance may be based upon an event(s) or condition(s) which affects the welfare of the student. This includes the interpretation, meaning, or application of any college policies, procedures or an action or position taken by the college.

## Section B. Formal Student Grievance Procedures

**Step One** - Within fifteen (15) college working days of the event or culmination of events giving rise to the grievance to the student(s), the student(s) [the grievant(s)] will file written notice, in any format, of the nature of the grievance by delivering such notice to the accused college staff member (the accused), and by delivering copies of such notice to the immediate supervisor of the accused, appropriate administrators, and the Human Resources Office. In the event that the grievance concerns a college policy or procedure, the college staff member responsible for enforcement of the policy or procedure shall become the accused for purposes of this grievance procedure. After the written complaint has been filed, the accused, the immediate supervisor and the appropriate divisional administrators shall review and discuss the grievance. Within five (5) college working days from the date of filing the written notice, the grievant(s) and the accused shall meet at a mutually agreed upon time and place to discuss the grievance. If a meeting time and place cannot be agreed upon, the Human Resource Office shall intervene and assist in setting a time and place. The grievant(s) shall have the option of requesting the attendance of the immediate supervisor and/or divisional administrators at this meeting. Hopefully this meeting will bring resolution to the grievance.

**Step Two** - If the grievance cannot be resolved in Step One and the grievant(s) wishes to pursue the grievance, the grievant(s) must file a "Formal Student Grievance Report" to the Executive Branch of the Student Senate within five (5) college working days of the informal meeting identified in Step One. A hearing(s) shall be scheduled and held by the Student Senate with the parties involved. After the hearing and within five (5) college working days, the Student Senate shall render the decision to either support or not support the grievant(s) in the continued pursuit of the grievance. The grievant(s) has the option to proceed with the grievance regardless of the decision of the Student Senate.

**Step Three** - If the grievance is not resolved in Step Two and the grievant(s) wishes to pursue the grievance, the grievant(s) must submit the "Formal Student Grievance Report" to the Vice President of Student Services or the President within five (5) college working days of the decision rendered by the Student Senate as identified in Step Two. The Vice President of Student Services shall schedule a formal grievance

ance hearing within ten (10) college working days of the date the “Formal Student Grievance Report” is received by the Vice President of Student Services. A “Grievance Committee” shall hear the grievance. The Grievance Committee shall consist of two representatives from each college employee group and three Student Senate members who shall be selected by the president of each group. The grievant(s) may have the right to pre-empt one of the people selected from each group prior to the hearing. Any pre-empted committee member will be replaced by a new member selected by the president of the same employee group. The committee chairperson shall be elected by the members of the committee. The committee shall issue a judgement in favor of or against the grievance and shall file a “Formal Grievance Disposition” with the Human Resource Office. The Human Resource Office shall provide the “Formal Grievance Disposition” to the grievant(s) and shall receive a written acknowledged receipt from the grievant(s). The Human Resource Office will provide copies of the disposition to the accused, the Student Senate President and the Vice President of Student Services.

**Step Four** - If the grievance is not resolved in Step Three and the grievant(s) wishes to pursue the grievance, the grievant(s) must submit the “Formal Student Grievance Report” and the “Formal Grievance Disposition” to the college President for consideration. These reports shall be filed within five (5) college working days of the grievant(s) written acknowledged receipt of the “Formal Grievance Disposition” rendered in Step Three. The President shall review the grievance and shall issue a written decision to support or not support the grievance. This written decision shall be filed with the Human Resource Office within five (5) college working days of the submission of the grievance with the President’s Office. The Human Resource Office will provide copies of the President’s written decision to the grievant(s), the accused, the Student Senate President and the Vice President of Student Services.

**Step Five** - If the grievance is not resolved in Step Four and the grievant(s) wishes to pursue the grievance, the grievant(s) must request in writing to the college President a hearing with the college Board of Governors. This request for a Board hearing shall be within five (5) college working days of the grievant(s) written acknowledged receipt of the President’s decision. In conjunction with the Chairperson of the Board of Governors, the President shall arrange a hearing within ten (10) college working days after receipt of the request for a Board hearing. The hearing will consist of the entire Northeast Board of Governors or by a Board committee so designated by the Board Chairperson. The Board shall arrange a time and place by mutual agreement of the grievant(s) and the accused to take evidence and hear the grievance, and shall issue its decision within ten (10) college working days to the grievant(s), the accused, the Chairperson of the Board of Governors, the President, and the Human Resource Office.

### **Section C. Powers of the Board of Governors**

1. If carried through Step 5, following the hearing, a report by the Board’s investigating committee will be given to the Board of Governors in executive session, which may be attended by the College President, at the next regularly scheduled Board meeting. Should Board action be required, such action will be taken during the public meeting.
2. Decisions rendered by the Board are final within the College.

### **Section D. Time Limits**

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

### **Section E. Separate Grievance File**

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

**Section F. Documentation**

1. Step 1 - Time, date, who attended, and a copy of the signed agreement if resolved at this level is to be filed with the parties involved and the Human Resource Office.
2. Step 2 - Minutes of the meeting for the Student Senate's reference only. A copy of the decision for the grievant's use only. Notice of the meeting to the Human Resource Office. If resolved, the accused and the Human Resource Office will receive written notice of the resolution.
3. Step 3 - The Formal Grievance Disposition will be completed and signed by the chairperson of the Grievance Committee.
4. Step 4 - The President will submit a written decision to the Human Resource Office.
5. Step 5 - Transcript available if the cost is paid by the party requesting the transcript. Transcript available to parties involved as specified in Step 1 only. Copy of the written decision is a separate grievance file established in Section E.
6. Tape recording of the proceedings in Steps 1, 2, 3 and 4 will not be permitted.

**Section G. Other**

Under steps Four and Five, the presiding College administrator, or the College Board, as the case may be, shall have authority to reverse, modify or sustain the action or decision of the accused which constitutes the basis for the grievance, or to take whatever other action that is appropriate and within the scope of the administrative and disciplinary policies of the College permissible to such administrator, or Board, presiding.

None of the meetings and hearings under these procedures shall be conducted in public and shall include only the grievant(s), the accused, committee members, and individuals called to give testimony except either party may have legal counsel present during the Board hearing.

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

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

Whenever possible, grievance hearings shall be scheduled after 5:00 p.m.  
*(Stated policy pending Board approval)*

# NOTES

# NOTES



# Northeast



community college

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