NORTHEAST STATE
High School Programs

Dual Enrollment Student Handbook
2025-2026

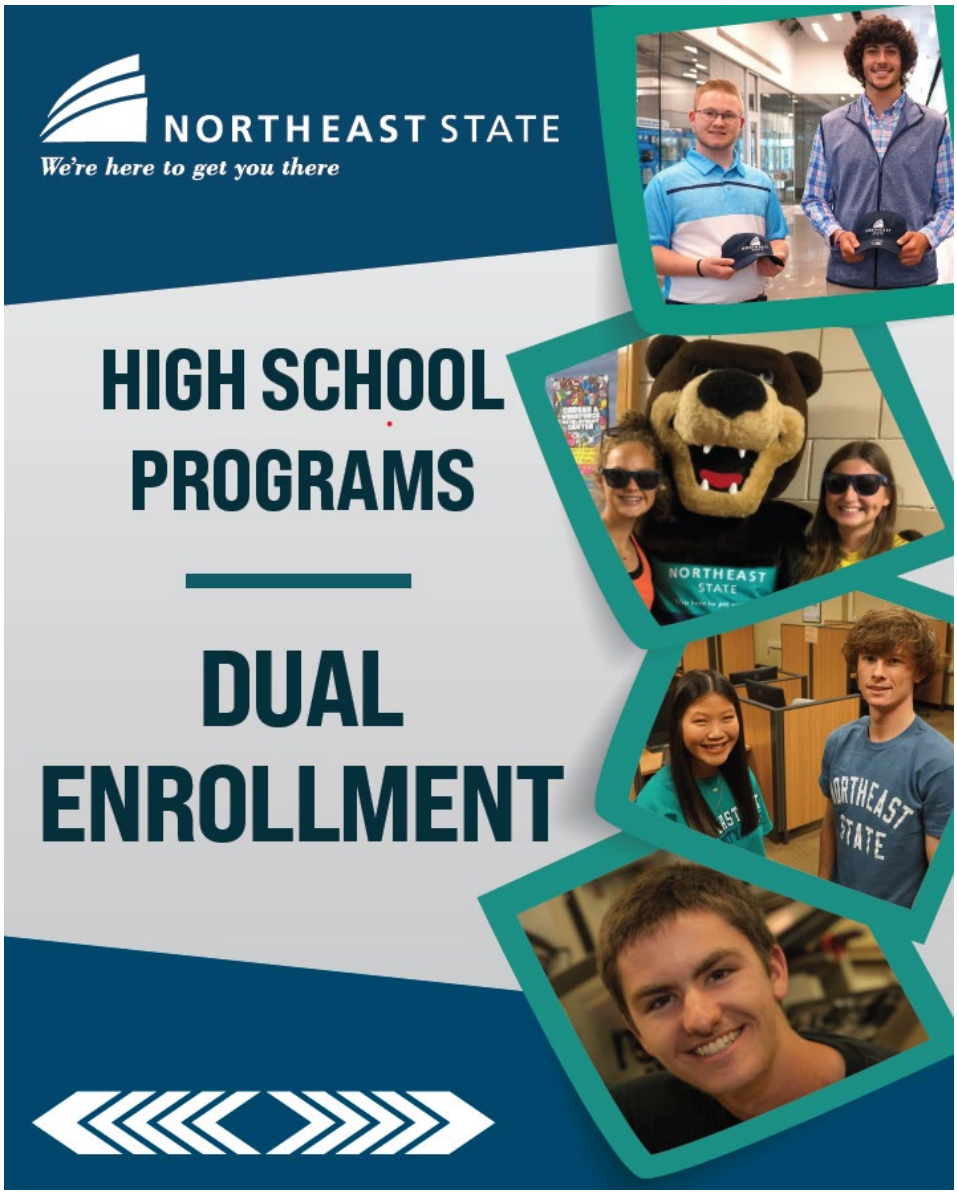


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Welcome To Northeast State Dual Enrollment

Thank you for enrolling in Northeast State Community College's (NeSCC) dual enrollment program! We are very excited that you will be a dual enrollment student and hope that this will be a rewarding experience for you. Dual enrollment coursework allows students to earn high school credit and college credit upon successful completion of the coursework. Students will take college-level coursework as a dual enrollment student and the grades for these courses will appear on a Northeast State college transcript at the end of each term that the student is enrolled.

Students may enroll in general education courses or career and technical education (CTE) courses as a dual enrollment student. General education classes include but are not limited to Composition I (ENGL 1010), Introductory Statistics (MATH 1530), and Introduction to Psychology (PSYC 1030). CTE coursework gives high school students the opportunity to earn college credit in the career field of their choice. Students can take classes in programs such as Health Professions, Welding, Computer Sciences, Machining, and Entertainment Technology. These courses not only allow students to earn college credit while in high school, but also enable them to explore potential career pathways for the future.

Dual enrollment courses may be offered at your high school during your normal school day. Students may also enroll in dual enrollment coursework at any of the College's instructional sites in Blountville, Elizabethton, Gray, or Kingsport. Students may also enroll in online coursework.

NeSCC is committed to providing a practical, affordable, and high-quality education to high school students while accelerating their post-secondary education. We hope that you will experience some of the many benefits that our programs have to offer!

Expectations of a NeSCC Dual Enrollment Student

- Dual enrollment coursework is college-level coursework that will result in your receiving a grade on your Northeast State transcript & high school transcript at the end of the term.
- If you are dual enrolling at your high school, you will attend a mandatory orientation session and complete an online dual enrollment admissions application, an online dual enrollment grant application, and any other required paperwork.
- If you are dual enrolling at a Northeast State campus, you will attend a mandatory advisement session and complete an online dual enrollment admissions application, an online dual enrollment grant application, and any other additional required paperwork.
- Please be advised that college courses may cover sensitive or mature topics.
- You will demonstrate characteristics of a dedicated, committed, and motivated student!

Disciplinary Policy

General. Northeast State Community College, in the implementation of Tennessee Board of Regents' (TBR) regulations pertaining to discipline and conduct of students, ensures the constitutional rights of students by affording a system of constitutionally and legally sound procedures, which provide the protection of due process of law. In furtherance of this mandate, Northeast State has enacted policies, which are in compliance with TBR Policy 3:02:01:00, as well as all state and federal law. All disciplinary procedures are affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

Classroom Misconduct. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general policies of the institution for each class session during

which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be affected only through appropriate procedures of the institution. An instructor shall notify his/her dean of any action regarding misconduct immediately following all incidents of classroom misconduct.

When a student is temporarily removed in the high school setting, he/she will be immediately referred to designated high school disciplinary personnel and provided re-entry only with aforementioned personnel's written permission.

Disruptive Behavior. An instructor has the right to temporarily remove a disruptive student from a classroom. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from electronic or mobile devices.). Classroom misconduct includes other conduct prohibited in handbooks for specific programs of study.

Academic Misconduct. Plagiarism, cheating, fabrication, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. An instructor shall notify his/her dean prior to any action.

Dually enrolled students in the high school setting are subject to Northeast State Policy 03:05:04.

Non-Academic Misconduct. The Vice President for Institutional Excellence and Student Success or his/her designee serves as the Conduct Officer. This person is responsible for the management of non-academic misconduct by students. This conduct may include, but is not limited to, hazing, bullying and/or non-criminal acts of violence.

When a student is temporarily removed in the high school setting for non-academic misconduct including, but not limited to, hazing, bullying, and/or non-criminal acts of violence, he/she will be immediately referred to designated high school disciplinary personnel and provided re-entry only with aforementioned personnel's written permission.

Student Rights and Expectations

Northeast State Community College embraces core values that guide the management and direction of the institution. These values are related to respect, responsibility, and responsiveness:

- Respect - We value respect and provide an environment of inclusiveness, cooperation, and diversity.
- Responsibility - We value responsibility and promote integrity, accountability, and excellence in teaching, learning, and services.
- Responsiveness - We value responsiveness and facilitate personal, professional, and economic growth.

Within this framework, all Northeast State students have specific rights and, likewise, have specific responsibilities. Northeast State's statements of student rights are in accordance with the Tennessee Board of Regents Policy 3:02:04:00 Student Rights and Freedoms. The statements are published in the 2025-2026 Northeast State Catalog and Student Handbook. The Catalog contains Student Handbook sections with guidelines, policies, and procedures describing student rights, freedoms, responsibilities, and expectations. Policies and procedures relevant to student conduct and/or expectations of student behavior as voluntary members of the college community are included. Information and policies concerning disciplinary offenses, disciplinary sanctions, procedural due process, college disciplinary procedures, and the Student Right to Know are available in the Catalog, as well.

Family Education Rights and Privacy Act (Ferpa)

August 1, 2025

Dear Dual Enrollment Student:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Northeast State, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from higher education records. However, Northeast State may disclose appropriately designated "directory information" without written consent, unless the student has advised Northeast State to the contrary in accordance with Northeast State procedures. The primary purpose of directory information is to allow Northeast State to include this type of information from a student's education records in certain college publications (such as an honor roll or other recognition lists, graduation programs, etc.). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If you do not want Northeast State to disclose directory information from your education records without prior written consent, you must notify Northeast State by completing a Non-Release of Directory Information form. This form is available in the Admissions and Records Office. A new form must be completed each academic year. Northeast State has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Classification
- The most recent educational agency or institution attended
- Enrollment status

If you have any questions regarding the release of your information or FERPA, please feel free to call the Admissions and Records Office at 423.323.0253 or email Admissions@NortheastState.edu.

Sincerely,



Deidra L. Close
Registrar

Frequently Asked Questions

1. **What is dual enrollment?**
   Dual enrollment courses offer students an opportunity to earn college-level coursework while completing requirements for high school graduation.

2. **Can dual enrollment students receive financial assistance?**
   Yes, dual enrollment students may receive funding. All eligible dual enrollment students are encouraged to apply for the Tennessee Dual Enrollment Grant or the Middle College Scholarship before the deadline. There is also additional financial assistance available for many CTE dual enrollment students. For more information about financial assistance, please see pages 8-10.

3. **One of my parents works for the State of Tennessee or for the Tennessee Board of Regents system. Will I receive a fee discount?**
   Yes! Dependents of Tennessee State employees will receive a 25% discount on tuition, and TBR system employee dependents receive a 50% discount on tuition. You are responsible for completing and submitting the necessary fee discount forms. Please see page 9 for links to the discount forms.

4. **If I need to withdraw from a course, what do I need to do***?*
   Contact your high school counselor and the High School Programs Office (423.354.5186). A refund will be given in accordance with Northeast State Community College's policies. Students that fail to withdraw from their dual enrollment course following the proper college guidelines will receive a failing grade on their transcript. Please see page 13 for important withdraw/drop dates.

5. **Will NeSCC dual enrollment courses transfer to other institutions?**
   All of Northeast State's Tennessee Transfer Pathway (TTP) courses transfer to most public Tennessee colleges and universities as well as some private institutions. It is the student's responsibility to contact the college or university he/she plans to attend to ensure that the courses will be accepted at those institutions. If a student has specific questions concerning courses that commonly transfer, he/she should contact the High School Programs office at 423.354.5186.

6. **Who teaches dual enrollment courses?**
   All dual enrollment courses are taught by a NeSCC faculty member. High school teachers who meet the adjunct faculty criteria may teach dual enrollment courses.

7. **Are dual enrollment courses different from other similar courses offered on NeSCC campuses?**
   No, dual enrollment courses meet the same academic standards and quality as all other courses offered by NeSCC. Please be advised that college courses may cover sensitive or mature topics.

8. **How are dual enrollment courses graded?**
   Dual enrollment courses are graded in accordance with criteria and standards established in the course syllabus.

9. **What do I need to do if I want to attend NeSCC when I graduate?**
   Dual enrollment students who plan to attend NeSCC upon high school graduation must complete a First-Time Freshman application by going to the Northeast State Online Application. .
10. **Are dual enrollment courses ever canceled?**
    Yes, classes with fewer than ten students may be canceled due to low enrollment.

11. **Are there prerequisite requirements for dual enrollment classes?**
    Many dual enrollment classes have prerequisite high school GPA or ACT requirements in order to enroll. If you are interested in a course that has certain prerequisite requirements and you have not taken the ACT or do not have the appropriate ACT scores, you can take the Accuplacer test, which is an untimed placement test that is given at Northeast State. The cost is $10. If you need to take the Accuplacer test, schedule it at your orientation session or your advisement appointment.

12. **How do I access my final grades for my dual enrollment coursework?**
    Final grades are located in your My.Northeast account. Once you have logged into My.Northeast, you will select "Student," "Records," "Final Grades," and then choose the correct term.

13. **If I change high schools' mid-semester, can I continue taking my dual enrollment course(s)?**
    If you are taking a dual enrollment course at your high school, you will not be able to continue in the course. If you are taking a course at a NeSCC campus, you may be able to continue. Call the High School Programs Office (423.354.5186) for more information. If you are not able to continue and need to withdraw, a refund will be given in accordance with Northeast State Community College's policies.

Accessibility Services

Accessibility Services provides ongoing assistance to faculty, staff, and students regarding the institution's obligations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students who are registered with the Accessibility Office are eligible to receive services and accommodations. The Office also serves as a liaison between the Tennessee Department of Vocational Rehabilitation and Northeast State.

If a student has a 504 Plan or an IEP in high school, he/she must contact the Accessibility Services Office at least three weeks prior to classes beginning **each semester** enrolled. Colleges are not governed by the IDEA so accommodations may be different and are not retroactive.

Accessibility Services

423-279-7649

accessibility@NortheastState.edu

Accessing Student Portal

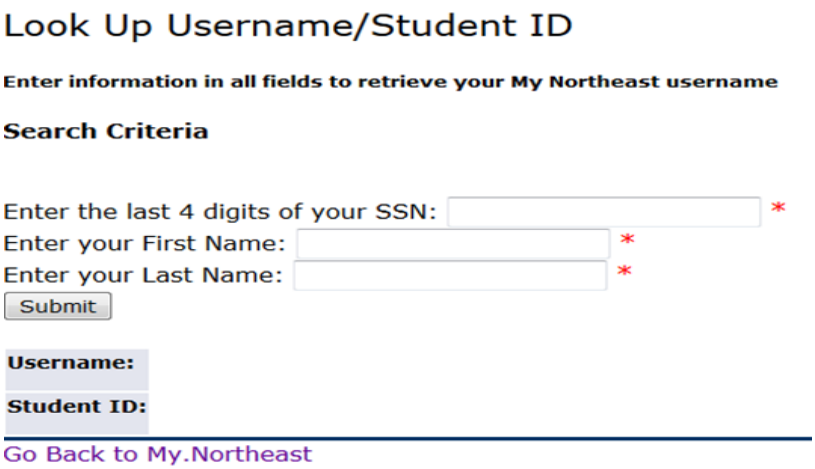
Myne.NortheastState.edu is the online student portal that allows access to My.Northeast, D2L, and your student e-mail account. D2L is an online platform used to access online course work and submit assignments. D2L also allows students to communicate with their professors. Please follow the instructions below to look up your Northeast State student username and your Northeast State student ID number, as we cannot provide this information to you over the phone or in an email.

1. Go to myne.northeaststate.edu.

2. Underneath the login boxes, select "Access for former students and employee records click here".

3. On the next page, select "Student ID & My.Northeast Username Lookup"

4. Enter the last four digits of your social, then hit tab. Enter your First Name, then hit tab. Then enter your Last Name, hit tab and click Submit. Your student username and Student ID will appear at the bottom of the page.



5. Once you have your username, go back to MyNortheast and log in using the username. Your password will be either your six-digit birthday OR NES{your birthday in this format xx/xx/xxx}nes (remove the brackets and slashes). You will then be prompted to change your password and create an additional security measure.

D2l Access to NeSCC Fully Online Classes

1. Log into your online class(es) as follows:
2. Log into MyNortheast
3. Select the D2L Icon.
4. Select one of the picture icons with the corresponding class number underneath it or select the tile icon located on the top right side of the page.
5. Courses will be available to view when the semester begins.

Northeast State Student Id

If you are taking classes at a Northeast State campus, you are required to have a student ID to enter buildings. You can create this in your student portal at myne.northeaststate.edu by selecting the **NESPhoto App** or you can visit campus police at Northeast State Blountville to create and obtain your student ID.

Tuition and Course Material Balances

If dual enrollment students have a tuition or course materials balance, they will receive an invoice from the High School Programs Office. This invoice will include payment plan information and one-time online payment information. This information is also provided below. Students may pay in person at Northeast State @ Blountville, Northeast State @ Kingsport, Northeast State @ Gray, or Northeast State @ Elizabethton. Students may also mail a check to the address below:

Northeast State Community College
ATTN: Business Office
2425 Hwy. 75
P.O. Box 246
Blountville, TN 37617-0246

Payment Plan Instructions

Call the High School Programs (HSP) Office at 423.354.5186 to let them know that you are planning to enroll in the payment plan to ensure that the dual enrollment grant has been applied to your account and that your registration is complete.

After calling the HSP Office, go to myne.northeaststate.edu and set up your OKTA/MyNortheast account.

NOTE: If you are a returning dual enrollment student, you will already have this login information. If you are a new dual enrollment student, please follow the enclosed instructions to look up your Student Username as we are not allowed to give this information out over the phone or in an email.

You will then select the **Student Account Suite** icon and then choose **"Enroll in Payment Plan"** to begin payment plan enrollment. You will select **Fall 2025** as the term.

Follow the prompts on the payment plan website to enroll in the payment plan. There is a $25 enrollment fee for the payment plan. Payments will be made in equal monthly installments.
July 31 is the deadline for the 6-payment option. The first installment is due at the time of enrollment. The remaining 5 installments will be made August – December on the last business day of the month.
August 30 is the deadline for the 5-payment option. The first installment is due at the time of enrollment. The remaining 4 installments will be made September – December on the last business day of the month.

How to Make an Online Payment

Please call the High School Programs Office at 423.354.5186 to let them know that you would like to pay online so that they can verify that your registration is complete and that your dual enrollment grant funds have been applied to your account.

After calling the HSP Office, go to myne.northeaststate.edu and set up your OKTA/MyNortheast account.

> NOTE: If you are a returning dual enrollment student, you will already have this login information. If you are a new dual enrollment student, please follow the enclosed instructions to look up your Student Username as we are not allowed to give this information out over the phone or in an email.

You will then select the **Student Account Suite** icon to make a payment.

Fee Waivers

Dependents of State, University of Tennessee (UT), or TBR employees are eligible for fee waivers:

25% fee waiver for dependents of Tennessee public school teachers and state employees can be accessed this webpage..

50% fee waiver for dependents of UT/TBR employees can be obtained from your Human Resources department.

If applicable, please submit the fee waiver with your payment.

Grants And Scholarships

Dual Enrollment Grant

The Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending an eligible high school and who are enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin working toward a college degree, while still pursuing a high school diploma.

Middle College Scholarship

The Middle College Scholarship program is defined as a scholarship which provides financial assistance to offset educational expenses for high school juniors and seniors who are pursuing an associate degree at an eligible Middle College. The Middle College Scholarship program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin achieving the credential of an Associate Degree at the same time as their high school diploma.

Career Readiness Scholarships

Career Readiness Scholarships are available to students who are residents of Sullivan or Washington counties, are taking CTE dual enrollment courses, and attend a public school within Sullivan or Washington counties (Sullivan East or West Ridge; Dobyns-Bennett; DB Excel; Cora Cox Academy; Tennessee High; Daniel Boone; David Crockett; Asbury Optional, or Science Hill). The scholarship will pay the tuition balance for any CTE courses not paid for or fully paid for by the Dual Enrollment Grant. For Sullivan County students who are also part of a Middle College partnership at Dobyns-Bennett High School, D-B Excel, Sullivan East High School, West Ridge High School, or Tennessee High School and are Sullivan County residents, the Sullivan County College & Career Readiness Scholarship will pay their Middle College tuition.

Sullivan County residents are eligible by submitting proof of residency—a parent's/guardian's ID card, utility bill, car registration, or lease agreement that displays both name and current physical address. Please email a clear picture of proof of residency to hsp@NortheastState.edu.

Students receiving the Sullivan County College & Career Readiness Scholarship and Washington County Career Readiness Scholarship must maintain the minimum college GPA associated with their primary state grant or scholarship (2.00 overall college GPA for Dual Enrollment Grant recipients and a 3.00 semester college GPA for Middle College Scholarship recipients).

Washington County residents are eligible based on attendance at a public school in Washington County. No other proof of residency is required.

Frequently Asked Questions – Payments & Grant

1. **What are the requirements to receive the Middle College Scholarship?**
   Students must be a Tennessee resident to receive the dual enrollment grant. Students must maintain a 2.00 college GPA to continue to receive the dual enrollment grant. Please reference the chart on the next page to see current award amounts. The Middle College Scholarship is available to students who are enrolled in an approved Program of Study and whose school system has entered into a Middle College partnership with Northeast State. The Middle College Scholarship is worth $2,000 each semester.

2. **How do I apply for the Dual Enrollment Grant or Middle College Scholarship?**
   Both applications are available at this website: Tennessee Student Assistance Corporation's website.

3. **When is the deadline to apply for the Dual Enrollment Grant and Middle College Scholarship?**
   The 2025-2026 Dual Enrollment Grant application deadline is June 30, 2026. The 2025-2026 Middle College Scholarship application deadline is November 15, 2025.

4. **Can I use the dual enrollment grant at another institution in the same semester that I dual enroll with Northeast State?**
   Students in this situation will initiate a consortium agreement with the institution that will receive the grant funds. Dual enrolling at multiple institutions during the same semester could result in additional account balances at one or all of the institutions. Consortium agreements cannot be used for the Middle College Scholarship.

5. **Are there additional scholarships to pay for the student balances referenced in the chart on the next page?**
   Students enrolled in general education courses are not eligible for any other scholarships at this time. Students enrolled in CTE coursework or Middle College coursework may be eligible for additional scholarships. Please see page 10 for more information.

6. **How will I be notified if I have a tuition balance and how will I pay?**
   You will receive an invoice each semester that you are a dual enrollment student. Please see page 9 of the handbook to learn about Northeast State's payment plan and online payment options.

7. **Will the dual enrollment grant help pay for textbooks or other course materials?**
   No. The dual enrollment grant can only be used to cover the cost of tuition.

8. **What if my college GPA falls below the minimum grant or scholarship requirement?**
   You will no longer be eligible for the Dual Enrollment Grant at any institution if your **cumulative** college GPA falls below a 2.00. The Middle College Scholarship requires students to maintain a 3.00 **semester** college GPA; if your GPA falls below this as a Middle College student, you will lose access to these funds.

***The grant will pay for 6 credit hour courses in courses 1-5.**
Dual Enrollment Grant: Award Amounts

Course Number	Tuition	DEG Award Amount	Student Balance
Course 1 (3 credit hours)	**$601.65**	**$601.65**	**$0**
Course 2 (3 credit hours)	**$601.65**	**$601.65**	**$0**
Course 3 (3 credit hours)	**$601.65**	**$601.65**	**$0**
Course 4 (3 credit hours)	**$601.65**	**$601.65**	**$0**
Course 5 (3 credit hours)	**$601.65**	**$601.65**	**$0**
Course 6 (3 credit hours)	**$601.65**	**$300**	**$301.65**
Course 7 (3 credit hours)	**$601.65**	**$300**	**$301.65**
Course 8 (3 credit hours)	**$601.65**	**$300**	**$301.65**
Course 9 (3 credit hours)	**$601.65**	**$300**	**$301.65**
Course 10 (3 credit hours)	**$601.65**	**$300**	**$301.65**

Textbooks

Dual enrollment students need to purchase their textbooks prior to the beginning of the semester. Students enrolled in fall courses at their high school will receive textbook information in their July invoice. Students enrolled in spring courses at their high school will receive textbook information in their November invoice. Students taking on-campus courses at one of our four locations will be given textbook information at their advisement appointment.
Unfortunately, there is NO financial assistance available to assist with textbooks. Some classes are included in Follett Access, which means you are automatically charged for the course fees when you register for the course. This amount will be included in your dual enrollment invoice. Students are able to opt out of Follett Access; however, this is the most cost-efficient option.
Courses included in Follett Access are Human Anatomy & Physiology (BIOL 2010), Computer Applications (INFS 1010), Early US History (HIST 2010), Modern US History (HIST 2020), Trigonometric Applications (MATH 1050), Intermediate Algebra (MATH 1100), Introductory Statistics (MATH 1530), Pre-Calculus Algebra (MATH 1710), Applied Calculus (MATH 1830), Calculus I, II, and III (MATH 1910/1920/2110), Introduction to Linear Algebra (MATH 2010), Intro to Music (MUS 1030), Medical Terminology (ADMN 1306), Introduction to Business (BUSN 1305), Introduction to Marketing (BUSN 1380), American Government (POLS 1030), Public Speaking (COMM 2045), Fundamentals of Communication (COMM 2025) and Intro to Theatre (THEA 1030).

Visit the **Northeast State Community College bookstore** online for more details and contact information.

Inclement Weather Policy

All dual enrollment students taking courses at their high schools and certain designated courses at our Northeast State teaching sites will follow their own school system's schedule. Homeschool students and those taking traditional NeSCC courses at one of our four teaching sites will follow NeSCC's inclement weather policy.

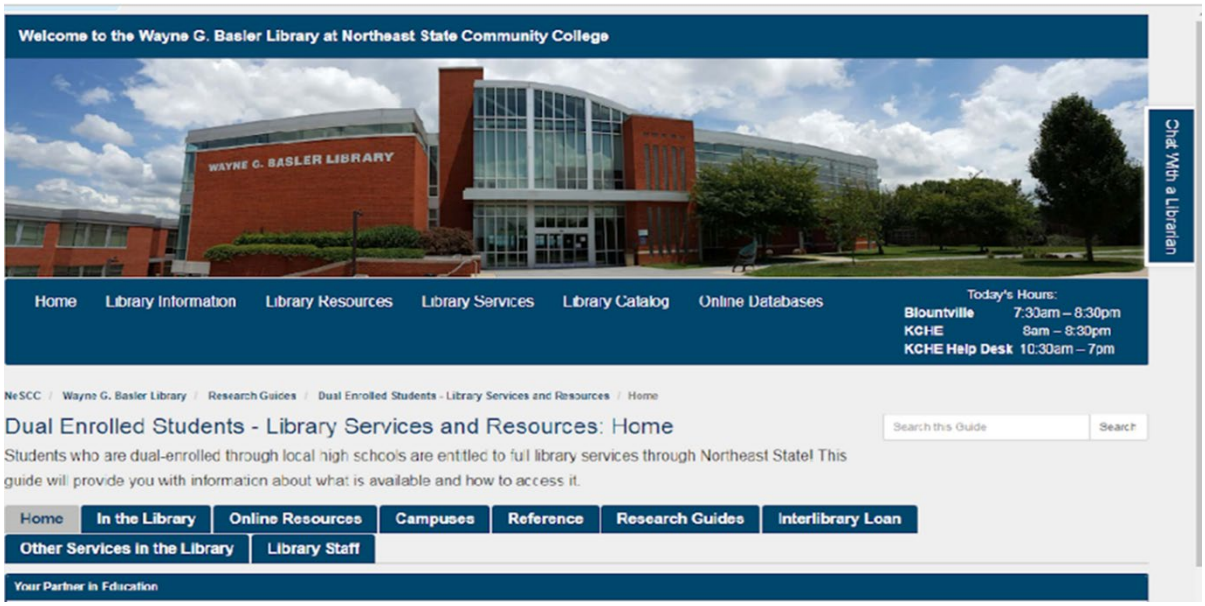
For the most current information about weather-related class cancellations and/or campus closings, please check the Northeast State homepage. Students also have the option to sign up for the NeSCC Alert system (Rave) and receive notifications via email and/or text message. Students may also monitor local TV and radio stations for announcements. When weather conditions are questionable, but classes are not cancelled, students should consider safety a primary factor in determining attendance.

> Note: Decisions that affect the regular schedule will be announced at approximately 6 a.m. for day classes and 4 p.m. for evening classes.

Students should sign up for Rave campus text alerts to ensure they are kept up to date of all schedule changes.

Access to the Northeast State Library

As a dual enrollment student, you have the same Library access and privileges as all Northeast State students. You can use the physical and online materials, as well as the research and citation services provided by the librarians. Librarians are available to help you in person, by telephone, email, text message, and online chat from the Library's website.



- Go to Dual Enrolled Students
- Select "Online Resources" from the menu tabs.
- Once on the Online Resources page, select the "Online Databases Page" link.
- After choosing a database, you may need to log in, if prompted. Your username and password are the same as your MyNortheast username and password.

Drop, Add, Withdraw Standards

After the registration period is over, students may make adjustments in their schedules by adding and/or dropping courses. A student may drop or add courses for fall, spring, or summer semesters as published in the Academic Calendar. Courses dropped within the first part of the term are not recorded on the student's transcript; see the academic calendar for exact dates.

High school students must contact their school counselor and High School Programs Office 423.354.5186 immediately upon decision to drop or withdraw. A refund will be given in accordance with Northeast State's policies. Students who fail to withdraw from their dual enrollment course following the proper college guidelines will receive a failing grade on their transcript.

Following the 14th day of the term, and not later than two-thirds of the term beginning with the first day of classes, a student may officially drop a course(s) or withdraw from Northeast State and receive a grade of W. After the drop/withdrawal deadline date, no student will be permitted to drop/withdraw from the college or classes and receive the designation of "W" without providing documented evidence of unusual and verifiable circumstances which compel the student to discontinue enrollment after the published last date to drop/withdraw. Examples of unusual circumstances that may warrant a late drop/withdrawal are:

- Serious personal illness of the student verified by the healthcare provider or
- Serious illness or death in the student's immediate family verified by physician's documentation or a copy of an obituary or
- A necessary change in work schedule or new employment verified in writing by the student's employer.

In all circumstances, the student must file a Request for Late Drop/Withdrawal in the Advising Resource Center on the main campus in Blountville. Students must submit all of the following information in order for the request to be processed:

1. Request for Late Drop/Withdrawal form
2. Official documentation of mitigating circumstances which proves that the circumstances occurred after the deadline to drop/withdraw.
3. A statement from the student explaining the mitigating circumstances.

Grade Appeals

Purpose

A Northeast State Community College student has the right to know the reason for grade assignments and the correct answer to examination questions. In matters of interpretation, the College accepts the judgment of the faculty member as the professional in the discipline. In instances where a student believes he/she has received an incorrect final grade, the appeals process is possible. The student must follow the Final Grade Appeal Procedure as outlined below.

Grounds for Appeal

- Errors of omission. The student contends that a certain test, homework, or class project was submitted but not graded.
- Errors in averaging. The student contends that an error in the mathematical calculations of graded material occurred.
- Errors in course practices. The student contends that there was gross disparity between the course syllabus and the manner in which the course was conducted; in particular, the manner in which the individual student was treated.

Procedure

When a student believes there are circumstances that warrant the appeal of the final grade received in a course for reasons other than academic misconduct, the student may appeal the grade. The appeal process must begin within 30 business days following the day in which grades are due in the student information system (for the term in which the grade was assigned).

1. Should the student wish to formally appeal a final grade, he or she may submit a formal written appeal to the instructor of the course in question. The appeal must be initiated within 30 business days following the day in which final grades are due in the student information system. The student will indicate the grounds for appeal in the formal written appeal. If the student is unable to reach the course instructor, the student should contact the appropriate division office for assistance.
   The instructor will notify the student of his or her findings in writing within five (5) business days of the receipt of the formal written appeal.
2. If no satisfactory agreement is reached with the instructor, the student may submit a formal written appeal to the appropriate Academic Dean. The student's written appeal must include documentation that he or she consulted with the instructor and the instructor's decision (as outlined in Step One, above). It must also include the basis of the appeal, as noted under the Grounds for Appeal section, outlined above. The formal written appeal must be submitted within five (5) business days of receipt of the instructor's findings.
   The appropriate Academic Dean will investigate the appeal, render a decision, and submit a written report of the findings to the student, the instructor, and the Vice President for Academic Affairs. The written report must be submitted within five (5) business days of receipt of the student's appeal.
3. If the appeal is denied by the Academic Dean, the student may request in writing that the documentation and written appeal be forwarded to the Vice President for Academic Affairs. The request that the documentation and written appeal be forwarded must be submitted to the academic dean within five (5) business days of receipt of the dean's decision. The Vice President for Academic Affairs will review the appeal, render a decision, and submit a written report of the findings to the student and the Academic Dean. The written report of the findings must be submitted within ten (10) business days of receipt of the written appeal and documentation. The Academic Dean will notify the instructor as appropriate.
4. If the student is not in agreement with the decision of the Vice President for Academic Affairs, he or she may request in writing a hearing before the Grade Appeal Subcommittee. To request a hearing, the student must request that the Vice President of Academic Affairs forward the written appeal to the chair of the Grade Appeal Subcommittee. The student must submit this request to the Vice

President of Academic Affairs within five (5) business days of receipt of the findings from the Vice President.

The Subcommittee will determine through a majority vote of its members if the appeal has merit for further investigation based upon one of the allowable grounds for appeal.
If the Subcommittee determines the appeal has merit for further investigation, the Subcommittee chair will convene a hearing with the Grade Appeal Subcommittee within ten (10)
business days of the chair receiving the appeal. During the hearing, the Subcommittee retains the right to ask questions of each party and to call on such expertise as it deems appropriate to arrive at a decision.

The Grade Appeal Subcommittee will forward its recommendation in writing to the Vice President for Academic Affairs within 15 business days from the request for the hearing.

5. The Vice President for Academic Affairs will review the Subcommittee's recommendation, issue a written report relative to the Subcommittee's findings, and forward the report to the President. The report must be submitted within five (5) business days of receipt of the findings from the Grade Appeal Subcommittee.
6. The President will review the student's appeal, the Subcommittee's findings, and the Vice President for Academic Affairs' recommendation, render a decision, and submit a written report of the findings to the student, the Vice President for Academic Affairs, and the chair of the Grade Appeal Subcommittee. The report must be submitted within ten (10) business days of receipt of the report. The President's decision will be final. The Vice President for Academic Affairs will notify the academic dean and the instructor, as appropriate.

Complaints, Compliments, & Suggestions for Improvement

The following procedures have been established to help students submit their comments:

Complaints

1. Students should first seek to resolve complaints informally with the College personnel directly responsible for the area of complaint.
2. If the above is not possible or does not provide a satisfactory outcome, students should submit written complaints about any area of the College's operations to the Assistant Vice President for Enrollment Services by using the **Student Complaint Online Submission Form**.
3. Submissions should state the nature of the complaint as well as the resolution sought.
4. The Student Complaint Online Submission Form must include the contact information of the person submitting the complaint.
5. The Assistant Vice President for Enrollment Services will forward the complaint to a designated Vice President or other appropriate office (as determined by the nature of the comments) for review within three (3) business days.
6. The student will be notified of the outcome within ten (10) business days of the receipt of the Student Complaint Online Submission Form by the Assistant Vice President for Enrollment Services.
7. If the student is not satisfied with the outcome, he or she may appeal in writing to the President of the College. The President's decision will be final.
8. Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in State Authorization Reciprocity Agreement States, commonly known as SARA.

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission (**Request for Complaint Review**).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the **SARA Policies and Standards** have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the **NC-SARA website**. Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

Compliments

1. Compliments may be submitted using the Student Compliment Online Submission Form.
2. Compliments will be received by the Vice President for Institutional Excellence and Student Success and forwarded to the appropriate Vice President's office for review and dissemination to the College personnel or program mentioned.
3. The student may be contacted by the Vice President for Institutional Excellence and Student Success if additional information is necessary.

Suggestions for Improving College Services: Speak Out

1. Concerns and/or suggestions for improving College services should first be discussed with the individual or campus office providing the service, including action(s) that can be taken to improve the service.
2. If the above is not possible or the improvement action(s) require approval by the service provider's supervisor or the College administration, the student should submit the concern or suggestion in writing to the Vice President for Institutional Excellence and Student Success by using the Suggestions for Improving College Services: Speak Out Online Submission Form.
3. The Vice President for Institutional Excellence and Student Success will present the concern or suggestion to the Northeast State President's Cabinet, which will review the service and make a recommendation to the President.
4. The President may direct the development and implementation of actions designed to improve the services provided by the College.
5. The student may be contacted by the Vice President for Institutional Excellence and Student Success if additional information is necessary.

NeSCC Policy Information

Please reference Chapter 3 of the Northeast State Policies and Procedures Manual for complete policies and procedures concerning student conduct and expectations. The following are specific policies on the reporting of student complaints, compliments and suggestions for improving College services:

03:05:01 - Student Rights and Freedoms
03:05:10 - Student Complaints and Compliments

03:05:11 - Complaints Related to Institutional Accreditation or Violation of State Laws
03:05:12 - Reporting Fraud or Abuse
03:05:13 - Suggestions for Improving College Services: Speak Out
03:07:00 - Family Educational Rights and Privacy Act
03:07:01- Directory Information

Discrimination and Harassment/Title IX

For concerns or complaints regarding Title IX, civil rights, discrimination, or harassment, please visit the Policy and Compliance website or contact the Office of Policy and Compliance at 423.354.5296. Questions may also be emailed to Starr Bradley, Assistant Director of Policy & Compliance/Title IX Coordinator.

Although crimes are not part of the complaint process, for issues involving campus safety, personal security, or to Report Behaviors of Concern, please visit the Be Safe web page or contact the Northeast State Police Department at 423.323.0255 (non-emergency) or 423.677.7927 (emergency cell). Questions may also be emailed to Andrew Mitchem, Chief of Police.

Official Northeast State Transcript Requests

Students need to request an official Northeast State transcript if applying to a different college or university other than Northeast State Community College upon high school graduation. These requests are made online through the Office of Admissions and Records. Go to Admissions Forms and select "Request for Northeast State Transcript." You will then be routed to the form. You will need to have your 900# in order to fill out this form. (See pg. 10)

Academic And Student Support Services

As enrolled Northeast State students, dual enrollment students have access to Student Resources which can aide in their success. While students can come on campus for academic services, many of these learning resources are accessible online.

- Accessibility Services
- Admissions & Records
- Advising Resource Center
- Bookstore
- Business Office
- Campus Information
- Career Services
- Evening Services
- Financial Aid
- Honors Institute
- IT Help Desk
- Library
- Scholarship Programs

Student Life

Student Needs

Testing Services

The Learning Center

Transfer Center

Important Dates

Fall 2025

Table 1 Fall 2025 1st 9 weeks at high schools

Activity	Date
Last Day for Completed Application	8/8/2025
Last Day for 100% Refund	8/3/2025
Classes Begin	8/4/2025
Last Day to Add a Class	8/10/2025
Last day for 75% Refund	8/12/2025
Last day for 25% Refund	8/21/2025
Last Day to Drop Without W	8/17/2025
Begin W Grade	8/18/2025
Last Day to Drop, Withdraw or Change to Audit	9/22/2025
Classes End	10/17/2025

Table 2 2nd 9 weeks at high schools

Activity	Date
Last Day for 100% Refund	10/12/2025
Classes Begin	10/13/2025
Last Day to Add a Class	10/19/2025
Last day for 75% Refund	10/20/2025
Last day for 25% Refund	10/29/2025
Last Day to Drop Without W	10/26/2025
Begin W Grade	10/27/2025
Last Day to Drop, Withdraw or Change to Audit	11/26/2025
Classes End	12/19/2025

Table 3 Semester long courses at high schools

Activity	Date
Last Day for Completed Application	8/8/2025

Last Day for 100% Refund	8/3/2025
Classes Begin	8/4/2025
Last Day to Add a Class	8/10/2025
Last day for 75% Refund	8/20/2025
Last day for 25% Refund	9/6/2025
Last Day to Drop Without W	8/17/2025
Begin W Grade	8/18/2025
Last Day to Drop, Withdraw or Change to Audit	11/2/2025
Classes End	12/19/2025

Table 4 Northeast State's Fall 2025 Academic Calendar

Activity	**Date**
Last Day for Completed Application	8/22/205
Last Day for 100% Refund	8/24/2025
Classes Begin	8/25/2025
Last Day to Add a Class	8/29/2025
Last day for 75% Refund	9/7/2025
Last day for 25% Refund	9/21/2025
Last Day to Drop Without W	9/7/2025
Begin W Grade	9/22/2025
Last Day to Drop, Withdraw or Change to Audit	10/31/2025
Classes End	12/5/2025

Table 5 1st 9 weeks at high schools

Activity	**Date**
Last Day for Completed Application	1/4/2026
Last Day for 100% Refund	1/5/2026
Classes Begin	1/6/2026
Last Day to Add a Class	1/12/2026
Last day for 75% Refund	1/14/2026
Last day for 25% Refund	1/22/2026
Last Day to Drop Without W	1/19/2026
Begin W Grade	1/20/2026
Last Day to Drop, Withdraw or Change to Audit	2/18/2026
Classes End	3/13/2026

Table 6 2nd 9 weeks at high schools

Activity	**Date**
Last Day for 100% Refund	3/8/2026

Classes Begin	3/9/2026
Last Day to Add a Class	3/15/2026
Last day for 75% Refund	3/18/2026
Last day for 25% Refund	3/28/2026
Last Day to Drop Without W	3/22/2026
Begin W Grade	3/23/2026
Last Day to Drop, Withdraw or Change to Audit	4/30/2026
Classes End	5/27/2026

Table 7 Semester long courses at high schools

Activity	**Date**
Last Day for Completed Application	1/4/2026
Last Day for 100% Refund	1/5/2026
Classes Begin	1/6/2026
Last day to add a class	1/12/2026
Last day for 75% Refund	1/23/2026
Last day for 25% Refund	2/9/2026
Last Day to Drop Without W	1/19/2026
Begin W Grade	1/20/2026
Last Day to Drop, Withdraw or Change to Audit	4/9/2026
Classes End	5/27/2026

Table 8 Northeast State's Spring 2026 Academic Calendar

Last Day for Completed Application	1/16/2026
Last Day for 100% Refund	1/19/2026
Classes Begin	1/20/2026
Last Day to Add a Class	1/24/2026
Last day for 75% Refund	2/2/2026
Last day for 25% Refund	2/15/2026
Last Day to Drop Without W	2/2/2026
Begin W Grade	2/16/2026
Last Day to Drop, Withdraw or Change to Audit	03/27/2026
Classes End	5/1/2026

Middle College & Career Academy Graduation

If you are in a CTE Career Academy or Middle College cohort and are on track to graduate from Northeast State by the end of your senior year, please follow this important timeline to ensure you are ready to graduate.

Table 9 Senior Year Timeline

December-January	Complete an online Graduation Application
April	Go to your high school's Guidance Office and request a FINAL high school transcript be sent to Northeast State
April-May	Pick up your graduation cap and gown (some will be delivered to high schools or to your primary Northeast State campus)
May 12, 2026	GRADUATE!
May	High school sends final transcript
June	Pick up diploma at NeSCC

- If you have questions about graduating, visit How to Graduate.
- If you have questions about the graduation ceremony, visit Ceremony.

If you plan to continue at Northeast State:

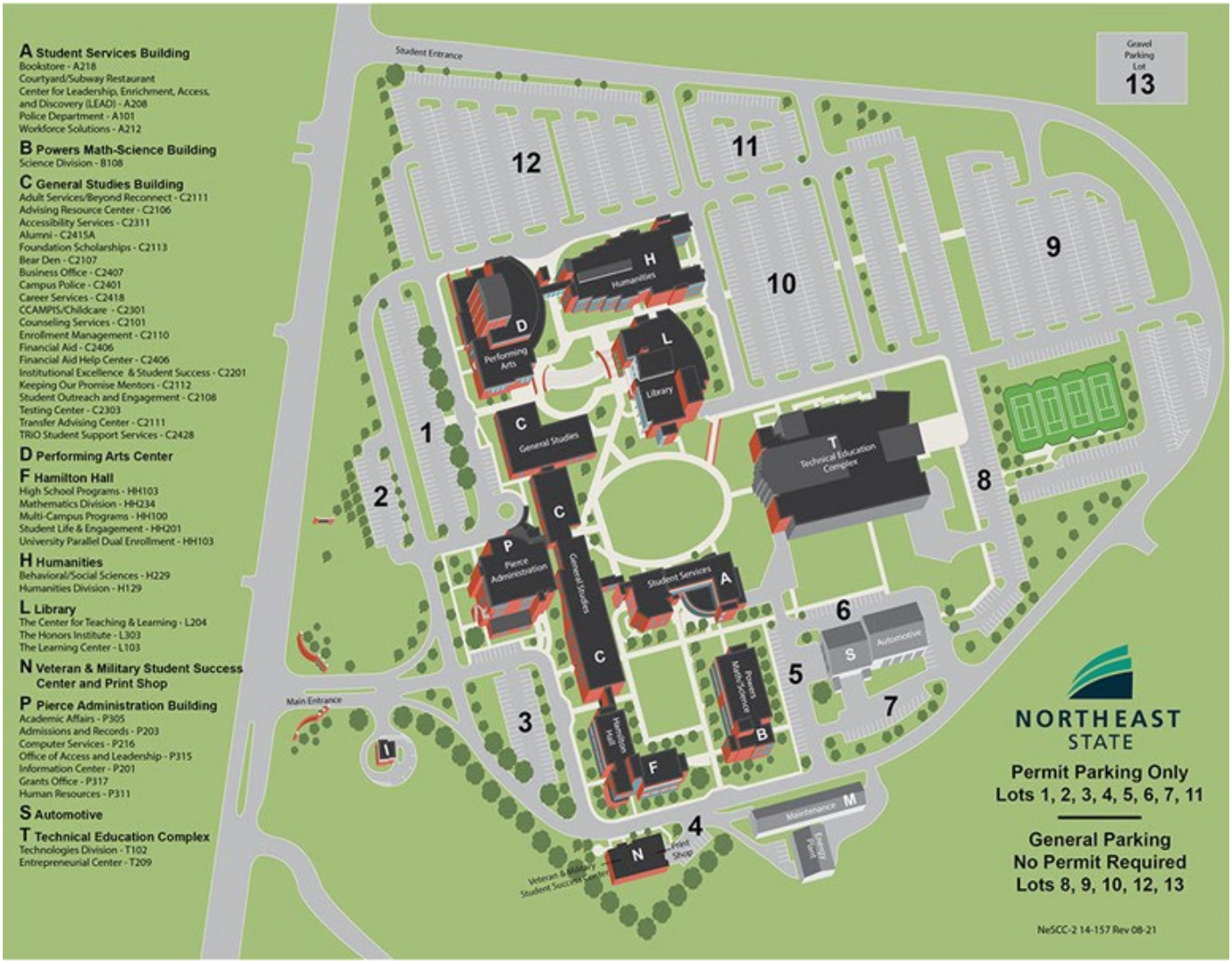
1. **Apply online as a freshman.**
2. Go to the Northeast State Application for Admission
3. Under FIRST-TIME USERS, select **"Create an account"**
4. On the following page, type in your first name, last name, email address, and birthday, and click "**SUBMIT**".
5. On the following page, save the PIN number; you will use this to log in on the next page. You will then be prompted to set up your application password. Please follow the password specifications listed on the website.
6. Select "**START NEW APPLICATION ON THE NEXT PAGE**" and then "**CREATE APPLICATION**".
7. Please provide the appropriate information in the Personal Background section.
8. In the Planned Course of Study section, enter FALL 2025 as your admission term. Choose **"I want to take classes after graduating high school or completing a high school equivalency"** as your academic goal.
9. Continue filling in the required information and submitting any required documentation to complete your application.
10. You will receive an email from the Northeast State Admissions Office regarding your application.
11. **Schedule a New Student Orientation.**
12. Register at New Student Orientation
13. **Complete a 2026-2027 Free Application for Federal Student Aid (FAFSA).**
14. Go to FAFSA.
15. Need assistance? Visit Help Center

If you plan to complete an associate's or bachelor's degree at another college or university:

1. Apply online to the institution.
2. Complete a 2026-2027 Free Application for Federal Student Aid (FAFSA).
3. Request a FINAL high school transcript be sent to the institution.
4. Request a Northeast State transcript be sent to the new institution.
5. Go to [Transcript Request].

Campus Maps

Blountville Campus



Kingsport Campus



Elizabethton Campus





Gray Campus



NORTHEAST STATE AT GRAY

High School Programs Contact Information

- Shelby McKenzie, Director:
  - swmckenzie@NortheastState.edu/ 423.354.5186
- Brandi Hyatt, Administrative Assistant:
  - bdhyatt@NortheastState.edu / 423.354.5238
- Jacqui Rasnic, Assistant Director:
  - jlrasnic@ NortheastState.edu / 423.354.2586
- Olivia Orten, High School Programs Coordinator:
  - oaorten@ NortheastState.edu / 423.354.5198
- Raegan Goodson, EPSO Coordinator:
  - rmgoodson@ NortheastState.edu / 423.354.2514
- Poppy Steele, Career & Technical Education Specialist
  - pdsteel@NortheastState.edu/ 423.354.5297