

# **N** **NORTHEAST TEXAS** **COMMUNITY COLLEGE**

**focused**



## **Student Handbook**

### **Disclaimer:**

#### **THE STUDENT'S RESPONSIBILITY TO KNOW**

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

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# About Northeast

## Our Mission

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

## Our Vision

To be the “College of Choice” for Northeast Texas

## Our Core Values

- **Integrity** - We believe we are an institution of public trust, and as such must act with complete integrity in all matters.
- **Engagement** - We believe the best education involves a broad and diverse set of experiences, in and out of the classroom.
- **Student Effort** - We believe an education must be earned through dedication, engagement, and self-sacrifice.
- **High Expectations** - We believe in excellence and accountability for all involved in education.
- **Community** - We believe that the college exists to serve the community and both share responsibility for each other’s success.

## Goal 1: Student Success

Objective 1.1: Improve student progress and completion

Objective 1.2: Provide relevant engaging instruction

Objective 1.3: Create a culture of care

Objective 1.4: Provide a safe and supportive environment

Objective 1.5: Maintain a renovated campus

## Goal 2: Sustainable Growth

Objective 2.1: Improve process for student access & enrollment

Objective 2.2: Expand dual credit

Objective 2.3: Increase number of “high demand” programs

Objective 2.4: Expand online programs

Objective 2.5: Develop innovative cost saving measures

Objective 2.6: Promote creative & innovative marketing

## Goal 3: Integrated Approach to Learning and College Operations

Objective 3.1: Expand *Work4College* Program

Objective 3.2: Expand *Summer Success* Program

Objective 3.3: Expand *Workamper* Program

Objective 3.4: Increase the number of unique student learning/working experiences

## Goal 4: Workplace of Choice

Objective 4.1: Improve communication

Objective 4.2: Expand initiatives to attract new employees

Objective 4.3: Increase competitive compensation packages

Objective 4.4: Enhance professional development opportunities

Objective 4.5: Promote health and wellness

## Goal 5: Community Enhancement

Objective 5.1: Enhance economic and workforce development

Objective 5.2: Expand partnerships and internships

Objective 5.3: Increase community outreach programs

Objective 5.4: Improve diversity and inclusion efforts

Objective 5.5: Provide cultural opportunities

## General Information

### The College

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

### Accreditation

Northeast Texas Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Northeast Texas Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404)679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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

### Campus Contact Information

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

<i>Telephone Numbers</i>	Switchboard		903-434-8100
	Residence Hall		903-434-8168
	Security		903-434-8127 903-563-1417
	Off-Campus Locations	Hanson-Sewell Center in Pittsburg, TX	903-434-8393

<i>Campus Emails</i>	<a href="#">Faculty &amp; Staff Directory</a>
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### Emergency Procedures

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

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



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

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



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

- Purchase food through your meal plan
- Check out books from the library
- Attend athletic events
- Receive [student discounts](#) from participating merchants
- Dorm and building access
- Copy/print services

Northeast Texas Community College and Herring Bank have teamed up to offer you a convenient, optional checking account with Debit Card capabilities. Students can use this card as their direct deposit designation account to receive financial aid disbursements quicker than other refund choices. This card also offers free access to Herring Bank ATMs and over 55,000 Allpoint ATMS nationwide (effective July 2016). You will be able to make no-fee purchases at merchant locations that accept MasterCard signature or pin-based transactions. It's the easy way to access cash and make purchases on and off campus.

A Herring Bank College checking account offers you:

- No Monthly Service Charge
- Free Online Banking and Mobile App
- Text or Email Alerts
- Free rewards program with debit card purchases (enrollment required)
- Parents can easily deposit money to your account

All students need to make a refund choice by completing their Direct Deposit Designation. Students can request a Herring Bank Debit card during that process and a card will be mailed to your home address For information on how to obtain your MyEAGLE Passport Card, call the Business Office, (Monday - Thursday, 8am – 6pm or Friday, 8 am - Noon).

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

## **Inclement Weather Policy**

NTCC's decision to close or not will usually be made by 6 a.m. for day classes and by 3 p.m. for evening classes. If the campuses are closed or classes cancelled, the official notice will be sent out via the campus Eagle Alert system (text, email, phone) and a message will be posted on the [NTCC homepage](http://www.ntcc.edu) (www.ntcc.edu). Messages will also be posted to the official [NTCC Facebook page](https://www.facebook.com/NTCCeagles) (www.facebook.com/NTCCeagles), and on [Instagram](https://www.instagram.com/ntcceagles) (@ntcceagles).

If no message is posted to these sources, it means we will conduct business as usual.

Information about closures or delays will also be sent to local and regional media outlets. However, we encourage you to consult the official college sources listed above.

Ultimately, we urge both students and employees to put their own safety first when it comes to dangerous weather. Since many people commute to our campus from some distance, weather conditions may vary. If the campus remains open and you do not feel safe driving, please contact your instructor or supervisor to make individual arrangements.

## **Lost and Found**

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

## **Reserving/Scheduling College Facilities**

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

## **Graduate Guarantee**

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

## **Guarantee Policy**

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

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

## Statements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Academic & Administrative Policies**

### **Recommended Academic Load**

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

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

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

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

### **Grading System**

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

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

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

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

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

### **Incomplete**

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

### **Withdrawal**

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

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

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

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

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

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

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

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

### **Non-Credit Status**

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

## Grades

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

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

## Transcripts

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

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

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

## Honor Roll

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

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

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

## Graduation

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

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

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

The following steps should be followed when applying for graduation:

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

### **Graduation With Honors**

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

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

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

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

### **Repeating Courses**

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

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



### **Course Cancellation Policy**

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

### **Satisfactory Academic Progress Policy**

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

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

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

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

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

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

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

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

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

### **Developmental Education Grading Policy**

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

### **Textbook Refund Policy**

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

- When a student purchases the wrong book.

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

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

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

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

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

## **Information Technology Acceptable Use Policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### ***Additional Stipulations***

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

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

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

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

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

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

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

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

Users agree to honor laws protecting intellectual property against copyright infringement. Examples of copyrighted materials existing in electronic format include, but are not limited to, software, database files, articles, and graphics files. The text of United States Code 17 governing copyright may be found at <http://www4.law.cornell.edu/uscode/17/>.

### ***Sanctions***

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

### ***Reporting Violations***

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

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

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

## **Admissions**

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

### **Methods of Admissions**

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

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

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

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

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

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

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

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

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

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

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

- A deposit of \$500 (U.S. currency). The deposit will be returned to the student at the completion of his/her last semester at Northeast.
- An official score report on the Test of English as a Foreign Language (TOEFL) with a minimum score of 79 on the Internet-based version, 213 on the Computer-based version, or 550 on the paper version. The applicant must be adequately proficient in English to pursue his/her course of study.
- A certified English translation of grades and credits for the final four years of secondary school showing date of completion.
- Official transcripts from all previous colleges, universities, or intensive English language schools. All foreign transcripts must be certified English translations. If the student expects to receive any credit for foreign coursework, the transcripts must also be evaluated by an international transcript evaluation service, such as International Academic Credential Evaluators, Inc. ([www.iacei.net](http://www.iacei.net)) or World Education Services ([www.wes.org](http://www.wes.org)).
- Certified proof of financial support showing that the applicant has sufficient resources for support for the entire period of study at Northeast Texas Community College. Students should expect to pay at least \$12,000 per academic year for tuition, fees, books, room and board, and living expenses for two regular semesters.
- A physician's statement showing proof of immunization against diphtheria and tetanus within the last 10 years and a negative result on a tuberculosis test within the past year.
- Proof of medical insurance, which must be current for the duration of a student's attendance.

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

## **Admissions Procedures**

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

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

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

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

1. All transcripts must include the following: date of graduation/completion, signature of school official, and school seal. Transcripts must be submitted to Northeast by one of the following methods to be considered valid and official:
  - a) Mailed to the Admissions Office directly from the sending institution in original, sealed envelope;
  - b) Mailed to the Admissions Office from student in original, sealed envelope from the high school;
  - c) Hand-delivered to the Admissions Office in original, sealed envelope from the high school; or,

- d) Sent electronically to the Admissions Office directly from the high school, or through an approved electronic records exchange format (i.e. TREx, SPEEDE, Parchment, Credential Solutions, and National Student Clearinghouse).
2. For non-traditional, online, or private high schools with listed accreditation, Northeast will cross-reference the accrediting agency with the list of approved agencies found on the Department of Education (DOE) or Texas Education Agency's (TEA) websites listed below:
  - a) DOE - <http://www2.ed.gov/students/prep/college/diplomamills/accreditation.html>
  - b) TEA - <http://tea.texas.gov/accredstatus/>
3. If a high school is found to be non-accredited or listed on an official list of known "diploma mills," the student will be considered for the "individual approval" option, including all restrictions and requirements.

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

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

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

### **Texas Success Initiative**

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

### ***College Readiness***

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

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

### ***Assessment***

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

### ***Advisement***

Northeast Texas Community College encourages all students, regardless of TSI college readiness status, to seek individual academic advising prior to each registration. Advisors help students understand



academic requirements. Additional information about advisement is available from the College Connection Center located in the Administration Building, phone (903) 434-8100. Students who are entering Northeast for the first time are required to receive academic advisement. The following students are also required to receive academic advisement:

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

### ***Placement***

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

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

### **TSI Exemption and Exceptions**

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

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

4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
6. A student who is enrolled in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
7. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

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

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

### ***Distance Learning***

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

For classes that require proctored tests, students have three options. Students can test on the main campus at the Northeast Testing Center. If they reside outside of the Northeast Texas Community College area, students can test at an approved college testing center or public library with an exam proctoring service. With instructor approval, students can use one of Northeast's online testing proctoring services. All proctoring costs are the responsibility of the student.

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

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

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

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

1. A high school student is eligible to enroll in dual credit courses in the eleventh and/or twelfth grade if the student:
  - a. demonstrates college readiness by achieving the minimum passing scores for the Texas Success Initiative Assessment;
  - b. demonstrates that he or she is exempt under the provisions of the Texas Success Initiative through SAT, ACT, PLAN, or PSAT qualifying scores
2. An eleventh grade high school student is also eligible to enroll in dual credit courses under the following conditions:
  - a. the student achieves a combined score of 1070 on the SAT (107 on the PSAT/NMSQT) with a minimum of 500 on the critical reading and/or mathematics test (50 on the PSAT/NMSQT) relevant to the courses to be attempted. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in twelfth grade; or
  - b. the student achieves a composite score of 23 on the PLAN/ACT with a 19 or higher in mathematics and English. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in twelfth grade.
3. Students enrolled in TSI-waived Level 1 certificate courses are not required to meet the minimum testing requirement, but must be approved for such courses by the high school and the institution.
4. Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (3) of this subsection
5. To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).

**\*\*TSI information is subject to change.\*\***

### ***Transfer Students***

Transfer students are required to meet all TSI requirements by:

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

### ***Casual Student***

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

- A “casual student” will be permitted to enroll in restricted classes only if he/she has passed the appropriate section(s) of the THEA or an approved alternative test.
- Casual students may enroll in a maximum of two (2) courses per semester.

### ***Residency Information***

Although Northeast Texas Community College is an “open door” institution, state laws are very specific concerning residency requirements. Students are responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question as to

the right to classification as a resident of Texas or the Northeast taxing district, it is the student's obligation, prior to, or at the time of enrollment, to raise the question with the appropriate administrative officials of the College.

### **Determination of Resident Status**

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

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

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

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

### **Reclassification of Residence Status**

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

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

### **Transfer Credit**

Credit for courses in which a grade of "D" or better has been earned may be transferred to Northeast Texas Community College from colleges and universities accredited through the eight recognized

regional accrediting associations. Transfer credits from any unaccredited institution are evaluated on a case by case basis.

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

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

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

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

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

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

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

### **Transfer Dispute Resolution**

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

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

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

- A student may lose credit hours or have to take additional lower-level credit hours when changing majors.
- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level coursework. Courses taken may not apply or transfer to the institution selected.
- A student may have taken more than 66 lower-level credit hours.

- A student may have received unsatisfactory grades in lower-level courses.
- A student may have taken vocational, technical, developmental, or remedial courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly-enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may have taken more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old.

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

### **Academic Fresh Start**

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

### **Course Numbering System**

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

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

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

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

### **Classification of Students**

Students attending the College are classified as follows:

- Freshman: Successfully completed fewer than 30 credit hours.
- Sophomore: Successfully completed 30 but less than 60 credit hours.
- Unclassified: Successfully completed 60 or more credit hours.
- Less than Half-Time: A student carrying fewer than 6 hours in a regular semester or fewer than 6 hours combining both summer sessions.
- Half-Time: A student carrying 6 to 11 semester hours in a regular semester or 3 semester hours in each summer session.
- Full-Time: A student carrying a minimum of 12 credit hours in a regular semester or 6 credit hours in each summer session.

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

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

## **Credit by Examination/Experience**

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Attendance**

### **Religious Holy Days**

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20.

An institution of higher education, including a college district, shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

Policies and procedures for absences due to religious holy days shall be consistent with (or no more arduous than) the institution's policies and procedures relating to other excused absences.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution or his or her

designee. The student and the instructor shall abide by the decision of the chief executive officer or his or her designee.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

*Education Code 51.911; 19 TAC 4.4, 9.24*

### **Military Service**

This section applies only if a student enrolled in an institution of higher education, including a college district, fails to attend classes or engage in other required activities because the student is called to active military service that is of a reasonably brief duration, as determined by rule adopted by the Coordinating Board, and the student chooses not to withdraw as authorized by Education Code 54.006(f). [See EGA(LEGAL)] *Education Code 51.9111(b)*

“Active military service” includes active service in the Armed Forces of the United States or in the National Guard or the Texas State Guard. *Education Code 51.9111(a)(2); 19 TAC 4.3(1)*

Upon notice from a student, an institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. *Education Code 51.9111(c); 19 TAC 4.8(a)–(b)*

### **Policies and Procedures**

Each institution shall adopt a policy that includes:

1. The retention of a student’s coursework completed during the portion of the course prior to the student being called to active military service;
2. The course syllabus or other instructional plan, so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course;
3. A definition of a reasonable time after the absence for the completion of assignments and examinations;
4. Procedures for failure of a student to satisfactorily complete the assignment or examination within a reasonable time after the absence; and
5. A dispute resolution process regarding the policy.

Institutions are directed to develop and publish policies and procedures to ensure that students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of coursework following an excused absence under this section.

*19 TAC 4.8(c), (e)*

The maximum period for which a student may be excused under this section shall be no more than 25 percent of the total number of class meetings or the contact hour equivalent, not including the final examination period, for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service. *Education Code 51.9111(d); 19 TAC 4.8(d)*

### **Notification to SEVIS**

A public institution of higher education, including a college district, that is certified by the U.S. Secretary of Homeland Security to enroll a foreign student admitted into the United States under a nonimmigrant F or M visa shall promptly notify the federal Student and Exchange Visitor Information System (SEVIS) or a successor program if:

1. A student enrolled under an F or M visa withdraws from the institution or withdraws from all courses in which the student is enrolled; or
2. The institution dismisses a student enrolled under an F or M visa for nonattendance or takes any other official administrative action in regard to the student as a result of the student's nonattendance.

*Education Code 51.9091*

## **Registration**

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

### **MyEagle**

MyEagle is an online information and registration service provided for students at Northeast. Current students may access MyEagle at <https://myeagle.ntcc.edu>. The naming format for your login is first name initial + last name + last 3 digits of your Social Security Number (SSN). The password is set to your date of birth (DOB) in an 8-digit format, mmddyyyy. For example, if Bart Simpson (SSN 123-45-6789, DOB January 3, 1989) was a student at Northeast, his log-in credentials would be bsimpson789 and his password would be 01031989.

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

- Register/add/drop courses prior to the start of a semester (if eligible)
- View/print the student's class schedule
- View/print a current grade report
- Determine course availability

- View/print a copy of the student's Unofficial Transcript
- View/print a copy of the student's Verification of Enrollment from the National Student Clearinghouse
- View/print the student's Financial Aid History
- Access the degree audit feature to determine courses needed to complete the student's degree plan
- View/print account billing and history
- Pay account balance online
- Verify the student's demographic data. Address or name changes must be made in the Admissions and Records Office.

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

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

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

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

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

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

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

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

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

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

### **Student Records**

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

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

The Registrar is custodian of all records for currently enrolled students and for all official academic records. The registrar is custodian of academic status records. The Admissions Coordinator is custodian of all admissions applications, high school transcripts, residency status, and other related admission documentation. The Vice President of Student and Outreach Services is custodian of all other records. The addresses for the custodians of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g.

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

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

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

### ***Request Procedures***

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

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

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

### ***Directory Information***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



### ***Education records***

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

Education records do not include

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

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

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

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

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

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

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

A student may request that all or any part of the directory information be withheld from the public by making written request to the Admissions Office during the first 12 days of class of a fall or spring semester or during the first 4 days of a summer session. If no request is filed, information will be released upon inquiry.

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

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

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

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

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

### **Social Security Number Information**

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

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

# Tuition & Fees

## Paying for Classes

### *Online Payments*

**One time/full payments:** An electronic system for all students to view their bills and make one-time payments online with a credit/debit card or checking/savings account (ACH).

**Payment plan:** Make college more affordable by paying for tuition and fees over time by setting up a payment plan. There is a \$35 fee per semester to set up a payment plan.

Students should log in to the myEagle portal (myeagle.ntcc.edu) and click on the Student tab at the top, then click on Payments and Pay Plans, to access these payment methods.

### *Want to pay in Person*

Students that want to pay in person may do so in the Student Services Building. This is where you may pay your tuition and fees, pay for testing, and inquire or resolve any questions pertaining to your financial obligations at Northeast Texas Community College.

### **Returned Checks**

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

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

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

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

## **General Fees**

### [General Fees](#)

## **Test Proctoring Policy**

For classes that require proctored tests, students have three options. Students can test on the main campus at the Northeast Testing Center. If they reside outside of the Northeast Texas Community College area,

students can test at an approved college testing center or public library with an exam proctoring service. With instructor approval, students can use one of Northeast's online testing proctoring services. *All proctoring costs are the responsibility of the student.*

## **Tuition and Fee Schedules**

*Tuition and Fee Schedules*

## **Dual Credit Tuition Schedules**

*Dual Credit Tuition Schedules*

## **Special Course Fees**

*Special Course Fees*

## **Refund of Tuition and Fees**

Students who officially drop or withdraw from Northeast Texas Community College shall have their tuition and mandatory fees refunded according to the Texas Higher Education Coordinating Board's [refund policy](#). Refunds are based on the date that the drop or withdrawal form is received in the Registrar's Office. For courses dropped prior to the first class day, a 100 percent refund is to be made. NOTE: Class day means the day the semester is designated to begin and each consecutive school day thereafter. The [timetable](#) applies to all refunds, including early registered students. Refunds are deposited to the student's My Eagle Passport account. If the student does not have a My Eagle Passport, a refund check will be mailed to the address on file in the Admissions Office. Please note: Residential Life will apply refunds for housing fees accordingly; however, meal plan fees and deposit will be forfeited in the case of a withdrawal. See [Refund of Tuition and Fees](#).

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

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

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

## **Equal Educational Opportunity**

### **Generally**

No governmental entity, including a college district, shall deny to any person within its jurisdiction the equal protection of the laws. *U.S. Const. Amend. XIV*

An officer or employee of a political subdivision, including a college district, who is acting or purporting to act in an official capacity may not, because of the student's race, religion, color, sex, or national origin, refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the political subdivision; refuse to grant a benefit to the person; or impose an unreasonable burden on the person. *Civ. Prac. and Rem. Code 106.001(a)*

## **Religious Freedom**

A governmental entity, including a college district, shall make no law prohibiting the free exercise of religion. *U.S. Const. Amends. I, XIV*

A government agency, including a college district, may not substantially burden a student's free exercise of religion, unless the government agency demonstrates that the application of the burden to the person is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest. *Civ. Prac. and Rem. Code 110.003*

Notwithstanding any other law, a governmental entity, including a college district, may not take any adverse action against any person, as defined by Government Code 2400.001(4), based wholly or partly on the person's membership in, affiliation with, or contribution, donation, or other support provided to a religious organization.

"Adverse action" means any action taken by a governmental entity to:

- Withhold, reduce, exclude, terminate, or otherwise deny any grant, contract, subcontract, cooperative agreement, loan, scholarship, license, registration, accreditation, employment, or other similar status from or to a person;
- Withhold, reduce, exclude, terminate, or otherwise deny any benefit provided under a benefit program from or to a person;
- Alter in any way the tax treatment of, cause any tax, penalty, or payment assessment against, or deny, delay, or revoke a tax exemption of a person;
- Disallow a tax deduction for any charitable contribution made to or by a person;
- Deny admission to, equal treatment in, or eligibility for a degree from an educational program or institution to a person; or
- Withhold, reduce, exclude, terminate, or otherwise deny access to a property, educational institution, speech forum, or charitable fundraising campaign from or to a person.

*Gov't Code 2400.001(1), .002 [See GA]*

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

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. *20 U.S.C. 1681; 34 C.F.R. 106.31*

Educational programs and activities include:

- Housing. *34 C.F.R. 106.32*
- Comparable facilities. *34 C.F.R. 106.33*
- Access to course offerings. *34 C.F.R. 106.34*
- Counseling. *34 C.F.R. 106.36*
- Financial assistance. *34 C.F.R. 106.37*
- Employment assistance to students. *34 C.F.R. 106.38*
- Health and insurance benefits and services. *34 C.F.R. 106.39*
- Athletics. *34 C.F.R. 106.41*

### ***Pregnancy and Marital Status***

A recipient shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. *34 C.F.R. 106.40(a)*

### ***Sexual Harassment***

Sexual harassment of students is discrimination on the basis of sex under Title IX. *Franklin v. Gwinnett County Schools, 503 U.S. 60 (1992)* [See also FFDA]

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling, however, even when the comments target differences in gender. *Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)*

An official of an educational entity who has authority to address alleged harassment by employees on the entity's behalf shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998)*

An educational entity must reasonably respond to known student-on-student harassment where the harasser is under the entity's disciplinary authority. *Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)*

### ***Clery Act-Campus Sexual Assault Programs***

An institution's Clery Act annual security report [see GCC] must include a statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking and of procedures that the institution will follow when one of these crimes is reported. The statement must include:

1. A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as described below at Programs To Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking;
2. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
  - a. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
  - b. How and to whom the alleged offense should be reported;
  - c. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
    - 1) Notify proper law enforcement authorities, including on-campus and local police;
    - 2) Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
    - 3) Decline to notify such authorities; and
  - d. Where applicable, the rights of victims and the institution's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution;
3. Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:

- a. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in the Violence Against Women Act of 1994, 42 U.S.C. 13925(a)(20); and
- b. Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures;
4. A statement that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community;
5. A statement that the institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
6. An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as described below at Procedures for Institutional Disciplinary Action; and
7. A statement that, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options, as described in items 1 through 6 of this list.

*20 U.S.C. 1092(f)(8); 34 C.F.R. 668.46(b)(11)*

An institution must include in its annual security report a statement of policy that addresses the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement must include:

1. A description of the institution's primary prevention and awareness programs for all incoming students and new employees, which must include:
  - a. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 C.F.R. 668.46(a) [see Definitions];
  - b. The definition of "dating violence," "domestic violence," "sexual assault," and "stalking" in the applicable jurisdiction [see Penal Code 22.011, 22.021, 42.072; Family Code 71.0021, 71.004];
  - c. The definition of "consent," in reference to sexual activity, in the applicable jurisdiction;
  - d. A description of safe and positive options for bystander intervention;
  - e. Information on risk reduction; and
  - f. The information described in 34 C.F.R. 668.46(b)(11) and 34 C.F.R. 668.46(k)(2); and
2. A description of the institution's ongoing prevention and awareness campaigns for students and employees, including information described at item 1.

An institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information required to be included in the statement.

*34 C.F.R. 668.46(j)*

#### ***Awareness Programs***

“Awareness programs” means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. *34 C.F.R. 668.46(j)(2)(i)*

#### ***Bystander Intervention***

“Bystander intervention” means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. *34 C.F.R. 668.46(j)(2)(ii)*

#### ***Ongoing Prevention and Awareness Campaigns***

“Ongoing prevention and awareness campaigns” means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in item 1, above. *34 C.F.R. 668.46(j)(2)(iii)*

#### ***Primary Prevention Programs***

“Primary prevention programs” means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. *34 C.F.R. 668.46(j)(2)(iv)*

#### ***Risk Reduction***

“Risk reduction” means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. *34 C.F.R. 668.46(j)(2)(v)*

#### ***Procedures for Institutional Disciplinary Action***

An institution must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as defined in 34 C.F.R. 668.46(a), and that:

1. Describes each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking;
2. Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking;



3. Lists all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking; and
4. Describes the range of protective measures that the institution may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking;
5. Provides that the proceedings will:
  - a. Include a prompt, fair, and impartial process from the initial investigation to the final result;
  - b. Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
  - c. Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
  - d. Not limit the choice of adviser or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties; and
  - e. Require simultaneous notification, in writing, to both the accuser and the accused, of:
    - 1) The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
    - 2) The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
    - 3) Any change to the result; and
    - 4) When such results become final.

34 C.F.R. 668.46(k)

Compliance with 34 C.F.R. 668.46(k) does not constitute a violation of Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. 34 C.F.R. 668.46(l)

***Prompt, Fair and Impartial Proceeding***

“Prompt, fair, and impartial proceeding” includes a proceeding that is:

1. Completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
2. Conducted in a manner that:
  - Is consistent with the institution's policies and transparent to the accuser and accused;
  - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
  - Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
3. Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

34 C.F.R. 668.46(k)(3)(i)

**Adviser**

“Adviser” means any individual who provides the accuser or accused support, guidance, or advice. 34 C.F.R. 668.46(k)(3)(ii)

**Proceeding**

“Proceeding” means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. 34 C.F.R. 668.46(k)(3)(iii)

**Result**

“Result” means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding FERPA, the result must also include the rationale for the result and the sanctions. 34 C.F.R. 668.46(k)(3)(iv)

**Dating Violence**

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

34 C.F.R. 668.46(a)

**Domestic Violence**

“Domestic violence” is a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

34 C.F.R. 668.46(a)

***Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking***

“Programs to prevent dating violence, domestic violence, sexual assault, and stalking” means comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in 34 C.F.R. 668.46(j)(2).

34 C.F.R. 668.46(a)

***Sexual Assault***

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program and included in Appendix A of 34 C.F.R. Part 668, Subpart D. 34 C.F.R. 668.46(a)

***Stalking***

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

34 C.F.R. 668.46(a)

***Discrimination on the Basis of Race, Color, or National Origin***

No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program to which 34 C.F.R. Part 100 applies.

A recipient under any program to which Part 100 applies may not, directly or through contractual or other arrangements, on the ground of race, color, or national origin:

- 1) Deny an individual any service, financial aid, or other benefit provided under the program;
- 2) Provide any service, financial aid, or other benefit to an individual that is different, or is provided in a different manner, from that provided to others under the program;
- 3) Subject an individual to segregation or separate treatment in any matter related to his receipt of any service, financial aid, or other benefit under the program;
- 4) Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program;
- 5) Treat an individual differently from others in determining whether he satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition that individuals must meet in order to be provided any service, financial aid, or other benefit provided under the program;
- 6) Deny an individual an opportunity to participate in the program through the provision of services or otherwise or afford him an opportunity to do so that is different from that afforded others under the program (including the opportunity to participate in the program as an employee but only to the extent set forth in 34 C.F.R. 100.3(c)); or
- 7) Deny a person the opportunity to participate as a member of a planning or advisory body that is an integral part of the program.

A recipient, in determining the types of services, financial aid, or other benefits, or facilities that will be provided under any such program, or the class of individuals to whom, or the situations in which, such services, financial aid, other benefits, or facilities will be provided under any such program, or the class of individuals to be afforded an opportunity to participate in any such program, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration that have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respect individuals of a particular race, color, or national origin.

*42 U.S.C. 2000d; 34 C.F.R. 100.3(a)–(b)*

### **Discrimination on the Basis of Age**

No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance. *42 U.S.C. 6102; 34 C.F.R. 110.10*

A recipient is permitted to take an action otherwise prohibited by 34 C.F.R. 110.10 if the action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity. An action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity, if:

- 1) Age is used as a measure or approximation of one or more other characteristics;
- 2) The other characteristic or characteristics must be measured or approximated in order for the normal operation of the program or activity to continue, or to achieve any statutory objective of the program or activity;
- 3) The other characteristic or characteristics can be reasonably measured or approximated by the use of age; and
- 4) The other characteristic or characteristics are impractical to measure directly on an individual basis.

*34 C.F.R. 110.12*

A recipient is permitted to take an action otherwise prohibited by 34 C.F.R. 110.10 that is based on a factor other than age, even though that action may have a disproportionate effect on persons of different ages. An action may be based on a factor other than age only if the factor bears a direct and substantial relationship to the normal operation of the program or activity or to the achievement of a statutory objective. *34 C.F.R. 110.13*

If a recipient operating a program or activity provides special benefits to the elderly or to children, the use of age distinctions is presumed to be necessary to the normal operation of the program or activity, notwithstanding the provisions of 34 C.F.R. 110.12. *34 C.F.R. 110.16*

Even in the absence of a finding of discrimination, a recipient may take affirmative action to overcome the effects of conditions that resulted in limited participation in the recipient's program or activity on the basis of age. *34 C.F.R. 110.15*

A recipient shall notify its beneficiaries, in a continuing manner, of information regarding the provisions of the Act and the associated regulations. *34 C.F.R. 110.25(b)*

### **Discrimination on the Basis of Disability**

#### ***ADA***

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, including a college district, or be subjected to discrimination by any such entity. A public entity shall not exclude or otherwise deny equal services, programs, or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association. *42 U.S.C. 12132; 28 C.F.R. 35.130*

#### ***Section 504***

Under Section 504 of the Rehabilitation Act, no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. *29 U.S.C. 794(a)*

#### ***Disability***

“Disability” means, with respect to an individual:

- 1) A physical or mental impairment that substantially limits one or more major life activities of an individual;
- 2) A record of having such an impairment; or
- 3) Being regarded as having such an impairment.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

The term “disability” does not include:

- 1) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders;
- 2) Compulsive gambling, kleptomania, or pyromania; or
- 3) Psychoactive substance use disorders resulting from current illegal use of drugs.

*42 U.S.C. 12102(1), (4)(C)–(D); 28 C.F.R. 35.108(a), (d), (g)*

An individual meets the requirement of being “regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action prohibited under the ADA because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. *42 U.S.C. 12102(3)(A); 28 C.F.R. 35.108(f)*

Item 3 in the definition of “Disability,” above, (“regarded as having such an impairment”) shall not apply to impairments that are transitory or minor. A transitory impairment is an impairment with an actual or expected duration of six months or less. *42 U.S.C. 12102(3)(B); 28 C.F.R. 35.108(d)(1)(ix), (f)(2)*

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy or supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; learned behavioral or adaptive neurological modifications; or psychotherapy, behavioral therapy, or physical therapy.

The ameliorative effects of mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

“Ordinary eyeglasses and contact lenses” are lenses that are intended to fully correct visual acuity or to eliminate refractive error.

“Low-vision devices” means devices that magnify, enhance, or otherwise augment a visual image.

*42 U.S.C. 12102(4)(E); 28 C.F.R. 35.108(d)(1)(viii), (4)*

### ***Major Life Activities***

“Major life activities” include, but are not limited to:

- 1) Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and
- 2) The operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

In determining whether an impairment substantially limits a major life activity, the term “major” shall not be interpreted strictly to create a demanding standard. Whether an activity is a major life activity is not determined by reference to whether it is of central importance to daily life.

*42 U.S.C. 12102(2); 28 C.F.R. 35.108(c)–(d)*

### ***Physical or Mental Impairment***

“Physical or mental impairment” means:

- 1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or
- 2) Any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability.

Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

Physical or mental impairment does not include homosexuality or bisexuality.

*28 C.F.R. 35.108(b)*

### ***Qualified Individual with a Disability***

The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the college district. *42 U.S.C. 12131(2); 28 C.F.R. 35.104*

“Individual with a disability” means a person who has a disability. The term individual with a disability does not include an individual who is currently engaging in the illegal use of drugs, when the public entity acts on the basis of such use. *28 C.F.R. 35.104*

### ***Student with a Disability***

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

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics, hearing aids,

mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being “regarded as” having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less.

*29 U.S.C. 705(20)(B); 42 U.S.C. 12102(1), (3)–(4)*

### ***Reasonable Modification***

A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

A public entity is not required to provide a reasonable modification to an individual who meets the definition of “disability” solely under the “regarded as” prong of the definition of “disability” at 28 C.F.R. 35.108(a)(1)(iii).

*28 C.F.R. 35.130(b)(7)*

### ***Communications***

A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public, and companions with disabilities are as effective as communications with others. A public entity shall furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity of a public entity. In determining what types of auxiliary aids or services are necessary, a public entity shall give primary consideration to the requests of the individual with disabilities. In order to be effective, auxiliary aids and services must be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability. *28 C.F.R. 35.160*

### ***Auxiliary Aids and Services***

“Auxiliary aids and services” include:

- 1) Qualified interpreters on-site or through video remote interpreting (VRI) services; notetakers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective



- telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;
- 2) Qualified readers; taped texts; audio recordings; Braille materials and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods for making visually delivered materials available to individuals who are blind or have low vision;
  - 3) Acquisition or modification of equipment or devices; and
  - 4) Other similar services and actions.

*28 C.F.R. 35.104*

Title 28 C.F.R. Chapter I, Part 35, Subpart E does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. The decision that compliance would result in such alteration or burdens must be made by the head of the public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity and must be accompanied by a written statement of the reasons for reaching that conclusion. *28 C.F.R. 35.164*

### ***Direct Threat***

The ADA does not require a public entity to permit an individual to participate in or benefit from the services, programs, or activities of the public entity when that individual poses a direct threat to the health or safety of others.

“Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services as provided below.

*28 C.F.R. 35.104*

In determining whether an individual poses a direct threat to the health or safety of others, a public entity must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

- 1) The nature, duration, and severity of the risk;
- 2) The probability that the potential injury will actually occur; and
- 3) Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

*28 C.F.R. 35.139*

### ***Services Inventory***

The Coordinating Board shall maintain an inventory of all postsecondary educational programs and services provided for persons with intellectual and developmental disabilities by institutions of higher education. The Coordinating Board shall:

- 1) Post the inventory on the Coordinating Board's Internet website in an easily identifiable and accessible location;
- 2) Submit the inventory to TEA for inclusion in the transition and employment guide under Education Code 29.0112; and
- 3) Update the inventory at least once every two years.

At times prescribed by the Coordinating Board, each institution of higher education, including each college district, shall report to the Coordinating Board all programs and services described above provided by that institution.

*Education Code 61.0663*

### **Retaliation**

No recipient of federal financial assistance or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title VI, Title IX, or Section 504 or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under 34 C.F.R. Parts 100, 104, or 106. *34 C.F.R. 100.7(e) (Title VI), 104.61 (Section 504), 106.71 (Title IX)*

### **Handgun License as Proof of Identification**

A person may not deny the holder of a concealed handgun license issued under Government Code Chapter 411, Subchapter H access to goods, services, or facilities, except as provided by Transportation Code 521.460 (regarding motor vehicle rentals) or in regard to the operation of a motor vehicle, because the holder has or presents a concealed handgun license rather than a driver's license or other acceptable form of personal identification.

This section does not affect the requirement under Government Code 411.205 that a person present a driver's license or identification certificate in addition to a concealed handgun license.

*Business and Commerce Code 506.001*

### **Service Animals**

#### ***Federal Law***

#### ***ADA Service Animal Service Dogs***

Under the Americans with Disabilities Act (ADA), "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to

individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

*28 C.F.R. 35.104*

### ***Policies, Practices, or Procedures***

A public entity, including a college district, shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. [See FA(LEGAL)] *28 C.F.R. 35.130(b)(7), .136(a)*

### ***Access***

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities, where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. *28 C.F.R. 35.136(g)*

A public entity may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

*28 C.F.R. 35.136(b)*

The ADA does not require a public entity to permit an individual to participate in or benefit from the services, programs, or activities of that public entity when that individual poses a direct threat to the health or safety of others. [See FA(LEGAL)] *28 C.F.R. 35.139*

If a public entity properly excludes a service animal, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. *28 C.F.R. 35.136(c)*

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). *28 C.F.R. 35.136(d)*

A public entity shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. A public entity may ask if the animal is required because of a disability and what work or task the animal has been trained to perform.

A public entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Generally, a public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

*28 C.F.R. 35.136(f)*

A public entity is not responsible for the care or supervision of a service animal. *28 C.F.R. 35.136(e)*

A public entity shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

### ***Fair Housing Act Assistance Animal***

The Fair Housing Act (FHA) prohibits discrimination against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such dwelling, because of a handicap of that person; person residing in or intending to reside in that dwelling after it is so sold, rented, or made available; or any person associated with that person.

Discrimination includes a refusal to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling.

*42 U.S.C. 3604; 24 C.F.R. 100.204*

The FHA requires housing providers to modify or make exceptions to policies governing animals when it may be necessary to permit persons with disabilities to utilize animals. There are two types of assistance animals:

1. Service animals; and
2. Other trained or untrained animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities (referred to as "support animals").

Persons with disabilities may request a reasonable accommodation for service animals and other types of assistance animals, including support animals, under the FHA.

Because the U.S. Department of Housing and Urban Development (HUD) interprets the FHA to require access for individuals who use service animals, housing providers should initially follow the analysis that the U.S. Department of Justice (DOJ) has determined is used for assessing whether an animal is a service animal under the ADA. The DOJ's ADA regulations generally require state and local governments and public accommodations to permit the use of service animals by an individual with a disability. For support animals and other assistance animals that may be necessary in housing, although the ADA does not provide for access, housing providers must comply with the FHA, which does provide for access.

U.S. Dep't of Housing and Urban Development, [FHEO Notice FHEO-2020-01 \(PDF\)](#)<sup>i</sup> (Jan. 29, 2020)

### ***Miniature Horses***

A public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. *28 C.F.R. 35.136(i)(1)*

In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, a public entity shall consider:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

*28 C.F.R. 35.136(i)(2)*

Provisions at 28 C.F.R. 35.136(c) through (h) shall also apply to miniature horses. *28 C.F.R. 35.136(i)(3)*

### ***State Law***

#### ***Public Facilities***

"Assistance animal" or "service animal" means a canine that is specially trained or equipped to help a person with a disability and that is used by a person with a disability. *Human Resources Code 121.002(1)*

"Person with a disability" means a person who has a mental or physical disability; an intellectual or developmental disability; a hearing impairment; deafness; a speech impairment; a visual impairment; post-traumatic stress disorder; or any health impairment that requires special ambulatory devices or services. *Human Resources Code 121.002(4)*

"Public facility" includes a street, highway, sidewalk, walkway, common carrier, airplane, motor vehicle, railroad train, motor bus, streetcar, boat, or any other public conveyance or mode of transportation; a hotel, motel, or other place of lodging; a public building maintained by any unit or subdivision of government; a retail business, commercial establishment, or office building to which the general public is invited; a college dormitory or other educational facility; a restaurant or other place where food is offered for sale to the public; and any other place of public accommodation, amusement, convenience, or resort to which the general public or any classification of persons from the general public is regularly, normally, or customarily invited. *Human Resources Code 121.002(5)*

No person with a disability may be denied admittance to any public facility in the state because of the person's disability or may be denied the use of an assistance animal.

Regulations relating to the use of public facilities by any designated class of persons from the general public may not prohibit the use of particular public facilities by persons with disabilities who, except for their use of assistance animals, would fall within the designated class.

A service animal in training shall not be denied admittance to any public facility when accompanied by an approved trainer.

*Human Resources Code 121.003(c), (e), (i)*

### ***Harassment and Harm Prohibited***

A person may not assault, harass, interfere with, kill, or injure in any way, or attempt to assault, harass, interfere with, kill, or injure in any way, an assistance animal. *Human Resources Code 121.003(j)*

### ***Transportation***

No common carrier, airplane, railroad train, motor bus, streetcar, boat, or other public conveyance or mode of transportation operating within the state may refuse to accept as a passenger a person with a disability because of the person's disability, nor may a person with a disability be required to pay an additional fare because of his or her use of a service animal. *Human Resources Code 121.003(b)*

### ***Housing***

A person with a total or partial disability who has or obtains a service animal is entitled to full and equal access to all housing accommodations provided for in this section and may not be required to pay extra compensation or make a deposit for the animal but is liable for damages done to the premises by the animal except for reasonable wear and tear. *Human Resources Code 121.003(h)*

### ***Inquiries***

A person is not entitled to make demands or inquiries relating to the qualifications or certifications of a service animal for purposes of admittance to a public facility except to determine the basic type of assistance provided by the service animal to a person with a disability. *Human Resources Code 121.003(k)*

If a person's disability is not readily apparent, for purposes of admittance to a public facility with a service animal, a staff member or manager of the facility may inquire about:

1. Whether the service animal is required because the person has a disability; and
2. What type of work or task the service animal is trained to perform.

*Human Resources Code 121.003(l)*

### ***Responsibilities of Person with Disabilities***

A person with a disability who uses an assistance animal for assistance in travel is liable for any damages done to the premises or facilities by the animal.

A person with a disability who uses an assistance animal for assistance in travel or auditory awareness shall keep the animal properly harnessed or leashed, and a person who is injured by the animal because of the failure of a person with a disability to properly harness or leash the animal is entitled to maintain a cause of action for damages in a court of competent jurisdiction under the same law applicable to other causes brought for the redress of injuries caused by animals.

#### *Human Resources Code 121.005*

##### ***Penalties***

A person, including a firm, association, or other public or private organization or the agent of the person, who violates a provision of Human Resources Code 121.003 commits an offense. An offense under this section is a misdemeanor punishable by:

1. A fine of not more than \$300; and
2. Thirty hours of community service to be performed for a governmental entity or nonprofit organization that primarily serves persons with visual impairments or other disabilities, or for another entity or organization at the discretion of the court, to be completed in not more than one year.

In addition to the penalty provided above, a person, including a firm, association, or other public or private organization or the agent of the person, who violates a provision of Human Resources Code 121.003 is deemed to have deprived a person with a disability of his or her civil liberties. Subject to Human Resources Code 121.0041, if applicable, the person with a disability deprived of his or her civil liberties may maintain an action for damages in a court of competent jurisdiction, and there is a conclusive presumption of damages in the amount of at least \$300 to the person with a disability.

#### *Human Resources Code 121.004*

##### ***Food Service Establishments and Retail Food Stores***

In this section, “service animal” means a canine that is specially trained or equipped to help a person with a disability. An animal that provides only comfort or emotional support to a person is not a service animal under this section. The tasks that a service animal may perform in order to help a person with a disability must be directly related to the person's disability and may include:

1. Guiding a person who has a visual impairment;
2. Alerting a person who has a hearing impairment or who is deaf;
3. Pulling a wheelchair;
4. Alerting and protecting a person who has a seizure disorder;
5. Reminding a person who has a mental illness to take prescribed medication; and
6. Calming a person who has post-traumatic stress disorder.

#### *Health and Safety Code 437.023(c)*

A food service establishment, retail food store, or other entity regulated under Health and Safety Code Chapter 437 may not deny a service animal admittance into an area of the establishment or store or of the

physical space occupied by the entity that is open to customers and is not used to prepare food if the service animal is accompanied and controlled by a person with a disability; or the service animal is in training and is accompanied and controlled by an approved trainer. *Health and Safety Code 437.023(a)*

If a service animal is accompanied by a person whose disability is not readily apparent, for purposes of admittance to a food service establishment, retail food store, or physical space occupied by another entity regulated under this chapter, a staff member of the establishment, store, or entity may only inquire about whether the service animal is required because the person has a disability and what type of work the service animal is trained to perform. *Health and Safety Code 437.023(b)*

## Financial Aid

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

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

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

### Minimum Requirements for Eligibility

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

### Application Procedures

Students needing financial assistance must complete these steps each year:

1. Complete the Free Application for Federal Student Aid (FAFSA) on-line at <http://www.fafsa.gov>. Computers for student use are available in Student Services or the Bill and Sally Ratliff Computer Lab, located in the Learning Commons.
2. If the FAFSA is marked for verification by the Department of Education, the student and/or parents will be required to furnish supporting documentation to the Financial Aid Office.
3. Submit a Northeast financial aid application.



4. Transfer Students will be required to furnish academic college transcript(s) from all other schools attended regardless of course completion, transferability, program of study, etc.
5. Turn in all required materials to the Financial Aid Office by priority date in order to have financial assistance available during registration.

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

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

Fall Semester - June 1

Spring Semester - October 1

Summer - April 1

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Funding for Summer School**

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

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

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

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

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

### **Satisfactory Academic Progress Policy**

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

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

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

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

### **Minimum Grade Point Average (GPA)**

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

### **Pace and Timeframe Requirement**

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

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

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

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

### **To Reinstate Financial Aid**

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

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

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

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

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

### **Types of Aid Available**

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

### **Scholarships**

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

### **Grants**

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

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

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

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

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

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

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

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

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

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

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

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

### ***Student Employment***

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

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

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

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

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

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

### ***Loans***

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

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

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

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

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

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

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

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

### ***Other Resources***

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

### ***Hazlewood Act***

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

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

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

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

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

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

## Instructional Program Information

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

### Core Curriculum Philosophy

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

### General Education Competencies

The general education competencies Northeast's core curriculum include the following core objectives proposed by the Undergraduate Education Advisory Committee (UEAC) on Core Curriculum and approved by the Texas Higher Education Coordinating Board in 2011.

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

The above core objectives will be integrated and assessed throughout the following foundational component areas of Northeast's core curriculum:

- **Communication** - Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. (6 hours)
- **Mathematics** - Courses in this category focus on quantitative literacy in logic, patterns, and relationships involving the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience. (3 hours)
- **Life and Physical Sciences** - Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences. (6 hours)
- **Language, Philosophy and Culture** - Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures. (3 hours)
- **Creative Arts** - Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art. (3 hours)
- **American History** - Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role. (6 hours)
- **Government/Political Science** - Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations. (6 hours)
- **Social and Behavioral Sciences** - Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture. (3 hours)

- **Component Area Option** - Institutionally designated courses. (6 hours)

## Core Curriculum Required Courses

### Core Curriculum Required Courses

## Degree Requirements

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

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

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

### *Associate Of Arts Degree Requirements*

1. Core Curriculum.
2. Eighteen hours of academic transfer electives primarily in a major field of study. (see [Programs of Study](#) section for specific program requirements)  
**TOTAL:** 60 semester credit hours
  - Complete a minimum of fifteen total semester hours at Northeast Texas Community College.
  - Attain a minimum cumulative grade point average (GPA) of 2.0 for all courses counted for graduation.
  - Discharge all financial obligations to the College prior to graduation.

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

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

(Students may not receive the full six hours of credit for HIST 1301 and HIST 1302 by testing. Three hours of United States history must be taken in class to meet the state requirements for graduation).

### *Associate Of Science Degree Requirements*

1. Core Curriculum.
2. Eighteen hours of academic transfer electives primarily in a major field of study. (see [Programs of Study](#) section for specific program requirements)  
**TOTAL:** 60 semester credit hours
  - Complete a minimum of fifteen total semester hours at Northeast Texas Community College.
  - Attain a minimum cumulative grade point average (GPA) of 2.0 for all courses counted for graduation.
  - Discharge all financial obligations to the College prior to graduation.

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

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

(Students may not receive the full six hours of credit for HIST 1301 and HIST 1302 by testing. Three hours of United States history must be taken in class to meet the state requirement for graduation).

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

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

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

1. Core Curriculum
  2. Three hours in literature or psychology
  3. Six hours of education field experience courses including EDUC 1301 and EDUC 2301
  4. All required courses as specified in the degree plan
- TOTAL:** 60 semester credit hours
- Complete a minimum of fifteen total semester hours at Northeast Texas Community College.
  - Attain a minimum cumulative grade point average (GPA) of 2.0 for all courses counted for graduation.
  - Discharge all financial obligations to the College prior to graduation.

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

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

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

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

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

### ***Associate Of Applied Science Degree Requirements***

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

1. Three hours in English or three hours in speech.
2. Six hours in mathematics, science or computer technology.
3. Three hours in language, philosophy and culture or creative arts from the following: SPAN 2311 or philosophy or literature or world civilization or HUMA 1301 or HUMA 1302 or ARTS 1301 or ARTS 1303 or ARTS 1304 or MUSI 1306 or DRAM 1310 or DRAM 2361

4. Three hours in the social or behavioral sciences from the following: COMM 1307 , history, government, psychology, sociology, economics, geography or anthropology.
5. All required courses as specified in the degree plan.

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

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

Discharge all financial obligations to the College prior to graduation.

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

### *Certificates Of Competency*

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

### **Northeast Honors Program**

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

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

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

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

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

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

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

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

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

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

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

### ***Designated Courses***

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

### ***Progression in Program***

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

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

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

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

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

Books, periodicals, audiovisual materials, and online databases are selected primarily to support the curriculum and serve the needs of Northeast students and faculty. The book collection consists of over 15,000 print titles, and over 55,000 eBooks are available through a database subscription. Over 120 periodicals and newspapers are available in print, and thousands more are accessible online through database subscriptions. DVDs and videocassettes are available for checkout, and the library subscribes to Films on Demand, an online, state-of-the-art, streaming video database which provides access to over 23,000 titles geared towards academics.

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

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

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

Continuing Education and Corporate Training at Northeast Texas Community College is committed to providing opportunities to all who are motivated to learn and enrich their lives. Non-credit courses, seminars, workshops, and conferences are offered on current topics in a wide variety of areas, such as banking, management and business related courses, computers, food safety, as well as food protection management certification. Students can explore the latest developments in their occupational fields, meet continuing education requirements for job re-certification, and train for new and emerging careers or enrolling in the night Police Academy. In addition, human interest and leisure learning programs in the arts, recreation, gardening, and family, money management, dancing, and personal development courses help people of all ages improve their quality of life. Finally, corporate training classes can be customized for business, industry, and area organizations to meet the ever-changing needs and requirements. These classes can be offered on campus, on-site, at the Naples Center in Naples, or at the Hanson-Sewell Center in Pittsburg, as well as other sites provided by the community. Programs for youth ages 6 and up are available throughout the year, and during the summer, Kids Camp is held annually. In cooperation with local workforce development boards, the Continuing Education program targets specific demand occupations for intensive training and retraining. Tuition and fees may be defrayed through the Workforce Investment Act (WIA) with approval of the local boards for students who qualify. Other grant aid is limited but may be available to qualified students who apply at least six weeks in advance of a workforce-



related training program. Students may enroll in a credit course for no credit through Continuing Education on a space available basis with instructor permission. Tuition and fees will be assessed at the same rate as a credit course. For more information, please call 903-434- 8134.

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

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

### **Distance Education**

Northeast Texas Community College offers courses that students can take over the Internet. Most academic departments on the Northeast campus offer courses online, and the Virtual College of Texas offers an extensive range of courses in which students can enroll through Northeast. Texas A&M University - Texarkana offers several ITV classes on the Northeast campus through a partnership agreement with the college. The mission of Distance Education at Northeast Texas Community College is to provide enhanced educational opportunities for students through advanced technology. Distance Education classes enable students to access courses that have already filled in the traditional classroom, and to pursue educational goals while balancing work and family.

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

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

- The college requires the use of Blackboard LMS to teach all distance education courses in order to ensure the security of student course material, communication, student work submission, and grades. Instructors are required to use Blackboard to post course material, send announcements, facilitate collaboration among students, collect student work, deliver tests and quizzes, and post grades.
- Secure college user names and passwords are generated through the admissions application process. These credentials generate a single sign-on service allowing students access to Blackboard, email, grades, transcripts, and all other student services through the secure MyEagle student portal using their NTCC generated user name and password. Although the college assumes the initial responsibility for issuing and maintaining a secure user name and password to all students, students are instructed to change their passwords once they have signed into the portal for the first time. Their self-created password is encrypted and stored in the institution's active directory. Other than the user, no one on campus, including the information technology (IT) department, has access to the new password. Students can securely manage all aspects of their password through the MyEagle portal.
- Students are assigned an official college email address at the time of admission, and the college email system is required for all official communication with students.

- Faculty are required to keep student user names, work, scores, and grades confidential. Students in distance education courses do not have access to other students' work or grades. Students are instructed not to share login and password information with others.
- College personnel are required to follow the college and FERPA guidelines for sharing student educational record information with other faculty, staff, parents, or others outside of the college.

### **Test Proctoring Policy**

For classes that require proctored tests, students have three options. Students can test on the main campus at the Northeast Testing Center. If they reside outside of the Northeast Texas Community College area, students can test at an approved college testing center or public library with an exam proctoring service. With instructor approval, students can use one of Northeast's online testing proctoring services. *All proctoring costs are the responsibility of the student.*

### **The Digital Higher Education Consortium of Texas (DigiTex)**

Northeast Texas Community College is a consortium member of the Digital Higher Education Consortium of Texas (DigiTex). The mission of DigiTex is to provide all Texans access via instructional technologies to quality instruction and support wherever they may live, regardless of geographic, distance, or time constraints. DigiTex is a consortium of accredited, public Texas community and technical colleges. It includes 50 community college districts who are members of the Texas Association of Community Colleges. Through DigiTex, students may access college courses offered at institutions across the state. However, students enroll in DigiTex classes through their local community college. They receive advisement, testing, and other student services on their local campus as well. Students interested in learning more about DigiTex may contact Northeast's Office of Distance Education at 903-434-8257.

### **Cooperative Education Program**

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

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

### **Developmental Education**

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

### **Service Learning**

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

## Student Services

### **Special Support Services**

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

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

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

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

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

### **MyEagle Orientation**

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

### **Testing Services**

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

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

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

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

### **Student Development**

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

### **Diversity**

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

### **Student Government Association**

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

### **Student Organizations**

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Vice President for Student and Outreach Services.

Registered student organizations shall abide by College District policies and procedures and applicable law. Registered status shall not imply that the College District endorses a student organization's opinions and activities.

An eligible group of students shall be entitled to register as a student organization. Approval for registration of an organization on any one campus or center shall be effective College District-wide.

A group shall be eligible for registration if:

- Its membership consists of seven or more students.
- It does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion.
- It has an adviser who is a member of the faculty or the staff.
- It is not under a disciplinary penalty prohibiting registration.
- It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.
- Its membership is limited only to students, staff, and faculty of the College District.

Regardless of the above criteria, the College District shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

If the Vice President for Student and Outreach Services does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the College President.

The College President may take one of the following actions:

- Affirm the Vice President for Student and Outreach Services's decision.
- Reverse the Vice President for Student and Outreach Services's decision.
- Appoint a committee to conduct a hearing and report its findings to the applicant and the College President, who shall then take final action.

The College President's decision may be appealed to the Board.

### ***Rights and Duties***

Each registered student organization shall adopt a written charter, constitution, or other governing document. A copy shall be filed with the College District.

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. [See FLA] The organization shall not advertise, promote, or represent that an event or activity is associated with the College District unless prior approval is obtained in accordance with applicable procedures. [See FK]

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures. [See FLA] The organization may not represent that visual or auditory materials are sponsored by the College District unless prior approval is obtained in accordance with applicable procedures. [See FKA]

In accordance with state law, officers of a registered student organization shall attend a risk management program provided by the College District.

### ***Required Submissions***

Each registered student organization shall submit the following:

- At the beginning of each semester, a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College District on behalf of the organization. The list shall be kept current and accurate by the organization.
- At the beginning of each semester, an affidavit stating that the organization or group does not, and will not, accept any member who is not a student or a member of the faculty or staff of the College District.
- A financial statement form supplied by the business office to be filed on the first workday of July and January.

### ***Loss of Registration***

Upon written notice, a student organization's registered status may be revoked by the Vice President for Student and Outreach Services if it:

- No longer meets the eligibility requirements; or
- Violates College District policies and procedures or local, state, or federal law.

A student organization whose registered status has been revoked may appeal to the College President, who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the Board.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. The prohibition shall be for a period of not less than four months following the date of the notice and may be permanent. The revocation shall be effective College District-wide.

### ***Disciplinary Violations***

In addition to the revocation of registered status, violations of College District policies and procedures or local, state, or federal law shall subject the student organization and its individual members to disciplinary action in accordance with policies FM and FMA.

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

- Ag Club
- Aikido Club
- Amigos Unidos
- Baptist Student Ministeries
- Biology Club
- Brother-to-Brother (SAAB - Student African-American Brotherhood)
- Cosmetology Club
- Delta Psi Omega (Theatre Fraternity)
- Dental Hygiene Club

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

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

### **Intramural Sports**

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

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

#### **Fall Programs:**

Doubles Pool Tournament  
 6 on 6 Co-ed Volleyball  
 4 on 4 Basketball  
 Tennis (singles/doubles)  
 Ping Pong Tournament

#### **Spring Programs:**

Doubles Pool Tournament  
 Ping Pong Tournament  
 Dodgeball Tournament  
 4 on 4 Basketball  
 6 on 6 Co-ed Volleyball  
 7 on 7 Flag Football

\* Other sports may be added during the year

### **Athletic Program**

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

### **Student Life**

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

### **Student Publications**

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

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

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

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

### **Eagle Mail Email Service**

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

### **College Store**

The College Store, located in the Student Union Building, is a self-supporting auxiliary service, owned and operated by Northeast Texas Community College. The College Store provides textbooks, gift cards, graduation announcements, nursing pins and supplies, school supplies, backpacks, Northeast insignia



clothing and gifts, snacks, special occasion balloons, fax service, laminating, mail and freight services and much more. Students may purchase stamps, ship letters or packages using the U.S. postal service, UPS, DHL or Federal Express. All packages shipped to dorm students are received in the College Store. Students may purchase books from the College Store's online store at [www.ntccbookstore.com](http://www.ntccbookstore.com). Books ordered online will be shipped to the student's home or held in the College Store for pickup. The College Store accepts Visa, MasterCard and Discover.

### **Student Union Building**

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

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

### **Food Service**

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

### **Parking**

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

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

For further information contact the Security Department.

### **Public Safety & Campus Police**

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

## **Student Housing**

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

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

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

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

### ***Housing Disciplinary Issues***

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

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

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

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

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

## Student Policies

### Electronic Devices in the Classroom

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

### Immunization Requirements

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

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

### Communicable Diseases

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

infection” shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

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

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

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

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

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

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

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

#### **Health Services**

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

#### **Health Insurance**

NTCC does not provide student health insurance coverage. Special sickness and accident insurance policies are available from private insurance vendors and are particularly valuable to students whose coverage under family policies is void or terminated. The student will be responsible for paying the premiums on such policies. Interested students may obtain information by inquiring at the Student Support Customer Service Center.

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

### ***Sex and Sexual Violence***

#### ***Statement of Nondiscrimination***

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

#### ***Discrimination***

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

#### ***Sexual Harassment***

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

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

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

#### ***Sexual Violence***

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

#### ***Dating Violence***

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

#### ***Domestic Violence***

"Domestic violence" means violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim’s family as defined by state law;
- Any other current or former member of the victim’s household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

### ***Stalking***

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

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

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student’s family members, or members of the student’s household; destroying the student’s property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student’s spouse or partner; or encouraging others to engage in these behaviors.

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

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

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

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

### ***Prohibited Conduct***

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

In this policy, the term "complainant" refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District's educational program or activity.

In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.

A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

### ***Reporting Procedures***

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, the College President, or another employee. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

Alternatively, a student may submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.

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

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.

Absent the student's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

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

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

Amy Adkins, Director of Human Resources, 2886 FM 1735 Chapel Hill Road, Mt. Pleasant, TX 75455, 903-434-8121, [aadkins@ntcc.edu](mailto:aadkins@ntcc.edu).

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX. A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct. When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."



Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.

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

The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.

Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint.

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

Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint.

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

### ***Formal Complaint***

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within ten days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.

If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.

### ***College District Investigation***

The investigation may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney.

The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least ten days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

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

shall constitute good cause for an extension of timelines established by this policy and associated procedures.

The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.

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

The Title IX coordinator shall submit the investigation report and any response from the parties to the Vice President of Student and Outreach Services promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.

The Vice President of Student and Outreach Services or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days, following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the Vice President of Student and Outreach Services or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the Vice President of Student and Outreach Services or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The Vice President of Student and Outreach Services or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

If the Vice President of Student and Outreach Services or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in FM for students or DH and DM series for employees;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;

- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.

If the Vice President of Student and Outreach Services or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

### ***Dismissal of Complaint***

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Upon dismissal of a complaint, the Title IX coordinator or the Vice President of Student and Outreach Services or designee shall provide the parties written notice of the dismissal.

### ***Confidentiality***

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

### ***Retaliation***

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.

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

### ***Failure to Report and False Claims***

An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

### ***Appeal***

If the Vice President of Student and Outreach Services or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

If the Vice President of Student and Outreach Services or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.

If the Vice President of Student and Outreach Services or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the Vice President of Student and Outreach Services or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA, beginning at Appeal to College District Administration.

If the Vice President of Student and Outreach Services or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the Vice President of Student and Outreach Services or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.

If the Vice President of Student and Outreach Services or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the Vice President of Student and Outreach Services or designee shall inform the employee that the employee may appeal the determination within ten days in accordance with DGBA, beginning at Level Three.

All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

### ***Records Retention***

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

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

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

### ***Other Protected Characteristics***

#### ***Statement of Nondiscrimination***

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

#### ***Discrimination***

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

#### ***Prohibited Harassment***

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

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

### ***Retaliation***

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

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

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

### ***Prohibited Conduct***

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

### ***Reporting Procedures***

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

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

### ***Exceptions***

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

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

### ***Responsible Employee***

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

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

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

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

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

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

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

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

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

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

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

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

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

### ***Timely Reporting***

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### ***Appeal***

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

### ***Records Retention***

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

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

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

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

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

### ***Definitions***

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

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

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

### ***Retaliation***

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

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

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

### ***Timely Reporting***

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

### ***Reporting Procedures***

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

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

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

### ***Prohibited Conduct***

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

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

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

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

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy; however, the Vice President for Student and Outreach Services or designee shall take additional time if necessary to complete a thorough investigation.

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

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

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

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

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

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

## ***Appeal***

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

## ***Records Retention***

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

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

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

## ***Student Solicitation***

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

## ***Permitted Solicitation***

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

- The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the Vice President for Student and Outreach Services for the conduct of such activity;
- The sale or offer for sale of any merchandise, food, or nonalcoholic beverages in an area designated in advance by the Vice President for Student and Outreach Services for the conduct of such activity;
- The collection of membership fees or dues by registered student organizations at the organizations' meetings scheduled in accordance with College District policy and procedures on use of facilities; [See FLA]
- The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and scheduled in accordance with College District policy and procedures on the use of facilities; [See FLA]
- The sale of raffle tickets by a registered student organization that can present to the Vice President for Student and Outreach Services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3);
- The collection of donations by a registered student organization;
- The sale of personal items by students; or
- The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the Vice President for Student and Outreach Services

### ***Time Limit***

No student or registered student organization shall solicit under this policy for more than the time limit established by administrative regulations for each fiscal year.

If approved by the Vice President for Student and Outreach Services, solicitation intended to raise funds to respond to a declared disaster or emergency is not subject to the established time limit.

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

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

### ***Conduct During Solicitation***

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

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

### ***Sanctions***

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

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

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

## **Sex Offender Registration**

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

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

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

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

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

*Code of Criminal Procedure 62.153*

## **Interrogations and Searches**

### ***Searches in General***

College District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

College District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to College District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with College District policies and procedures [see FLB], students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

### ***Reasonable Suspicion Searches***

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of College District policy and procedures, a College District official may conduct a search in accordance with law and College District regulations.

### ***Suspicionless Searches***

For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

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

The College District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by College District officials.

### ***College District Property***

College District-provided technology, storage, and similar items are the property of the College District and are provided for student use as a matter of convenience. College District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in College District property. Students shall be fully responsible for the security and contents of College District property assigned to them. Students shall not place or keep in College District-provided technology, storage, or similar item, any article or material prohibited by law or College District policy and procedures. A student shall be held responsible for any prohibited item found in College District property provided to the student.

### ***Residence Hall Rooms***

Searches of student residence hall rooms shall be conducted in accordance with administrative procedures established by the College President or designee. The procedures shall describe the situations for which a search may be conducted and distinguish searches by College District officials from law enforcement searches.

### ***Searches Conducted by Law Enforcement***

Searches and interrogations shall be conducted by College District police consistent with law and police department procedures.

## **Student Expression and Use of College Facilities**

### ***Distribution of Literature***

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any



College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

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

Materials shall not be distributed by students or registered student organizations on College District property if:

- The materials are obscene.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
- The materials constitute nonpermissible solicitation. [See FI]
- The materials infringe upon intellectual property rights of the College District. [See CT]

Distribution of the materials shall be conducted in a manner that:

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

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

The Vice President for Student and Outreach Services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

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

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the Vice President for Student and Outreach Services. No object other than a sign may be posted on College District property.

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the Vice President for Student and Outreach Services. A sign shall not be attached or posted:

- To a shrub or plant;
- To a tree, except by string to its trunk;
- To a permanent sign installed for another purpose;
- To a fence or chain or its supporting structure;
- To a brick, concrete, or masonry structure;
- To a statue, monument, or similar structure;
- On or adjacent to a fire hydrant; or
- In a College District building, except on a bulletin board designated for that purpose.

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the Vice President for Student and Outreach Services, the student, or the registered student organization.

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

### ***Use of Facilities and Grounds***

The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the Vice President for Student and Outreach Services in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

The Vice President for Student and Outreach Services shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

- The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
- The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
- The proposed use includes nonpermissible solicitation [see FI];

- The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- The proposed activity would disrupt or disturb the regular academic program;
- The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
- The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The Vice President for Student and Outreach Services shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:

- The person's conduct is unlawful;
- The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- The use would materially or substantially disrupt or disturb the regular academic program; or
- The use would result in damage to or defacement of property.

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

### ***Identification***

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.

### ***Violations of Policy***

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

### ***Appeals***

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

### ***Involvement in Decision Making***

The Board encourages students to take an active part in the leadership of campus activities, assessment of the administration of the College community's needs and interests, and planning activities. The Student

Government Organization (SGA) will serve as the official representative arm of the student body. This organization will work with the administrative and faculty toward the realization of College goals and objectives. **(FLE Legal and Local)**

The Student Government Organization will also have the responsibility of encouraging student groups, creating new groups as the need arises, channeling requests for information and/or action to the appropriate authority, and advising the College President and the Vice President for Student and Outreach Services on matters of student affairs. The Director of Student Activities and Multicultural Affairs serves as the advisor of Student Government Organization. He/she is responsible for developing procedures for student participation in and the operation of the student government organization.

### **Student Access to Instruction**

Students have the right to have access to their instructor in all instructional modalities (both face-to-face and distance learning settings). Students have the right to be treated with respect and courtesy in the classroom and graded on established criteria.

### **Student Responsibilities**

- **Address:** It is required of each student to keep the Registrar's office informed of your current address and telephone number.
- **Advisement:** Every student seeking to complete degree or program requirements is responsible for maintaining regular contact with an academic advisor.
- **Attendance:** Regular and punctual attendance at all scheduled classes shall be expected of students. Attendance is necessary for successful completion of coursework. In addition to the excused absences required by law or state rule [see FC(LEGAL)], additional excused absences may be permitted at the discretion of the instructor for illness, official activities of the College District, or personal emergencies. The student shall be responsible for initiating the process to complete makeup work. All coursework missed, regardless of reason, shall be completed to the satisfaction of the instructor. An instructor may drop a student for excessive absences in a course in accordance with policies clearly stated in the course syllabus.
- **Catalog Information:** Each student has the responsibility to be informed of all material published in the catalog.
- **Course Requirements:** Students are responsible for all instructions and requirements given by the instructor.
- **Examinations:** All examinations are to be taken at the times scheduled by the instructor. A request to take an examination at any other time must be approved by the instructor.
- **Financial Obligations:** Students are to meet their financial obligations to the College. Failure to do so may result in inability to register in the future, non-release of student's official transcript, inability to graduate, or administrative withdrawal from classes.
- **Federal, State and Local Laws:** Obey all federal, state and local laws and to familiarize themselves with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including suspension, notwithstanding any action taken by civil authorities on exercising his/her rights of citizenship under the Constitution of the United States. Special care will be taken to assure due process and to spell out defined routes of appeal when a student feels his/her rights have been violated. Be fully acquainted and comply with all published policies, rules, and regulations of the College, copies of which will be made available to students for review at the office of the Vice President for Student and Outreach Services.
- **Student Handbook:** Each student has the responsibility to be informed of all materials published in the Student Handbook.

### **Student Intellectual Property**

Each employee and student shall retain exclusive property rights to materials developed on his or her own time without the use of College District equipment, facilities, or personnel support; developed as part of his or her regular responsibilities; or produced prior to employment with the College District.

Materials developed using College District property or while in the performance of duties as an employee shall become the sole property of the College District.

No employee or student shall utilize any property or facility of the College District for any personal or private business activities. College District facilities, equipment, and staff may be utilized for research projects only if prior approval of the College President or designee is obtained. Upon approval of the project, the College District shall enter into an agreement with the staff member regarding legal protection and guidelines for licensing, patenting, and royalty participation.

Intellectual property resulting from research supported by a grant or contract with the federal government, or any agency thereof, or with a nonprofit or for profit nongovernmental entity, shall be governed by the specific terms pertaining to the intellectual property rights included in the grant or contract.

Non-copyrighted materials prepared by a College District employee or student for use in a course conducted by the College District shall remain the property of the College District, and use of such materials for non-College District purposes shall be approved by the College President.

An employee of the College District may not realize a profit from materials sold exclusively to College District students. See NTCC Policy Local DB.

## **Student Conduct**

Each student will be expected to behave in a manner consistent with the College's functions as an educational institution. A "student" shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution.

### **Scholastic Dishonesty**

Scholastic Dishonesty shall include, but not limited to, cheating, plagiarism, and collusion.

"Cheating" shall include, but shall not be limited to:

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

### **Disorderly Conduct**

Disorderly conduct shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

### **Responsibility**

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District’s rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

## **Prohibited Conduct**

### ***Federal, State and Local Law***

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

### ***Prohibited Weapons***

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles or other prohibited weapons, as described in CHF, without prior approval shall be prohibited.

### ***Drugs and Alcohol***

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

### ***Debts***

Owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District shall be prohibited.

### ***Disruptions***

“Disorderly conduct,” as defined above, or disruptive behavior shall be prohibited.

### ***Behavior Targeting Others***

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

### ***Property***

The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and

3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

### ***Directives***

Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.

### ***Tobacco and E-cigarettes***

Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]

### ***Misuse of Technology***

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

### ***Dishonesty***

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

### ***Gambling and Other Conduct***

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.



## **Discipline**

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

## **Student Dress**

NTCC marks the appropriate boundary where the institution can no longer assert that the regulation of student grooming is reasonably related to the fostering or encouragement of education. In the absence of showing that unusual conditions exist, the regulation of the length or style of a college student's hair is irrelevant to any legitimate NTCC administrative interests. Health regulations require an acceptable foot covering be worn in public places. Nursing and cosmetology students should ask their instructors about departmental dress code. (FLBA Legal)

## **Prohibited Organizations and Hazing**

### ***Hazing Offense - Personal***

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, including a college district, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

*Education Code 37.152(a), 51.936(a)*

### ***Hazing Offense – Organization***

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. *Education Code 37.153(a)*

### ***Definitions***

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by item 5, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
5. Involves coercing, as defined by Penal Code 1.07, the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Penal Code 49.01.

Education Code 37.151(6); 51.936(a)

“Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students. Education Code 37.151(5); 51.936(a)

“Student” means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

*Education Code 37.151(4); 51.936(a)*

### ***Dissemination of Hazing Information***

Each postsecondary educational institution shall develop and post in a prominent location on the institution's internet website a report on hazing committed on or off campus by an organization registered with or recognized by the institution. The report:

1. Must include information regarding each disciplinary action taken by the institution against an organization for hazing, and each conviction of hazing under Education Code 37.153 by an organization, during the three years preceding the date on which the report is issued or updated, including:
  - a. The name of the organization disciplined or convicted;

- b. The date on which the incident occurred or the citation was issued, if applicable;
  - c. The date on which the institution's investigation into the incident, if any, was initiated;
  - d. A general description of the incident; the violations of the institution's code of conduct or the criminal charges, as applicable; the findings of the institution or court; and any sanctions imposed by the institution, or any fines imposed by the court, on the organization; and the date on which the institution's disciplinary process was resolved or on which the conviction became final;
2. Must be updated to include information regarding each disciplinary process or conviction not later than the 30th day after the date on which the disciplinary process is resolved or the conviction becomes final, as applicable; and
  3. May not include personally identifiable student information and must comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. 1232g.

*Education Code 51.936(c-2)*

Not later than the 14th day before the first class day of each fall or spring semester, each public institution of higher education shall distribute to each student enrolled at the institution a summary of Education Code Chapter 37, Subchapter F and copy of, or an electronic link to a copy of, the report. *Education Code 51.936(c)*

Each postsecondary educational institution shall provide to each student who attends the institution's student orientation a notice regarding the nature and availability of the report, including the report's internet website address. *Education Code 51.936(c-2)*

If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish a summary of the provisions of Education Code Chapter 37, Subchapter F in each edition of the publication. *Education Code 51.936(d)*

***Information Regarding Gang-Free Zones***

The governing board of each institution of higher education, including each college district, shall ensure that any student handbook or similar publication for the institution includes information on gang-free zones and the consequences of engaging in organized criminal activity within those zones. *Education Code 51.973*

***Publication***

Each public institution of higher education shall distribute to each student during the first three weeks of each semester a summary of Education Code Chapter 37, Subchapter F and a list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years. If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish a summary of the provisions of Education Code Chapter 37, Subchapter F in each edition of the publication. *Education Code 51.936(c)-(d)*

***Information Regarding Gang-Free Zones***

The governing board of each institution of higher education, including each college district, shall ensure that any student handbook or similar publication for the institution includes information on gang-free

zones and the consequences of engaging in organized criminal activity within those zones. *Education Code 51.973*

## **Tobacco Use**

### ***Definitions***

"Cigarette" means a roll for smoking that is made of tobacco or tobacco mixed with another ingredient and wrapped or covered with a material other than tobacco and that is not a cigar. *Health and Safety Code 161.081(1); Tax Code 154.001*

E-cigarette

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:

- A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
- A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

*Health and Safety Code 161.081(1-a)*

"Tobacco product" means:

- A cigar;
- Smoking tobacco, including granulated, plug-cut, crimp-cut, ready-rubbed, and any form of tobacco suitable for smoking in a pipe or as a cigarette;
- Chewing tobacco, including Cavendish, Twist, plug, scrap, and any kind of tobacco suitable for chewing;
- Snuff or other preparations of pulverized tobacco; or
- An article or product that is made of tobacco or a tobacco substitute and that is not a cigarette.

*Health and Safety Code 161.081(5); Tax Code 155.001*

### ***Possession and Use Prohibited***

Unless subject to an exception under law, an individual who is younger than 21 years of age commits an offense if the individual:

- Possesses, purchases, consumes, or accepts a cigarette, e-cigarette, or tobacco product; or
- Falsely represents himself or herself to be 21 years of age or older by displaying proof of age that is false, fraudulent, or not actually proof of the individual's own age in order to obtain possession of, purchase, or receive a cigarette, e-cigarette, or tobacco product.

## *Health and Safety Code 161.252*

The College District prohibits the use of any type of tobacco products, including electronic cigarettes, on College District grounds and in College District buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products, including electronic cigarettes, shall be permitted in designated areas and private vehicles parked on College District property provided any residue is retained within the vehicle. [See also DH and GFA]

### **Alcohol and Drug Use**

#### ***Alcohol***

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, housing facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

#### ***Controlled Substances***

No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any performance-enhancing substance, including steroids.
- Any designer drug.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

#### ***Exceptions***

It shall not be considered a violation of this policy if the student:

- Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
- Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
- Cultivates, possesses, transports, or sells hemp as authorized by law; or

- Possesses, sells, or distributes Dextromethorphan.

### ***Paraphernalia***

The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

### ***Violation***

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

### ***Notice***

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

### ***Notice Regarding Steroids***

Anabolic steroids and growth hormones are for medical use only. State law prohibits possessing, dispensing, delivering, or administering an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice. (*Education Code 51.921*)

### **Weapons**

#### ***Firearms***

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations.

#### ***Open Carry***

The open carry of a handgun on College District property is prohibited with the exception of commissioned peace officers, in accordance with law.

#### ***Concealed Carry***

Individuals licensed to carry a concealed handgun may carry a concealed handgun on College District property except in locations and at activities prohibited by law or this policy.

### ***Safety Requirements and Storage***

A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

A handgun must be concealed on or about the license holder's person at all times unless otherwise secured in a locked, privately-owned or leased motor vehicle. License holders who reside in College District housing may store their handguns in a gun safe that meets the requirements set forth in the residential life handbook.

### ***Exclusionary Zones***

A license holder is responsible for knowing when and where the carrying of a concealed handgun is prohibited by law or this policy. The following areas and activities have been designated as exclusionary zones that prohibit concealed carry:

- Sporting and interscholastic events, in accordance with law;
- Governmental body meetings, in accordance with law;
- Locations during prekindergarten–grade 12 events or activities, in accordance with law;
- Locations used for formal hearings, including, but not limited to: student or employee discipline conferences, grievance meetings, or mediation sessions;
- Laboratories and other similar locations containing extremely dangerous chemicals, compressed gas cylinders, biologic agents, equipment incompatible with metallic objects such as magnetic resonance imaging machines and nuclear magnetic resonance spectrometers, or any such places in which accidental or incidental discharge of the weapon may have catastrophic or dangerous consequences; and
- Testing centers when nationally sanctioned exams such as the ACT, SAT, and TOEFL are administered.

### ***Temporary Exclusionary Zones***

Other areas may be designated as temporary exclusion zones when, in the judgment of the College President, the activities conducted within are such that legal or safety considerations warrant temporary exclusion for the duration of the activity.

A request for an exclusionary zone not expressly addressed in law or by this policy may be submitted to the College President for consideration in accordance with administrative regulations.

### ***Notice***

Appropriate signage shall be posted in accordance with law for designated exclusionary zones.

### ***Other Weapons Prohibited***

The College District prohibits the use, possession, or display of any location-restricted knife, club, knuckles, or prohibited weapon, as defined by law, on College District property or at a College District-

sponsored or -related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or related activity:

- Fireworks of any kind;
- Incendiary devices;
- Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
- Razors;
- Chains; or
- Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

### ***Violations***

Individuals who observe a violation of this policy should report the incident to a campus security officer.

Employees and students found to be in violation of this policy shall be subject to disciplinary action. [See DH, FM, and FMA]

## **Student Complaints & Grievance Procedures**

### **Student Grievance Process**

Searches and interrogations shall be conducted by College District police consistent with law and police department procedures.

### ***Due Process***

The College District supports the concept of due process, a means by which students are assured that specific problems are addressed in a fair and impartial manner. A student grievance shall be initiated by a student and may proceed, if necessary and applicable, through the College District's formal hearing process. [See FMA] Complaints of sexual harassment, discrimination, and retaliation shall be handled in accordance with FFD.

### ***Guiding Principles***

### ***Informal Process***

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.



The chart below details the initial area for assistance referral and subsequent contact areas. It should be noted that sometimes the complainant may not feel comfortable in meeting the person at the first response level.

<b>Issue</b>	<b>First Response</b>	<b>Level I</b>
Academic Concerns	Instructor	Program Director/Division Dean
Academic probation/suspension	Advisor/Retentions Specialist	Dean of Enrollment Management
Advising for specific major	Instructor or Advisor	Division Director
Advising for undeclared majors	Advisor	Dean of Enrollment Management
Admissions Application/Process	Admissions Coordinator	Dean of Enrollment Management
Assessment/Testing Center	Director of Testing	Dean of Enrollment Management
Black Board technical difficulties	Director of Computer Services	VP of Administrative Services
Book Store	Bookstore Manager	VP of Administrative Services
Campus Tours	College Recruiter	Dean of Enrollment Management
Concerns regarding Academic Faculty	Instructor	Division Director
Concerns regarding Workforce Faculty	Instructor	Division/Program Director
Counseling/Advisement	Advisor	Dean of Enrollment Management
Discipline Issues in the classroom	Instructor	Division Director
Discipline Issues outside the classroom	Instructor/Advisor/Staff	VP for Student and Outreach Services
Grade appeals	Instructor	Division Director/Associate VP
Financial Aid	Financial Aid Coordinator	Dean of Enrollment Management
Graduation	Registrar	Dean of Enrollment Management
Housing	Residence Assistant/Hall Director	Housing Director
Library	Library Staff	Director of the Learning Commons
Parking tickets and security	Security Coordinator	Director of Plant Services
Refund requests	Student Accounts	Comptroller
Transcripts	Registrar	Dean of Enrollment Management
Residency	Admissions Coordinator	Dean of Enrollment Management
Student activities	Director of Student Activities	VP for Student and Outreach Services
Student Orientation	Orientation Coordinator	Dean of Enrollment Management
Tutor Support (ASC)	ASC Coordinator	Director of Developmental Education
Veteran benefits	Advisor/VA Coordinator	Dean of Enrollment Management

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint.

### ***Formal Process***

A student may initiate the formal process described below by timely filing a written complaint.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

***Formal Academic/Grade Complaint***

<b>Issue</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
Academic Concerns	Division/Departmental/Program Dean, Director, or Supervisor	Executive VP of Instruction	Hearing Committee	President

***Formal General Student Complaint (not related to Academic Instruction)***

<b>Issue</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
Disciplinary Appeal	Division/Departmental/Program Dean, Director, or Supervisor	Vice President for Student and Outreach Services	Hearing Committee	President
Housing Appeal	Director of Residential Life	Housing Disciplinary Committee	Vice President for Student and Outreach Services	President

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

The College District shall inform students of this policy through appropriate College District publications.

***Complaints***

In this policy, the terms “complaint” and “grievance” shall have the same meaning. Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

- Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
- Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
- Complaints concerning disciplinary decisions. [See FMA]
- Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
- Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

***General Provisions***

***Filing***

Complaint forms and appeal notices may be filed by hand-delivery, electronic communication, including email and fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate

administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

### ***Scheduling Conferences***

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

### ***Response***

At Levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's email address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

### ***Days***

Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

### ***Representative***

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

### ***Consolidating Complaints***

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

### ***Untimely Filings***

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking

review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

### ***Cost Incurred***

Each party shall pay its own costs incurred in the course of the complaint.

### ***Complaints and Appeals in Writing***

Complaints and appeals under this policy shall be submitted in writing to the College District.

Copies of any documents that support the complaint should be attached to the complaint. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

### ***Level One***

Complaints must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students shall file Level One complaints with the department chairperson or student services counselor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint was received and immediately forward the complaint to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

### *Level Two*

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the Vice President of Student and Outreach Services to appeal the Level One decision.

The appeal notice must be filed in writing within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records

### *Level Three*

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

#### ***Level Four***

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

## **Student Discipline and Penalties**

### **Penalties for Student Misconduct**

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

- Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
- Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
- Scholastic penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
- Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the

relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

- Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
- Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

### ***Suspended or Expelled Students***

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

### **Disciplinary Record**

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention schedule.

## **Discipline Procedure**

### ***Reports of Alleged Misconduct***

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the Vice President of Student and Outreach Services within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The Vice President of Student and Outreach Services or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the Vice President of Student and Outreach Services or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

### ***Exception***

Reports of sex discrimination or sexual harassment shall be submitted in accordance with DIAA or FFDA, as appropriate.



### ***Conference***

If, however, the Vice President of Student and Outreach Services or designee determines that the allegation warrants further consideration, the Vice President of Student and Outreach Services or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the Vice President of Student and Outreach Services or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

### ***Unfounded Allegations***

After conferring with the student, if the Vice President of Student and Outreach Services or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

### ***Misconduct Warranting a Penalty***

If the Vice President of Student and Outreach Services or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the Vice President of Student and Outreach Services or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee.

### ***Suspension***

If the Vice President of Student and Outreach Services or designee determines that the student committed misconduct that warrants a suspension, the Vice President of Student and Outreach Services or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.

### ***Expulsion***

If the Vice President of Student and Outreach Services or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. The Vice President of Student and Outreach Services or designee shall forward the determination and all evidence collected during the investigation and conference to the College President in order to schedule an expulsion hearing before the Board [see Expulsion Hearing, below].

### ***Interim Disciplinary Action***

The Vice President of Student and Outreach Services or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

### ***Disciplinary Appeals Committee***

The disciplinary appeals committee shall be convened:

1. On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.
2. Automatically, if the Vice President of Student and Outreach Services or designee determines that a student committed misconduct warranting suspension.

### *Composition*

The disciplinary appeals committee shall be composed of at least three College District employees and a minimum of one current College District student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according to procedures developed by the College President. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.

### *Hearing Notice*

The Vice President of Student and Outreach Services or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Vice President of Student and Outreach Services or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the Vice President of Student and Outreach Services or designee's determination that the student should be suspended.

### *Contents of Notice*

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
  - a. To have a private hearing.
  - b. To be assisted by an adviser or legal counsel at the hearing.
  - c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.
  - d. To make an audio recording of the proceedings, after first notifying the Vice President of Student and Outreach Services or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
  - e. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

### *Failure to Appear*

The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

### *Hearing Procedure*

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Vice President of Student and Outreach Services or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student's representative may listen to the tape recording and compare it with the digest.

### *Evidence*

Evidence shall be handled in accordance with the following:

1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

### ***Appeal to College District Administration***

A student may, within ten College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

### ***Appeal to Board***

If the College President affirmed or modified the decision of the disciplinary appeals committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the College President, or, if no response was received, within ten College District business days of the response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio recording of the College President's conference with the student and the written response provided by the College President to the student.

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the Vice President of Student and Outreach Services's decision.

### ***Expulsion Hearing***

If the Vice President of Student and Outreach Services or designee determines that the student's misconduct warrants expulsion [see Conference, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Disciplinary Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the Vice President of Student and Outreach Services.

The Board shall proceed according to the procedures set out at Disciplinary Appeals Committee—Failure to Appeal for Hearing, Hearing Procedure, and Evidence, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.

## **Outreach Services**

With the economic, social, and cultural demands of today's society, many individuals are required to engage in life-long learning. The Department of Outreach Services is designed to ensure the college delivers on its primary mission to serve as a comprehensive community college providing access, instruction, and support services to improve the quality of life for all residents in its service area.

Outreach Services involve the extension of Northeast Texas Community College education and services to a culturally-diverse population of people in the various communities served by the college. Through these extension services, opportunities are created for both education and training. Some include dual credit options for high school completion and preparation for college; credit courses designed for transfer to a four-year college or university; specialized training to adults in the community who need literacy or skill development; and help in learning the English Language for assimilation into the community. This department advances the teaching/learning process by embracing quality and striving for excellence in all of its programs, services and centers which include the following: Adult Basic Education/ Literacy (ABE), General Education Development (GED) Preparation, Basic Skills Development, Afterschool Centers on Education (ACE), Communities in Schools (CIS), Upward Bound, the Hanson- Sewell Center, Naples-Omaha Center, and the Community Resource Center. For more information, please call 903-434-8148.

### **The Hanson-Sewell Center**

The Northeast Texas Community College Hanson-Sewell Center located in Pittsburg on 237 College Street was constructed on land donated by Billy Paul and Annie Ruth Sewell Hanson. The facility operates as a One-Stop Center designed to meet the needs of current and future students.

A variety of services are offered at the Center from credit courses like American History and English to continuing education courses such as dance, computer, and other leisure-learning opportunities. Additionally, adult education programs such as English as a Second Language and General Education Development (GED) preparation are housed at the center.

Students services offered at the center are assistance with registration, student advising, placement testing, and financial aid. Wireless internet and print service allows students to utilize the center as a place to work on outside assignments.

The building includes five classrooms, one of which is a computer lab and distance learning facility. The conference room can also be used as a small classroom or for tutorials. The building is also designed to accommodate community meetings and events. Two of the classrooms and the commercial grade kitchen can be used for community banquets and dinners or can be used by area businesses for professional meetings. Contact the Hanson-Sewell Center at 903-434-8394.

### **Communities in Schools**

Communities In Schools (CIS) is the nation's leading community-based organization helping kids succeed in school and prepare for life. CIS of Northeast Texas was founded and located on the Northeast Texas Community College campus in 1989. Since that time, CIS of Northeast Texas has been partnering with families, schools and community leaders to create a support system for students in the public school setting. By utilizing a committed field staff, CIS of Northeast Texas has worked to customize their program according to the various needs of the twelve school districts and 26 campuses they serve. Driven by a unique philosophy, CIS of Northeast Texas believes that every child needs and deserves:

- a personal, one-on-one relationship with a caring adult;
- a safe place to learn and grow;
- a healthy start and a healthy future;
- a marketable skill to use upon graduation, and
- a chance to give back to peers and community.

Working in partnership with principals, superintendents, teachers, and administrators, CIS of Northeast Texas serves more than 2,500 case-managed students each year, increasing graduation rate and stay-in-school rates, increasing attendance, and improving academic performance and student behavior. In addition to providing a wide array of services designed to help children and youth succeed in school, CIS also provides unique programs and projects targeting special populations and addressing specific community needs. For more information, please call 903-434-8212.

### **Upward Bound**

Upward Bound is a program funded by the Department of Education which assists qualified students in gaining the skills and motivation necessary to make successful academic progress in high school and prepare for and enter into college. The program includes an academic year component and a summer residential component. During the academic year, coordinators and tutors meet with students regularly to

assist them in improving their academic and study skills, developing career plans, identifying and applying to colleges and applying for financial aid. In addition, there are opportunities for personal growth with services such as academic advising, mentoring, cultural events, social activities, and leadership activities.

During the summer, students will reside in the dorms at Northeast Texas Community College for a five-week period. During this time they will learn more about college life as well as enhance their academic and social development. Some of the planned activities include academic classes, study time, organized recreation, field trips, group meetings, and social activities.

Upward Bound begins at the time of the student's selection and continues through high school graduation or the end of the Bridge Program, which is during the summer after graduation. There is no cost to participate in the Upward Bound Program. For more information, please call 903-434-8221.

### **Adult Basic Education**

Adult Basic Education classes are for students ages 17 or older who have not completed high school. These classes are designed to upgrade basic skills in reading, writing, and math. An individual program of study is designed for each student. ABE classes are held throughout the college service delivery area. Those students age 17 must have proof of withdrawal from the last high school attended. A 12-hour new student orientation is provided, which includes goal setting and a base-line assessment. For information, please call 903-434-8252.

### **GED Preparation**

Utilizing self-paced instruction with a focus on basic education and workforce readiness training, the General Educational Development (GED) preparation program provides students with the opportunity to prepare for the GED tests. Classes are designed to upgrade basic skills in reading, writing, math, social studies, and science. With degreed instructors to assist students in their studies, participants feel secure and confident as they prepare for and take the GED tests. GED classes are held throughout the college service delivery area. Various class schedules are available. Those students age 17 must have proof of withdrawal from the last high school attended. A 12-hour new student orientation is provided, which includes goal setting and a base-line assessment. For information, please call 903-434-8252.

### **English As A Second Language (ESL)**

English as a Second Language (ESL) instruction is provided to persons who speak little or no English. Students are taught listening comprehension and speaking skills as well as reading comprehension and writing. All applicants with limited English skills are base-line assessed prior to beginning classes. The ESL curriculum is divided in six proficiency levels including Beginning Literacy ESL, Low and High Beginning, Low and High Intermediate and Advanced ESL. A 12-hour new student orientation is provided, which includes goal setting and a baseline assessment. For more information, please call 903-434-8252.

### **Additional Adult Education Programs**

The college has acquired several grants to develop special projects to address the educational needs of special student populations. These programs include Workplace Literacy and Family Literacy. For more information please call 903-434-8252.

### **Community Resource Center**

The Community Resource Center is a partnership between the college and Mt. Pleasant Independent School District (MPISD). The Center is located at 105 N. Riddle, Mount Pleasant, Texas 75455, (903) 434-8340. The Community Resource Center houses the college's Adult Basic Education (ABE) Program and the Small Business Development Center (SBDC). The ABE Program provides the following services: 1) Adult Basic Education and GED preparation, 2) English as a Second Language (ESL) instruction, 3) tutoring, 4) testing for the Texas Workforce Center, 5) on-line GED instruction, and 6) computer-assisted instruction. The SBDC helps aspiring entrepreneurs to start new businesses and provides existing businesses with the education, information and tools necessary to successfully reach their goals. The college also rents available space to non-profit organizations or groups. Interested persons may contact the Center Manager at the above address or telephone number.

### **Off-Campus Instruction And Support Services**

Northeast Texas Community College offers a variety of college courses and programs designed to meet the needs of the students across the Northeast service delivery area. College credit courses are available through off-campus locations at Ore City High School, Winnsboro High School, Mount Vernon High School, Mount Pleasant High School, Pittsburg High School, Como-Pickton High School, Hughes Springs High School, Harmony High School, Naples/Omaha Education Center, and Mount Pleasant Child Development Center. An Adult Literacy Program is available to students at the following locations: the Franklin County Library at Mount Vernon; and the Pittsburg/Camp County Public Library at Pittsburg.

### **Culinary Arts School**

The Culinary Arts School facility, located in historic downtown Pittsburg, was acquired by Northeast and opened in the Fall of 2008. This beautiful facility, which has approximately 5,000 square feet, houses the new Julia Truitt Culinary Arts program and includes a commercial-grade kitchen, ample restaurant facilities with tables and seating for approximately 150 people, a classroom, and student lounge area. In addition to its primary use as an instructional facility, the beautifully remodeled Culinary Arts School can accommodate community meetings, banquets, or can be used by area businesses for professional meetings when available. The contact number for the Culinary Arts School is 903-856-7000

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