

# RIGHTS AND RESPONSIBILITIES

## Student Rights & Responsibilities

Student Rights & Responsibilities is codified in Board Policy F. 6.2. which acknowledges the shared responsibility for student success. In part the policy states, “as members of Northeast Lakeview College learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected”. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. There is a direct correlation between student effort and academic success, the degree to which they interact with faculty and peers, and the extent to which students integrate into the college activities.

The Student Rights and Responsibilities Policy asserts four major areas of student responsibility: Engagement, Communication, Academic Success and Self Responsibility and Responsibility to Others.

See the Board Policy at <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.6.2-policy.pdf> for access to policy in its entirety.

### Academic Fresh Start

Senate Bill 1321 entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken 10 or more years prior to enrollment. The bill has been called the “right to an academic fresh start,” and it gives students the option of electing to have coursework, taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll, to count as usual or to be ignored for admissions purposes.

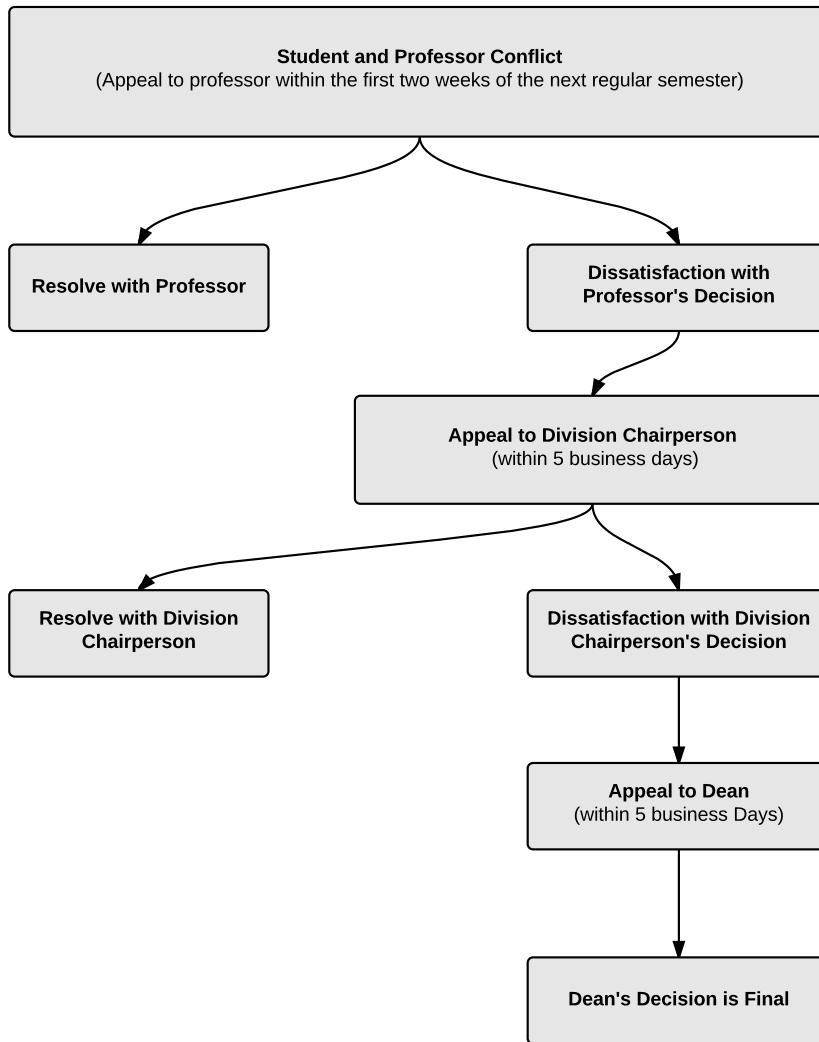
### Academic Grievance Policy

Faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that require academic intervention using the Academic Grievance process. If the grievance process is to function, a serious effort must be made to resolve such conflicts expeditiously. When student complaints cannot be resolved through informal interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance procedure by filing a Student Academic Grievance form, available from any division chair.

Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean. Students are encouraged to address their concerns informally with their faculty member, when possible, before perusing the formal academic grievance process.

# Academic Grievance Policy

The academic grievance procedure is displayed in the following flow chart:



For more information visit:

<https://www.alamo.edu/nlc/experience-nlc/current-students/form-standards-petitions-appeals/student-grievances/>

## Academic Integrity Appeal Process

If a faculty member finds that a student is in possible violation of the academic standards of the Student Code of Conduct (F.4.2.1 <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2.1-procedure.pdf> 4.2.1-Procedure(3).pdf, “Academic Integrity Violations”), the faculty member shall document the act, completing the Academic Integrity Report Form F.4.2. <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2-policy.pdf>.

The faculty member shall notify the student and explain the procedures and possible penalties. The faculty member shall provide the student a copy of Procedure F.4.2.1 <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2.1-procedure.pdf>, and the student will be allowed to explain the incident.

The faculty member shall then meet with the student, at a time arranged between the student and faculty member, to allow the student to explain the incident. The faculty member subsequently may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

Each of the consequences 2 – 4 shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member’s decision, the form shall be submitted electronically to the Chief Student Affairs Officer (CSAO) – the Vice President for Student Success at an individual college and the paper copy shall be filed in the department office.

## Children on Campus Policy

In order to prevent children from potential safety risks, from damaging expensive equipment, from hazardous areas which, and from interfering with the learning opportunities for all students, the following Alamo Colleges District policy is currently in effect:

Students are urged not to bring children to classes, labs, or other facilities such as libraries. *Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their classrooms or labs, which will be included in the course syllabus.*

## Distance Learning: Student Privacy

NLC complies with all of the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of a student’s educational record regardless of delivery method. The Registrar is the point of contact for all FERPA related issues, and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

### IDENTITY VERIFICATION IN DISTANCE LEARNING COURSES

Bio-Sig-ID, the identity verification process for online courses, protects student’s privacy through the use of a secure portal, with a secure login and student-selected password. In addition, Northeast Lakeview College uses an enabling technology that is used to verify the identity of online students. For more information on BioSig-ID, please contact your online course instructor. NLC does not require any additional fees or charges for verification of student identity at this time.

## FACULTY RESPONSIBILITY

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students' records are kept private by the instructor, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

In order to maintain course security and protect student privacy, faculty do not access or attempt to access another employee's or student's account without authorization as described in the Appropriate Use of Information Technology District Policy C.1.9. <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-c/c.1.9-policy.pdf>

## STUDENT RESPONSIBILITY

In order to maintain confidentiality, portal login passwords are generated by the student and any password reset is completed through "secret question" protocol. It is the students' responsibility to keep their password confidential as stated in Student Code of Conduct District Procedure F.4.2.1 and Appropriate Use of Information Technology Resources District Policy C.1.9. Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.

### **Electronic Devices in the Classroom**

Students are required to silence and store (out of sight) all electronic communication devices such as mobile phones, PDAs, etc. when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

### **Family Educational Rights Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) requires any school that receives federal funds to release or withhold a student's education records in accordance with its rules.

For more information please refer to the College Catalog: <https://www.alamo.edu/about-us/compliance/ferpa/>

### **Freedom of Speech and Assembly**

The Alamo Colleges District supports the first amendment rights of every individual, recognizing that inquiry and discussion are essential to intellectual development. The Alamo Colleges District embraces the right of individuals to express their views in a manner that conforms to federal, state, and local laws. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers. Therefore, freedom of speech and assembly rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the Alamo Colleges District.

To reserve an area on-campus for such purposes, contact the Student Life is the department to register for space on campus.

No equipment or materials will be provided by the Alamo Colleges District. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

### **Intellectual Property**

Guidelines for the use of and the definition of intellectual property originate in Board of Trustees Policy C.1.8 (Policy) <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-c/c.1.8-policy.pdf> Intellectual Property as it relates to all employees and students.

## 1. Definition of Intellectual Property

Intellectual property is illustrated by, but not limited to, scientific, technical, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, discoveries, trade secrets, and computer software, which, are copyrightable or patentable.

### Ownership

Student work created as part of College course work is owned by the student, except when described below:

The College shall have a non-exclusive, irrevocable, royalty-free license: (i) to utilize the student work for academic purposes during the period of the course for which the student work is created; (ii) to display or perform the student work at any exhibition or performance described in the syllabus of the course for which the student work is created; and (iii) to display images of tangible student work, and to quote excerpts of an intangible student work, for College publicity purposes. In the case of tangible student works, the College shall own all rights to any student work permanently affixed to College property, and to any student work not claimed and removed by the student within six (6) months after the later of: (a) the conclusion of the course for which the student work was created, or (b) the conclusion of any exhibition of the student work on College property.

### Use of Copyrighted Materials

In accordance with Board Policy E.1.7, Instructional Resources: Copyrighted Materials:

*Employees and students shall comply with the provisions of the United States Copyright Law. Subject to certain specific exceptions (i.e. "fair use doctrine"), the owner of a copyright has the exclusive rights to reproduce, prepare derivative works, distribute copies, perform, or publicly display the copyrighted work, or to authorize such acts by others. Employees and students shall be held accountable for violations of copyright laws.*

*Employees and students shall comply with "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions," as cited in 17 U.S.C. 107. These guidelines shall be made available through appropriate publications distributed by the Alamo Colleges District.*

*Unauthorized duplication, distribution or use of intellectual property, including computer software or sound recordings constitutes copyright infringement, is prohibited by this policy, and is illegal and subject to both civil and criminal penalties.*

## Non-Academic Grievance Policy

The Non-Academic Grievance Policy provides a remedy for students who believe they have been the object of unjust treatment by an Alamo Colleges District employee. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or academic matters. Non-Academic Grievance Forms can be found online at <https://www.alamo.edu/nlc/experience-nlc/current-students/standards-petitions--appeals/student-grievances/>

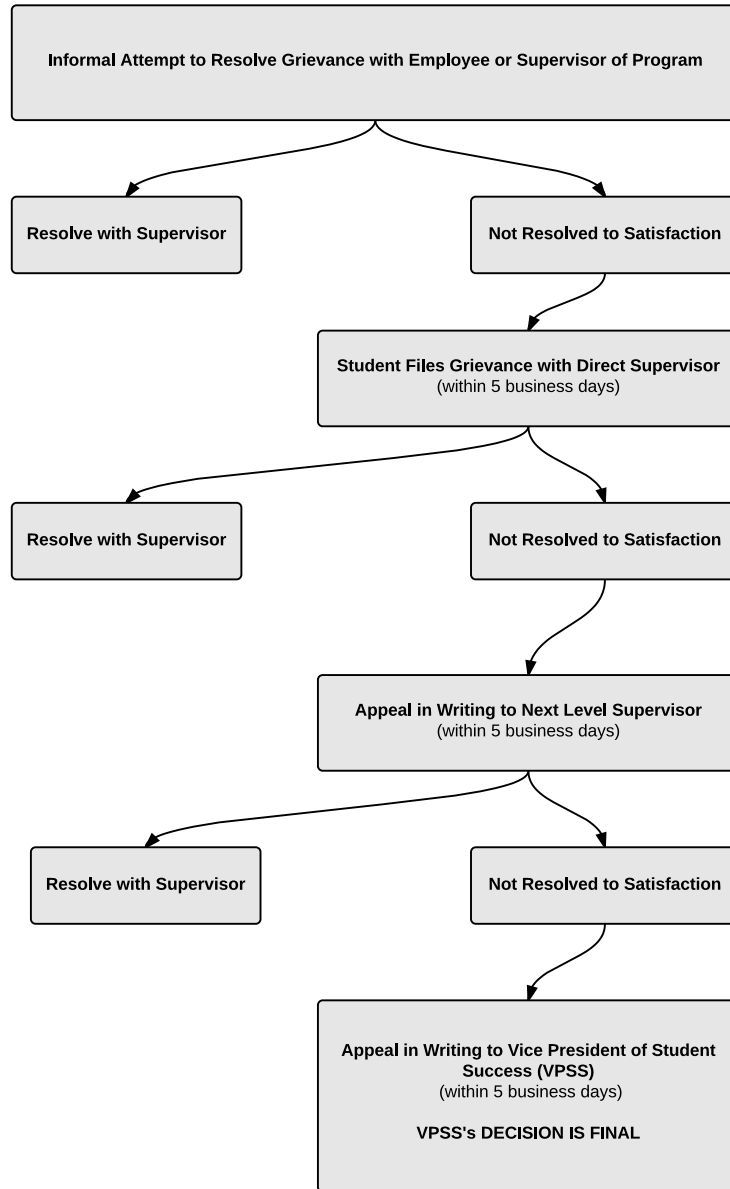
Non-Academic Grievance Policies and Procedures are outlined in the Alamo Colleges District Board Policy F.4.7 (Policy) Non- Academic Grievances <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.7.1-procedure.pdf>

(Procedure) Non-Academic Grievances <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.7.1-procedure.pdf>

F.4.7.1-Procedure.pdf. Students are encouraged to refer to the respective college catalog for additional information.

# Non-Academic Grievance Policy

The non-academic grievance procedure is displayed in the following flow chart:



For more information visit:

<https://www.alamo.edu/nlc/experience-nlc/current-students/form-standards-petitions-appeals/student-grievances/>

## Parking

State laws and Alamo Colleges District rules and regulations pertaining to the operation and parking of vehicles on Alamo Colleges District property shall be followed at all times by all parties who operate or park vehicles on Alamo Colleges District property. All students are charged an access fee to offset the cost of the parking facilities. All students have equal access therefore no parking decals will be issued. For assistance with special needs, please contact Disability Support Services, <https://www.alamo.edu/nlc/admissions--aid/specific-populations/disability/> or [nlc-dsscounsel@alamo.edu](mailto:nlc-dsscounsel@alamo.edu) or the Vice President for Student Success <https://www.alamo.edu/nlc/about-NLC/administration/vice-president-for-student-success/>.

### Open Parking Hours for Students

To better serve students during non-peak hours, NLC has established open parking hours. During the evenings and on weekends NLC has open parking (meaning students can park in employee parking without a decal and not receive a citation).

**Open parking hours are:** From 5:15 pm to 10:00 pm on weekdays and all day on weekends.

### Religious Holy Days

A “religious holy day” is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. A student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve days of the semester which day(s) will be observed. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time as established by the faculty member. The faculty member may respond appropriately if the student fails to satisfactorily complete the assignment or examination by the deadline.

### Smoking/Tobacco Policy

All institutions within the Alamo Colleges District are designated smoke-free. Smoking, including vapor and e-cigarettes, and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of the Alamo Colleges District and on all property that is owned, leased, rented, or otherwise under the control of the Alamo Colleges District, including parking lots and any other property owned by the Alamo Colleges District. Department of Public Safety officers will issue a penalty citation to those in violation of the policy. Repeated violations will result in further disciplinary action.

### Solicitation

The term “solicit” is defined as advertising, taking of orders, sales, donations, campaigning (political or other), collecting and distributing of literature. Any solicitation on campus must have the approval of appropriate college official, whether such solicitation is by an officially recognized student organization, college organization, governmental agency or other.

CONTACT: Office of Student Life  
Brazos Student Union  
Email: [nlc-student@alamo.edu](mailto:nlc-student@alamo.edu)

## Strategies of Behavioral Interventions(SOBI)

The Strategies of Behavioral Interventions (SOBI) policy at the Alamo Colleges District was created to guide our college community to recognize, prevent, and respond, to incidents that are disruptive, threatening or violent.

### Examples include (but are not limited to):

- sign of harassment
- intimidation
- extreme anxiety
- depression
- threatening harm
- erratic behavior, or
- disconnect from reality

The college community is encouraged to report these instances through the online reporting form located at:

[Alamo Colleges : NLC : NLC cares](#)

The Northeast Lakeview College SOBI Team is available to react to reports where there is a concern for a community member's well-being. In cases where there is an immediate threat to the safety of the individual or the College Community, the Alamo Colleges Police Department should be contacted first at (210) 485-0911.

### Student Code of Conduct

Northeast Lakeview College and the Alamo Colleges District are committed to fostering an environment of thoughtful study and discourse. Shared values that guide the Alamo Colleges District in fulfillment of its vision and mission also guide the systematic accumulation of standards of behavior that students must uphold as well as the responsibilities that they must accept according to policy. Thus, the principles set forth in our Values: Students First, Respect for All, Community-Engaged, Collaboration, Can-Do Spirit and Data-Informed are the hallmarks of our Student Code of Conduct. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct.

<https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2.1-procedure.pdf>

The act of applying to be a Northeast Lakeview College student is an explicit acceptance of the Alamo Colleges District policies, procedures, regulations, and administrative rules. All students shall obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and College District policies, procedures, regulations, and administrative rules. The Student Code of Conduct is a Board policy and procedure, and its violation is a violation of Board policy and procedures.

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to protect and foster the learning environment, to protect interests of the Northeast Lakeview College community, and to challenge those whose behavior is not in accordance with the code. When warranted, based on a preponderance of evidence obtained in an investigation of a violation, disciplinary sanctions are imposed and may include prescribed expectations of improvement in terms of various aspects of personal development, academic success, civility, and other measures of relevant success. Sanctions are intended to challenge a student's moral and ethical decision-making and help them bring their behavior into accord with our community expectations.

### VIOLATIONS

Violations of the student code of conduct include, but are not limited to, the following:

- Engaging in Inappropriate Behavior or Communications
- Engaging in Disruptive or Threatening Behavior in the Classroom
- Engaging in Disruptive or Threatening Behavior Other than in the Classroom



- Bullying
- Campus Disruption
- Assault
- Theft
- Alcohol and Drug Use
- Non-Compliance
- Inappropriate Use of Information Technology
- Obstruction of Disciplinary Process
- Failure to comply with lawful directions of college officials acting in performance of their duties.