



# STUDENT HANDBOOK

2016-2017

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# SOUTHEASTERN COMMUNITY COLLEGE STUDENT HANDBOOK

The Southeastern Community College (SCC) Student Handbook is published along with the SCC Catalog to provide important information for students about the opportunities and services offered by SCC as well as the procedures and regulations to be followed. The Handbook provides details about campus services and procedures, advisement, and student organizations. It also contains student rights and responsibilities, grievance procedures, and campus regulations.

The Catalog describes academic programs, procedures, and degree requirements; continuing education programs; and special programs. It also contains course descriptions and gives information on college admissions procedures, costs, financial aid programs, student services and activities, college facilities and community outreach programs.

Because students are responsible for the information in the Catalog and the Handbook, they should familiarize themselves with both publications. Students are responsible for the proper completion of their academic program, familiarity with all requirements, maintaining the grade average required, knowing their academic standing, and meeting all other requirements. Advisors and counselors are available to all students, but final responsibility remains with the student.

All information contained in this handbook is subject to change at any time without notice.

## ABOUT SCC

### ACCREDITATION

Southeastern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Southeastern Community College.

For additional information, contact Southeastern Community College.

Southeastern Community College  
4564 Chadbourn Hwy  
PO Box 151  
Whiteville, North Carolina 28472  
Phone: 910.642.7141  
FAX: 910.642.5658  
[www.sccnc.edu](http://www.sccnc.edu)

## SCC BOARD OF TRUSTEES

Theresa J. Blanks, Secretary  
Lake Waccamaw

Spruell R. Britt  
Fair Bluff

Mark Cartret  
Whiteville

Maudie Davis, Vice Chair  
Tabor City

Henry Edmund, Chair  
Lake Waccamaw

Robert L. Ezzell  
Whiteville

SGA President (ex officio)

Harry Foley  
Lake Waccamaw

Jack Hooks  
Whiteville

Joe Hooks  
Whiteville

Brenden Jones  
Tabor City

Charles Lytle  
Whiteville

Terray Suggs  
Whiteville

## LEADERSHIP TEAM

Dr. Anthony Clarke  
*President*

Mrs. Lauren Cole  
*Vice President, Academic Affairs*

Mrs. Beverlee Nance  
*Vice President, Workforce and Community Development*

Mrs. Betty Jo Ramsey  
*Vice President, Administrative Service*

Mrs. Sylvia Cox  
*Executive Dean of Students*

## MISSION/PURPOSE STATEMENT

Southeastern Community College promotes career and educational success for all of our students and growth for our community and state through excellence in teaching and learning, student access and completion, economic development, and cultural opportunities. BOT: May 2004, November 2010, May 12, 2015

## AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

Southeastern Community College (SCC) does not discriminate on the basis of race, color, religion, national origin, age, sex, pregnancy, citizenship, disability, veteran and genetic information. This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other SCC administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs.

## POLICIES AND PROCEDURES

For additional information about policies and procedures, please visit [www.sccnc.edu/policies-procedures/](http://www.sccnc.edu/policies-procedures/).

## ACADEMIC INFORMATION

### ADMISSIONS

SCC maintains an open door admissions policy for all applicants. The College serves students regardless of race, color, religion, national origin, age, sex, pregnancy, citizenship, disability, veteran and genetic information. Selective placement of individual students in the different programs of study within the College is determined by the admissions office, within the guidelines established by the State Board of Community Colleges and the North Carolina Community College System for each program of study and course offered.

Any person who is at least 18 years of age or a high school graduate or its equivalent may be accepted by the College. High school students and home-schooled applicants 16 years of age or older may be admitted into credit and continuing education courses in accordance with the concurrent enrollment policies adopted by the State of North Carolina. Students under the age of 16 years may be admitted to an Early College High School program, Learn and Earn program or Huskins Bill program.

Admission to degree, diploma and select certificate programs require a high school diploma or the equivalent. Admission to the College does not imply immediate admission to the curriculum desired by the applicant, and admission to certain programs may have additional academic entrance requirements. (Policy 4.9)

### ACADEMIC FRESH START

Academic Fresh Start is designed for the student who has experienced severe academic difficulty in his/her initial period of enrollment at Southeastern Community College and who has resumed his/her post-secondary education. After a period of re-enrollment in which a student has made significant improvements in his/her academic achievement, he/she may be eligible for Academic Fresh Start.

A student who has not been enrolled in curriculum courses at the College for sixty months and then re-enrolls may request an Academic Fresh Start in the Student Success Center Office. The returning student must be enrolled the semester prior to making the request, having completed a minimum of twelve credit hours within a period of 12 months in his/her curriculum, and must be in a curriculum program having earned at least a "C" grade in every course attempted since reentry. The request must be made within twelve months of re-enrollment at the college.

Responses to requests for fresh start will be made within five working days of receipt of the request. If the request is approved, the grade point average of all courses taken sixty months or more prior to re-enrollment as an Academic Fresh Start student will be 0.00, and the student's new grade point average will be calculated beginning at the time of Academic Fresh Start re-enrollment.

To meet program completion/graduation requirements, the student must complete a minimum of one-half the total credit hours required in the program after the Academic Fresh Start re-enrollment period has begun. Previous major courses of C

or better will be treated like transfer courses where grades are not assigned.

In instances where Academic Fresh Start is granted for courses completed at Southeastern Community College and then transferred to another college or university, the receiving institution is not required to disregard those course grades. Academic Fresh Start may not affect admission or readmission to an allied health program at Southeastern Community College. Financial aid applicants approved for Academic Fresh Start are not exempt from the college's Satisfactory Academic Progress Requirements for Financial Aid Recipients.

Approval of a request for recalculation of grade point average under this policy is only granted once for each student. (Procedure 4.9.1)

## ACADEMIC PROGRESS

Southeastern Community College policies for academic progress are designed to assist students in successfully completing their program of study. It is the student's responsibility to be aware of their academic progress. Counseling, tutoring services and faculty advising are available to help students maintain satisfactory academic progress.

Students working toward completion of a degree, diploma, or certificate, must complete all courses in their program with a minimum 2.0 grade point average (GPA) to be eligible for graduation. Other programs may have additional requirements and students are directed to meet with their advisor to review grade policy and requirements for their particular program.

All students are subject to the academic progress policy, including those not seeking degrees. Satisfactory academic progress will be determined based on the final grades and a minimum 2.0 cumulative GPA for attempted credit hours. *Unsatisfactory progress is defined as follows:*

**Academic Probation** Students who have earned less than a minimum 2.0 cumulative GPA are placed on academic probation. When a student's cumulative GPA reaches or exceeds 2.0, they will be removed from academic probation and considered to be in good standing. A student who has been on academic probation for two consecutive semesters of attendance may be subject to academic suspension. A student is notified by Rams Mail of his/her status and the steps that must be taken to remove the status of probation.

Students on academic probation must make an appointment to meet with their faculty or academic advisor to register. The advisor may:

- Limit their enrollment to nine (9) credit hours or less for the semester.
- Prescribe specific developmental or required courses for enrollment.
- Specify the mechanism by which courses are delivered, e.g., student may be restricted from taking any online courses.
- Require the student to meet with the advisor at various times throughout the semester to discuss the student's academic progress.
- Require students with grade of "F" to repeat failed courses before registering for new additional courses in the subsequent semester.

**Academic Suspension** A student may be placed on academic suspension for consistent failure to show active initiative toward fulfillment of his/her chosen educational goal. A student remains on academic suspension for a minimum of one semester. A student is notified by Rams Mail of his/her status and the steps that must be taken to remove the status of academic suspension.

Students who wish to appeal the academic suspension must follow the Student Grievance Process located in the Student Handbook.

**Reinstatement** Students seeking to return to Southeastern Community College after academic suspension must meet with their advisor to discuss their program of study and course selection. The advisor will notify the records office and the student's status will be returned to Academic Probation. Credit hours may be restricted. Students raising their cumulative GPA to 2.0 or above will return to good standing.

Students receiving financial aid must meet all the requirements of the financial aid progress policy. Students are advised to



contact the financial aid office (910.642.7141 x 214) regarding their status.

## ACCESS TO STUDENT ACADEMIC RECORDS

The College adheres to the regulations contained in the Family Education Rights and Privacy Act, “FERPA.” (Policy 4.11) The Registrar’s Office is responsible for maintaining the cumulative records of current and former students.

The Family Education Rights and Privacy Act, “FERPA,” (amended by S.J. Res. 40) gives students the opportunity to inspect their educational records and, if they wish, to challenge the content of their records. Parents of dependent students also have the right to inspect their children’s records. (Procedure 4.11.1)

The College presumes that parents of students who have not yet reached the age of 21 and who are currently attending the College claim the students as dependents for tax purposes. Students at the College who are at least 18 years of age and who do not want their parents to have access to their cumulative records must so inform the Registrar of the College and prove that they are not tax dependents of their parents. If parents of current students or former students who are at least 18 years of age wish to inspect and review their children’s cumulative records, they must prove to the Registrar that they claim the students as dependents for federal income tax purposes.

Parents or eligible students who wish to inspect and review cumulative records must submit requests in writing to the Registrar of the college. When he/she receives written requests for review of the records from parents or students who have a right to inspect the records, the Registrar schedules the review. The review date should be as early as possible but never later than 20 days after the request was made. The inspection and review are made in the Registrar’s Office or at another designated location. A college official competent in interpreting student records is present to explain the implications of the records that are examined. Procedures on hearings to correct inaccuracies, disclosure to persons other than parents or students, and waiver of rights are on file in the Office of the Vice President of Student Development and Technology Services and the Registrar’s Office.

The College may release student directory information upon request, unless students indicate to the Registrar’s Office in writing that their information should not be released. Such information includes the student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance at SCC, degrees and awards (including honor roll status), and most recent previous school attended. Academic and disciplinary records are not released without the written consent of the student.

## CHALLENGE TO ACADEMIC FREEDOM

If a student feels that his/her academic freedom has been challenged or inappropriately restrained, he/she has the right to seek redress by filing a complaint using the college’s grievance procedures. (Procedure 3.5.2)

## COURSE SYLLABI

Students are responsible for all information stated in course syllabi. Students need to pay special attention to the instructor’s attendance, grading, and examination/testing policies.

## CURRICULUM GRADE APPEAL PROCESS

Grades are determined by the faculty member and based on a fair and consistent system for all students. Appeals concerning grades given for a course must be directed to the faculty member that assigned the grade. The faculty member assigning the grade and the student appealing the grade shall discuss the issue and attempt to resolve the difference. Every reasonable effort should be made to resolve the issue at this level. This initial conference should occur within five working days of the issuance of the grade or the end of the semester. If the faculty and student fail to reach a satisfactory resolution at this level, the student may appeal according to procedures described below:

1. The student shall present the appeal in writing to the respective division chair or director of the department within five (5) working days after the conference with the instructor. The division chair or director shall confer with the student and faculty member and attempt to seek resolution by mutual agreement. (If applicable, the student should continue to attend classes throughout the appeal process.)
2. If the student wishes to appeal the final decision of the division chair or director, the student must appeal in

writing to the Vice President of Academic Affairs within five (5) working days of the decision. The Vice President of Academic Affairs will convene the Academic Review Committee.

3. The Academic Review Committee will consist of four faculty members (two technical, two general education), at least one of whom, if possible, shall be qualified to teach the course; and a director, or division chair (technical or general education); and a student representative. The faculty member assigning the grade does not serve on the committee. During the appeal process, the appropriate division chair and/or faculty member will provide all relevant information to the Academic Review Committee. The student's written appeal will be provided to the committee.
4. The faculty and student shall be afforded the opportunity to personally appear and provide pertinent information to the committee and ask questions of anyone providing documentation to the committee. Upon receipt of all relevant information, the committee shall determine whether the grade assigned by the instructor shall be upheld.
5. Should the committee find the grade received by the student as appropriate, the committee chair will communicate the decision to the Vice President of Academic Affairs and upon approval by the Vice President of Academic Affairs, draft a response to the student within five (5) working days.
6. If the grade is not upheld, the committee shall make a decision as to how the grade shall be assigned to the student and will communicate the decision to the Vice President of Academic Affairs. If the Vice President of Academic Affairs approves of the decision, the Vice President shall notify, in writing, the faculty member; the student; and the appropriate faculty chair of the committee's decision within five (5) working days. The grade must be submitted within college guidelines.
7. If the Vice President of Academic Affairs does not approve the committee's decision, the Vice President will respond to the student, the faculty member, the appropriate faculty chair, and the committee members, with his/her decision within five (5) working days.
8. The decision of the Vice President of Academic Affairs is final.

Failure of a student to pursue a grade appeal in accordance with the provisions of this process or any publications derived there from shall be deemed unacceptable and the grade assigned will be the grade of record.

This process shall apply to all credit courses offered by the College regardless of length, credit awarded, method of delivery, time of delivery or other factors.

## CURRICULUM STUDENT REGISTRATION

Registrations for curriculum day, night, and distance learning classes occur prior to the beginning of each semester. Registration for classes beginning later in the term continues until the first class meeting. Exact times and dates are announced in advance through campus publications and public media. Returning students should schedule an appointment with their advisor to complete the registration process. (Procedure 3.1.10)

Students wishing to add a class that has met must complete a Drop/Add/Withdrawal Form, available in the Student Success Center. After the form is completed, it should be signed by the instructor of the course being added and the students' faculty advisor. The completed form is submitted to the Registrar's Office. For most classes, the add period is the first two days of the semester. Beginning the first day of class, students wishing to add distance learning classes must obtain the approval of appropriate department chair or director. For evening classes and those beginning later in the term, the add period is considered to be through the first class meeting.

Students wishing to drop a class for which they have registered must complete a Drop/Add/Withdrawal Form, available in the Student Success Center. After the form is completed, it should be signed by the instructors affected by the change and the students' faculty advisor. The completed form must be submitted to the Registrar's Office in order for the drop to be official.

To avoid a transcript entry for the dropped course, students must drop the class prior to the 10 percent point of the class. After the 10 percent point, a grade of W will be recorded for the course until the exam period.

Students desiring to withdraw from individual courses with a grade of W may do so until the exam period. Also, instructors may withdraw students because of excessive absences with a grade of W until the exam period. After that time, instructors may withdraw students with a grade of F.

Students desiring to withdraw from the College should contact the Student Success Center for the forms and procedures necessary for official withdrawal. Students who fail to withdraw officially will receive a grade of F for each course in which they are enrolled and may be unable to register in subsequent semesters. Students may withdraw from the College with a grade of W in all courses prior to the first day of the final examination period. If the students' final examinations are to be given before the regular examination period, then the students must withdraw before the examination is administered to that class.

## DROP OR WITHDRAWAL FROM CURRICULUM CLASSES

Students wishing to drop an on-campus class must complete a Drop/Add/Withdrawal form available in the Student Success Center. After the form is completed, it must be signed by the instructor(s) affected by the change and the student's faculty advisor. The student must submit the completed form to the Registrar's Office in order for the drop to be official. For online courses, students must follow the drop procedures outlined in the Moodle course. To avoid transcript entry for the dropped course, students must drop the class prior to the 10% point of the class.

Students wishing to withdraw from individual courses with a grade of "W" may do so up until the exam period. Instructors may withdraw students because of excessive absences/non-participation with a grade of "W" up until the exam period. After that time through the last class day of the term, instructors may withdraw students and issue a grade of "W." Students who do not attend the final class meeting without making arrangements with their instructor and were not withdrawn previously in the term also receive a grade of "F."

## ELECTRONIC COMMUNICATION

To ensure, to the extent possible, that students who are taking courses who are communicating with an instructor and submitting assignments electronically are the students who registered for the courses, the College requires use of its official email systems. The official system for students relies on the issuance of a student identification number to all students when they register. Students then follow guidelines posted on the College website to create logins and passwords. This system validates that the communication is coming from the student assigned that particular account and serves as an electronic signature for them. No other student may be permitted to access the email system using the created logins and passwords, and students may not allow access under their individual logins and passwords.

Students and faculty communicating with each other about any course-related questions or when sending or receiving assignments must do so using college approved email systems or through Moodle. For students on and off campus the communication must take place with Moodle or by using Rams email (sample address - [jon121234@rams.sccnc.edu](mailto:jon121234@rams.sccnc.edu)); for faculty or staff teaching, the communication must be through an assigned college email address (sample address would look like [firstname.lastname@sccnc.edu](mailto:firstname.lastname@sccnc.edu)). Again, security of usernames and passwords is essential as communication in these accounts are considered to have been electronically signed.

Failure to use one of these systems will result in questions or assignments being viewed as having not occurred. Faculty (full-time and adjunct) are not permitted to accept assignments unless sent through an official email system, uploaded through Moodle, or delivered in person.

## FACULTY WARNING AND WITHDRAWAL NOTICES FOR CURRICULUM CLASSES

Faculty may send a warning notice to students who, in their judgment, have accumulated too many absences in a course. If the student continues to miss class after receiving the warning notice and the amount of absence time exceeds five percent of the duration of the course, then the faculty member may choose to send the student an instructor-initiated withdrawal form. A grade of "F" is recorded on the student's transcript for the course, if the grade is given after the 80 percent point of the class. (Procedure 3.1.29)

## GRADING SYSTEM

Grade reports are available to students at the end of each semester via WebAdvisor. End-of-semester grades become a part of students' permanent records. SCC uses a 4.0 point system of grading. Other grades which may appear on grade reports or transcripts (No quality points are awarded.):

- AU – Audit: Grade for those who register and complete a course as audit students.

- P – Passed: Grade for students in developmental coursework that indicates they have met the outcomes for the course and may now proceed to the next level developmental course or college course.
- I – Incomplete: Temporary grade (85 percent of course work completed). Work must be finished by the sixth week of the following semester (fall, spring, summer) unless an earlier completion date is set. Failure to complete the work by the designated date will result in an “F” in the course. Incompletes are not considered in the calculation of GPA until the course is completed.
- IP – In Progress: Temporary grade (currently enrolled course). Reports including currently enrolled courses with grades will display an “IP” on the currently enrolled courses in the grade area.
- NA – Never Attended: A withdrawal status assigned when withdrawn by the instructor after the course census date to indicate the student never attended class.
- CR – Credit: Grade for credit received for a course through CLEP, military credit, AP, proficiency examination or other methods (see Credit for Prior Knowledge, Experience, or Certifications, p. 65).
- PR – Progressing: Grade indicating that a student in a developmental course has not completed all required work to receive credit, but should complete the requirements in a subsequent attempt progressing at the same rate. Note: For financial aid calculations this grade is considered to be equivalent to a withdrawal.
- RA-RF – Removed from GPA: An “R” preceding a previously assigned grade, which results from students’ applying for and being awarded Academic Fresh Start status, p. 77.
- TP – Tech Prep Credit: Grade credit awarded for high school Tech Prep courses equivalent to college courses.
- TR – Transfer Credit: Credit through transfer from another institution.
- W – Withdrawal...Assigned when students withdraw from the course or are withdrawn from a course by their instructor prior to the exam period.

## GRADUATE GUARANTEE

The College guarantees that graduates who have passed any technical or vocational course offered by the College with at least a “C” grade will have the skills and knowledge taught in that course as described in the course syllabus and that a graduate will be able to apply these skills and this knowledge effectively in the appropriate work environment. Should a graduate not be able to fulfill the promise of this guarantee within one calendar year of graduation and within three years of completing the course, then the College will allow the student to either retake that course or take an equivalent course at the College with no additional charge. A “graduate” is defined as an individual who has received either a diploma or a degree from the college. (Procedure 3.1.8)

## PROGRAM ADVISING

New students are assigned program advisors to help them make program decisions and plan their course schedules. Program advising is a collaborative partnership between the student and advisor. Though program advisors are available to assist students, students are ultimately responsible for their graduation plans and academic progress. Students are urged to meet with their advisors regularly and before changing their schedules, adding or dropping courses, or changing their program of study. For students planning to transfer to a senior college or university, their advisor will assist in advising students in accordance with the Comprehensive Articulation Agreement (CAA) between UNC system and the Community College System. To ensure sufficient advisement time, students should schedule appointments with their advisors.

## RELIGIOUS OBSERVANCES

In compliance with N.C.G.S. 115D-5, as amended in the 2010 legislative session, and 23 N.C.A.C. 02C.0213 of the state administrative code, students are permitted a minimum of two excused days each academic year for religious observances required by their faith. Students will be entitled to make up any tests or other work missed due to an excused absence for a religious observance. To be eligible for these excused absences, students must complete the written application process within the appropriate timeframe. (Policy 3.7)

## RELIGIOUS OBSERVANCES FOR CURRICULUM CLASSES

Students are permitted to request two excused absences each academic year for religious observances required by the faith of the student and be entitled to make up any tests or other work missed. The following process delineates how to obtain and use these absences: (Procedure 3.7.1)

1. At least 48 hours prior to the beginning of the class or two weeks prior to the religious observance, whichever is

later, the student will notify the campus Help Center in writing either by completing the paper form in the library at the Help Center desk or via email from his/her Rams mail account to HelpCenter@scnc.edu.

2. The email and/or form must include the student's name, ID number, date to be missed for religious observance, brief description of the religious observance, classes that will be missed due to the religious observance (including course/section numbers, course titles and instructors' names).
3. After verifying that the student still has religious observance days remaining, the Help Center staff will email the student and all indicated instructors that the student is using a religious observance day for the date requested.
4. Upon receipt of the email, the student should immediately contact their instructor(s) to arrange appropriate make-up work.
5. The student make-up work may be completed any time after notification of the instructor by the Help Center or within five school days after the absence. If fewer than five school days remain in the term, the student may receive an "I" in the course and finish the course during the next term.
6. If the make-up work is completed in the appropriate time frame, the student will receive credit for the missed work with no penalty. If the make-up work is not completed in the appropriate timeframe, the student will receive no credit for the missed work

## REPETITION OF CURRICULUM COURSES

Student who earn a grade below a "C" in a course or who completed the course five or more years earlier are allowed to repeat curriculum courses to improve the grade received in the course, to refresh their knowledge of the subject, or to refresh their skills in the subject. Additionally, students may repeat a course if mandated by their program of study. The Vice President of Academic and Student Affairs will approve any exceptions to the above on an individual basis. Southeastern Community College is subject to funding agency requirements related to repetition of courses; therefore student may not be able to repeat previously taken courses and receive benefits. (Procedure 3.1.13)

## TUITION REFUNDS

Tuition refunds are made only under the following circumstances:

- A full refund will be made if the College cancels a class.
- A pre-registered curriculum student who officially drops from a curriculum class or from the College before the first day of the semester may request a 100% refund.
- A 75% refund may be made if a student officially withdraws from a curriculum class on or before the 10% point of the semester.
- Students who fail to follow proper withdrawal procedures forfeit all refunds.
- Student fees, including administrative, laboratory, malpractice insurance (if required for a program of study), and graduation fees cannot be refunded except in the case of courses cancelled by the college.

To begin the refund process, a student must complete a drop form, which is available in the Registrar's Office. Refund checks are generated after a student completes the necessary drop form to drop a course or courses within the designated refund period. The tuition refund check is mailed to the student's address on record at the College. Contact the Business Office at 910.642.7141 for any questions or concerns about tuition refunds.

## RESEARCH POLICY

### Living Subjects Involved in Research

In an effort to support and encourage research, Southeastern Community College is committed to protecting living subjects from any harm, specifically with regard to safety, informed consent, and confidentiality. The College has established an Institutional Review Board (IRB) which is responsible for ensuring that all living subjects involved in research are treated fairly and ethically. Any proposed research that involves living subjects must be reviewed and approved by the IRB prior to being implemented. (Policy 3.8) The complete procedure can be found at <http://scnc.edu/policies-procedures/living-subjects-involved-in-research-procedure/>.

## STUDENT ABSENCES FROM CURRICULUM COURSES AND OFFICIAL COLLEGE EVENTS

Co-curricular activities, as well as extra-curricular student activities, are a valuable part of the College experience. However, every effort should be made to schedule such activities at times that will minimize conflicts with other required



class activities. (Procedure 3.1.36)

Students who miss class because of participation in official college functions must notify their instructors prior to the absence. Under normal circumstances, absences should not result in the student's total absences exceeding the maximum allowed by the course syllabus. If, however, absences result in a violation of the class attendance policy, then students must obtain written approval from the class instructor in order to be eligible to participate in the official college function.

Students who are excused from class(es) for an off-campus activity are responsible for any work missed during their absence.

## USE OF INFORMATION SYSTEM

### Guidelines

This policy applies to students, employees, and other authorized users. The president of the institution and/or his/her designee makes the initial determination of violations under this policy. Unauthorized users are subject to prosecution under relevant state and federal laws and SCC will contact state or federal authorities for prosecution. Students utilizing the generic laboratory workstation will be made aware of the IS Use Policy through the Student Handbook and by posting of the policy in all student labs and access points. Employees, non-employees, and students with specific logins will confirm that they have read and understand the IS Use Policy by signing a copy of the policy when provided access and on an annual basis thereafter. Employee affirmation is coordinated with the annual payroll verification and returning students' affirmation in fall semester. New employees will sign the policy as part of their indoctrination to the IS systems. The IS staff will maintain the most current signed policy. All users must be aware that the college cannot guarantee the absolute privacy of files and electronic messages. The IS staff has the ability to view files and messages on the networks. It is not the policy of the institution to routinely view such files and messages, but privacy cannot be guaranteed. The following are the guidelines to ensure appropriate use of information systems, computer systems, and information networks. (Procedure 7.7.1) The complete policy and procedures can be found at <http://sccnc.edu/policies-procedures/use-of-information-systems-2/>.

### User Must Do the Following:

1. Use the resources for which they have been granted access and only for authorized purposes.
2. Protect the privacy of confidential information to which they have been entrusted.
3. Protect their Username and passwords. Users are responsible for any activity using their Username and passwords.
4. Access only files and data that are their own, that are publicly available, or to which they have been given authorized access.
5. Use only legal versions of copyrighted software in compliance with vendor license requirements.
6. Be considerate in their use of shared resources. Users should refrain from monopolizing systems, overloading networks with excessive data or downloads, wasting computer time, wasting or excessively using connect time to internal or external networks, abusing disk space, and excessively using printer paper or other resources.

### Users Must Not Do Any of the Following:

1. Use another person's Username or password.
2. Use another person's files, system, or data without permission.
3. Use computer programs and/or algorithms to decode passwords or access control information.
4. Use computer resources without the supervision of college personnel.
5. Attempt to circumvent, subvert, or damage system security measures.
6. Connect personal equipment to the network.
7. Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files.
8. Use the college's systems for partisan political activities, such as using electronic mail to solicit support for a candidate.
9. Make or use illegal copies of copyrighted materials (software, videos, music, etc.), store such copies on college equipment, or transmit them on the college's network.
10. Use mail messaging systems to harass, intimidate, or otherwise annoy another person, for example, by

broadcasting unsolicited messages, sending unwanted mail, propagating chain mail, or causing the sending of unwanted mail.

11. Waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
12. Use systems for personal purposes.
13. Use systems for viewing, downloading, sending, or receiving information which contains obscene, indecent, or lascivious material or other material that explicitly or implicitly refers to sexual conduct. The college reserves the right to judge if material meets the criteria for the above.
14. Use systems for viewing, downloading, sending, or receiving information that is bigoted or sexist. The college reserves the right to judge if material meets criteria for the above.
15. Use systems for viewing, downloading, sending, or receiving copyrighted music, video, or data without adhering to the appropriate copyright laws.
16. Use systems for live multimedia (music/video) feeds that are not directly related to instruction or work.
17. Create, modify, execute, or retransmit any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as messages, including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.

## CAMPUS SECURITY AND SAFETY

It is a goal of campus security services to provide the safest educational environment possible for students at Southeastern Community College. Known and suspected violations of federal, state, or local laws and on-campus emergencies should be reported to campus police, security, or 911 as soon as possible.

Southeastern Community College police/security officers are employees of the college. These officers are responsible for enforcing, observing, and reporting federal state, local and college laws and regulations, including parking regulations. Campus security is supplemented by support from federal, state, and local agencies having jurisdiction in the college's service area.

Faculty, staff, and students must recognize that they should take individual precautions to protect themselves from becoming victims of a crime. Working together as a campus community in crime prevention programs is essential in the successful development of a safe campus environment. Crime awareness is addressed annually at student orientation.

Students participating in off-campus (college-sponsored) activities need to report criminal incidents to the law enforcement agency having jurisdiction where the crime occurred and must inform the Southeastern Community College campus security officers as soon as possible after the incident.

Campus police/security officers may be reached at:

Campus Police Officer	910.770.3232
SCC Campus Security	910.625.9089
	910.642.7141 Ext. 215
College Switchboard	910.642.7141 Ext. 0

## SAFETY

Safety is the responsibility of every employee/student, and compliance with safety policies and procedures will benefit everyone. The prevention of accidents and the elimination of safety hazards will continue to be a major objective of the College. The safety of our students, employees, the public and our operations are of the utmost importance and will receive our highest level of attention. The College takes employee/student safety and health seriously and believes that most injuries and unhealthy conditions are preventable. To this end, employees/students are encouraged to report any hazards or unsafe conditions. Further, they shall not engage in behaviors which are perceived as hazardous and will apply the principles of accident prevention to promote the general health and well-being of all concerned.

The College takes reasonable steps to provide a healthy, safe, and secure environment for all campus constituents. A

healthy, safe, and secure environment enhances management. (Policy 8.1)

## COMPLIANCE WITH TITLE IX OF THE EDUCATIONAL AMENDMENTS ACT OF 1972

Title IX of the Education Amendments of 1972 states: “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.” The College does not discriminate on the basis of sex in educational programs or activities, recruitment, admission or employment consideration or selection, whether full-time or part time, under any educational program or activity operated by the College receiving or benefiting from federal financial assistance.

### Responsibility for Title IX

Southeastern Community College has a responsibility to ensure compliance by demonstrating that our education programs and other activities are operated in a manner consistent with Title IX regulations and provisions. The College has designated the Director of Human Resources as the College’s Title IX Coordinator. He/she is designated as the person charged with providing general oversight of the Title IX program, coordinating the College’s implementation of this policy and for coordinating/handling complaints from faculty and other employees. The College has designated the Executive Dean of Student Services as the Title IX Deputy Coordinator. This individual is also responsible for the implementation of this policy and for coordinating/handling complaints from students.

## CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE Act)

Southeastern Community College reaffirms the principle that students and employees have a right to be free from any form of sexual offense, both forcible and non-forcible. Sexual offenses are unlawful and prohibited. The college provides programs to promote the awareness and prevention of dating violence, domestic violence, sexual assault and stalking throughout the year. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), the College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as defined in the procedures which follow. This policy applies to all members of the College community (students, faculty, and staff) as well as contractors and visitors. Following an investigation, individuals who the College determines more likely than not engaged in these types of behaviors are subject to penalties up to and including expulsion from the College, regardless of whether they are also facing criminal or civil charges in a court of law. (Policy 2.6)

## CLERY DISCLOSURE OF CAMPUS SECURITY POLICY and CAMPUS CRIME STATISTICS

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” commonly referred to as the “Clery Act,” requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community. The purpose of this procedure is to establish the parameters for compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (commonly referred to as the “Clery Act” which is part of the Higher Education Act of 1965). More information regarding the Clery Act can be found at <http://sccnc.edu/policies-procedures/clery-act-compliance/>.

SCC creates and publishes an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as college policies and procedures addressing campus security and safety.

SCC annually discloses/provides access to the campus community and the public, the Annual Security Report, which provides:

- Crime data (by type);
- Security policies and procedures in place to protect the community; and
- Information on the handling of threats, emergencies and dangerous situations.

Certain crimes are required by the Clery Act to be reported annually to the campus community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (forcible and non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and



arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying and possessing illegal weapons.

The annual report can be found at <http://sccnc.edu/wp-content/uploads/2015/08/Campus-Safety-Security-2015.pdf>.

The following definitions apply:

**Illegal discrimination** must be severe, pervasive (persistent) and objectively offensive and shall be defined as:

The failure or refusal to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation;

The limiting, desegregating, or classification of any employee in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation;

The denial, deprivation, limitation, or any other discrimination against an individual to any educational service or program of the College when the denial, deprivation, limitation, or other discrimination is because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation;

Any other action of the College, its personnel, working in their official employment capacity, which is based on an individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation.

**Hostile Environment** shall be defined as unwelcomed conduct which is severe or pervasive enough to create a work or educational environment that a reasonable person would consider intimidating, hostile, or abusive when such unwelcomed conduct is the result of some illegal discrimination. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, name calling, physical assaults, threats, intimidation, ridicule, mockery, insults, offensive objects or pictures, and interference with work or education. Petty slights, annoyances, isolated instances, or environments created by something other than illegal discrimination shall not rise to the level of a hostile environment.

**Preponderance of the Evidence** shall be defined as a finding that a claim or allegation is more likely than not to be true. This term does not refer to the quantity of evidence but rather to the quality of the evidence. It means that the fact finder must be persuaded, considering all the evidence, that the necessary facts to establish the allegation are more likely than not to exist.

**Retaliation** means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment. Retaliation against any person participating in good faith in connection with a complaint of sexual misconduct is strictly prohibited. Violations will be addressed through these procedures and/or other applicable College disciplinary policies or procedures.

**Sex/Gender Discrimination** shall be defined as illegal discrimination and includes the exclusion of a person from participation in or the denial of a person from the benefits of any SCC employment, education program, or SCC activity based upon their sex or gender. Without limiting the definition of Sex/Gender Discrimination, the following are defined as acts of Sex/Gender Discrimination.

**Sexual harassment** is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching
- Physical assault or coerced sexual activity
- Demands or subtle pressure for sexual favors
- Unwanted phone calls, texts, email, or gestures
- Condition a benefit by submitting to sexual advances

**Sexual Violence** refers to a type of sex/gender discrimination involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts, as defined below fall into the category of sexual violence including: dating violence, domestic violence, rape, sexual assault, sexual battery, sexual coercion, and stalking. Sexual Violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex/gender discrimination prohibited by Title IX, the Board of Trustees, and College Administration.

**Dating Violence** is defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Domestic Violence** is defined as asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-inhabitant, persons similarly situated under a domestic or family violence law, or anyone else protected under domestic or family law.

**Rape** is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sexual Assault** is defined as any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any sexual touching of a person who has not consented. This includes rape (such as forced vaginal, anal, oral penetration), groping, forced kissing, child sexual abuse, or the torture of a victim in a sexual manner.

**Sexual Battery** shall be defined as an unwanted form of contact with an intimate part of the body that is made for purposes of sexual arousal, sexual gratification, or sexual abuse. Sexual battery may occur whether the victim is clothed or not.

**Sexual Coercion** shall be defined as any act of persuading or coercing a person into engaging in an unwanted sexual activity through physical force, the threat of physical force, or emotional manipulation. It may also include substance coercion. Coercive situations may occur along a continuum and may not be obvious, even to the coerced individual.

**Stalking** is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress. Please see section 14-277.3A of the General Statutes for North Carolina's definition of stalking.

**Consent** must be received prior to engaging in sexual activity and shall be defined as affirmative action through clear words or actions that creates the mutual understandable permission of all parties to willingly engage in sexual activity and the conditions of such activity. Consent can only be given by one who has the mental and physical capacity to make such a decision, and it must be clear, knowing, and voluntary. Consent to engage in one form of sexual activity cannot automatically imply to consent to engage in any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sex acts. Consent can be withdrawn at any time. Consent may not be granted by a person known to be, or by one who should be known to be, mentally or physically incapacitated. It should be recognized that the lack of protest or resistance is not, in and of itself, consent and persons who are asleep, unconscious, or unable to communicate due to a mental or physical condition are not capable of granting consent.

## Reporting Alleged Sexual Misconduct

Individuals may report sexual misconduct to local law enforcement agencies by dialing 911. Individuals who make a criminal complaint may also choose to pursue a college complaint simultaneously. A criminal investigation does not release the College from its obligation to conduct its own investigation.

Individuals may choose to report alleged sexual misconduct to a campus official. The College respects and supports the individual's decision with respect to reporting; however, if information about sexual misconduct comes to the attention of the College, the College may start an investigation even in the absence of a filed complaint and/or notify appropriate law enforcement authorities if required or warranted based on the nature of the information reported.

Anyone wishing to report sexual misconduct should contact any one of the following individuals as outlined below:

*Title IX Coordinator*

Bill Maultsby  
Director, Human Resources  
bmaultsby@sccnc.edu  
910.642-7141 x310  
A-Bldg, Rm 107

*Title IX Deputy Coordinator*

Sylvia Cox  
Executive Dean, Student Services  
Sylvia.cox@sccnc.edu  
910.642-7141 x381  
A-Bldg, Rm 125

When concerns are brought to their attention or when they suspect that sexual or gender discrimination may be present, they are required to initiate and/or oversee timely investigations and provide updates to the accuser and the accused. Initial investigations must be completed within 30 days from the date of the report; therefore all faculty and staff are required to cooperate fully, truthfully, and expediently with investigations as outline in this procedure.

## Employee Responsibility to Report

Employees, in general, have a responsibility to report incidence regarding sexual misconduct once they are informed by a complainant. Employees, (other than responsible employees) before getting the story from the employee/student, the employee/student will be made aware of the requirement to report the situation, including identity, to the Title IX Coordinator. The Title IX Coordinator will discuss the employee's/student's options, including confidentiality.

## Responsible Employees

A responsible employee is defined as a college employee who has the authority to take action to address sexual harassment/misconduct. A responsible employee has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by employees and students to the Title IX Coordinator, Deputy Coordinator or other responsible employee. Responsible Employees are defined to include all College administrators (Campus Police, Executive Deans, Division Chairs, Associate Chairs, Faculty (to include Adjunct), Academic Counselors, Coaches, Student Affairs employees, Directors, Vice Presidents and the President). If an employee or student is unsure of someone's duties and ability to maintain one's privacy, the employee or student should ask the person before he/she speaks to him/her. After disclosure, the student will be made aware of the requirement to report the situation, including identity, to the Title IX Coordinator. The Title IX Coordinator will discuss the employee's/student's options, including confidentiality.

Responsible employees must report incidents of alleged sexual violence to the Title IX Coordinator or other designee to initiate an investigation.

## Confidential Employees

A Confidential Employee is not a Responsible Employee and is not required to report incidents of sexual misconduct to the College's Title IX Coordinator if confidentiality is requested by the student. Campus counselors are not considered as Confidential Employees. While campus counselors do not have to report Personally Identifiable Information (PPI) such as victim's name, general information, such as nature, date time, and general location of the incident must be reported.

## Bystander Intervention

Safe and positive actions may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander interventions include, but are not limited to:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Overcoming barriers to intervening
- Identifying safe and effective intervention options
- Taking actions to intervene

## Amnesty

The health and safety of every student at Southeastern Community College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. The College may also offer amnesty or leniency to the alleged victim or reporting witness with respect to other violations of College policy which may be disclosed as a result of such reports, depending on the circumstances involved. A bystander acting in good faith or a reporting individual (complainant) acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Southeastern officials or law enforcement will not be subject to Southeastern's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

## Interim Measures

Once the College is made aware of a complaint, steps will be taken to ensure equal access to educational programs and activities for the victim and the alleged perpetrator. Options that may be presented include, but are not limited to:

### *Employees/Students*

- Avoiding contact
- Rearrangement of class schedules/extracurricular activities
- Assessing resources: victim advocacy, academic support, counseling
- Use of disability services, health and mental services
- Reassignment
- Legal assistance
- Right to report a crime to campus/local law enforcement

## Investigation Procedures

Any complaint relating to discrimination, harassment or sexual harassment should be immediately referred to the Director of Human Resources (employee complaint) or the Executive Dean of Student Services (student complaint). (Note: if the accused party is a person that would otherwise be involved in the Investigation or in the Appeal process, the accused party may not participate in the Investigation or Appeal process; should the College President be named as an accused party, the Appeals process should omit the President as being the final decision maker. In that circumstance, the Board of Trustees or the Executive Committee of the Board should serve as the final decision making body).

- a. Within 5 working days of receiving the complaint the person charged with the complaint will be notified and an investigation will be initiated to determine whether there is a reasonable basis for believing that a violation of the

policy had occurred.

- b. During the investigation, interviews will be conducted with all parties concerned. Within 30 working days of the complaint being filed, the investigation will be concluded and a report submitted of the findings to college administration.
- c. If it is determined that a violation of this policy has occurred, a recommendation of appropriate disciplinary action will follow. The appropriate action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made by the complainant; (iii) prior complaints made against the accused; (iv) the quality of the evidence (first-hand knowledge, credible corroboration, etc.) If it is determined that an individual has been falsely accused appropriate disciplinary action will follow.
- d. Within 5 working days after the investigation is concluded, the complainant and accused will be notified separately of the findings of the investigation.

## Appeal Procedures

Either the complainant or accused who disagrees with the results and/or sanctions of the investigation may exercise their rights by filing a written appeal to the appropriate Vice President/Executive Dean of Student Services requesting reconsideration of the previous decision. The appeal/reconsideration of decision request must be presented in writing within 5 working days after receipt of the decision. The appropriate Vice President, in the case of an employee appeal, or the Title IX Coordinator, in the case of a student appeal, will render a decision on the appeal request within 5 working days following receipt of the request.

If either party is dissatisfied with the decision of the Vice President, a written appeal may be filed within 5 working days to the College President requesting reconsideration of the finding of the Title IX Investigator and the Vice President. The President will review the investigation, recommendations and decisions and any other evidence. The President will render a final decision on the matter and notify the complainant or accused within 10 working days of receipt of the appeal. No additional remedy shall be granted following the decision of the President.

## Protection of Complainant and Others

All reasonable actions are taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways suffer no retaliation as the result of their involvement in the process.

## Protection of the Accused

At the time the investigation commences, the accused is informed of the allegations, the identity of the complainant, and the facts surrounding the allegations.

In the event the allegations are not substantiated, all reasonable steps are taken to restore the reputation of the accused if it were damaged by the proceedings.

## Protection of Both Parties

To the extent possible, the proceedings are conducted in a manner that protects the confidentiality interests of both parties.

After the investigation, the parties are informed of the facts developed in the course of the investigation.

The parties are informed promptly in writing about the outcomes of the proceedings.

## Sanctions

Possible sanctions for students may include but not limited to:

- Restricted access to buildings, events, or areas of the campus
- Suspension
- Expulsion

## Education and Prevention

SCC is committed to increasing the awareness of and prevention of sexual misconduct and discrimination both on and off campus. The college makes continued efforts to provide students and employees with information and strategies intended to prevent sexual misconduct and discrimination. In an effort to promote on-going awareness on campus safety, on occasion, SCC conducts informational sessions and training on a wide-variety of subjects related to the health, safety and well-being of our employees and students.

## EMERGENCY NOTIFICATIONS

Announcements will be made to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” An emergency response expands upon the definition of “timely warning,” as it includes both Clery Act crimes and other types of emergencies (examples: a fire, infectious disease outbreak, terrorist attack, natural disaster, weather emergency).

Timely warning is an announcement made to alert the campus community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the campus and surrounding community. Title IX Coordinator and Campus Police works collaboratively with various offices on campus to develop, implement and oversee programs that ensure the College's overall compliance with the Clery Act and associated regulations.

For questions, additional detail, or to request changes to this policy, contact Campus Police.

## CODE OF CONDUCT

### STUDENT RIGHTS AND RESPONSIBILITIES

#### Due Process

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility.

As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that Community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline is initiated when the presence of the students on campus or at college sponsored activities disrupts the educational process of the college, or if college discipline is required by law. When students’ violations of the law also adversely affect the college’s pursuit of its recognized educational objectives, the College may enforce its own regulations.

When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If students' behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.



## Rights

1. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina are not denied to students.
2. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
3. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
4. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting government procedures, campus committees, and college offices.
5. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon students without due process. Due process procedures are established to guarantee students accused of student code of conduct violations the right to a hearing, a presentation of charges; and evidence for charges, the right to present evidence; the right to have witnesses on their behalf and to hear witnesses on behalf of the complainant (s); and the right of appeal.

## APPROPRIATE ACADEMIC BEHAVIORS

In order to create the most effective classroom environment possible to support learning, faculty and staff expect the following behaviors from students:

1. Academic Participation: Students should express their views in classroom discussions in an appropriate manner when asked. Students should also listen respectfully to others expressing their opinions and ideas. The exchange of ideas in a non-combative, non-abusive, and orderly manner is essential for learning and fundamental to academic freedom.
2. Academic Environment: Students should not disrupt the learning environment through any inappropriate behavior. It is the responsibility of the instructor to ensure that the appropriate learning environment exists in the class and remove from the class any student who disrupts the climate and interferes with other students' right to learn. Examples of inappropriate activities include, but are not limited to the following: using profanity or offensive language, texting or using cell phones, using other electronic devices to listen to music or to listen or view anything else not class related, attempting to carry on personal business with an instructor during class time, and carrying on side conversations.
3. Academic Courtesy: Students should be in class for the complete class session. Entering a classroom late or leaving early is disruptive to the instructor and other students. If rare instances make students late for class, they should enter quietly, be seated as close to the door as possible, and draw as little attention as possible. Students should never leave early without the instructor's permission. Students should see the instructor after class to explain their lateness since the instructor may have already taken attendance.
4. Academic Responsibility: Students bear the responsibility for knowing what was covered in a missed class. They should inform an instructor before being absent from a class, (if possible.) Students have the responsibility to find out in advance, if possible, the assignments and activities for the missed class. Students are responsible for arranging any make up work and completing assignments due at the next class period. Students should not expect to be able to make up all work missed, especially unannounced quizzes or tests. Students are responsible for knowing what was covered in the missed class and getting notes from other classmates. It is not the responsibility of the instructor to re-teach what was missed. Individual instructor's policies will vary and will be documented in the course syllabus, but it is still a student responsibility to know what was missed. Students should understand that faculty are in the classroom to aid them in learning, but that faculty also have the responsibility to certify that students have met the required outcomes of the course. Ultimately, students are responsible for their own learning and success.
5. Academic Focus: Students must focus on a class's activities while in that class. They must not work on non-related activities or sleep. If Internet use is a part of the class, students should use it only for class prescribed activities.
6. Academic Exchange: Students need to be prepared for a class to more effectively learn. There cannot be an effective exchange between an instructor and students without this preparation. Being prepared means reading any assigned work for the class and noting questions or reactions to the reading, preparing any requested written work, or preparing questions to ask in the class. Students always have homework in a class even if nothing is specifically assigned. At the least, students should review previous class notes to check their understanding and be

prepared to ask questions the next class session if they don't.

## STUDENT CONDUCT

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits. (Policy 4.5)

### General Expectations

Either inside the classroom or in any activities on campus or in other facilities where the College carries out classes or activities, students should observe the following:

1. Students should have food or drink only in appropriate locations. Food and drink are not permitted in classrooms, labs, or the auditorium.
2. Students should treat each other and all college personnel with respect in all interactions.
3. On-campus Basic Skills students must abide by the rules stated in their signed agreement form entitled "SCC Basic Skills Program On-Campus Rules" in addition to the expectations stated in this section and the section above.
4. Students must abide by all policies and procedures governing their behavior in the Policies and Procedures Manual, the Student Handbook, and in the Academic Catalog.

The following types of student behavior may result in one of the sanctions described in the next section.

1. Academic Dishonesty, that is, taking or acquiring possession of any academic material (test information, research papers, notes) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports that are supposed to be original work but are not entirely the student's own; and not giving credit for others' work (plagiarism).
2. Theft of, misuse of, or damage to college property or theft of or damage to property of a member of the College community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college sponsored or supervised functions off campus or in college owned vehicles; possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
4. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
5. Vulgar and offensive clothing is prohibited. Underwear must not be visible. Shirts and shoes must be worn at all times.
6. Mental or physical abuse, injury, or attempt to injure any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice and bullying.
7. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment. (The complete Anti-Harassment Policy can be found at <http://sccnc.edu/policies-procedures/anti-harassment-policy/>.)
8. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
9. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
10. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property, which interferes with free access to, ingress or egress of college facilities, and which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
11. Possession or use of a firearm, incendiary device, or explosive, except in connection with a college-approved



activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

12. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
13. Gambling.
14. Smoking and/or using other tobacco forms, including e-cigarettes and vaping.
15. Littering on the campus or in buildings.
16. Violation of college regulations regarding the operation and parking of motor vehicles.
17. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
18. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
19. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.
20. Violation of a local, state, or federal criminal law on college premises that adversely affects the College community's pursuit of its proper educational purposes.
21. Disobedience of the reasonable directions of college employees, including administrators, faculty, security, and other staff employees.

## STUDENT CONDUCT

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action is taken to restore and protect the sanctity of the community.

### Conduct Procedures

In order to provide an orderly protocol for handling student disciplinary cases in accordance with due process and justice, the following procedures are followed:

1. Charges: Any administrative official, faculty member, or student may file charges with the Director of Student Services against any student or student organization for violations of college regulations. The individual(s) initiating the action must specify, in writing, the following:
  - a. Name of the student(s) involved
  - b. The alleged violation of the specific code of conduct
  - c. The time, place, and date of the incident
  - d. Names of person(s) directly involved or witnesses to the infractions
  - e. Any action taken that related to the matter
  - f. Desired solution(s)
2. The completed charge form is forwarded directly to the Director of Students Services.
3. Investigation and Decision: Within five working days after the charge is filed, the Director of Student Services completes an investigation of the charge and schedules a meeting with the accused student. After discussing the alleged infraction with the accused student(s), the Director of Student Services may impose a sanction consistent with those described below.

### Interim Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist results in immediate suspension. If students fail to cease and desist, the instructor or administrative officer may then suspend them from the class or the College until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension notifies the Director of Student Services in writing of the individuals involved and the nature of the infraction as soon as possible but no later than 24 hours after the incident. The Director of Student Services is responsible for implementing student discipline procedures.

### Sanctions

1. Reprimand: The student receives a written communication, which gives official notice that any subsequent

offense against the Student Code of Conduct carries heavier penalties because of this prior infraction. A record of this communication will be maintained.

2. **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense or based upon a student's history of sanctions. General Probation has two important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action is taken. This probation can be in effect for up to one year from the time the initial decision is made and all appeals are final.
3. **Restrictive Probation:** Restrictive Probation results in loss of good standing and may be used depending upon the severity of the violation and the student's history of sanctions. Restrictive conditions may limit activity in the College community. Unless otherwise noted, the individual is not eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation can be in effect for up to one year from the time the initial decision is made and all appeals are final. Any violation of Restrictive Probation may result in immediate suspension.
4. **Restitution:** The individual must pay for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
5. **Interim Suspension:** The student is excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
6. **Loss of Academic Credit or Grade:** This sanction is imposed as a result of academic dishonesty or suspension for violation of the Student Code of Conduct.
7. **Withholding of Transcript, Diploma, or Right to Register:** This sanction is imposed when financial obligations are not met.
8. **Suspension:** The student is excluded from class(es) and/or all other privileges or activities of the College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Executive Dean of Student Services before returning to campus.
9. **Expulsion:** The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the College only with the approval of the President.
10. **Group Probation:** This sanction is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
11. **Group Restriction:** This sanction removes college recognition during the semester in which the offense occurred or for a longer period, usually not more than one semester. While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
12. **Group Charter Revocation:** College recognition is removed for a group, club, society, or other organization for a minimum of two years. Re-chartering after that time must be approved by the President.

## Appeal Process

To appeal a disciplinary decision a student may request a hearing by the Student Grievance Committee. Refer to Step 3, Formal Resolution, in the Student Grievance Process.

## STUDENT GRIEVANCE PROCESS

The procedures described in this section are open to any student seeking resolution for what he/she perceives to be unfair treatment in a student-to-student or student-to-employee interaction during his/her association with SCC. General grievance appeals concerning processes, disciplinary actions or alleged unjust or discriminatory treatment may be addressed through this process. Grade appeals are addressed through the Curriculum Grade Appeal Process. Grievances involving sexual harassment should be reported to the Executive Dean of Student Services (Procedure 2.7.1, Anti-Harassment).

## Informal Resolution

Within five business days following the event in question, the grievant must discuss the grievance with the individual who is perceived to be the source of the concern.

## Formal Resolution

**Step 1:** In the event that the grievance is not resolved informally, the grievant must meet with the supervisor of the accused individual against who said grievance has been filed, within five business days of the informal resolution meeting, and submit, in writing, a detailed explanation of the events or circumstances relevant to the grievance. This explanation should fully describe all aspects of the grievance, so it can be reviewed at every stage of the grievance process. Any necessary or pertinent documentation relevant to the grievance should be submitted with the written explanation.

The supervisor has up to five business days to conduct an investigation, which includes affording the accused an opportunity to provide a written response to said grievance. The supervisor is responsible for forwarding his/her written decision and all supporting documentation to the appropriate vice president/dean and the grievant. The grievant decision will be sent via official SCC e-mail, and documents will be sent by U.S. Postal Service.

**Step 2:** If the grievance is not resolved in Step 1, the grievant must contact the vice president/dean of the division in which the individual is assigned within five business days of receipt of the response from the supervisor and request a meeting to discuss the grievance. The five-day period begins the day following the official SCC e-mail that was sent by the supervisor.

After meeting with the grievant, the vice president/dean has up to ten business days to conduct an investigation, which includes affording the accused and the supervisor and/or student an opportunity to provide a written response to said grievance. The vice president/dean is responsible for forwarding his/her written decision and all supporting documentation to all parties involved. The grievant copy will be sent via the official SCC e-mail system and the US Postal Service.

**Step 3:** If the grievant or the accused is not satisfied with the response from the vice president/dean, either individual may request a hearing by the Student Grievance Committee. The individual must complete a Request for Hearing form within five business days from the date that the official SCC e-mail was sent. The request for a hearing must be made to the Executive Dean of Student Services. The Executive Dean of Student Services will convene the Student Grievance Committee.

## Student Grievance Committee for Students Enrolled in Curriculum Programs

The Grievance Committee is made up of one student from the Arts and Science Division and one student from the Technical Program Division, appointed by the Student Government Association, one SCC Ambassador appointed by the SCC Ambassador President, one faculty member appointed by the Faculty Senate, one Student Services staff member appointed by the Executive Dean of Student Services and the Director of Student Services or his/her designee.

## Procedures for the Student Grievance Committees

No one can serve on the Student Grievance Committee if they have any involvement in the grievance. The Executive Dean of Student Services will schedule a hearing within five business days of receipt of the Hearing Request form. Following the hearing, the committee will communicate the decision to the Executive Dean of Student Services and upon approval from the Executive Dean of Student Services, draft a response to the grievant within five business days. If the committee's finding is not approved, the Executive Dean of Student Services will draft the response to the grievant. The decision of the Student Grievance Committee and Executive Dean of Student Services is final. The response will be sent to the grievant via the preferred method of communication. Copies of the decision will be provided to the President and all individuals involved in the grievance process.

## Exceptions

1. All parties will receive written notification of any deviation from specified time frame.
2. The following exceptions apply if the accused is a vice President or dean. The Step 1 supervisor shall be another Vice President appointed by the President. Step 2 will be omitted in the event that the grievance is against a Vice President or dean. If the Executive Dean of Student Services is involved in the grievance, the individual will request a hearing through the President's Office. In the event that the grievance involves the President, the grievance form is forwarded to the President's executive assistant, who in turn forwards the grievance to the Chair of the Board of Trustees.

## CAMPUS VISITOR RULES

SCC encourages appropriate use of its facilities by citizens of the area in accordance with the purpose and policies of the institution. SCC's President has authorized appropriate college officials to ban any student or non-student from the campus whose presence or actions may be inappropriate at a particular place or event.

## DRUGS AND ALCOHOL POLICY

The drug and alcohol policy of the college is required by the Drug-Free Workplace Act. The act requires that agencies receiving federal grants certify that they are providing a drug-free workplace. The use of drugs or alcohol may impair the well-being of employees, students, and the public at large; drug and alcohol use may also result in damage to college property. Therefore, the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy is subject to disciplinary action up to and including referral for prosecution, expulsion, or termination. This policy applies to both students and college employees.

### Drug and Alcohol Procedures

1. The College does not differentiate between drug users and drug distributors. An employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity is subject to disciplinary action up to and including referral for prosecution, expulsion, or termination.
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include but are not limited to "crack," PCP, cocaine, marijuana, and heroin. They also include legal drugs that are not prescribed for the individual by a licensed physician.
3. If an employee or student is convicted of violating a criminal drug statute while in the workplace, on college premises, or as part of a college-sponsored activity, he/she is subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
4. Each employee or student is required to inform the College in writing within five days after he/she is convicted for violation of any federal, state, or local criminal drug statute when such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in a federal or state court.
5. Convictions of employees (including student employees as defined below) for violating drug laws in the workplace, on college premises, or as part of a college-sponsored activity are reported to the appropriate federal agency. Students employed under the College work study program are considered to be employees of the College if the work is performed for the college. For work performed for a federal, state, or local public agency or for a private nonprofit or a private profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer. The vice president of administrative services must notify the U.S. government agency with which the grant was made within ten days after receiving notice from the employee or otherwise receiving actual notice of a violation of a criminal drug statute occurring in the workplace. The College takes appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. An employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to any person while in the workplace, on college premises, or as part of any college-sponsored activity is subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, he/she is subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
8. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the

General Statutes.

9. Each employee or student is required to inform the College in writing within five days after he/she is convicted of violating any alcoholic beverage control statute when such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity.
10. Visits to the campus by the Columbus County drug dog may occur on a random, unannounced basis. Persons found possessing illegal drugs or alcohol may be arrested by local authorities. The Columbus County Sheriff's Department is called immediately, and violators are removed from the campus. (Procedure 2.4.1)

## TOBACCO FREE CAMPUS

Southeastern Community College (SCC) is committed to providing its employees and students with a safe and healthful environment. SCC recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. SCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599. (Policy 2.9)

Based on Southeastern Community College Board of Trustees approval (November 2009), the College has established the 100 percent tobacco free campus policy to be implemented on August 1, 2010.

1. Use of tobacco is prohibited by students, staff, faculty or visitors in all campus buildings, facilities or Property owned or leased by SCC and in vehicles that are the property of the college.
2. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff which includes smoking, chewing, dipping or any other use of tobacco products. This policy also applies to e-cigarettes or any product simulating smoking instruments.
3. The sale or free distribution of tobacco products, including merchandise, on campus or at college events is prohibited.
4. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
  - a. Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
  - b. All tobacco advertising, such as billboards and signs in/on athletic facilities owned and operated by SCC.
5. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by SCC.
6. SCC will provide accessible resources for tobacco cessation programs. These tobacco cessation programs shall be publicized in student, faculty and staff publications, emails, through the SCC website, student services, and other appropriate means.

## Procedures for Student Enforcement

### *First Offense*

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the College policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the College's tobacco-free policy and the possible consequences for violating the policy, and will file a report with the Campus Police giving the student's name and the date and time of this policy violation. The report shall be made as an e-mail or memorandum. The Campus Police will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

### *Second Offense*

Faculty and staff members will follow the procedures identified in "First Offense." When the Campus Police determines that this is the second reported offense for a student, the Campus Police will give the student's name to the Director of Student Services. The Director of Student Services will send the student a first-class letter and/or Rams mail, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.



### *Third Offense*

Faculty and staff members will follow the procedures identified in *First Offense*. When the Campus Police determines that this is the third reported offense for a student, the Campus Police will give the student's name to the Director of Student Services. The Director of Student Services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period. A student who disagrees with the decision may request a hearing before the Grievance Committee by contacting the Director of Student Services.

## UNLAWFUL CARRYING OF FIREARMS OR OTHER WEAPONS

According to North Carolina General Statute #14-269.2, persons carrying, either openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by the college shall be convicted of a Class I felony.

Persons carrying, either openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property or to a curricular or extracurricular activity sponsored by the college may be convicted of a Class G felony.

Also, persons carrying, either openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack or metallic knuckles, razor and razor blades (except solely for personal shaving), fireworks, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on educational property may be convicted of a Class I misdemeanor.

However, effective October 1, 2013, a firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; and
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; and
3. The handgun remains in either; a closed compartment or container within the permit holder's locked vehicle; or a locked container securely affixed to the permit holder's locked vehicle; and
4. The vehicle is only unlocked when the permit holder is entering or exiting the vehicle; and
5. The firearm remains in the closed compartment at all times.

No person is guilty of a criminal violation of this section as long as both of the following apply:

1. The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon.
2. The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement authorities.

## PARKING AND DRIVING

All students taking at least one course on campus must display parking permits on their vehicles according to the directions printed on the permits. The SCC Business Office issues parking permits to students, staff, and faculty through the Switchboard Operator in the lobby of A Building. These permits are not transferable to another person or car. If for some reason, individuals have to drive a substitute car without a permit, they should advise the Security Officer or the Switchboard Operator in the A Building lobby as soon as they arrive on campus.

Student vehicles are not allowed in parking spaces reserved for visitors. Vehicles that are double-parked, parked on the grass, blocking a driveway, parked over the designated parking lines, or disrupting an orderly flow of traffic are subject to a fine and may be towed away at owner expense.

## Regulations

The following regulations constitute SCC's traffic code and are applicable to students, all members of the faculty and staff, and any other persons operating a motor vehicle on college-owned property. These regulations are in effect and enforced at all times.

1. The College reserves the right to regulate the use of any and all of its vehicle-parking facilities, including:

- a. Denying vehicle-parking privileges to any individual and/or groups of individuals.
  - b. Reserving vehicle-parking facilities for the exclusive use of selected and designated individuals and/or groups.
2. The responsibility for locating legal parking spaces rests with operators of motor vehicles. Lack of parking space is not considered a valid excuse for violating any parking regulation.
3. The fact that persons park and observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect.
4. Operators must keep their vehicles properly registered with the College at all times.
5. Only current vehicle permits are to be displayed according to the location specified on the permits. Vehicle permits must be removed from vehicles when they are sold or traded. Persons who have registered vehicles with the College are held responsible for all traffic violations involving those vehicles on campus.
6. The Switchboard Operator in the lobby of A Building must be notified of any changes in ownership or changes in license tag numbers of any vehicles registered for operation on campus.
7. The College reserves the right to change these regulations and to add, remove, or reallocate parking spaces as the need arises. These changes, if any, are effective with the posting of signs and/or markings as appropriate and are emailed to students via Rams Mail.

All regulations embodied in the General Statutes of North Carolina governing and regulating vehicular traffic are applicable to and are enforced on the College campus. In addition, the following regulations, which are unique to this institution, are enforced:

1. Vehicles may not be parked in "No Parking" zones at any time.
2. The maximum speed limit on all campus streets is 20 miles per hour unless otherwise posted.
3. Movement of traffic along the campus streets must not be obstructed by vehicles stopping in the streets or in parking lots for any purpose other than parking.
4. Driving or parking on lawns or other areas of the campus where streets and/or parking lots are not provided is prohibited.
5. Pedestrians are given the right-of-way at all crosswalks.
6. All accidents involving motor vehicles that occur on college property must be reported immediately to Campus Police or Campus Security.
7. Vehicles illegally parked or abandoned on campus will be towed away and placed in commercial storage. Towing and storage charges are the responsibility of the vehicle owner.
8. Parking on or over lines used to separate parking spaces is a violation.
9. Individuals with repeated violations may be banned from driving or parking on campus.

## REPORTING ACCIDENTS ON CAMPUS

Southeastern Community College maintains the policy of providing safe and healthy working conditions throughout the campus and locations where SCC employees may be found. The prevention of accidents and elimination of safety hazards has been and will continue to be of major concern. Safety is the responsibility of, and will benefit every employee of SCC. The basic objective is to establish throughout the College the concept that no job is so important that it cannot be performed in a safe manner. (Policy 8.2)

Students should report all accidents to Campus Police and Security.

## ANIMALS ON CAMPUS

In consideration of personal safety, as well as sanitation, privately owned animals are not permitted on campus. Only in the following cases are animals allowed:

- Service Animals.
- Animals that are brought on campus for a specifically authorized and approved animal show, contest, or other event approved by the college.

## Baseball/Softball Games

- Animals may be brought to the baseball and softball fields by those individuals who are attending the game.

- Animals may be present for one hour prior to the game and one hour after the end of the game.
- Animals must be on a leash and under the control of the owner at all times.
- Animals must not cause a disruption to the game or disturb other attendees.
- Owners must clean-up after their animal in a sanitary manner.

Persons violating this policy will be requested to leave campus with their animal immediately. Animals found unattended may be impounded by campus security and turned over to animal control officers.

### Service Animal

A service animal is defined as any animal that is individually trained to work or perform tasks for the benefit of an individual with a disability, including but not limited to, a physical, sensory, psychiatric, intellectual, or other disability. Examples might include pulling a wheelchair, assisting during a seizure, alerting the presences of allergens, retrieving items such as medicine, or the telephone, providing physical support and assistance with balance and stability, and preventing or interrupting impulsive or destructive behaviors.

Under the Americans with Disabilities Act, individuals with disabilities may use service animals in any public area unless doing so would pose a danger to the health and safety of others or cause undue burden. Individuals with disabilities who use a service animal on campus are required to register with campus security.

### COMMUNICABLE DISEASE

The communicable disease policy of SCC is an effort to ensure the good health and safety of all employees and students. The College adopts this policy in its effort to control communicable diseases on campus. The policy incorporates established rules and regulations of the North Carolina Division of Health Services, Department of Human Resources. Employees or employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the Vice President of Administrative Services. Students infected with a communicable disease have the responsibility of reporting this fact to the Executive Dean of Students. The institution conducts a program to educate and inform employees and students about communicable disease. The education program includes, but is not limited to, written publications, seminars and workshops, and components of courses. (Policy 8.6) The communicable disease policy applies to all employees, employees of contractors or contracted services, and students of SCC. The complete Communicable Disease Policy and Procedure can be found at <http://sccnc.edu/policies-procedures/8-06-policy-communicable-disease/>.

### COPYRIGHT

College employees and students are expected to comply with Title 17 of the United States Code, entitled “Copyrights,” amended by P.L. 94-553, dated October 19, 1976, and revised by the Copyright Act of 1976, effective January 2, 1978, and all subsequent amendments to the act. Information regarding this law is available through the college librarian. At Southeastern Community College sensitive data and original works in all media are treated in accordance with copyright, trademark and patent law. The college expects employees and students to adhere to the law stated above. (Policy 2.10)

### EMAIL

Information sent through official college e-mail systems (Rams Mail) to college administration, faculty, staff, and students is deemed to have the electronic signature of the person to whom the electronic e-mail address is assigned. This electronic signature makes the individual assigned the e-mail address responsible for any communication through that address.

### FREE SPEECH

Southeastern Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Southeastern Community College. It is intended to protect one’s right to freedom of speech without interfering with the primary educational purpose of the College. (Policy 2.3) The complete policy and procedures can be found at <http://sccnc.edu/policies-procedures/free-speech-public-assembly/>.



## FUNDRAISING AND SOLICITING

### Solicitation

College buildings or campus spaces may not be used to raise funds for individuals or organizations except for officially recognized college projects or organizations that have obtained approval from the President of his /her designee. (Policy 2.2) The complete policy and procedures can be found at <http://sccnc.edu/policies-procedures/solicitation/>.

## INTELLECTUAL PROPERTY

### Intellectual Property Policy and Procedures

The following policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of Southeastern Community College. This policy is subject to applicable state and Federal law. Although Southeastern Community College might legally claim ownership of all intellectual property created by or for it, this policy exercises that right more narrowly in order to encourage fairness and creativity. (Policy 2.11) The complete policy and procedures can be found at <http://sccnc.edu/policies-procedures/intellectual-property/>.

## PUBLIC ASSEMBLY

1. Only allowable assemblies may be held on the College campus. Disallowable assemblies are defined as those that have a reasonable probability of any of the following:
  - a. Interfering with a legitimate college activity.
  - b. Showing a present intention to incite or disrupt college activities, coupled with a clear and present danger that the activities of the College will in fact be materially disrupted.
  - c. Including matters that would subject administrators to civil liability for libel or defamation.
  - d. Including matters that are obscene in accordance with prevailing legislative and judicial interpretation or that offend the conscience of the community.
2. Guidelines and application forms for use of college buildings, facilities, grounds, and equipment are available from the President's Office or his/her designee. Each application is acted upon within ten working days of its receipt in the designated office.
3. Any party or parties using the College buildings, facilities, campus, or equipment without following the procedures identified above are subject to removal from the campus and to prosecution.
4. Assemblies in buildings or on the campus must not interfere with or disrupt in any way the regular functions and needs of the college. No such assemblies may use any sound amplification equipment, unless specifically approved in advance.
5. Littering of the campus or buildings is prohibited and is enforced under General Statutes 14-399.
6. Acceptance of donations or charges for admission to such assemblies is generally prohibited unless special approval is obtained through the process identified above in advance of the event. (Procedure 2.3.2)

## SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES and BICYCLES

Skateboards, scooters, roller skates and in line skates may not be ridden anywhere on the property of Southeastern Community College. Bicycles may be ridden on campus roads that are open to public vehicles. Bike riders are required to obey the same rules of the road as other vehicles.

## MINORS ON CAMPUS

Children should not be on campus unless they are under the direct supervision of a parent or responsible adult. Children are not permitted in classes, laboratories, the Williamson Library, and the Nesmith Student Center.

## COLLEGE CLOSINGS, CLASS CANCELLATIONS, AND DELAYED OPENINGS

The College President will determine the need for canceling classes, delaying opening of the college, or closing the College whenever such actions may become necessary due to inclement weather, natural disaster, or some other emergency situation. (Policy 2.12)

In the event the College experiences closings or delays, information regarding the closing or delay will be posted on the SCC web site and announced on local radio and television stations. Voice recordings will be sent to students and employees who have registered with the SCC notification system. Students may also call the College's automated phone

system at 910.642.7141 and listen to the voice message for information.

## LOCATING STUDENTS ON CAMPUS

For emergency situations, persons who either come to campus or telephone the College to locate a student on campus must contact the Switchboard Operator in A-Building. The Switchboard Operator will notify a Campus Security Officer who will deliver the message to the student, if appropriate.

## LOST AND FOUND

Students should check for lost items with the Student Engagement Coordinator in the Nesmith Student Center or the College switchboard operator in A-Building. Students should turn in found items to the switchboard operator. Articles not claimed within 30 days are discarded or given to an appropriate charity.

## OFFICIAL ANNOUNCEMENTS

Southeastern Community College publishes official college information in the *SCC Catalog* and the *Student Handbook*. All students are responsible for reading these publications. The *Student Handbook* supplements the *Catalog*. The *Catalog* describes academic programs and degree requirements, continuing education programs, and special programs. It gives detailed information on college procedures, services, and regulations. The *Student Handbook* and the *Catalog* are updated annually.

Course offerings for curriculum and continuing education programs are listed in the semester schedule, which is posted on the College website ([www.sccnc.edu](http://www.sccnc.edu)).

## STUDENT INSURANCE

Each curriculum student is required to purchase student accident insurance each semester. Allied health curriculum programs may require the purchase of malpractice insurance. (Policy 4.3) Students are encouraged to have their own health insurance plan.

## USE OF COLLEGE FACILITIES/EQUIPMENT

The college encourages public use of its facilities in accordance with its stated purposes and policies. Priority is given to enrolled students, employees, and guests. The Board authorizes the president and his/her designees to establish a fee schedule and to assess fees as appropriate to outside organizations utilizing college facilities. The president or his/her designee is authorized to identify any or all areas of the campus as open only to enrolled students, employees, and guests. Guests may include prospective students visiting the campus, persons attending authorized meetings, and persons using other services of the college. Use of college facilities is controlled by local guidelines and those covered specifically by other legislative policies (e.g., traffic, disruptions, and weapons). Appropriate signs may be posted stating that facilities are open only to those persons named above. The president or his/her designee is authorized to ban from campus any non-students who may be deemed undesirable or whose presence or actions may be inappropriate at a particular place or event. Southeastern Community College is committed to providing employees with the equipment necessary to perform their assigned duties. As such, employees are responsible and accountable for the safeguarding and proper use of college equipment. (Policy 2.01)

## STUDENT SERVICES

### CHILD CARE SERVICES

The College operates a childcare center in conjunction with its Early Childhood curriculum. Students with children between the ages of three to five may apply to enroll their child/children at the center. The center is located in H-Building.

### COLLEGE MAJOR AND CAREER PLANNING

Student Services, located in A-Building, assists students with academic and career planning by helping them identify career options that match particular skills, interests, and personalities. Students may visit Student Services to request assistance with career counseling and planning.

## COUNSELING

SCC's professional counselors, located in Student Services in A-Building, can help students discover educational goals and interests, find suitable programs of study, and help with academic, occupational or transfer concerns. Counselors are also available to provide referral assistance and guidance for students experiencing personal concerns.

## DISABILITY SERVICES

The College complies with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 and is committed to providing opportunities to qualified persons with disabilities in employment and in access to education, when such action does not pose an undue burden or fundamentally alter the programs of the institution.

The College will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services, or activities. Individuals who require reasonable accommodation for a disability should make this requirement known to the ADA counselor as soon as possible.

Student Services provides an ADA counselor to assist students in requesting disability-related accommodations for documented physical, learning, and psychological disabilities. For additional information regarding ADA accommodations, contact the ADA Counselor at 910.642.7141 Ext. 263 or in A-Building, Room 124.

Students who feel they have been discriminated against due to a disability should see the Student Grievance Process located in the Student Handbook.

## TUTORING

The Academic Skills Lab, located in the Nesmith Student Center, offers a variety of services, including: free peer and staff tutoring for most courses offered by SCC, computer-assisted tutoring for many basic courses, computer-assisted enrichment activities in some courses, and audio-visual materials to supplement the instruction in some courses. Students may call 910.642.7141 Ext. 357, or visit the Academic Skills Lab in the Nesmith Student Center for more information.

## IDENTIFICATION CARDS

All on-campus curriculum students, Continuing Education Nurse Aide students, full-time/part-time curriculum faculty and regular full-time/part-time staff must obtain SCC photo identification (ID) cards. Cards are issued in the Nesmith Student Center. Students must present a valid driver's license or state issued ID card and their class schedule at the time the ID card is made. (Procedure 8.1.1)

The student ID card is valid for one academic year ending in August of each year. SCC ID cards must be displayed visibly on the outer clothing at all times while on campus, and under no circumstances should they be altered or lent to another person. The card may be required for identification or participation in various student activities or events. The ID card also serves as a library card for curriculum students. Persons who do not have and/or display proper identification may be subject to disciplinary sanctions and/or asked to leave campus.

Temporary ID cards will be issued to students and staff at the switchboard in the A Building lobby. Lost ID cards must be replaced and a fee of \$5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Nesmith Student Center in order to have their ID card replaced. Repetitive issuance of ID cards will be monitored and addressed as needed.

## TRANSCRIPTS

Students who wish to have an official transcript mailed to another institution or potential employer must complete a Transcript Request Form, which is available in the Registrar's Office and on the College web site at [www.sccnc.edu](http://www.sccnc.edu). There is no charge for transcripts and the processing time is three days.

## NESMITH STUDENT CENTER

The Nesmith Student Center is a popular gathering place for SCC students. A variety of food is available at the Rams Cafe. Forms of entertainment include televisions and a gaming center. The Student Engagement Office and the Student

Government Association office are located in the Nesmith Student Center.

## ORCUTT BOOKSTORE

Textbooks can be purchased and resold at the College bookstore. School supplies, sportswear, greeting cards, stationery, jewelry, and gift items are also available. The Orcutt Bookstore is located on the first floor of the Nesmith Student Center.

## WILLIAMSON LIBRARY

The Williamson Library houses the largest microfilm collection in the N. C. Community College System with over 164,000 pieces. A book collection of over 66,000 volumes is the sixth largest in the system. Over 7,600 audio-visual units, 200 current periodical subscriptions, and various computerized resources round out the library's holdings. Students, faculty, and community members also have access to the holdings of other libraries through the Interlibrary Loan Service.

## FINANCIAL AID

The College provides the opportunity for all students to apply for federal, state and local financial aid programs. The College administers these programs in accordance with all applicable rules and regulations. (Policy 4.7)

### Pell Grant

The Federal Pell Grant is an award made to undergraduate students to help pay for their education after high school. The Free Application for Federal Financial Aid (FAFSA) must be completed at [www.fafsa.gov](http://www.fafsa.gov) and received by the college's Financial Aid Office before consideration can be made for this grant. It does not require repayment.

### Scholarships

More than 60 privately funded scholarships are offered through the SCC Foundation, Inc. These scholarships must be applied for independently of financial aid. A list of scholarships and application guidelines may be viewed online at [www.sccnc.edu](http://www.sccnc.edu) or found listed in the College Catalog.

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID RECIPIENTS

Southeastern Community College's purpose is to provide a variety of quality educational opportunities for all who can profit by them. SCC is committed to extending all possible resources in pursuit of this goal. However, students have responsibility for their own education and must pursue and complete course work which permits them to meet curriculum requirements within a reasonable time frame. Successful completion of a certificate, diploma or degree requires that a student earn a cumulative grade point average (GPA) of 2.00 (C) on all hours completed in that curriculum. In compliance with appropriate Federal regulations, SCC shall adhere to the policies stated in this section for determination of satisfactory academic progress for students receiving financial assistance through the SCC Financial Aid Office. This includes federal, state, and institutional funds. Certain special awards, i.e., academic scholarships, may require higher academic achievement than the standard policy. Students must be maintaining satisfactory academic progress before financial aid can be awarded, whether or not they were receiving aid during the period of prior enrollment. At the end of each semester, a review will take place to determine if this requirement has been met. (Procedures 4.7.1)

### Satisfactory Academic Progress Defined

A curriculum student is making satisfactory academic progress toward completion of a certificate, diploma or degree program if all of the following requirements are met:

1. Qualitative Measurement:
  - a. Maintenance of required cumulative GPA.
2. Quantitative Measurement:
  - a. Successful cumulative completion of 2/3rds (67%) of hours attempted.
  - b. Maximum allowable credit hours attempted (150%) for one program of study has not been exceeded.

Satisfactory academic progress will be evaluated on a semester basis for determination of eligibility for the next semester.

### Satisfactory Academic Progress Policies and Procedures

The specific policies and procedures to be used in applying the satisfactory academic progress standards are outlined

below:

1. Quality Measurement of Academic Progress
  - a. A 2.0 GPA is the minimum cumulative GPA that students must achieve in order to maintain satisfactory academic progress toward graduation and to receive financial aid.
2. Quantity Measurement of Academic Progress
  - a. Successful Completion of 67% of Hours Attempted - In order to maintain satisfactory academic progress, a student must have successfully completed (grade of D or better) at least 67% of all hours attempted. At the end of each semester, a review will take place to determine if this requirement has been met. Any class the student attended will be considered "attempted hours" and will be used in this determination. A student who does not pass at least 67% will be placed on academic warning and be allowed the next semester of enrollment to regain their eligibility. Students will be eligible for financial aid during this warning semester. During this warning semester, the student should successfully complete enough hours to rise above the 67% completed hour requirement. After the warning semester, if the student has not met the 67% completed hour requirement, the student will be placed on academic probation. Once on probation, the student will be ineligible for financial aid until the 67% completed hour requirement has been met. If the student feels there are mitigating circumstances, they can submit a satisfactory academic progress appeal in accordance with the appeal process indicated below.
  - b. Maximum Time-Frame for Completion - Students are expected to enroll and satisfactorily complete the required number of credit hours and courses for graduation in their program of study. However, federal regulations limit the maximum time frame a student may receive aid to no more than 150% of the length of the educational program. Students are allowed to "attempt" a total number of credit hours not to exceed 150% of the total credit hours required for the completion of one program of study. If a student exceeds the maximum hours allowed, they become ineligible for financial aid for future periods of enrollment in their program of study. Maximum allowable credit hours attempted will include all semesters of enrollment in any certificate, diploma, or degree program, and in semesters when the student is enrolled as an illness, accident, death or other family difficulties. If an appeal is approved, re-instatement of aid does not remove the probation status; will depend on the availability of funds; and will be for only one semester. The procedures below must be followed:

#### *First Appeal*

1. A student must indicate, in writing, to the Financial Aid Office the reason why he/she did not make satisfactory progress and why financial aid should not be terminated.
2. The Financial Aid Office will review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing. If approved, the financial aid will be reinstated and a plan of action will be outlined.

#### *Second Appeal*

1. If the student does not meet the stipulations of the first appeal, future financial aid will be terminated until financial aid standards are met.

#### **General Information about Financial Aid**

1. Transfer Students
  - a. Credit hours transferred from other institutions will be counted in total hours earned toward a degree at SCC. They will count toward the 150% maximum time frame for financial aid eligibility. Grades for transferred courses are not included in calculating a student's GPA at SCC.
2. Course Repeats (A\* B\* C\* D\* F\*)
  - a. All courses taken will be included in attempted hours, including repeated courses taken to improve GPA.
3. Incomplete Course "I"
  - a. The credits for an incomplete course will be counted as hours attempted but not earned. A grade of "I" is not considered in computing grade point averages.
4. Course Withdrawals "W"
  - a. A grade of "W" is not considered in computing grade point averages. These courses are counted toward attempted hours.
5. Audited Courses "AU"
  - a. Because students do not receive credit for audited courses, these courses are not counted as hours



attempted or completed. (Financial Aid will not be awarded for classes taken on an audit basis.)

6. Developmental / Independent Study / Distance Learning Courses
  - a. These are counted as hours attempted in determining satisfactory academic progress.
7. Courses Taken Through Consortium Agreements
  - a. Students attending multiple institutions simultaneously under a Consortium Agreement must have a transcript sent to SCC immediately after the semester ends. Credit hours for those courses will be counted in the quantitative component of the policy. If the transcript is not received from the host school, the course will be counted as an incomplete.
8. Grade of (D)
  - a. Grades of D are used when computing the GPA, but may not qualify as successful completion of credit hours if a D grade is disallowed by a program.
9. Grades of 'F' and Incompletes ('I')
  - a. Grades of 'F' are used when computing the GPA, but do not qualify as successful completion of credit hours attempted. Grades of 'I' do not count as hours earned but do count as hours attempted. Incompletes are not used in the computation of the GPA.
10. Re-admitted Students
  - a. Students who return to SCC after an absence of one semester or more will resume with the same academic status as they had previously.
11. Academic Forgiveness Policy
  - a. SCC has an academic forgiveness policy for students. However, for Title IV programs, the SCC Financial Aid Office cannot exclude the earned grades from previous enrollment periods in determining a student's qualitative and quantitative measurement of satisfactory academic progress.
12. Enactment of Policy
  - a. This updated policy will become effective with the 2008-09 academic year. The policy will be reviewed periodically to determine its effectiveness and purpose.

### Ten Things You Should Know About Financial Aid

1. *Drop before the first day of class.* If you decide that you don't want to attend SCC, drop before the first day of class or you will be charged tuition – even if you do not attend any classes
2. *Go to class.* Most instructors will withdraw you for excessive absences or even give you a failing grade. You are expected to go to class, study, turn in assignments on time, and participate in class discussions. If you are withdrawn or dropped from classes, it may stop you from getting financial aid.
3. *Keep an overall grade point average (GPA) of 2.0 or better.* The Department of Education (DOE) will take away your financial aid if you drop below a 'C' average.
4. *Don't withdraw from classes.* The Department of Education (DOE) wants you to earn two thirds of the credits you take. If you have excessive withdrawals, your financial aid will be stopped. The DOE does not have an appeal process for transportation problems, illnesses, or personal problems.
5. *If you must withdraw, you may have to pay your financial aid back.* You earn your financial aid by attending class. Each day you attend classes, you earn approximately 1% of your financial aid. As an example, if you withdraw after attending 40% of the semester, you may have to pay back 60% of your financial aid.
6. *Apply for financial aid early.* Do the next year's Free Application for Federal Student Aid (FAFSA) in February as soon as you get your taxes done. Many funds from the U.S. Department of Education and North Carolina are not available after March 1.
7. *Apply for scholarships.* Over \$100,000 a year is given to our students with good grades. Our Foundation receives donations from generous patrons that want to help our students succeed. Our scholarship applications are generally available in March and can be downloaded from the financial aid page at [www.sccnc.edu](http://www.sccnc.edu).
8. *Graduate on time.* The Department of Education wants you to graduate on time. They will stop your financial aid if you take excessive classes not related to your graduation plan.
9. *Financial aid for summer school is a separate process.* Contact the Financial Aid Office in March for the appropriate applications to apply for summer aid.
10. *Financial aid refund checks.* Financial aid refund checks are mailed approximately 30 days after classes begin. If you have a class that begins later in the semester, you may not receive a refund check until 30 days after the class has begun. If you drop or withdraw from any classes, you may not be eligible for a refund check.

## FINANCIAL OBLIGATIONS AND BUSINESS RELATIONSHIPS

The accountability of the College for its various fiscal and business relationships with students is dictated in part by the regulations governing the College and in part by its desire to encourage students to maturely and responsibly meet their commitments in these areas. The College assumes no responsibility for, nor acts in the collection of, privately incurred debts or obligations involving students in relationships with parties outside the college. (Policy 4.2)

The complete Financial Obligations and Business Procedures can be found at <http://sccnc.edu/policies-procedures/financial-obligations-and-business-procedures/>.

## STUDENT LIFE

### COMMITTEE MEMBERSHIP

Students have many opportunities to serve on various college committees. College committees with both faculty and student representation include Grievance, Vision/Mission/Goals Council, T. Elbert Clemmons, and Athletics, as well as various faculty and staff selection committees and other special committees.

### INTERCOLLEGIATE SPORTS

Southeastern Community College feels that athletics is another way to allow students to become well-rounded individuals. The College is a member of the National Junior College Athletic Association (NJCAA) and offers men's baseball and women's softball. Teams compete against two-year and four-year college JV/Club teams. Faculty, staff, and students are encouraged to support our athletes by attending games.

Funding for the athletic program comes from student activity fees, the SCC Foundation, self-supporting, and fundraising activities. Scholarships are available for student athletes. Contact the Athletic Director at 910.642.7141 Ext. 289 for more information on our athletic programs.

### STUDENT ACTIVITIES

The Student Engagement Office is committed to complimenting the academic experience. Students have the opportunity to become engaged through a variety of educational, cultural, entertaining, and fun programs throughout the year. Located in the Nesmith Student Center, this department is a link to SCC clubs, organizations and community resources.

### STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA provides an avenue for student participation in the organization and leadership of student-related campus activities. The SGA sponsors special events for all students throughout the year. It also provides funds for other student organizations and athletics. SGA officers are elected annually by the student body. By virtue of the state statute, the SGA President is a non-voting member of the College's Board of Trustees.

### STUDENT ORGANIZATIONS

The College encourages the formation of student organizations in order to provide as many students as possible with opportunities to organize according to their interests, to interact with one another, and to derive the benefits of other members' experiences and resources.

In order for student organizations to become chartered as official college organizations and to be eligible to receive funding from the SGA, they must comply with the guidelines established by the Student Engagement Office.

### Procedures for Handling Student Organization Funds

The Student Engagement Coordinator, Executive Dean of Student Services, Director of Institutional Advancement and the College President must approve any solicitation of funds, goods, or services.

### Student Activities Sponsored by Campus Organizations

All events on or off-campus using the name of Southeastern Community College or implying such sponsorship must have the advance official approval of the Student Engagement Coordinator, Executive Dean of Student Services, Director of Marketing and Outreach and the College President.

## Chartered Organizations

Current student organizations include:

Ambassador Program	Medical Laboratory Technician Club
Art Club	National Technical Honor Society
Club TRIO	Phi Theta Kappa
Cosmetology Club	Phi Beta Lambda
CRU	Science Club
Future Educators Club	SkillsUSA
History Club	Student Government Association



# WORKFORCE CONTINUING EDUCATION PROGRAMS AND SERVICES

Southeastern Community College's Workforce Continuing Education training programs and services provide employer/customer--driven instructional opportunities for individuals seeking to gain new and/or upgrade current job-related skills. Training programs can be delivered as a single course or bundled as a series of courses; and provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and/or meet local workforce labor needs. Additionally, opportunities are provided for people to obtain a high school equivalency diploma, start and/or expand a small business, as well as experience personal growth.

## Adult Basic Education (ABE)

The purpose of the Adult Basic Education program is to provide instruction to those individuals who are functioning below a ninth grade level. Instruction covers the fundamentals of mathematics, science, social studies, reading, and oral/written communication. There are no registration fees. All materials have been specifically prepared for adults with emphasis on individual needs and interests. Upon the completion of ABE level courses, the adult should be equipped to enter the High School Equivalency Preparation program. The online High School Equivalency Diploma is available to individuals who qualify.

## High School Equivalency (HSE) Diploma

The High School Equivalency (HSE) Diploma program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency assessment. The three nationally-recognized assessments used to obtain a state-issued High School Equivalency credential in North Carolina are Pearson (GED Testing Service), HiSET® and TASC. All three High School Equivalency assessments are recognized by US Department of Education and cover the same content areas. Passing any one of the assessments will lead to the same High School Equivalency Diploma issued by the North Carolina State Board of Community Colleges.

## English Language Learner

The English Language Learner program is designed for individuals whose native language is not English. These classes provide instruction in conversational communication. Interested students are encouraged to enroll in the Basic Skills program in the college's Basic Skills Lab (B-103) and at locations throughout Columbus County.

## On-line Learning

On-line courses are designed to provide opportunities to update personal/professional skills, discover a new talent, or chart a career path at one's own convenience and/or pace.

## NCWorks Customized Training Program

The NCWorks Customized Training Program provides education, training and support services for new, expanding and existing business and industry in Columbus County. SCC's goal is to foster and support three key aspects of a company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

## Licensure and Certifications

A significant number of occupations in North Carolina require licensure and/or certification as a prerequisite to employment. Licensure and certifications are granted by an independent agency or board. For many of these occupations, the educational requirement consists of short term workforce continuing education courses offered at SCC. Skills Development Training (Occupational Extension)

Skills development training consists of courses designed for the specific purposes of training an individual for employment, up-grading skills of person presently employed and retraining others for new employment in occupational fields.

## Workforce Continuing Education Training (Occupational Extension)

Workforce continuing education training consists of courses designed for the specific purposes of training an individual for employment, up-grading skills of person presently employed and retraining others for new employment in occupational fields.

## Small Business Center

The mission of the Small Business Center (SBC) is to increase the success rate and number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners which will lead to job creation and retention. Business seminars, confidential business counseling, loan program information and vital resources are offered free of charge.

## Personal Interest

Courses offered for personal growth or enjoyment are considered personal interest classes. They cover a variety of topic areas and are designed to make interested students stronger, well-rounded individuals as well as enhance the quality of life.

## Columbus County NCWorks Career Center

Southeastern Community College serves as the host agency for the Columbus County NCWorks Career Center which is instrumental in connecting talent with local area employers. The Center provides job-training programs and services to help interested customers increase their skill sets and obtain meaningful employment.

At the NCWorks Career Center, customers have free access to labor market information and computers to search for job opportunities, along with access to job fairs and workshops that will help them connect with employers. Also, individuals can find out how to earn a Career Readiness Certificate, which is a recognizable skills credential that facilitates job placement, retention, and advancement.

The Center staff will help customers set up their profile on NCWorks Online, the state's official job search portal. Having a profile on NCWorks Online exposes individuals to employers across NC as well as matches their skills with those required for a job and provides access to wage and occupation projections.

## CONTINUING EDUCATION STUDENT REGISTRATION

Students registering for a continuing education class will complete a continuing education registration form, pay registration fee, and sign receipt roster. (Procedure 3.1.9)

Persons 18 years of age or older are eligible to enroll in continuing education offerings.

Minors, 16 and 17 year olds, enrolling in Basic Skills classes must officially withdraw from public school and obtain a Minor Applicant form from appropriate public school personnel, and attend a required pre-enrollment meeting with the High School Equivalency Diploma Examiner. Both student and parent/legal guardian must be in attendance. To schedule an appointment, call 910.642.7141, ext. 432.

## REGISTRATION FEE(S) AND OTHER COSTS

- Occupational Extension/Workforce Continuing Education registration fees are set by the NC Legislators.
- Current fees are:
  - 0– 24 hours       \$ 70
  - 25– 50 hours     \$125
  - 50+ hours        \$180
- *Note: Registration fees are waived for EMS, fire service, and law enforcement officers enrolling in courses designed to meet their training requirements.*
- High School Equivalency testing fee(s) vary. Contact the High School Equivalency Diploma Examiner, for more information at 910.642.7141, ext. 432.
- Personal Development (community service) class registration fees are based on all instructional costs associated with each class.
- Student insurance fees are charged for select courses.
- Supplies and materials are needed for some classes.
- *Registration fees and supply costs associated with classes are subject to change without prior notice.*

## METHOD(S) OF PAYMENT

All fees may be paid by cash, check or money order.

## FINANCIAL ASSISTANCE

Financial assistance with registration fees and books to gain new employment related skills maybe available through the Workforce Innovation and Opportunity Act (WIOA) and other funding sources. Interested persons should contact the Columbus County NCWorks Career Center located in the A Building or 910.642.7141 ext. 261.

## REGISTRATION FEE REFUNDS

Registration fee refunds are made only under the following circumstances:

- A full refund will be made if the College cancels a class.
- A student who officially withdraws from a continuing education class prior to the first class meeting shall be eligible for a 100 percent refund.
- After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.)
- A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class or if the College cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
- Refunds of registration fees for community service self-supporting classes and activities will be granted only in the case of paid pre-registration, if requested in writing to the VP of Workforce and Community Development prior to the first session of the class.
- If a student who paid the required registration fee dies during that semester, all registration fees for that semester or term may be refunded to the estate of the deceased.
- A full refund of registration fees will be granted to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments outside the state of NC. In addition, the College will buy back textbooks through the college's bookstore to the extent possible.

## CONTINUING EDUCATION UNITS

SCC awards continuing education units (CEUs) for non-credit occupational extension/workforce continuing education

courses. CEUs will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for each 10 hours of instruction. Fractions of CEUs will be awarded; thus, a student completing a 24 hour course will earn 2.4 CEUs. CEUs will not be awarded to students who fail to satisfactorily complete a course.

## TRANSCRIPTS

Students enrolling in workforce/continuing education courses will have a permanent transcript on file at Southeastern Community College which lists all non-credit training taken through the college.

- **Occupational Extension/Personal Interest Transcript Request.** Students must complete a Continuing Education Transcript Request form located on the College website and in the Workforce and Community Development Division office in T-building.
- **Official North Carolina High School Equivalency Diploma (GED) Transcript Request.** Contact the High School Equivalency Diploma Examiner 910.642.7141, ext. 432.

## COURSE SCHEDULE

A course schedule is published and made available to the public prior to the beginning of each semester. Courses which begin during a semester are announced through the media. Up-to-date schedule information may be obtained by calling the Workforce and Community Development Division at the College and/or accessing the class schedule ([www.sccnc.edu](http://www.sccnc.edu)).

## CLASS LOCATIONS

Many continuing education courses and services are provided on the main campus. Other classes are conducted in surrounding communities or within a particular business or industry in Columbus County. Almost any course can and will be organized in specific geographical area of the county when a sufficient number of citizens indicate an interest in having a class brought to a particular location.

## CLASS/SEMINAR/WORKSHOP CANCELLATION(S)

SCC's Workforce and Community Development Division reserves the right to cancel classes/seminars/workshops due to insufficient pre-registration and/or enrollment. A course may be cancelled if fewer than eight (8) students enroll. Many classes require that students are in attendance the first class meeting.

## STUDENT WITHDRAWALS – CONTINUING EDUCATION

Continuing Education students may withdraw from a class at any time during the semester. The instructor is required to withdraw a student from a class if he/she has missed (5) consecutive class meetings without contacting the instructor. Withdrawals must be indicated on the attendance sheet with a "W" on the date the student is withdrawn. (Procedure 3.1.26)

## IDENTIFICATION CARDS

All Workforce Continuing Education Nurse Aide students must obtain SCC photo identification (ID) cards. Cards are issued in the Nesmith Student Center. Students must present a valid driver's license or state issued ID card and their class schedule at the time the ID card is made.

The student ID card is valid for one academic year ending in August of each year. SCC ID cards must be displayed visibly on the outer clothing at all times while on campus, and under no circumstances should they be altered or lent to another person. The card may be required for identification or participation in various student activities or events. The ID card also serves as a library card for curriculum students. Persons who do not have and/or display proper identification may be subject to disciplinary sanctions and/or asked to leave campus.

Temporary ID cards will be issued to students and staff at the switchboard in the A-Building lobby. Repetitive issuance of ID cards will be monitored and addressed as needed. Lost ID cards must be replaced and a fee of \$5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Nesmith Student Center in order to have their ID card replaced.

All on campus Basic Skills students must obtain a SCC Basic Skills identification (ID) card issued in the Basic Skills Lab. The ID cards must be displayed visibly on the outer clothing at all times while on campus, and under no circumstances should they be altered or lent to another person. The card may be required for identification or participation in various student activities or events. Persons who do not have and/or display proper student identification may be subject to disciplinary sanctions and/or asked to leave campus. Lost ID cards must be replaced by an instructor in the Basic Skills Lab.

## RELIGIOUS OBSERVANCES FOR CONTINUING EDUCATION CLASSES

In compliance with N.C.G.S. 115D-5, as amended in the 2010 legislative session, and 23 N.C.A.C. 02C.0213 of the state board of community colleges code, students are permitted a minimum of two excused days each academic year for religious observances required by their faith. Students will be entitled to make up any tests or other work missed due to an excused absence for a religious observance. To be eligible for these excused absences, students must complete the written application process within the appropriate timeframe. (Policy 3.7)

Students are permitted to request up to two (2) excused absences per class each semester for religious observances required by the faith of the student. Continuing education students will be granted the opportunity to make up work missed while absent from class for excused religious observances. The following outlines student and instructor responsibilities associated with these requests: (Procedure 3.7.2)

1. Students must provide written request(s) for absence(s) to their instructor(s) at least one week in advance of religious observance. Written request should include: student name, course title, date of absence and brief description of religious observance. Written requests will become part of class file(s) and will be turned in with attendance sheets at end of each class.
2. Instructor(s) will assist students on a case-by-case basis to make-up missed work.

The above procedure does not supersede continuing education attendance requirements for satisfactory course completion.

## WORKFORCE CONTINUING EDUCATION GRADE APPEAL PROCESS

Grades are determined by the instructor and based on a fair and consistent system for all students. Appeals concerning grades given for a course must be directed to the instructor that assigned the grade. The instructor assigning the grade and the student appealing the grade shall discuss the issue and attempt to resolve the difference. Every reasonable effort should be made to resolve the issue at this level. This initial conference should occur within five working days of the issuance of the grade or the end of the semester. If the instructor and student fail to reach a satisfactory resolution at this level, the student may appeal according to procedures described below:

1. The student shall present the appeal in writing to the respective program coordinator/director within five (5) working days after the conference with the instructor. The program coordinator/director shall confer with the student and instructor and attempt to seek resolution by mutual agreement. (If applicable, the student should continue to attend classes throughout the appeal process.)
2. If the student wishes to appeal the final decision of the program coordinator/director, the student must appeal in writing to the Vice President of Workforce and Community Development within five (5) working days of the decision. The Vice President of Workforce and Community Development will convene the Workforce Continuing Education Review Committee.
3. The Workforce Continuing Education Review Committee will consist of two instructors, at least one of whom, if possible, shall be qualified to teach the course; and a program coordinator/director. The instructor assigning the grade does not serve on the committee. During the appeal process, the appropriate program coordinator/director and/or instructor will provide all relevant information to the Continuing Education Review

Committee. The student's written appeal will be provided to the committee.

4. The instructor and student shall be afforded the opportunity to personally appear and provide pertinent information to the committee and ask questions of anyone providing documentation to the committee. Upon receipt of all relevant information, the committee shall determine whether the grade assigned by the instructor shall be upheld.
5. Should the committee find the grade received by the student as appropriate, the committee chair will communicate the decision to the Vice President of Workforce and Community Development and upon approval by the Vice President of Workforce and Community Development, draft a response to the student within five (5) working days.
6. If the grade is not upheld, the committee shall make a decision as to how the grade shall be assigned to the student and will communicate the decision to the Vice President of Workforce and Community Development. If the Vice President of Workforce and Community Development approves of the decision, the Vice President shall notify, in writing, the instructor; the student; and the appropriate program coordinator/director of the committee's decision within five (5) working days. The grade must be submitted within college guidelines.
7. If the Vice President of Workforce and Community Development does not approve the committee's decision, the Vice President will respond to the student, the instructor, the appropriate program coordinator, and the committee members, with his/her decision within five (5) working days.
8. The decision of the Vice President of Workforce and Community Development is final.

Failure of a student to pursue a grade appeal in accordance with the provisions of this process or any publications derived there from shall be deemed unacceptable and the grade assigned will be the grade of record.

This process shall apply to all continuing education courses offered by the College regardless of length, credit awarded, method of delivery, time of delivery or other factors.

## STUDENT GRIEVANCE PROCESS–WORKFORCE and CONTINUING EDUCATION

The procedures described in this section are open to any student seeking resolution for what he/she perceives to be unfair treatment in a student-to-student or student- to-employee interaction during his/her association with SCC. General grievance appeals concerning processes, disciplinary actions or alleged unjust or discriminatory treatment may be addressed through this process. Grievances involving sexual harassment will be addressed by following Procedure 2.7.1, Anti-Harassment.

### Informal Resolution

Within five business days following the event in question, the grievant must discuss the grievance with the individual who is perceived to be the source of the concern.

### Formal Resolution

**Step 1:** In the event that the grievance is not resolved informally, the grievant must meet with the supervisor/program director of the accused individual against who said grievance has been filed, within five business days of the informal resolution meeting, and submit, in writing, a detailed explanation of the events or circumstances relevant to the grievance. This explanation should fully describe all aspects of the grievance, so it can be reviewed at every stage of the grievance process. Any necessary or pertinent documentation relevant to the grievance should be submitted with the written explanation.

The supervisor/program director has up to five business days to conduct an investigation, which includes affording the accused an opportunity to provide a written response to said grievance. The supervisor is responsible for forwarding his/her written decision and all supporting documentation to the Vice President of Workforce and Community Development and the grievant. The grievant decision will be sent via official SCC e-mail, and documents will be sent by U.S. Postal Service.

**Step 2:** If the grievance is not resolved in Step 1, the grievant must contact the Vice President of Workforce and



Community Development in which the individual is assigned within five business days of receipt of the response from the supervisor/program director and request a meeting to discuss the grievance. The five day period begins the day following the official SCC e-mail that was sent by the supervisor.

After meeting with the grievant, the vice President has up to ten business days to conduct an investigation, which includes affording the accused and the supervisor and/or student an opportunity to provide a written response to said grievance. The vice President is responsible for forwarding his/her written decision and all supporting documentation to all parties involved. The grievant copy will be sent via the official SCC e-mail system and the US Postal Service.

**Step 3:** If the grievant or the accused is not satisfied with the response from the vice President, either individual may request a hearing by the Student Grievance Committee. The individual must complete a Request for Hearing form within five business days from the date that the official SCC e-mail was sent. The request for a hearing must be made to the Executive Dean of Student Services. The Executive Dean of Student Services will convene the Student Grievance Committee.

## STUDENT GRIEVANCE COMMITTEE FOR STUDENTS ENROLLED IN WORKFORCE CONTINUING EDUCATION PROGRAMS

The Grievance Committee for workforce continuing education issues is made up of two continuing education students, one continuing education instructor, and two continuing education staff persons. Appointments to the Workforce Continuing Education Grievance Committee are made by the President or his/her designee.

### Procedures for the Student Grievance Committees

No one can serve on the Student Grievance Committee if they have any involvement in the grievance. The Executive Dean of Student Services will schedule a hearing within five business days of receipt of the Hearing Request form. Following the hearing, the committee will communicate the decision to the Executive Dean of Student Services and upon approval from the Executive Dean of Student Services, draft a response to the grievant within five business days. If the committee's finding is not approved, the Executive Dean of Student Services will draft the response to the grievant. The decision of the Student Grievance Committee and Executive Dean of Student Services is final. The response will be sent to the grievant via the preferred method of communication. Copies of the decision will be provided to the President and all individuals involved in the grievance process.

### Exceptions

1. All parties will receive written notification of any deviation from specified time frame.
2. The following exceptions apply if the accused is a vice President or dean. The Step 1 supervisor shall be another Vice President appointed by the President. Step 2 will be omitted in the event that the grievance is against a Vice President or dean. If the Executive Dean of Student Services is involved in the grievance, the individual will request a hearing through the President's Office. In the event that the grievance involves the President, the grievance form is forwarded to the President's executive assistant, who in turn forwards the grievance to the Chair of the Board of Trustees.

## STUDENTS RIGHTS AND RESPONSIBILITIES

### Due Process

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should

exercise their freedom with responsibility.

As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that Community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline is initiated when the presence of the students on campus or at college sponsored activities disrupts the educational process of the college, or if college discipline is required by law. When students' violations of the law also adversely affect the college's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If students' behavior simultaneously violates both college regulations and the law, the

College may take disciplinary action independent of that taken by legal authorities.

## Rights

1. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina are not denied to students.
2. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
3. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
4. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting government procedures, campus committees, and college offices.
5. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon students without due process. Due process procedures are established to guarantee students accused of student code of conduct violations the right to a hearing, a presentation of charges; and evidence for charges, the right to present evidence; the right to have witnesses on their behalf and to hear witnesses on behalf of the complainant (s); and the right of appeal.

## Appropriate Academic Behaviors

In order to create the most effective classroom environment possible to support learning, faculty and staff expect the following behaviors from students:

1. Academic Participation: Students should express their views in classroom discussions in an appropriate manner when asked. Students should also listen respectfully to others expressing their opinions and ideas. The exchange of ideas in a non-combative, non-abusive, and orderly manner is essential for learning and fundamental to academic freedom.
2. Academic Environment: Students should not disrupt the learning environment through any inappropriate behavior. It is the responsibility of the instructor to ensure that the appropriate learning environment exists in the class and remove from the class any student who disrupts the climate and interferes with other students' right to learn. Examples of inappropriate activities include, but are not limited to the following: using profanity or offensive language, texting or using cell phones, using other electronic devices to listen to music or to listen or view anything else not class related, attempting to carry on personal business with an instructor during class time, and carrying on side conversations.
3. Academic Courtesy: Students should be in class for the complete class session. Entering a classroom late or leaving early is disruptive to the instructor and other students. If rare instances make students late for class, they should enter quietly, be seated as close to the door as possible, and draw as little attention as possible. Students should never leave early without the instructor's permission. Students should see the instructor after class to explain their lateness since the instructor may have already taken attendance.

4. **Academic Responsibility:** Students bear the responsibility for knowing what was covered in a missed class. They should inform an instructor before being absent from a class, (if possible.) Students have the responsibility to find out in advance, if possible, the assignments and activities for the missed class. Students are responsible for arranging any make up work and completing assignments due at the next class period. Students should not expect to be able to make up all work missed, especially unannounced quizzes or tests. Students are responsible for knowing what was covered in the missed class and getting notes from other classmates. It is not the responsibility of the instructor to re-teach what was missed. Individual instructor's policies will vary and will be documented in the course syllabus, but it is still a student responsibility to know what was missed. Students should understand that faculty are in the classroom to aid them in learning, but that faculty also have the responsibility to certify that students have met the required outcomes of the course. Ultimately, students are responsible for their own learning and success.
5. **Academic Focus:** Students must focus on a class's activities while in that class. They must not work on non-related activities or sleep. If Internet use is a part of the class, students should use it only for class prescribed activities.
6. **Academic Exchange:** Students need to be prepared for a class to more effectively learn. There cannot be an effective exchange between an instructor and students without this preparation. Being prepared means reading any assigned work for the class and noting questions or reactions to the reading, preparing any requested written work, or preparing questions to ask in the class. Students always have homework in a class even if nothing is specifically assigned. At the least, students should review previous class notes to check their understanding and be prepared to ask questions the next class session if they don't.

## STUDENT CONDUCT

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits. (Policy 4.5)

## GENERAL EXPECTATIONS

Either inside the classroom or in any activities on campus or in other facilities where the College carries out classes or activities, students should observe the following:

1. Students should have food or drink only in appropriate locations. Food and drink are not permitted in classrooms, labs or the auditorium.
2. Students should treat each other and all college personnel with respect in all interactions.
3. On-campus Basic Skills students must abide by the rules stated in their signed agreement form entitled "SCC Basic Skills Program On-Campus Rules" in addition to the expectations stated in this section and the section above.
4. Students must abide by all policies and procedures governing their behavior in the Policies and Procedures Manual, the Student Handbook, and in the Academic Catalog.

The following types of student behavior may result in one of the sanctions described in the next section.

1. **Academic Dishonesty**, that is, taking or acquiring possession of any academic material (test information, research papers, notes) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports that are supposed to be original work but are not entirely the student's own; and not giving credit for others' work (plagiarism).
2. **Theft of, misuse of, or damage to college property** or theft of or damage to property of a member of the College community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
3. **Possession of or use of alcoholic beverages** or being in a state of intoxication on the College campus or at college sponsored or supervised functions off campus or in college owned vehicles; possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of

alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

4. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
5. Vulgar and offensive clothing is prohibited. Underwear must not be visible. Shirts and shoes must be worn at all times.
6. Mental or physical abuse, injury, or attempt to injure any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
7. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
8. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
9. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
10. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property, which interferes with free access to, ingress or egress of college facilities, and which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
11. Possession or use of a firearm, incendiary device, or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
12. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
13. Gambling.
14. Smoking and/or using other tobacco forms, including vaping.
15. Littering on the campus or in buildings.
16. Violation of college regulations regarding the operation and parking of motor vehicles.
17. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
18. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
19. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.
20. Violation of a local, state, or federal criminal law on college premises that adversely affects the College community's pursuit of its proper educational purposes.
21. Disobedience of the reasonable directions of college employees, including administrators, faculty, security, and other staff employees.

## STUDENT CONDUCT

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action is taken to restore and protect the sanctity of the community.

### Interim Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist results in immediate suspension. If students fail to cease and desist, the instructor or administrative officer may then suspend them from the class or the College until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension

notifies the appropriate workforce continuing education program director/coordinator in writing of the individuals involved and the nature of the infraction as soon as possible but no later than 24 hours after the incident.

*The appropriate workforce continuing education program director/coordinator is responsible for implementing student discipline procedures.*

## Conduct Procedures

In order to provide an orderly protocol for handling student disciplinary cases in accordance with due process and justice, the following procedures are followed:

1. Charges: Any administrative official, instructor, or student may file charges with the appropriate workforce continuing education program director/coordinator against any student or student organization for violations of college regulations.

The individual(s) initiating the action must specify, in writing, the following:

- a. Name of the student(s) involved
- b. The alleged violation of the specific code of conduct
- c. The time, place, and date of the incident
- d. Names of person(s) directly involved or witnesses to the infractions
- e. Any action taken that related to the matter
- f. Desired solution(s)

The completed charge form is forwarded directly to the program director/coordinator.

## Investigation and Decision

Within five working days after the charge is filed, the program director/coordinator completes an investigation of the charge and reviews findings with the Vice President of Workforce and Community Development. After discussing the infraction with the vice President, the program director/coordinator meets with the accused student(s) to discuss the alleged infraction at which time the program director/coordinator impose a sanction consistent with those described below.

## Sanctions

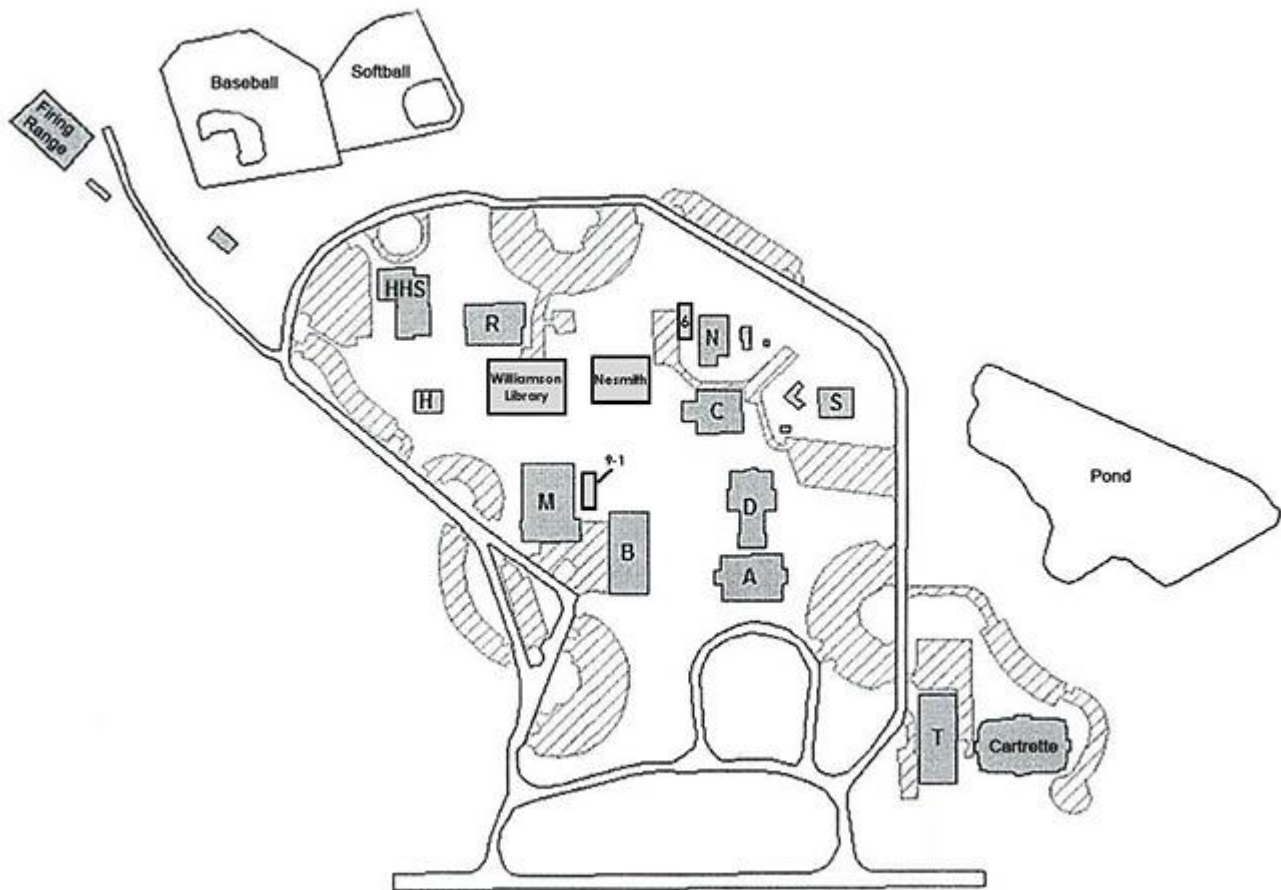
1. Reprimand: The student receives a written communication, which gives official notice that any subsequent offense against the Student Code of Conduct carries heavier penalties because of this prior infraction. A record of this communication will be maintained.
2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense or based upon a student's history of sanctions. General Probation has two important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action is taken. This probation can be in effect for up to one year from the time the initial decision is made and all appeals are final.
3. Restrictive Probation: Restrictive Probation results in loss of good standing and may be used depending upon the severity of the violation and the student's history of sanctions. Restrictive conditions may limit activity in the College community. Unless otherwise noted, the individual is not eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation can be in effect for up to one year from the time the initial decision is made and all appeals are final. Any violation of Restrictive Probation may result in immediate suspension.
4. Restitution: The individual must pay for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
5. Interim Suspension: The student is excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
6. Loss of Academic Credit or Grade: This sanction is imposed as a result of academic dishonesty or suspension for violation of the Student Code of Conduct.

7. Withholding of Transcript, Diploma, or Right to Register: This sanction is imposed when financial obligations are not met.
8. Suspension: The student is excluded from class(es) and/or all other privileges or activities of the College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President of Workforce and Community Development before returning to campus.
9. Expulsion: The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the College only with the approval of the President.

### Appeal Process

To appeal a disciplinary decision, a student may request a hearing by the Student Grievance Committee. Refer to Step 3, Formal Resolution, in the Student Grievance Process.





A	Administration	N	Printing Services and Classrooms
B	Technical	Nesmith	Nesmith Student Center
C	Science	R	Allied Health
Cartrette	Cartrette Technology Center	S	Maintenance
D	Teaching Auditorium	T	Business and Industry Skills Training
H	Child Development	6	Classrooms
HHS	Health and Human Services	9-1	Human Resources Development
Williamson Library	Library	11	RAMS Biofuels Project
M	Multipurpose		