



Notice to 2019-2020 Enrolled Students

The United States Federal Government through the Higher Education Act (HEA), requires institutions of higher education to disclose certain information to all enrolled students. The information in this Notice will provide Northeast Community College (Northeast) students with the required disclosures and/or with the exact location(s) the information may be accessed. If you need assistance with obtaining any of the information referenced in this Notice, or if you would like access to a paper copy, please contact the Student Services Office at 402-844-7272.

1. The student financial assistance programs available to students who enroll at Northeast:

Northeast Community College (Northeast) offers the following types of financial aid: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Nebraska Opportunity Grants, Federal Work-Study, Subsidized and Unsubsidized Federal Stafford Loans, and Federal PLUS Loans, student emergency loans, part-time employment, and scholarships.

Students may also wish to contact the Department of Vocational Rehabilitation Services, the Veterans Administration, the Bureau of Indian Affairs, or the Workforce Development Office if the student deems that potential eligibility exists for these programs, based on pre-established criteria.

2. The methods financial assistance is distributed among student recipients who enroll at Northeast:

A student completing applications for financial assistance will receive an introductory letter from the Financial Aid Office stating types and amounts of aid awarded or ineligibility for aid; or, be asked via email, to go to My Northeast to view their awards.

The Pell Grant is determined first and then any scholarships are added to the aid package. Students are then considered for a federal supplemental grant, a state grant, an institutional grant, or Federal Work-Study. Students are awarded according to institutional policy and on a first-completed, first-awarded basis.

3. Means, including forms, by which application for student financial assistance is made; and requirements for accurately preparing such application:

The federal and state aid application process is as follows:

- ◆ Complete the Northeast Application for Admission and return it to the Admissions Office, Northeast Community College, P.O. Box 469, Norfolk, NE 68702-0469. An online application can be completed and submitted as an alternative to the paper application.
- ◆ Obtain the Free Application for Federal Student Aid (FAFSA) from the Northeast Financial Aid Office or access the electronic process at <https://studentaid.ed.gov/sa/fafsa>. Students can access their Renewal FAFSA on the web if they filed a FAFSA the preceding year. If students filed the FAFSA themselves electronically, a FAFSA on the Web Worksheet, which should be used instead of the regular FAFSA, is available at <https://studentaid.ed.gov/sa/fafsa>. The Northeast code is 002556. Students will need the following information before applying for financial aid:
 - Federal tax returns and W2s.
 - Statements showing amounts of untaxed income, such as child support.
 - Create an FSA ID: An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites. Your FSA ID identifies you as someone who has the right to access your own personal information on ED websites such as the Free Application for Federal Student Aid. A parent of a dependent student will need their own FSA ID. A student's/parent's FSA ID is used to sign electronically.
- ◆ Choose from the following options for FAFSA processing:
 - Option A (Preferred): File the FAFSA on the web at <https://studentaid.ed.gov/sa/fafsa>. Students should be sure they and one parent (for dependent students) sign their FAFSA using unique PINs or print the signature page and send the completed form to the Central Processing Center. Additional documentation may be required when Northeast receives the FAFSA information electronically.
 - Option B: Students should send the following to the Northeast Financial Aid Office for verification and the FAFSA will be submitted electronically by Northeast: Full paper FAFSA; Verification Worksheet; signed copies of your tax returns, W2s, and Schedules C, E, and F (if filed); signed copies of your parents' or spouse's tax returns, W2s, and Schedules C, E, and F (if filed); and year-end documentation of child support received.
 - Option C: Send the completed full paper FAFSA to the Central Processor. Additional information may be required when Northeast receives the FAFSA information electronically.

All Northeast financial aid forms can be downloaded from the Northeast website at <https://northeast.edu/Financial-Aid-and-Scholarships/Forms.aspx>.

4. The rights and responsibilities of students receiving financial assistance under this title:

Students have the right to know:

- ◆ what federal, state, and institutional financial assistance is available.
- ◆ the financial aid procedure and how aid is awarded.
- ◆ how and when financial aid is paid.
- ◆ the cost of attendance at Northeast.
- ◆ and comply with the Return of Title IV Aid policy for withdrawal.

- ◆ what portion of financial aid is grant aid.
- ◆ what portion of financial aid is loan and the terms of the loan at the time it is made. This includes interest rate, grace period, and terms of payback, including a sample repayment schedule.
- ◆ how much need has been met by the institution.
- ◆ the criteria for continued aid eligibility.

Students are responsible for:

- ◆ knowing and meeting financial aid deadlines.
- ◆ providing all information/documentation requested by the Financial Aid Office.
- ◆ reading and understanding all forms and correspondence pertaining to financial aid and keeping copies of these.
- ◆ accepting responsibility for all agreements signed by the student.
- ◆ reporting any drastic changes in financial circumstances (i.e., death of a parent or spouse or divorce) that would change financial need.
- ◆ returning all financial aid forms by the date requested.
- ◆ knowing and complying with Northeast’s refund policy and the Return of Title IV Funds policy.
- ◆ notifying lenders if there is a change in name, address, or enrollment status.
- ◆ complying with employment requirements for Federal Work-Study.
- ◆ applying for financial aid. The FAFSA requires previous year’s tax returns so it can be completed as early as October 1st for the next fall term.
- ◆ repaying all Stafford Loans.
- ◆ maintaining satisfactory academic progress at Northeast.

The rights and responsibilities of all students are outlined on the College website at www.northeast.edu/Student-Rights-and-Responsibilities/. Links include specific information regarding: Drug-Free School, Family Educational Rights and Privacy Act (FERPA), Gender Equity, Retention Rates, Student Diversity, Students Right to Know, and Voter Registration.

5. The cost of attending Northeast, including tuition and fees, books and supplies, estimates of typical student room and board costs, or typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest:

The basic costs for a resident student attending college for one year, based on 30 credit hours in two semesters include:

Tuition (2019-2020 rate).....	\$2,970
Fees.....	\$690
Books and Supplies (Estimate)	\$1,372
Room and Board (Simon Hall, including minimum meal plan).....	\$7,730

Required book and supply costs are listed on the College website, www.northeast.edu.

Costs for meals not covered by the meal plan, personal expenses, and transportation must be added to these basic costs. These expenses vary widely, depending on the individual situation, programs, and spending habits.

6. The requirements of any refund policy with which the institution is required to comply, the requirements for the return of grant or loan assistance provided under Section 484B, and, the requirements for officially withdrawing from the institution:

Tuition and fees will be refunded at 100% if a student withdraws during the first two weeks of the semester. After classes begin, tuition and fees will be refunded according to the refund schedule. After the second week of the semester, students cannot withdraw online and must officially withdraw from the College by submitting a completed Term Withdrawal Form to the Admissions & Registration Office. The date the form is processed by the Admissions & Registration Office is the date used to calculate the refund. If the class does not run the full length of the semester, the refund amount will be prorated.

If the student was receiving federal financial aid, a Return of Title IV Funds calculation will be completed. Aid paid from other sources will be returned to those sources as agreements determine. All remaining credit balance refunds will be paid to the student by check or the student may sign up for Direct Deposit to have funds deposited directly into a checking or savings account. Refunds are generally issued within two or three weeks from the date the Term Withdrawal Form is received.

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

The concept behind the Policy is that the College and the student are allowed to retain only the amount of Title IV (Federal) aid that is earned. If a student withdraws or stops attending classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV program(s) from which it was received. For Title IV purposes, the last date of attendance is one of the following: the date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw, the mid-point of the term, or the last documented date of attendance in an academically-related activity (i.e., documented attendance in a class or lab or submission of an assignment in a telecourse/online course). Northeast uses the last documented date of attendance in an academically-related activity. If a student completes 60 percent of the term, all Title IV aid is considered earned.

Once the school determines dollar amounts and which individual programs must be repaid, the student will be notified of any amounts he or she owes. Funds that must be returned by the student to the loan programs can be paid in full in accordance with the normal loan repayment terms. For grant dollars that must be repaid, the student is required to repay only if the amount due is greater than 50 percent of the original grant amount dispersed or

that could have been dispersed. Unpaid balances after 45 days will be turned over to the Department of Education for collection. Until overpayments are repaid or satisfactory arrangements to repay have been made, students will be ineligible for further Title IV aid.

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

Before withdrawing or stopping attendance in classes, the student should be aware of the proper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance. Any questions on Return of Title IV Funds may be addressed to the Director of Financial Aid.

Students who want to withdraw from Northeast must complete a Term Withdrawal Form available from either the Admissions & Registration Office or the student's advisor.

Students who officially withdraw by filling out and returning a Term Withdrawal Form to the Admissions & Registration Office will receive a "W" for the course or courses they were taking. Any student who stops attending classes and does not officially withdraw receives an "UF" (Unearned "F") grade, which becomes a part of the student's permanent record.

In the case of a problem not scholastic in nature, a "W" can be given by the instructor in consultation with the Vice President of Student Services or his/her designee after the drop period has ended. Veterans who withdraw from school without extenuating circumstances must reimburse the VA for payments received retroactive to the beginning of the term. For the purpose of returning funds received from federal financial aid programs, the date of withdrawal will be determined by the last day of attendance or the date the form is processed by the Admissions & Registration Office.

Student Attendance

The College expects students to attend classes and complete assignments, including assignments missed due to absence. Each instructor develops and enforces the attendance requirements for each course. Students who cannot attend a class must notify the course instructor. In cases of extended illness, students must also notify the Dean of Student Success. Students who miss class due to military obligations must notify the College's VA Certifying Official in the Admissions & Registration Office.

Student Failure to Start Attendance—Administrative Withdrawal

Northeast is required to verify the enrollment and participation of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through alternate funding sources. Students who fail to start a class and never complete an assignment will be reported for non-attendance by Northeast faculty.

- ◆ Students who have had no active participation will be administratively withdrawn from the course and the student's financial aid will be adjusted to reflect eligibility only for those courses attended.
- ◆ Students who have been administratively withdrawn from a course will have the course and all tuition and fees associated with the course removed from their record¹⁶. Students who are administratively withdrawn will receive email notification from the Admissions & Registration Office.
- ◆ Students who have not had any active participation in a course in the first two weeks of the term will not be allowed to re-enroll in the course. In the event that the student can prove he/she had active participation within the first two weeks, the student must appeal to the course instructor to be re-enrolled. All appeals will be reviewed within five consecutive calendar days by the Dean of Enrollment Services; the student will be notified of the Dean's decision.

Students Who Stop Attending

Students are expected to follow the College's Drop/Withdrawal procedures. Students who stop attending a course after attendance has been established must drop the course and/or withdraw from the term. Stopping attendance during a term is defined as not actively participating in a course for 14 consecutive calendar days. Stopping attendance does not cancel tuition charges or prevent the course and grade from appearing on the student's academic record. Students who have stopped attending a course and fail to officially drop the course will be assigned a "UF" grade.

- ◆ A "UF" grade is counted as a failure in the calculation of grade point average and academic standing.
- ◆ A student who is assigned a "UF" grade will not be allowed to return to the class for the current term.
- ◆ The issuance of a "UF" grade will activate re-evaluation of the student's financial aid and may result in repayment as noted in the Return of Title IV guidelines.
- ◆ Students who have been issued a "UF" grade can officially withdraw from the course by filling out and returning a Drop Form or if withdrawing from all courses, a Term Withdrawal Form, to the Admissions & Registration Office. This will replace the "UF" grade with a "W" for the course(s) they are officially withdrawing from. Note: To do this, students must meet the withdrawal deadline for the term the "UF" was issued as listed in the Academic Calendar.

Questions regarding unofficial withdrawal should be addressed to the Admissions & Registration Office or to the Dean of Enrollment Services.

7. The academic programs; the instructional, laboratory, and physical plant facilities which relate to the academic programs; the faculty; and other instructional personnel:

Programs

For a complete list of Northeast academic programs visit: <https://northeast.edu/Degrees-and-Programs/>.

Faculty

128 full-time faculty, along with nine program directors and trainers, and approximately 350 adjunct faculty instruct credit classes at Northeast. Full-time faculty, program director, and trainer names and credential information can be found on pages 281-279 of the 2019-2020 Northeast Catalog. Adjunct faculty names and credential information can be found on pages 281-285 of the 2019-2020 Northeast Catalog.

Facilities

The existing Northeast Community College main campus consists of 30 buildings on 208 acres with an additional 566 acres including the College Farm.

Extended campus locations include O’Neill, South Sioux City, and West Point, Nebraska.

Regional Office locations include Ainsworth and Hartington, Nebraska.

8. Financial Aid Staff and Contact Information:

Director of Financial Aid: 402-844-7288; stacyd@northeast.edu

Associate Director of Financial Aid: 402-844-7286; kimberly@northeast.edu

Scholarship Coordinator: 402-844-7289; stacie@northeast.edu

Assistant Director of Financial Aid: 402-844-7284; brittnee@northeast.edu

Financial Aid Specialist: 402-844-7287; angelao@northeast.edu

Financial Aid Support Specialist: 402-844-7285; angela@northeast.edu

9. Facilities and services available to students with diagnosed disabilities:

Northeast Community College is committed to providing learning opportunities for all students who demonstrate the ability to benefit from instruction. Northeast Community College willingly provides reasonable accommodations for individuals with diagnosed disabilities and supports all students in their effort to become self-sufficient learners. Students who desire accommodation services because of a diagnosed disability that impacts a major life activity, such as learning and communication, must provide documentation of their disabilities. Acceptable sources of documentation shall be substantiating a student’s disability and request for particular accommodations. Students must request services each semester with the Director of Disability Services located in the College Welcome Center, mary@northeast.edu, 402-844-7343.

Accommodations may include, but are not limited to, oral tests, extended time on tests, textbooks in alternative format, note taking supports, usage of auxiliary aids and services (i.e. Kurzweil, Dragon Natural Speaking, Smart Pen, FM Systems) or adjustments based on specific accessibility barriers. Students who seek accommodation are expected to continue to assume primary responsibility for their academic and personal needs. For more information, students may stop in Student Services in the College Welcome Center and/or schedule an appointment with Disability Services staff in the College Welcome Center.

The Section 504/ADA/Title IX Compliance Officer at Northeast is the Interim Associate Vice President of Human Resources, complianceofficer@northeast.edu, 402-844-7046. The office is located in the Lifelong Learning Center.

10. The names and contact information of associations, agencies, or governmental bodies which accredit, approve, or license the institution and its programs:

Northeast Community College is accredited by the Higher Learning Commission to award two-year Associate of Arts, Associate of Science, Associate of Applied Science, and Associate in Nursing degrees; one-year diplomas; and certificates. This regional accrediting body is located at 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604-1411. The office can be contacted by calling 800-621-7440 or 312-263-0456. The College is also approved by the Nebraska State Department of Education in Lincoln, Nebraska, and the U.S. Department of Education. Associate Degree Nursing – Accreditation Commission for Education in Nursing; Physical Therapist Assistant – Commission on Accreditation in Physical Therapy Education; Veterinary Technology – American Veterinary Medical Association; Practical Nursing – Nebraska State Board of Nursing; Automotive Technology – National Automotive Technicians Education Foundation; Food Service and Dietary Management – Association of Nutrition and Foodservice Professionals; Paramedic – Commission on Accreditation of Allied Health Education Programs; and Health Information Management Systems – Commission on Accreditation for Health Informatics and Information Management Education.

Documents describing the College's accreditation, approval, and/or licensing are available for review by any enrolled or prospective student. The documents are available by contacting John Blaylock, Executive Vice President, at 402-844-7124, or Amanda Nipp, Vice President of Student Services, at 402-844-7273.

Enrolled or prospective students who wish to obtain information on financial assistance may contact Stacy Dieckman in the Financial Aid Office at 402-844-7288 or Kelly Griffith in Accounts Receivable Services at 402-844-7003.

Prospective or enrolled students who wish to obtain information on graduation and completion rates should contact Makala Maple, Registrar, at 402-844-7268, or, Julie Melnick, Data Scientist, at 402-844-7123.

Students or prospective students who desire information regarding security policies and crime statistics should contact Brandon McLean, Executive Director of Physical Plant, 402-844-7102, or, Maureen Baker, Director of Student Conduct, at 402-844-7258.

Student complaints can be filed by contacting the following agencies:

The Higher Learning Commission – <https://www.hlcommission.org/>.

The U.S. Department of Education – <https://www.ed.gov/>.

The Nebraska Department of Education – <https://www.education.ne.gov/>.

U.S. Department of Education, Office for Civil Rights (Headquarters)

<https://www2.ed.gov/about/offices/list/ocr/index.html>

Office for Civil Rights, (Regional OCR office for Nebraska), Kansas City Office, Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106; Telephone: 816-268-0550, Fax: 816-268-0599; TDD: 800-877-8339; email: OCR.KansasCity@ed.gov.

11. Satisfactory Academic Progress Standards (SAP):

Northeast Community College is required to establish minimum academic standards that students must meet to be eligible or maintain eligibility for federal, state and institutional aid including but not limited to grants, loans, Federal Work-Study, institutional scholarships and waivers. Northeast must notify students of this policy and monitor the progress of all students receiving financial aid to insure their continued compliance with the policy.

Students who are receiving financial aid or seek to receive financial aid in the future are required to meet these minimum academic standards. Failure to meet these standards means the student is no longer eligible to receive financial aid. It is the responsibility of all students receiving financial aid to familiarize themselves with the policy and to ensure that the standards are met.

Enrollment Status

Student status is based on the following:

- ◆ Full-time (FT) – Attempting 12 or more credit hours
- ◆ Three-quarter time (TT) – Attempting 9-11 credit hours
- ◆ Half-time (HT) – Attempting 6-8 credit hours
- ◆ Less-than-half-time (LTHT) – Attempting 5 or fewer credit hours

For financial aid awarding purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to be the **tenth** day of the term for the majority of students. Financial aid will be adjusted to reflect less-than-full-time status if the student is not registered for at least 12 credits hours on that date. Financial aid will not be adjusted to reflect credit hours added after that date. Students who are

registered for a class on the first day of the term but never begin attendance in that class cannot include that class in determining enrollment status for financial aid purposes. Aid will be adjusted if students are reported as a no show in their class.

Requirements

The following components are measured to determine whether the student is meeting Satisfactory Academic Progress (SAP) standards: Cumulative GPA, Pace Requirement, and Maximum Timeframe.

Grade Point Average (GPA) – Cumulative GPA: A student must maintain a cumulative GPA of at least 2.000.

Pace Requirement or Completion Ratio

The pace requirement or completion ratio component of the SAP standards is measuring the pace at which a student must progress through his or her program of study to ensure completion within the maximum timeframe permitted and provides for a measurement of the student's progress at the end of each evaluation. Pace or completion ratio is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of cumulative credit hours the student has attempted. To meet the pace requirement, the student's completion ratio must be 67% or higher. Attempted credits include any course taken for credit while attending Northeast. Credit hours transferred in from another institution are included in both attempted and completed credits. Successfully completed credit hours include letter grades of A+, A, B+, B, C+, C, D+, D or P. Credit hours that will not count as successfully completed include letter grades of F (Fail), UF (Unearned F), I (Incomplete), W (Withdrawal), AU (Audit), and credit by exam (i.e., CLEP). Repeats of successfully completed credits will be considered in the hours attempted and may be used in determining enrollment status for financial aid purposes. Title IV funds can pay for repeat coursework previously taken in a program as long as it is not a result of: more than one repetition of a previously passed course, or any repetition of a previously passed course due to the student failing other coursework.

Maximum Time Frame Measure

Rate of Program Completion (Maximum Time Frame): Students are expected to complete their program of study within a reasonable time period. A student's maximum time frame is based on total credit hours attempted at Northeast plus any transfer credits accepted towards their program of study and the student's degree objective. **These limits apply regardless of whether or not the student has received federal funding.** Students are eligible to receive aid for up to 150% of the published number of credit hours for a program of study (see program descriptions in the College Catalog).

Example: If a program of study requires 78 credit hours to graduate, the maximum credit limit a student could take and receive financial aid would be 117 (78 x 150 percent). All credit hours attempted by the student, including transitional and ESL classes are counted. Maximum time frame may be adjusted by the number of transitional or ESL credits taken.

At the end of each semester, the total number of attempted credit hours will be counted to see if the student has reached the maximum number of credit hours for the program. All credit hours are counted. This includes:

- ◆ Credit hours attempted in semesters the student did not receive financial aid.
- ◆ Credit hours attempted prior to a change in the student's program of study. Students nearing maximum time frame due to a change in their program of study will be reviewed for an academic plan.
- ◆ Credit hours transferred from another institution into the student's program of study at Northeast.

Consequences

Financial Aid Warning

Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of a payment period. During a warning semester, the student may still receive financial aid. The student's future financial aid eligibility is dependent upon how well the student does during the warning semester. If the student completes the warning semester and attains a cumulative GPA of 2.000 or higher, and the student is meeting the pace or completion ratio requirement, the student will be removed from financial aid warning status and restored to good standing. If, however, the student again fails to meet one or both of those requirements, the student will be placed on financial aid suspension.

Suspension: A student will be placed on financial aid suspension if he/she fails to meet the academic progress requirements at the end of a warning semester.

Regaining Eligibility

A student whose financial aid eligibility has been suspended has two options for regaining eligibility.

1. A student may qualify for reinstatement of financial aid eligibility by enrolling at his/her own expense and bringing his/her cumulative GPA above 2.0 and by bringing his/her pace of completion ratio requirement up to 67% to meet the minimum requirements of the satisfactory academic progress policy.
2. A student may appeal their financial aid suspension if extenuating circumstances (death of a relative, injury or illness of the student, or other special circumstance) exist. Appeals must be made in writing to the Director of Financial Aid and must include supporting documentation of the extenuating circumstances. In the appeal request the student must provide information regarding why the student failed to make SAP and what has changed in the student's situation that would allow them to demonstrate SAP at the next evaluation. If a student's appeal is granted, he or she will be placed on financial aid probation. A student on financial aid probation may receive aid (federal, state, or institutional) for one payment period. At that point, the student must meet

Northeast's SAP or the requirements of an academic plan that was established on an individual student basis as a result of the appeal process. Denied appeals may be directed to the Vice President of Student Services in accordance with the Northeast policy for Student Grievance Procedure.

Additional Information

Transitional Classes: Students may receive financial aid for a maximum of 30 credits of transitional classes.

Incompletes: A student who is placed on warning or suspension because of incomplete credits may request that the Financial Aid Office review his/her status once the course has been completed.

Academic Amnesty: A student who applies for and receives Academic Amnesty to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's GPA are not automatically returned to satisfactory standing. The federal student aid program regulations make no provision for the concept of academic amnesty or academic renewal. The Financial Aid Office must always include all courses, whenever taken, in evaluating a student's satisfactory academic progress.

Additional Degree: If a student has completed one program of study, he/she may qualify for federal, state or institutional aid for one additional qualifying program of study. The student will be required to meet with the Financial Aid Office for a credit evaluation to determine eligibility. Students seeking a second degree will not be able to obtain aid for hours above 125% of the credit hours required for that second degree. *Federal aid time limits may apply.

Withdrawal from Northeast Community College:

Students withdrawing during a semester will be placed on financial aid warning or suspension. Those students who received financial aid should be prepared to repay a portion of aid received according to federal regulations and the Northeast refund policy, which is printed in the College Catalog and financial aid brochure.

Evaluation Timeframe: Northeast will evaluate a student's SAP at the end of each payment period--fall, spring, and summer. All summer sessions jointly are considered one term. A student placed on financial aid warning or suspension will be notified via U.S. mail to the current mailing or permanent address on record. It is the responsibility of the student to keep their address updated.

The complete standards of SAP can be located on the Northeast website or they may be requested from the Financial Aid Office.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or

family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

12. The method of financial assistance disbursements and how students may access their aid for the purchase of required books and supplies:

- ◆ All grants, scholarships, and loans which are ready for distribution will be credited to student accounts at the beginning of the term. Financial aid in excess of tuition, fees, books, and room and board charges will be refunded to students within 14 days after the start of the semester. Effective with the fall 2014 term, if a student is a first-year undergraduate student and a first-time loan borrower, Northeast cannot disburse his/her first loan payment until 30 days after the first day of the enrollment period. In addition, any student that is only enrolled for one semester that student's loans must be disbursed half on the standard disbursement date and half at the mid-point of the semester.
- ◆ Students with a credit balance on their account will be eligible to charge their books against financial aid at the Northeast Hawks Shop starting the Monday prior to the first week of the term.

13. The terms and conditions of the loans that students receive:

- ◆ All loans must be repaid by the borrower and should be taken with extreme caution and forethought. Failure to repay a loan will negatively affect the student for years.
- ◆ A first-time borrower at Northeast must complete a Master Promissory Loan Note.
- ◆ Before receiving the first disbursement, first-time borrowers at Northeast must complete loan counseling, which may be completed online at <https://studentloans.gov>.
- ◆ Loans for the year will have two disbursements, one at the beginning of the loan period and one at about the midpoint.
- ◆ Loans will be credited directly to the student's account. After the student's school expenses are covered, excess amounts will be returned to the student within 14 days to be used for other costs of education.

Subsidized Federal Stafford Loan

To be eligible for the Subsidized Stafford Loan, a student must show need and be enrolled at least half-time. The government subsidizes the loan by paying the interest for the student during periods of at least half-time enrollment and for a six-month grace period following the student's graduation or withdrawal from college. Freshmen (level one)

students may be eligible for a maximum of \$3,500 and sophomores (level two) may be able to borrow up to \$4,500. Contact the Financial Aid Office for current interest rates.

Unsubsidized Federal Stafford Loan

The terms of the Unsubsidized Federal Stafford Loan are identical to those of the subsidized loan with two exceptions – a student is not required to show need for the Unsubsidized Federal Stafford Loan and interest is the student’s responsibility from the beginning. The government does not pay interest for the student. Subsidized loan eligibility reduces available unsubsidized limits. Dependent students may have up to \$2,000 of additional eligibility above the \$3,500 for level one students and \$4,500 for level two students. Independent students may have up to \$6,000 of additional eligibility above the \$3,500 for level one students and \$4,500 for level two students. Contact the Financial Aid Office for current interest rates.

Parent Loan for Undergraduate Students (PLUS)

The PLUS Loan is available to parents of dependent students to help meet remaining costs of education. Maximum eligibility is total cost of education minus financial aid. Contact the Financial Aid Office for current interest rates.

Exit counseling information is provided to students upon completion of their program of study or withdrawing from school. An exit counseling letter is mailed to all students who had loan history and provides the student information on how to complete exit counseling online.

14. Federal Work-Study:

- ◆ The Work-Study program provides jobs for eligible students who show unmet need.
- ◆ Student workers are paid biweekly as hours are worked. Most Federal Work-Study students are employed on campus and work an average of eight to ten hours per week at a salary of at least minimum wage.
- ◆ Some jobs are designated community service jobs and place students in various positions off-campus, including off-campus reading tutor programs for lower-elementary school children.

15. Penalties for Drug Violations:

By law, some students who have drug-related convictions under any federal or state law during a period of enrollment for which the student was receiving Title IV aid (grants, loans, or work-study assistance) may be ineligible for federal student aid. Persons convicted of a drug-related offense may face these restrictions:

- a. For possession of illegal drugs, the student is ineligible from the date of conviction (not arrest) for the following periods of time: one year for a first offense, two years for a second offense, and indefinitely for a third offense.
- b. For sale of illegal drugs, the student is ineligible from the date of conviction (not arrest) for the following periods of time: two years for a first offense and indefinitely for the second offense.

Any student who has lost eligibility for federal Title IV funds, including grants, loans, or work-study assistance as a result of penalties under 484(r) (1), will receive a separate, clear, and conspicuous written notice. This notice will inform the student of the loss of eligibility and advise the student of the ways to regain eligibility under 484 (r) (2) of the HEA.

A student whose eligibility has been suspended may resume eligibility before the end of the stated ineligibility period if either (a) the student satisfactorily completes a drug rehabilitation program and passes two unannounced drug tests, or (b) the conviction is reversed, set aside, or removed from the student's record.

Section 484(r) (2) (B) of the HEA allows a student whose eligibility has been suspended due to a drug conviction to resume eligibility if the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary of Education. Students must provide documentation of this completion to the Financial Aid Office.

16. The completion or graduation rate of certificate or degree-seeking, full-time, undergraduate students:

The most recent graduation rate (using a 2015 cohort) of first-time, full-time degree-seeking, undergraduate students was 48%.

17. That enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment in the home institution for purposes of applying for federal student financial assistance:

While Northeast does not have a formal long-term (summer, semester, or year-long) study abroad in place, its staff does work in an advisory capacity with students who wish to pursue this type of study abroad opportunity. Therefore, this requirement may apply in such situations.

18. The campus crime and fire report prepared by the institution pursuant to subsection (f), including all required reporting categories:

The Annual Security & Fire Safety Summary Report 2018 is available at <https://northeast.edu/About-Us/pdfs/Safety-Security-Brochure.pdf>. Crime and fire statistics for Northeast may be found by searching for Northeast Community College on the Department of Education website at <https://ope.ed.gov/campussafety>. The 2018 Annual Security & Fire Safety Report is available at <https://northeast.edu/About-Us/pdfs/Campus-Security-and-Fire-Safety-Report.pdf>.

19. Drug-Free Schools:

A school that participates in the Federal Student Aid program must provide information to its students, faculty, and employees to prevent drug and alcohol abuse. To view the link to

the Drug Free Schools brochure visit <https://northeast.edu/About-Us/pdfs/Drug-Free-Schools-Communities-Act.pdf>; the brochure contains the following materials:

- a. Information on preventing drug and alcohol abuse;
- b. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property or as part of the school's activities;
- c. A description of the sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol;
- d. A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- e. A description of the health risks associated with the use of illicit drugs and alcohol; and
- f. A clear statement that the College will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

20. Tobacco and Alternative Nicotine Products Use Procedures:

Northeast is committed to providing and maintaining a tobacco-free learning and working environment that is respectful and healthy for its students, faculty, staff, and visitors.

Definitions:

1. College Property – Property and facilities that are owned, leased, or controlled by the College.
2. Tobacco and Tobacco Substitutes – For the purpose of this policy, “tobacco” is defined as all tobacco and alternative nicotine products, including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes, vapor products, oral tobacco (e.g., snuff, snus, chew, and smokeless) and nasal tobacco or other products intended to imitate tobacco or deliver nicotine. Cessation devises are the only exception.
3. Cessation Devises – Approved products for cessation by the U.S. Food and Drug Administration.

Procedure:

1. College Compliance with the Tobacco and Alternative Nicotine Products Use Policy (BP-3235).
2. All tobacco and tobacco substitutes, with exception of cessation devises, must be properly disposed and removed from the person prior to entering any College property. The College encourages students, staff, faculty, and visitors to respect private property bordering all College locations and refrain from trespassing for the purpose of consumption of tobacco and tobacco substitutes.
3. Students, faculty, staff, volunteers, or College guests who witness an individual using tobacco and tobacco substitutes on College property are encouraged to respectfully explain that its use is not allowed.
4. Employees and volunteers who have been notified of the policy and fail to comply should be reported to their supervisor.

5. Students who have been notified of the policy and fail to comply should be reported to the Director of Student Conduct.
6. Members of the general public, guests, visitors and/or vendors who have been notified of the policy and fail to comply should be reported to the event host.

21. Title IX:

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities.

“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 and 34 C.F.R. Part 106

- Sex discrimination encompasses all forms of sexual harassment, including verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties.
- Sexual harassment and sexual violence can threaten a student’s physical and emotional well-being and may impact how a student performs academically.
- Title IX compliance involves having a clear and functional reporting channel to the Title IX Coordinator and training the campus community about how to recognize and report sex discrimination.

Definitions:

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from a program or activity. Unwelcome advances or inappropriate touching are examples of sexual harassment.

Sexual violence is defined as physical sexual acts perpetrated without consent or where a person is incapable of giving consent due to the use of drugs or alcohol. Sexual violence is defined in the Student Code of Conduct as non-consensual sexual contact and non-consensual sexual intercourse. Sexual assault and rape are examples of sexual violence.

Who must comply with Title IX?

- Faculty, staff, and administrators
- Students
- All members of the College community

Activities Covered under Title IX:

- College events
- College athletic programs
- Classroom instruction
- Any activities associated with Northeast

REMEMBER: Any person who behaves in violation of Title IX so that protected persons are unable to enjoy the programs and/or activities of Northeast could violate the statute on behalf of the College system.

22. Confidentiality and Reporting Title IX Violations:

In order to make informed choices when consulting campus resources, victims need to be aware of confidentiality and mandatory reporting.

If you are unsure of someone's duties and their ability to maintain your privacy, ask them before you talk to them.

Confidential Reporting Options

- If you would like to speak with a campus professional who is obligated by law to keep your information confidential, you can go to Student Health Services at (402) 844-7176 and/or the Counseling Office at (402) 844-7277.
- There are also off-campus professionals who will maintain confidentiality such as Bright Horizons and can be reached at their 24-hour hotline at (877) 379-3798.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: (402) 844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

The College has a duty to promptly respond to all complaints of sexual harassment and sexual violence, whether on- or off-campus incidents. The purpose is to prevent sex discrimination on campus, promptly address reported incidents, limit the effects of harassment on the educational environment, and prevent its recurrence.

Compliance at Northeast

Non-Confidential Reporting Options

- You are encouraged to speak to College officials, such as Campus Security officers and/or the Title IX Coordinator to make formal reports of your victimization.
- You can expect to have your complaint be taken seriously by the College, when reported, and to have the incident investigated and properly resolved through administrative and conduct procedures and through the legal system if you so choose.

Reporting Options:

Anyone who has witnessed, knows about, or has experienced sexual harassment or other sex discrimination is encouraged to seek help and report their concerns – the sooner, the better.

There are several ways to report concerns and to get needed information, assistance, and resources.

Retaliation against **any** participants in the process – accused, victim, witnesses, reporting individuals – is prohibited.

Additionally, the College is strictly prohibited from any form of retaliation towards the complainant and/or any participant involved in the process.

Faculty, staff, and student employees who receive complaints of sexual harassment or sexual violence are obligated to report complaints to their supervisor or department head and/or the Title IX Coordinator.

Dr. Karen Severson
Title IX Coordinator
Interim Associate Vice President of Human Resources
Phone: 402-844-7046
Email: karens@northeast.edu

23. Peer-to-Peer File Sharing:

Students are directed to refer to the following Northeast Community College policy and procedures: BP-3511 Information Security Policy, AP-3511.1 Acceptable Use Procedures – Technology Resources, and AP-3511.2 Peer-to-Peer File Sharing Procedures. Student sanctions for violation of these policy/procedures may result in (a) a limitation on a user's access to some or all College systems, (b) the initiation of legal action by the College, including, but not limited to, criminal prosecution under appropriate state and federal laws, (c) the requirement of the violator to provide restitution for any improper use of service, and (d) disciplinary sanctions, which may include suspension or expulsion from a class or the College.

Northeast will provide reasonable safeguards to deter illegal file sharing activity. The safeguards may include, but are not limited to, the use of security software and other controls to prevent the download, installation, and/or execution of file sharing software and special filters to block file sharing activity.

24. Copyright Infringement:

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

uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

25. Voter Registration:

Students who would like to register to vote in Nebraska must meet the following criteria:

- ◆ You must be a U.S. citizen who lives in Nebraska.
- ◆ You must be at least 18 years of age on or before the first Tuesday after the first Monday in November.
- ◆ You must not have been found mentally incompetent.
- ◆ If you are a convicted felon, two years must have passed since the completion of your parole term.

Nebraska law requires voters to reregister whenever they change their name, permanent address, or political party affiliation. However, you don't need to reregister if you simply failed to vote in the previous election. Visit the following link to register to vote in Nebraska: <https://www.nebraska.gov/apps-sos-voter-registration/>.

26. Transfer of Credit Policy and List of Transfer Institutions:

The College’s Transfer of Credit Policy, BP-5120, and Transfer of Credit Procedures, AP-5120.0, outline criteria for transfer of credit earned at another institution. For a list of transfer institutions and transfer articulation agreements, visit the Northeast website at <https://northeast.edu/Admissions/Transfer-Guide/>.

27. The Family Educational Rights & Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords Northeast students certain rights with respect to their education records. These rights include:

1. The right to inspect and review education records within a reasonable time not to exceed forty-five (45) days from the day the College receives a request for access. To request access, a student must submit a written request outlining the records they want to inspect to the Northeast Registrar.
2. The right to request the amendment of education records believed to be inaccurate. Students wishing to have their records amended must notify in writing the Northeast staff member responsible for that record.

3. The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. The College may disclose education records without a student's prior written consent for several purposes as outlined at the following link:
<https://northeast.edu/Student-Rights-and-Responsibilities/FERPA.aspx>
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northeast to comply with the requirements of FERPA. Complaints can be addressed to the Family Policy Compliance Office through the Department of Education: <https://www2.ed.gov/policy/gen/guid/fpco/index.html>.

Northeast may disclose directory information without the student's consent. Information considered to be directory information at Northeast can be found at the following link: <https://northeast.edu/Student-Rights-and-Responsibilities/FERPA.aspx>. If a student would like to withhold their directory information, they must complete the Request to Prevent Disclosure of Directory Information form available from the Admissions & Registration Office in the College Welcome Center.

Thank you for choosing Northeast Community College!