

can be attained fully online are listed below. A complete listing of online courses is available through the MSVCC website at <http://www.msvcc.org> or by going to <http://www.northwestms.edu> and clicking on the eLearning page. The eLearning office is located on the second floor in Tate Hall.

Transfer pathways leading to an Associate of Arts degree that can be earned fully online are:

- * Accountancy—see page 151
- * Business Administration—see page 151
- * Business and Computer Teacher Education—see page 151
- * Integrated Marketing Communications—see page 151
- * Office Administration—see page 151
- * Elementary Education—see page 155
- * Secondary Education—see page 156
- * Criminal Justice—see page 167
- * General College—see page 167
- * Psychology—see page 167
- * Social Work—see page 167

Programs leading to an Associate of Applied Science degree that can be earned fully online are:

- * Administrative Office Technology—see page 200
- * Business Management Technology—see page 201
- * Medical Office Technology—see page 201
- * Paralegal Technology—see page 219

Office of Early College Programs

The Office of Early College Programs was established to facilitate and expand the college's partnerships with district high schools in educating secondary students at the college level. The office oversees two programs—Dual Enrollment and Scholastic Institute.

Dual Enrollment

Dual Enrollment allows high school students to earn college credit toward a post-secondary diploma while enrolled in high school. Students must meet the eligibility requirements listed on page 36 of this *Bulletin* to enroll in college courses. Classes may be taken on a Northwest campus, at the high school or online and are taught by a Northwest instructor or a qualified high school instructor.

Scholastic Institute

Scholastic Institute offers the unique opportunity to earn a high school diploma and an associate degree during the last two years of high school. Beginning their junior year, students enroll in dual credit courses at their high school and Northwest. Students can earn up to 60 hours of transferable college credit to universities while participating in college clubs and activities and have access to student services, including transfer advising. For eligibility criteria and more information, contact the Office of Early College Programs at 662-562-3235.

Students' Rights and Responsibilities

Northwest Mississippi Community College extends the privilege of admission to those persons who meet the academic qualifications and the standards of health, character, and prior conduct. This admission presents privileges beyond those avail-

able to all citizens. Commensurate with these additional privileges are additional responsibilities. The rights and responsibilities of Northwest Mississippi Community College students are described in the section which follows.

Student Rights

Among the student's general and specific rights are the following:

1. The right to those educational programs offered by the college *Bulletin* for which the student is qualified.
2. The right to join college-approved organizations for educational, political, social, religious, and cultural purposes.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through representation in the Student Government Association or through duly approved student representatives on college committees and through college offices.
4. The right of respect for personal feelings; the right of freedom from indignity of any type; the right of freedom from control by any person, except as may be in accord with the published rules and regulations of the institution and the commonly accepted moral code.
5. The right of freedom of expression as defined by the Bill of Rights of the Constitution of the United States, within the framework of existing statutes limiting the exercise of this freedom.
6. The right of due process in disciplinary procedures when individual or group behavior comes under review by the College.
7. The right of appeal to and review by the President of the College or his designees for the purpose of determining whether the student has been provided administrative due process.

Student Responsibilities

Rights in all communities have concomitant responsibilities to respect the laws and regulations of the communities. A student's enrollment in Northwest Mississippi Community College is his or her agreement to abide by its rules of community governance.

1. The responsibility of being fully acquainted with the college *Bulletin* and other published policies for the guidance of students, and the further responsibilities of complying with these policies and regulations in the interest of an orderly, socially responsible community.
2. The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental in its effect upon fellow students and the College.
3. The responsibility at all times to recognize constituted authority, to conform to ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of the student's time toward an education.
4. The responsibility for supporting the essential order of the College.
5. The responsibility of meeting college financial obligations and deadlines.
6. The responsibility of attending classes regularly.
7. The responsibility for knowledge and observance of those policies not herein enumerated which have been established and promulgated by appropriate college officials and designated college communities, i.e., residence hall rules, traffic regulations, social rules.
8. The responsibility to see that his or her dress and personal grooming reflects

good taste and personal pride in one's appearance. No manner of dress will be allowed which would disrupt the normal educational and social process.

Notice of Non-Discrimination, Equal Opportunity & Title IX Compliance

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation.

Inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations should be directed to: Mr. Gerald Beard, Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address gbeard@northwestms.edu.

Compliance with Title II of the Age Discrimination Act as well as non-discrimination and affirmative action matters are coordinated by Mr. Jeff Horton, Vice President for Administration and Finance, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address jhorton@northwestms.edu.

The overall campus coordinator for purposes of Title IX compliance, who is responsible for all inquiries regarding non-discrimination policies, is: Mr. Dan Smith, Vice President for Student Services and Chief of Staff, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997 and e-mail address dsmith@northwestms.edu. The following individuals have been designated as deputy Title IX coordinators: for Housing, Dr. Tara Dunn, Dean of Students, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997, e-mail address tdunn@northwestms.edu; for DeSoto Center: Ms. Patsy Gardner, CTE Support Services Coordinator, 5197 W.E. Ross Parkway, Southaven, MS 38671, telephone number 662-280-6148, e-mail address pgardner@northwestms.edu; for Lafayette-Yalobusha Technical Center: Ms. Darlene Greenlee, Counselor, 1310 Belk Drive, Oxford, MS 38655, telephone number 662-281-1276, e-mail address dgreenlee@northwestms.edu. Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinators or to the Office of Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

Complaint and Grievance Procedures

Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as Northwest policy prohibit institutional discrimination against students on the basis of race, sex, color, creed, national origin or disability. Students who have reason to believe that

their rights under law or campus policy have been denied in such areas as admissions, financial assistance, employment, residence hall assignment, disciplinary actions or other campus matters may seek to resolve them in the following manner:

1. Address a written statement to the Vice President for Student Services setting forth the grievance and the remedy sought. Students (particularly those enrolled in eLearning or other distance learning programs) may submit the statement through electronic mail.

2. The Vice President will forward a copy of the grievance to the appropriate individual within five working days of receipt of the statement.

- A. If a complaint raises an academic question, it will be forwarded to the director of the appropriate academic department.

- B. If the complaint raises a nonacademic matter, it will be forwarded to the administrative head of the appropriate unit.

3. Within five working days after receipt of the statement, the Director or Administrator shall make initial contact with the complainant. The Director or Administrator may receive both oral and written presentations and may make independent inquiry. Within fifteen working days after the initial contact or meeting, the Director or Administrator will make a decision as to the merits of the student's grievance. A copy of the decision will be sent to all parties of the statement and the Vice President for Student Services.

In the event that the student is not satisfied with the resolution of the grievance, appeal may be made to the Vice President responsible for the Unit or Department involved, and then to the President.

Should a student be unsatisfied with the College's final response to their grievance, they may file a complaint with the Mississippi Commission on College Accreditation, 3825 Ridgeway Road, Jackson, MS 39211, telephone (601) 432-6372 or at www.mississippi.edu/mcca/student_complaint_process.asp.

Students and members of the public wishing to file a written complaint, as opposed to a formal grievance, should do so with a member of the President's Cabinet, which is composed of the senior administrators of the College. A list of members may be obtained from the President's Office or from any Vice President.