

# Enrollment

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## Admissions

### All Curriculum Programs

Any person who is at least 18 years of age and is able to benefit from a program at the College may be admitted as a curriculum student or a special credit student. Admission to a specific course of study is based upon criteria developed to help the student determine his/her chances for success in that course of study. These criteria are followed to prevent loss of student time and effort as a result of unsatisfactory achievement. The College uses academic skills assessments, academic records, and/or other indicators to determine the potential for success in programs offered by the College. Should a student desire a course of study but do not have the appropriate educational background, college preparatory studies are available to prepare him/her for admission to the desired program.

The admission process is essentially the same for all students applying for associate degree, diploma, and certificate programs; however, several programs have additional requirements which are described in the Curriculum Programs section of this catalog. An abbreviated procedure has been developed for Special Credit (non-degree) Students; i.e., students not working towards an associate degree, diploma, and specific certificates from Davidson County Community College (see Special Credit Students, page 14). Refer to the Continuing Education Programs section (see page 202) for admission information about continuing education courses.

The College welcomes the opportunity to assist each prospective student in evaluating his/her educational and career objectives. The offices are open until 7:00 p.m. Monday and Tuesday, and until 5:00 p.m. Wednesday, Thursday, and Friday. The website contains a great deal of useful information and can be accessed at [www.davidsonccc.edu/admissions.index.htm](http://www.davidsonccc.edu/admissions.index.htm).

The steps in the normal admissions process are briefly outlined below. To avoid delay in completion of the application procedure, the applicant should follow instructions carefully. All forms and correspondence should be addressed to: Office of Admissions, Davidson County Community College, P. O. Box 1287, Lexington, NC 27293-1287.

1. The applicant should complete the online Application for Admission. All application materials are available in the Admissions Office or through the College's website, [www.davidsonccc.edu/admissions/index.htm](http://www.davidsonccc.edu/admissions/index.htm).
2. The applicant should have his/her high school counselor or principal complete and mail a copy of his/her official high school transcript to the Admissions Office. The applicant will also need to remind his/her counselor to send his/her final transcript to the College upon graduation from high school.

If the applicant received the GED or graduated from Adult High School, he/she will need to have those records sent to the Admissions Office. Final high school transcripts must be received in the Admissions Office in order for students to qualify for student financial aid at DCCC.

3. The applicant should request that any previously attended college, university, technical institute, or institution of higher education send (directly to the Admissions Office) an official transcript of work completed. "Faxed" transcripts are not official. The College will accept hand-carried copies if they are enclosed in a sealed college stationery envelope.
4. North Carolina law requires that to qualify for in-state tuition a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her application. Accordingly, every applicant for admission or readmission to Davidson County Community College must complete the residency information requested when applying for admission.
5. All prospective students who wish to obtain a degree, diploma, or certificate are required to complete assessments in academic skills, computer skills, and career choices or submit acceptable scores on the SAT, ACT, Accuplacer, ASSET, or Compass assessments. All scores may not be more than three years old. Students who provide transcripts showing completion of associate degree or higher English, mathematics, and computer courses may be exempt from all or part of the academic or computer skills assessment. Once the applicant completes and submits an online application ([www.davidsonccc.edu/admissions/applications.htm](http://www.davidsonccc.edu/admissions/applications.htm)), he/she should contact the Admissions Office to schedule an assessment appointment. The assessment is typically available several times per day, Monday-Friday.
6. Following completion of the assessment process by the applicant, the Admissions Office will communicate the results and assist the applicant in evaluating his/her educational and career objectives.

Admission to a specific College program is determined by available space and assessment criteria established for each program. Information on specific program criteria is available from the Admissions Office.

### Denial of Admission

Davidson County Community College reserves the right, per section 02C.0301 of the NC Administrative Code, to refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity.

## Academic Skills Assessment Policy

The purpose of skills assessment is to match the academic readiness of the incoming student with the academic requirements of the curriculum. Based on assessment scores, a student may be placed directly into college English, math, computer or other courses or into one of the preparatory courses that are designed to prepare the student for successful entry into his/her chosen field of study. Students with prior college credit from a regionally accredited institution for first level English, math, and computer courses may not be required to complete the academic skills assessment. Acceptable scores less than three years old on the SAT or ACT may also qualify the applicant for placement into college level English or math courses without further assessment. DCCC does not retain assessment scores and records more than three years old.

Preparation information for the academic skills assessment is available in the Admissions Office on the second floor of the B.E. Mendenhall, Jr., Building or can be accessed at [www.davidsonccc.edu](http://www.davidsonccc.edu); click on Admissions. In addition, free refresher classes, called ACE (Achieving College Entry), are available through the Basic Skills Office to brush up on reading, writing, and math skills. Contact the ACE program staff for information and schedules at 336.249.8186, extension 4571.

Research shows that students who take advantage of the ACE program refresher classes are more likely to improve assessment scores and place into curriculum courses.

## Repeating the Skills Assessment

Persons completing the academic skills assessment may request reassessment one time during the three-year period following the first assessment. Reassessment in reading, writing, and math can occur no sooner than 30 days following the initial assessment unless recommended by ACE program staff as a result of improvement accomplished through their review program. Reassessment in computer literacy is not permitted. Permission for exception to the assessment policy must be obtained in advance from the Director of Admissions or his/her designee. Assessment results that do not comply with this policy will not be considered valid. Taking any part of the academic skills assessment will count as one total assessment for the purpose of this policy.

Students currently enrolled in preparatory English, reading, mathematics, algebra, or computer courses are not eligible to retake the placement assessment.

## Assessment Policy - High School Students

(For Cooperative High School, Dual Enrollment, Learn and Earn, Home School, and Davidson and Davie Early College)

High school students applying for admission to the College through these programs may assess two times using ASSET or Accuplacer at the time of application. The second assessment can occur no sooner than 30 days following the initial assessment. Students will be permitted to reassess once per year after the successful completion of an English or math course.

# Curriculum Programs and Credentials

## College Transfer Programs

### Career Program

Associate in Arts, Pages 71, 72  
 Associate in Science, Pages 73, 75, 76  
 Associate in General Education, Page 77  
 Associate in Fine Arts, Page 78  
 University Core Diploma, Page 70  
 Selected Associate in Applied Science Programs, Page 79

### Credentials Awarded

Associate in Arts Degree  
 Associate in Science Degree  
 Associate in General Education Degree  
 Associate in Fine Arts Degree  
 Diploma  
 Associate in Applied Science Degree

### Day Evening

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## Career Programs

### Career Program

Accounting  
 Bookkeeping Emphasis  
 Taxes Emphasis

### Credentials Awarded

Associate in Applied Science Degree  
 Diploma  
 Certificate  
 Certificate

### Day Evening

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### Air Conditioning, Heating & Refrigeration

Air Conditioning & Heating Emphasis  
 Heat Pumps Emphasis  
 System Design Emphasis

Diploma  
 Certificate  
 Certificate  
 Certificate

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### Associate Degree Nursing

LPN to ADN Option  
 Paramedic to ADN Option

Associate in Applied Science Degree  
 Associate in Applied Science Degree  
 Associate in Applied Science Degree

• •  
 • Hybrid  
 Hybrid

Career Program	Credentials Awarded	Day	Evening
<b>Automotive Systems Technology</b>	Associate in Applied Science Degree	•	
Automotive Servicing Emphasis*	Diploma	•	
Engine Performance Emphasis*	Certificate	•	•
	Certificate	•	•
<b>Basic Law Enforcement Training</b>	Certificate	•	•
<b>Business Administration</b>	Associate in Applied Science Degree	•	•
	Diploma	•	•
	Certificate	•	
<b>Business Administration</b>	Associate in Applied Science Degree	•	•
<b>Human Resources Management</b>	Diploma	•	•
Human Resources Management is also offered online.	Certificate	•	•
<b>Business Administration</b>	Associate in Applied Science Degree	•	•
<b>Logistics Management</b>	Diploma	•	•
	Certificate	•	•
<b>Cancer Information Management</b>	Associate in Applied Science Degree	Online	Online
<b>Community Spanish Interpreter</b>	Associate in Applied Science Degree	•	
<b>Computer Information Technology</b>	Associate in Applied Science Degree	•	Online
	Diploma	•	•
	Certificate	•	•
Applications Specialist Emphasis	Certificate	•	•
PC Technician Emphasis	Certificate	•	•
<b>Computer Programming</b>	Associate in Applied Science Degree	•	
	Diploma	•	
	Certificate	•	
JAVA Programming Emphasis	Certificate	•	
Visual Basic Programming Emphasis	Certificate	•	
<b>Cosmetology</b>	Diploma	•	•
	Certificate	•	•
Esthetics Technology	Certificate	•	
<b>Criminal Justice</b>	Associate in Applied Science Degree	•	•
Corrections Emphasis	Certificate	•	•
Investigative Principles Emphasis	Certificate	•	•
<b>Early Childhood Associate</b>	Associate in Applied Science Degree	•	•
	Diploma	•	•
Administration Assistant Emphasis	Certificate	•	•
Early Childhood Teaching Assistant Emphasis	Certificate	•	•
School Age Assistant Emphasis	Certificate	•	•
<b>Electronics Engineering Technology</b>	Associate in Applied Science Degree	•	
Automation Emphasis	Diploma	•	
Automation Devices Emphasis	Certificate	•	•
General Technician	Certificate	•	
Mechatronics Emphasis	Certificate	•	•
Microcontroller Technician	Certificate	•	•
<b>Emergency Medical Science</b>	Associated in Applied Science Degree	•	
Bridging Program			
EMT-Intermediate	Certificate	•	
<b>Entrepreneurship</b>	Diploma		Hybrid
<b>Fire Protection Technology</b>	Associate in Applied Science Degree		•
Command Emphasis	Certificate		•
Management Emphasis	Certificate		•
Operations Emphasis	Certificate		•
Supervision Emphasis	Certificate		•
<b>General Occupational Technology</b>	Associate in Applied Science Degree	•	•
<b>Healthcare Interpreting</b>	Associate in Applied Science Degree	•	

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Career Program	Credentials Awarded	Day	Evening
<b>Health Information Technology</b>	Associate in Applied Science Degree	•	
<b>Heavy Equipment &amp; Transportation Technology</b>	Associate in Applied Science Degree	•	
Diesel Auxiliary Systems Emphasis	Diploma	•	
Diesel Chasis Emphasis	Certificate	•	
Diesel Servicing Emphasis	Certificate	•	
<b>Histotechnology</b>	Associate in Applied Science Degree	Hybrid	Hybrid
<b>Human Services</b>	Associate in Applied Science Degree	•	
<b>Industrial Systems Technology</b>	Associate in Applied Science Degree	•	
Air Conditioning & Heating Emphasis	Diploma	•	
Electromechanical Systems Emphasis	Certificate	•	•
<b>Information Systems Security</b>	Associate in Applied Science Degree	•	
Intrusion Detection Emphasis	Diploma	•	
	Certificate	•	
<b>Infant/Toddler Care</b>	Certificate	•	
<b>Lateral Entry</b>	Certificate	•	•
<b>Manufacturing Technology - CAD/CAM Oper.</b>	Associate in Applied Science Degree	•	
CAD/CAM Operations Emphasis	Diploma	•	
Intermediate CAD/CAM Operations Emphasis	Certificate	•	
	Certificate	•	
<b>Manufacturing Technology - Machining Oper.</b>	Associate in Applied Science Degree	•	
CNC Operations Emphasis	Diploma	•	
Advanced CNC Operations Emphasis	Certificate	•	
	Certificate	•	
<b>Medical Assisting</b>	Associate in Applied Science Degree	•	
Medical Office Procedures Emphasis	Diploma	•	
	Certificate	•	
<b>Medical Laboratory Technology</b>	Associate in Applied Science Degree	•	
<b>Motorcycle Mechanics</b>	Diploma	•	
<b>Motorsports Management Technology**</b>	Associate in Applied Science Degree	•	•
<b>Networking Technology</b>	Associate in Applied Science Degree	•	
Cisco Routing & Switching Emphasis	Diploma	•	
	Certificate	•	
<b>Paralegal Technology</b>	Associate in Applied Science Degree	•	•
Legal Nurse Consultant Available to Registered Nurses only	Certificate	•	•
Litigation	Certificate	•	•
Real Estate	Certificate	•	•
<b>Pharmacy Technology</b>	Associate in Applied Science Degree	•	Hybrid
	Diploma	•	Hybrid
<b>Phlebotomy</b>	Certificate	•	
<b>Practical Nurse Education</b>	Diploma		Hybrid
<b>Therapeutic Massage</b>	Associate in Applied Science Degree	•	
	Diploma	•	
<b>Truck Driver Training</b>	Certificate	•	•
<b>Web Technologies</b>	Associate in Applied Science Degree	•	
General Emphasis	Diploma	•	
Programming Emphasis	Certificate	•	
	Certificate	•	

Career Program	Credentials Awarded	Day	Evening
Welding Technology	Basic Welding Certificate Industrial Welding Certificate	• •	
Zoo & Aquarium Science	Associate in Applied Science Degree	•	

\* Program to be offered when there is sufficient demand

\*\* Offered in cooperation with Rowan-Cabarrus Community College.

Note 1: An academic semester is approximately 16 weeks in length.

Note 2: Some programs have specific admissions requirements in addition to those in the above table. Additional information is available from the Admissions Office and online at [www.davidsonccc.edu/admissions/applications.htm](http://www.davidsonccc.edu/admissions/applications.htm).

## Admission Requirements for Selected Programs

Specific admission requirements and policies for the following curriculum programs can be found on the pages identified below.

Associate Degree Nursing	Page 82
Basic Law Enforcement Training	Page 87
Cancer Information Management	Page 91
Health Information Technology	Page 110
Histotechnology	Page 113
Lateral Entry for Teachers	Page 120
LPN to ADN	Page 83
Paramedic to ADN	Page 84
Medical Assisting	Page 125
Medical Laboratory Technology	Page 127
Paralegal Technology - Legal Nurse Consultant	Page 133
Pharmacy Technology	Page 134
Phlebotomy	Page 136
Practical Nurse Education	Page 137
Therapeutic Massage	Page 138
Truck Driver Training	Page 140
Zoo & Aquarium Science	Page 143

## Continuing Education Students

For admission to Continuing Education non-credit courses, it is recommended that the student be at least 18 years of age. Some continuing education courses have special admissions requirements. See the section beginning on page 202 for additional information on Continuing Education Courses.

## International Students

- An international student is defined as one for whom an I-20 (F-1 student visa) form must be issued.
- The College cannot encourage the admission of international students for whom the lack of permanent residency and/or difficulty with the English language is a factor in adjustment to college work.
- Davidson County Community College is not authorized to issue I-20 forms or accept I-20 transfer students for the Basic Skills, GED, ESL, or Adult High School programs.
- International students are required to observe the regulations of the United States Department of Homeland Security, as well as those of the College.
- A person holding a student (F-1) visa cannot be classified as a North Carolina resident for tuition purposes and shall be required to pay out-of-state tuition.
- If an international student owes a debt to any College, he/she will not be allowed to enroll at the College the following semester and will thereby jeopardize his/her F-1 student status.
- International students wishing to **transfer their I-20** to DCCC from another United States institution must complete all application procedures at least 60 days prior to the beginning of the semester in which they wish to enroll.
- The College is required to enroll all international students in the Student and Exchange Visitor Information System (SEVIS) of the Bureau of Citizenship and Immigration Services.
- Current undocumented aliens who have maintained residency in North Carolina for at least 12 months prior to application to DCCC may be eligible for in-state status if the student can provide proof of Application for Permanent U.S. Residency and the letter stating that the Department of Homeland Security has received the application. However, these students may not be eligible for federal or state financial aid.

## ADMISSIONS CHECKLIST for International Students

1. **TOEFL Scores** (Test of English as a Foreign Language)
  - a. Anyone wishing to apply for admission as an international student whose native language is not English must first make arrangements through the American Consulate in his/her own country to take the Test of English as a Foreign Language (TOEFL).
  - b. No international applicant can be approved for admission (even if he/she meets all other requirements) until a satisfactory score is achieved on the TOEFL exam. For the paper-based TOEFL, a minimum score of 550 is required. For the computer-based TOEFL, a minimum score of 213 is required. For the iBT TOEFL exam, required scores are as follows for each portion of the test: Reading 17; Listening 17; Speaking 16; and Writing 16.
2. **DCCC Application for Admission**
  - a. Some DCCC programs have additional admission requirements.
3. **Placement Assessment Scores**
  - a. Make an appointment to take the DCCC Placement Assessment online or by calling 336.249.8186, extension 6731, or the Davie Campus at 336.751.2885.
  - b. You may be exempt from taking the DCCC Placement Assessment if you have previous college level English and math credits from a regionally accredited college.
4. **Official Transcripts** from High School and/or GED and all Colleges Attended
  - a. Course work completed at institutions outside of the United States must be submitted with a notarized or certified English translation.
  - b. Credential evaluations performed by World Education Services ([www.wes.org](http://www.wes.org)) are accepted.
5. **Evidence of Financial Resources**
  - a. All international applicants must submit evidence of adequate financial resources to support them throughout their educational program including evidence of satisfactory housing and transportation arrangements.
  - b. The documentary evidence must be in form of either a statement signed by a bank official on bank stationery in English from the individual's bank in the home country that he/she has access to \$8,000 plus out-of-state tuition and fees for one year or a signed notarized statement from the bank of a sponsor who is a U.S. citizen that the sponsor has access to \$8,000 plus out-of-state tuition and fees for one year and a signed notarized statement of intent to provide support from the sponsor.
  - c. Federal and state funds for financial assistance to international students are not available.

Once all steps above have been completed and verified, the Director, Records and Registration will issue an I-20 (student visa).

## Special Credit Students

An applicant to the College who wishes to enroll in one or more credit-curricular course(s) but who does not plan to pursue a degree, diploma, or certificate may be accepted and may enroll as a special credit student. A student who has not completed the academic and computer skills assessment and is seeking enrollment in a course must demonstrate competence which prepares him/her for success in the course. Options for demonstration of competence include ASSET, Accuplacer, Compass, SAT, ACT, and Computer Skills Assessment scores no more than three years old or prior degree/course work. The student who cannot demonstrate competence through skills assessments or prior degree/course work may be enrolled on a conditional basis, if, in the judgment of the Assistant Dean responsible for the course, the student is prepared to be successful in the course. A student may not receive a degree, diploma, or certificate until competence in reading, writing, mathematics, and computer literacy is demonstrated through placement assessment or prior degree/course work. Special credit student enrollment status does not qualify for federal financial assistance.

## High School Students

A high school student who is at least 16 years of age may enroll in credit courses at the College under the following provisions:

1. Student's enrollment must be recommended by chief administrative officer of the high school and approved by the College.
2. Student's program must be approved by school principal and the College.
3. Principal must certify that student is taking at least two (2) high school block courses and is making appropriate progress toward graduation; or must certify that student took at least two (2) high school courses during the preceding year and made appropriate progress toward graduation.
4. Student must achieve required program benchmark scores on the College's academic skills assessment.

A high school student under the age of 16 may enroll in a community college if the following conditions are met:

1. The president of the community college or the president's designee finds, based on criteria established by the State Board of Community Colleges, that the student is intellectually gifted and that the student has the maturity to justify admission to the community college, and
2. One of the following persons approves the student's enrollment in a community college:
  - a. The local board of education, or the board's designee, for the local school administrative unit in which the student is domiciled or is enrolled.
  - b. The administrator, or the administrator's designee, of the nonpublic school in which the student is enrolled.

- c. The person who provides the academic instruction in the home school in which the student is enrolled.
- d. The designee of the board of directors of the charter school in which the student is enrolled.
- e. The administrator of the college or university where the student is enrolled.

The State Board of Community Colleges, in consultation with the Department of Public Instruction, shall adopt rules to implement this section.

Interested students are required to contact the Coordinator, High School Programs for additional information.

## Davidson and Davie Early College High Schools

Davidson and Davie Early College High Schools are small high schools located on the Davidson and Davie campuses of Davidson County Community College. They are collaborative efforts of Davidson County Schools, Davie County Schools, and Davidson County Community College. Each early college is a public school offering students who attend the opportunity to complete a high school education and an associate degree concurrently in four or five years. Tuition is free of charge, and class sizes are small.

Information about the application process is available by contacting the principal's office of the Davidson Early College High School or the Davie Early College High School.

## Readmission Policy

Davidson County Community College recognizes that circumstances may cause a disruption in the progress of a student toward the completion of his/her course of study and that the student may find it necessary to withdraw from his/her program of study or from the College. The student is encouraged, when the circumstances which caused the disruption in academic progress have been corrected, to contact Enrollment Services to apply for readmission to the program and/or the College in order to complete his/her course of study.

Students who have been suspended for disciplinary or academic reasons or have been administratively withdrawn from the College must apply for readmission. Consideration of requests for readmission of students who have been suspended for any reason will be made in light of the applicant's prior academic and disciplinary record, evidence of growth and maturity, good citizenship record, credits earned at another institution, and time elapsed since leaving the College.

Students readmitted to the College after an academic or disciplinary suspension will automatically be placed on probation for a period of one semester and may be required to participate in an appropriate support program as a term of probation.

Students seeking readmission after an administrative withdrawal period are required to submit written documentation from a

health care provider demonstrating that he/she is emotionally, psychologically, and/or physically ready to resume study. Documentation must explicitly state that (1) the student has complied with treatment; (2) the student is stable and ready to return to the unstructured and sometimes stressful college environment; (3) the student has addressed issues that led him/her to be withdrawn from school; and (4) it is in the best interest of the student to return to school. A diagnosis, prognosis, and recommendation for follow-up treatment should also be included. The Vice President, Student Services and Enrollment Management, in collaboration with appropriate faculty and staff, will review information supplied by the student and the student's prior academic and disciplinary records. Readmission may be granted upon the Vice President's satisfaction that the student is prepared to return to the College.

### Readmission to Health Programs

- Associate Degree Nursing
- Cancer Information Management
- Health Information Technology
- Histotechnology
- Medical Assisting
- Medical Laboratory Technology
- Paramedic
- Pharmacy Technology
- Phlebotomy
- Practical Nurse Education

Students who begin their education at DCCC are given priority for readmission over applicants who apply for admission with advanced standing via transfer credit.

Re-entry into a health program is contingent upon space being available in the lab or clinical component of the program and faculty resources. Qualified applicants re-enter with appropriate placement as determined by the applicant's prior academic record and/or curriculum changes. Readmission to a program is limited to one time and must be initiated with a letter from the student requesting program reinstatement.

Other information about health programs is located on the following pages:

<b>Associate Degree Nursing</b>	Pages 82-85
<b>Cancer Information Management</b>	Pages 91-92
<b>Health Information Technology</b>	Pages 110-111
<b>Histotechnology</b>	Pages 113-114
<b>Medical Assisting</b>	Pages 125-126
<b>Medical Laboratory Technology</b>	Pages 127-128
<b>Pharmacy Technology</b>	Pages 134-135
<b>Phlebotomy</b>	Pages 136
<b>Practical Nurse Education</b>	Pages 137-138

## Change of Major/Program of Study

If a student decides to change his/her program of study, he/she should first obtain the Change of Major form from the Enrollment Services and Career Development Center. To complete the process, the student should discuss the program change with his/her academic advisor, Career Development staff, and Enrollment Services staff. The intent is to ensure well-informed decision making and an awareness of how program changes may impact the student's enrollment. The student's readiness to enroll in the new program will be determined, and the change finalized by Admissions staff.

When a student changes programs, the cumulative grade point average (GPA) will be recomputed at the time of graduation to reflect only those specific courses applicable to the new program.

# Financial Aid and Veteran Affairs Information

The College will make every effort within available financial aid resources to assist talented students who lack the financial means to obtain a college education. Although the student and his/her parents are expected to make reasonable contributions to meet college expenses, financial assistance may be available to a student through the College in the form of federal and state grants, scholarships, federal work-study program, and federal loans.

The primary purpose of financial aid at DCCC is to help pay for tuition, fees, books, and supplies. Opportunities for financial aid, though not unlimited, are within the reach of almost every student who can show acceptable academic achievement, graduation from high school or acquire GED, and demonstrate financial need. Financial aid is awarded when a student has been admitted to a program of study, submitted the FAFSA (Free Application for Federal Student Aid), and financial aid files are complete no later than priority deadlines listed on the College's website. In order for students to continue receiving financial assistance, they must apply annually to demonstrate financial need and maintain satisfactory academic progress.

## Federal Aid Programs

### Federal Pell Grant

The Federal Pell Grant Program is a financial aid entitlement program for students who attend a post-secondary institution and have not received a bachelor's degree. All students seeking financial assistance begin the application process by completing the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Davidson County Community College's federal code is 002919 and must be listed on the FAFSA for DCCC to receive student application information. To be eligible, a student must have a high school diploma or GED equivalent, enter an approved college program, and be enrolled in that program. Satisfactory academic progress is required to continue to receive federal financial assistance. The grant will not fund audited courses or those which do not contribute to the timely completion of the student's approved program of study. Students should consult with their academic advisors to assist with appropriate course selection.

### Year-Round Pell Grant Policy

Students who are Pell Grant recipients may receive up to two scheduled awards (200%) in one award year to aid in accelerating completion of a program of study. The United States Department of Education defines an "award year" as the time between August 1-July 31, and the first Pell award is to be used during this period. The first award is managed as usual,

with one scheduled maximum award disbursed to students in fall and spring terms. Students enrolled at any status in eligible programs will receive their first award.

Under Year-Round Pell, a second scheduled award can be given if:

- 100% of the first scheduled award has been utilized,
- the student has achieved or will achieve sophomore status\* by the end of the summer term, and
- the student will be enrolled in at least 6 credit hours during the summer term.

\* *The College defines sophomore status as having completed 26 credit hours and beginning the 27th credit hour.*

Students who are eligible to receive their second scheduled Pell award during the summer term and have completed both a current year FAFSA and an upcoming award year FAFSA may be awarded the second scheduled award based on the FAFSA result that is most beneficial to the student. For this reason, students are encouraged to complete their FAFSA as early as possible for the next academic year, no later than July 1.

With implementation of the Year-Round Pell by the Federal Government, lifetime limits now apply to the number of terms for which students can receive Pell Grant funding. Beginning July 1, 2008, students have a lifetime limit of 18 semesters of full-time Pell grant (or its equivalent) regardless of completion of their first bachelor's degree. Therefore, students planning to transfer to a four-year institution to receive Pell should not exceed 9 semesters of full-time Pell prior to transfer to allow eligibility for their remaining terms. Students not enrolled full-time may have this time frame prorated to reflect the level of enrollment.

#### **Federal Supplemental Educational Opportunity Grant**

The Federal Supplemental Educational Opportunity Grant (SEOG) is for students who have demonstrated exceptional financial need based on FAFSA results. This grant varies in amount and is awarded based upon student need. Students are encouraged to complete the FAFSA early, as SEOG funds are very limited and awarded on a first-come, first-served basis.

#### **Federal Academic Competitiveness Grant**

The Federal Academic Competitiveness Grant is awarded to eligible students who have successfully completed a rigorous high school curriculum. The grant amount is dependent upon academic year of study, Pell Grant eligibility, and enrollment status.

#### **Federal Work Study**

The Federal work-study program utilizes funds to provide part-time campus employment for students with financial need to help with educational expenses. Students who are enrolled at least half-time may work an average of 10-20 hours per week. Students are paid each month, and the amount paid is based on number of hours worked in the preceding month. The allocation of work study funds is limited to availability of position and completion of financial aid files.

#### **Federal Student Loans**

The Federal Student Loan Program provides low interest loans to help pay for education after high school. It is important for students to understand loans are federal funds that must be repaid whether or not they complete a degree program or find employment. Davidson County Community College determines the maximum amount of loan eligibility based upon financial need, student classification, and cost of attendance.

### **North Carolina State Aid Programs**

#### **North Carolina Student Incentive Grant**

The North Carolina Student Incentive Grant is for students who (1) qualify as bona fide residents of North Carolina for tuition purposes, (2) enroll as a full-time student (12 semester hours of credit), and (3) demonstrate substantial financial need based on FAFSA results.

#### **North Carolina Community College Grant**

The North Carolina Community College Grant is designed to assist students who (1) qualify as bona fide residents of North Carolina for tuition purposes, (2) enroll in a minimum of six semester hours of credit in fall and spring semesters at a North Carolina Community College, and (3) demonstrate financial need based on FAFSA results.

#### **North Carolina Education Lottery Scholarship**

The North Carolina Education Lottery Scholarship is designed to assist students who (1) qualify as bona fide residents of North Carolina for tuition purposes, (2) enroll in a minimum of six hours of credit in fall and spring semesters at a North Carolina Community College, and (3) have demonstrated financial need based on FAFSA results.

### **Scholarships**

Scholarships are provided through the Davidson County Community College Foundation, Inc., and by the generosity of local industries, businesses, professional organizations, civic clubs, and individuals. The scholarship program consists of two types of awards: merit-based scholarships and need-based scholarships. While the majority of scholarships are need-based, others are awarded based upon specific criteria stipulated by the donor. Awards usually provide tuition assistance and require the recipient to maintain a minimum GPA (grade point average). Scholarships are awarded for one academic year beginning with the fall semester, with preference given to second year students. Students must reapply each year by completing the FAFSA (Free Application for Student Financial Aid). The Financial Aid Office and the College's website provide scholarship information and application forms and deadlines.

## Emergency Assistance and Special Circumstances

Students and their families are primarily responsible for financing education expenses. However, the FAFSA may not always accurately reflect changes in a family household or income. Students whose families have experienced change to household or income may request a reevaluation of their financial aid application status in the Financial Aid Office.

Any student who finds it difficult to continue his/her education due to unexpected financial difficulties should see the College's Director, Financial Aid to explore potential resources for financial assistance.

## Satisfactory Academic Progress Policy

Federal regulations require that colleges establish minimum standards of satisfactory academic progress (SAP) for students receiving financial aid that is at least as strict as that for all general students. Financial aid students are expected to achieve satisfactory grades and progress toward the completion of their program in a reasonable period of time and within a reasonable number of credit hours. It is the responsibility of students to be aware of their Satisfactory Academic Progress status for financial aid eligibility because their progress will be reviewed at the end of each term. SAP is evaluated by both qualitative (GPA) and quantitative (completion percentage) standards and there are limits on how long a student may receive aid.

### SAP Requirements

- Students must **maintain a minimum cumulative grade point average (GPA) of 2.0.**
- Students must **successfully complete 67% of the cumulative credit hours attempted.**
  - ◊ Hours attempted are measured at the 10% (census date) of the term.
  - ◊ Successful completion means the student receives a passing final grade on the DCCC transcript.
  - ◊ Example: if the student attempts 12 credit hours during a term, the student must successfully complete 8 credit hours to meet the 67% standard (12 hours attempted x 67% = 8 hours).
- Additionally, students **may not exceed 150% of the Maximum Time Frame** for their original program.
  - ◊ Maximum time frame is measured in credit hours.
  - ◊ When the 150% maximum time frame has been reached, financial aid will cease even if the student is meeting other measures of SAP.
  - ◊ Example: if an associate degree requires 64 credit hours for completion, a student may attempt a maximum of 96 hours before exceeding eligibility (64 credit hours x 150% = 96).
- For students receiving their first Pell Grant during or after the 2008-2009 award year, there is a **lifetime limit on the use of the Pell Grant.**
  - ◊ Students have eligibility for no more than 18 terms of full-time Pell Grant funding.
  - ◊ This will be calculated by the federal processors.
  - ◊ Part-time students will have the terms reviewed on a fractional basis.
  - ◊ Those planning to transfer to a 4-year institution should not exhaust more than 9 of their full-time semester awards at DCCC to allow eligibility to complete their first bachelor's degree.

### SAP and Maximum Time Frame Factors

- **Audits** – Audited courses may not be counted towards the total number of hours of enrollment for a term as no credit will be earned. Audits declared after the 10% census date of the term are treated as withdrawals for the purposes of calculating SAP.
- **Incompletes** – Incompletes-“I”, will not affect a student's GPA in the SAP review because it is temporary and will be replaced with a final grade. The final grade must be reported by the end of the 12th week of the following term. SAP will be evaluated on the final grade during the next term's review.
- **Preparatory (Developmental) Courses** – Preparatory courses (courses numbered less than 100) are allowed and calculated in a student's enrollment status for students needing skill-building course work. A maximum of 30 credit hours of preparatory work is allowed and these hours are considered in SAP calculations. After the maximum has been met, no further federal or state aid may be disbursed for preparatory (developmental) hours.
- **Repeats** – Courses may be repeated by students. When a course is repeated the most recent final grade will be used to determine eligibility. The prior grade is no longer calculated in to the GPA at DCCC, however, the previous hours attempted will be counted as hours attempted when reviewing SAP completion rate and maximum time frame.
- **Summer Courses** – Summer Session hours attempted and earned will be included in the calculation of SAP as for any other term.
- **Transfer Credits** – Hours accepted from other institutions and evaluated in the student's current program are included in the calculation of the maximum time frame.
- **Withdrawals** – Withdrawals-“W”, Withdrawal-Failing-“WF”, and Withdrawal-Passing-“WP” adversely affect a student's SAP by reducing the number of hours successfully completed for a term and may result in a recalculation of a student's award for the term.

### Evaluation and Financial Aid Statuses

Satisfactory Academic Progress (SAP) will be evaluated at the end of each term after final grades have been posted with the Records Office. Students failing to meet SAP requirements will be notified of their status via letter and/or their DCCC e-mail account.

- **Satisfactory** – Students in their first term at DCCC or those who have attended and meet or exceed the SAP requirements

are considered in satisfactory status for financial aid purposes.

- **Alert** – The first term a student fails to meet SAP, the student will be notified that he or she has been placed on financial aid alert for the next academic term. The student may continue to receive financial aid during the alert term, but must improve GPA and/or completion rate and work with the Advisement Center staff to prevent progressing to financial aid probation.
- **Probation** – The second or subsequent term a student does not meet SAP, the student will be notified that he or she has been placed on financial aid probation for the next academic term. The student may continue to receive financial aid during the probation term, but must continue to work with Advisement Center staff to improve GPA and/or completion rate to prevent progressing to financial aid suspension.
- **Suspension of Aid** – The third or subsequent term a student does not meet SAP, the student will be notified that his or her financial aid has been suspended until such time as the student demonstrates meeting all Satisfactory Academic Progress standards. No further financial aid will be provided once a student progresses from Probation to Suspension of Aid, and the student will be responsible for all costs.

### Appeals

Students wishing to appeal their Suspension of Aid may do so within 30 days of notification of their status.

- Appeals must be in writing and be submitted to the Director of Financial Aid.
- The appeal must detail the circumstances resulting in the students of unsatisfactory progress such as:
  - ◊ extended illness/injury of student or family member (documentation is required),
  - ◊ death of a relative (documentation is required),
  - ◊ change of program (documentation is required).
- Complete appeals will be reviewed within 15 business days of receipt.
- Students awaiting review of SAP appeals are responsible for any enrollment charges. Financial aid will not be available, nor students' school charges held.

Students will be notified of the results of the appeal via letter and/or their DCCC e-mail account.

- Successful appeals will result in the students returning to the status of Probation (on Appeal).
- Denied appeals may be taken to the Vice President of Student Services and Enrollment Management within 15 business days of the notification for further review.
- The decision of the Vice President is final.

### Reinstatement of Financial Aid

Students seeking reinstatement of financial aid after failing to meet Satisfactory Academic Progress standards must

present evidence of meeting all SAP standards for at least two consecutive terms and include at least 12 total credit hours.

- Requests for reinstatement of financial aid must be in writing and submitted to the Director of Financial Aid and should include the changing circumstances contributing to the student's progress.
- Requests must include an official transcript from a regionally accredited college demonstrating the student meeting all SAP standards since Suspension of Aid and within the last 5 years.
- Requests for reinstatement will be reviewed within 15 business days of receipt.
- Students awaiting review of reinstatement requests are responsible for any enrollment charges. Financial aid will not be available, nor students' school charges held during this time.

Students will be notified of the results of the review via letter and/or their DCCC e-mail account.

### Withdrawal and Refund Policy for Financial Aid Students

Federal financial aid is awarded to eligible students under the assumption that they will attend for the full length of the enrolled term. It is earned by students in a prorated manner based upon the percentage of the term they attend. Students who remain enrolled past the 60% date of the term are considered to have earned the full amount of their federal financial aid, but those withdrawing prior to that point must be reviewed for possible adjustments in their award. The review of withdrawals will take place within 30 days of the processed withdrawal form and return of funds completed no later than 45 after the withdrawal.

- Students receiving federal financial aid who find it necessary to withdraw from all classes after the 10% census date, but before completing 60% of the academic term will have the amount of their federal financial aid award(s), recalculated.
  - ◊ Students are responsible for submitting the Course Adjustment Form to the Records Office to officially withdraw from classes. The last date of enrollment is supplied by instructors on this form and is recorded by the Records Office.
  - ◊ Students should notify the Financial Aid Office to ensure they are informed of the impact the withdrawal may have on their current award and ability to meet satisfactory academic progress requirements.
- If, in the recalculation, the student has earned federal financial aid funds for the current term that have not yet been disbursed, a post-withdrawal disbursement will be processed and mailed to the student.
- Recalculation of financial aid may result in overpayment and the need to return funds to the appropriate federal program(s) such as direct loans, Pell and other federal grants.
  - ◊ When an overpayment has been calculated the student must repay a portion of their award to the College. The

College will return the funds to the appropriate federal programs.

- ◇ Unearned aid is returned to federal programs in the following order (unless the student did not receive aid from that source): Unsubsidized Direct Loans, Subsidized Direct Loans, PLUS Loans, Pell Grant, SEOG, other federal grant programs.
- The amount of federal aid to be returned (overpayment) is calculated by multiplying total institutional charges (tuition and fees) by the percentage of unearned aid.
  - ◇ The earned portion of federal financial aid is determined by dividing the number of days completed by the student by the total days in the term. This determines the percentage of the term completed and the percentage of aid earned by the student.
  - ◇ The unearned portion of financial aid will be 100% minus the percent earned.
  - ◇ Unearned aid shall be returned first by the College from the student's account.
  - ◇ If the total amount of unearned aid is greater than the amount returned by the College from the student's account, the student owes an overpayment to DCCC.
  - ◇ The student will be responsible for any portion of institutional charges outstanding after financial aid funds are returned and will be billed accordingly.
  - ◇ Bills will be sent to the student's address for the amount of overpayment.
  - ◇ If the student fails to repay the debt to the College, the debt will be reported to the U.S. Department of Education as an overpayment and federal aid eligibility will be lost until satisfactory arrangements are made to pay the debt.

## Department of Veteran Affairs

The College is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veteran Affairs. Anyone seeking additional information regarding benefits should contact the College Veteran Service/Financial Aid Counselor in the Financial Aid Office in the B. E. Mendenhall, Jr. Building, room 207, or by telephone at 336.249.8186, extension 6393 or visit [www.gibill.va.gov](http://www.gibill.va.gov).

## Course Load for Veterans, Dependents and Reservists

A student enrolled in a College program and receiving Department of Veteran Affairs benefits is required to carry 12 credit hours in course work each semester in order to receive full educational benefits. Any student enrolled for 3/4 or 1/2 of the full-time requirements mentioned above is eligible for proportionate compensation. Students enrolled less than 1/2 time status are compensated for in-state tuition and fees only. Additional information is available from the Financial Aid Counselor/Veteran Affairs Representative at the College.

## Workforce Investment Act Program

This program sponsors students who are preparing themselves for a job or career in Davidson County's local labor market. Financial aid may be provided for skills training to include degree, diploma, and certificate programs, as well as occupational related training offered through the Workforce and Continuing Education Division.

- Financial assistance is evaluated by an employment counselor and the applicant must meet economic and employment guidelines.
- Applicants' ability to be successful in selected curriculum is evaluated.
- Students must attend full-time as defined by the curriculum.
- Students must maintain a minimum "C" or 2.0 GPA.

## How to Apply

Applicants must apply through Davidson Works or the JobLink Career Centers, participating partners in the JobLink Career Center systems in Davidson and Davie counties. Locations are:

### Lexington Office:

Davidson Works  
555A West Center Street Extension  
336.242.2065

### Thomasville Office:

JobLink Career Center  
211 West Colonial Drive  
336.474.2655

### Mocksville Office:

Davie JobLink Center - Davie Campus  
1211 Salisbury Road  
336.751.5903

## Report of Performance Measures and Standards

See page 208 in this catalog for a summary of the College's results on the North Carolina Community College System Performance Measures and Standards.

# Fees, Waivers, and Refunds

## Tuition and Fees for Curriculum Programs

Since the College receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Legislature and are subject to change without notice.

See the Course Descriptions section on page 146 for a description of semester hour credit.

### Tuition

Subject to change by the North Carolina General Assembly

Credit Hours	NC Resident In-State Tuition	Non-Residential Out-Of-State Tuition
1	\$ 56.50	\$ 248.50
2	\$113.00	\$ 497.00
3	\$169.50	\$ 745.50
4	\$226.00	\$ 994.00
5	\$282.50	\$1,242.50
6	\$339.00	\$1,491.00
7	\$395.50	\$1,739.50
8	\$452.00	\$1,988.00
9	\$508.50	\$2,236.50
10	\$565.00	\$2,485.00
11	\$621.50	\$2,733.50
12	\$621.50	\$2,982.00
13	\$678.00	\$3,230.50
14	\$791.00	\$3,479.00
15	\$847.50	\$3,727.50
16 or more	\$904.00	\$3,976.00

### Fees

Student Activity Fee	\$32.50 maximum per semester
Technology Fee	\$16.00 maximum per semester
Accident Insurance Fee	\$ 1.25 per semester
Campus Access, Parking & Security Fee	\$15.00 per semester

In addition to the fees listed above, certain courses have applicable course specific fees, including:

Liability Insurance Fee	\$ 8.00
HVAC Supply Fee	\$ 10.00
Massage Therapy Supply Fee	\$350.00
ZAS Internship Fee	\$ 75.00
ZAS Vaccination Fee	\$685.00
Bowling Fee	\$ 65.00
Drug Testing Fee	\$ 33.50
Fuel Surcharge Fee	varies based on price of fuel

## North Carolina Residency for Tuition Purposes

To qualify for in-state tuition, an applicant must be a permanent United States citizen or hold a Permanent Resident card issued by the U. S. Department of Homeland Security. Also, the applicant must have maintained his/her primary and permanent residence in North Carolina for at least the 12 months immediately prior to the semester for which application is being made. In order to be eligible for in-state classification, the individual must document that his/her presence in the State during such 12-month period was for purposes of maintaining a permanent residence rather than a temporary residence; for example, enrollment in an institution of higher education. Further, dependent students follow the residency classification of his/her custodial parent or court appointed legal guardian. (G.S. 116-143.1)

Students with a change in residency status during the course of enrollment should provide proof of North Carolina and/or United States residency to the Director of Admissions for consideration. The change in status will take effect the term following establishment of in-state residency.

Additional residency guidelines are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*, which is available from the Director of Admissions.

A student dissatisfied with the decision rendered by the College concerning his/her residency has the option to appeal in writing to the Vice President, Student Services and Enrollment Management within five business days of the decision. Should the student not be satisfied with the Vice President's decision, he/she may appeal in writing to the N.C. State Residence Committee whose decision is final.

### Tuition Waivers

Tuition is waived for up to 6 credit hours per semester for individuals 65 years of age and older. Tuition is waived for a select number of science, math, and technical courses for students enrolled concurrently in a North Carolina high school and Davidson County Community College. This policy is subject to change.

### College Fees

College fees are used to cover the cost of such expenses as those associated with instructional technology, student activities, student parking, degrees, diplomas, special programs and events, etc.

### Graduation Fee

A nonrefundable graduation fee of \$25.00 is charged to each student applying for graduation. This fee will be charged one time per student for each academic year (July 1-June 30). This fee covers general college expenses related to graduation preparation, such as diploma printing, diploma cases, etc. All students pay the graduation fee regardless of participation in commencement events.

### Textbooks and Supplies

Costs of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study and the number of courses taken but approximately range from \$200 to \$800 per semester. These items may be purchased from the College bookstore or online at [www.efollett.com](http://www.efollett.com).

### Accident Insurance

Insurance covering accidents on campus or at College-sponsored events is provided to all enrolled curricular students through a required insurance fee. Information on the insurance is available from the Career Development Center on the second floor of the B. E. Mendenhall, Jr. Building or the Business and Records Center in the J. Bryan Brooks Student Center. Insurance claim forms are available from the Career Development Center.

### Refund Policy - Curriculum Courses

The refund policy is established by state legislative action and is subject to change without prior notice to students. The College will make a 100% refund of tuition and fees if a student officially withdraws from classes before the semester's first day of classes. To officially withdraw, it is the student's responsibility to complete a Schedule Adjustment form and submit it to the Business and Records Center, second floor of the J. Bryan Brooks Student Center.

The College will refund 75% of tuition if a student officially withdraws between the first day of class and the 10% point of the semester. The last date to receive a 75% refund is listed in the calendar in the *General Catalog/Student Handbook*. Fees are not refundable after classes begin.

No refund of tuition and fees may be given after the 10% date. No refund shall be made for any amount less than five dollars (\$5.00). The refund policy also applies to administrative and medical withdrawals and when the student is suspended or expelled for academic or disciplinary reasons.

### Tuition and Fees for Continuing Education Courses

Continuing Education courses normally carry a registration fee varying from \$65 to \$175 per course, depending upon the type of course offered. Self-supporting courses may be higher. See page 207 for additional information.

### Tuition Waivers

Tuition is waived for one course of noncredit instruction per academic semester for senior citizens 65 years of age and older who are legal residents of North Carolina (except for self-supporting courses). Job-related courses for public law enforcement personnel, firefighters, emergency medical, or rescue personnel (paid or volunteer) are fee waived.

### Refund Policy - Continuing Education

A full refund (100%) of tuition and fees is granted when the student officially withdraws from a course prior to the first meeting or when the College cancels a course. Except for self-supporting and contact hour courses (see below), a student who officially withdraws from a course prior to the 10% date of the course will receive a 75% tuition refund, but fees will not be refunded. To officially withdraw from a course, a student must contact the Records Office staff. No refunds are granted after the 10% date.

### Self-Supporting Courses

Continuing Education Self-Supporting Courses are those courses that rely on fee payments from students enrolled in the course for support of the instructional salaries, supplies, and administrative overhead costs. Since these courses are taught only when a sufficient number of individuals register and pay for the course, no refunds can be granted after the course has begun.

### Contact Hour Courses

Continuing Education Contact Hour Courses are those courses that have open entry/open exit dates and times. These courses may be offered in learning laboratories or may be self-paced as the individual progresses at his/her own pace. An individual who officially withdraws from a contact hour course within 10 calendar days after first entering the course will receive a 75% tuition refund but no fees will be refunded. No refunds are granted after this time.

### Family Educational Rights and Privacy Act

The College is in full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. This Act protects the privacy of education records, establishes the right of students to inspect, review, and challenge their education records, provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings, and provides for complaint procedures. Copies of the policy established by the College in compliance with the Act are available in the Student Records Office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Student Records Office. In complying with the provisions of the Act, the College has designated the following categories of information about students as public information: the student's name, address, telephone listing, date and place of birth, major field of study, current enrollment status, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent educational institution attended by the student. Currently enrolled students may prevent disclosure of any of the above categories of public information under the Family Educational Rights and Privacy Act. To prevent disclosure of the information designated as public information, the student must submit a written request to the Student Records Office.

## Student Transcripts and Records

The College maintains a permanent record on each student, including the original application information, a transcript of courses taken at DCCC, and documentation regarding changes to this data.

Transcripts of the student's DCCC record will be sent to other colleges, universities, employers, and to the student himself/herself, when an official request in writing is made by the student. (Note: Transcripts sent or issued directly to a student will be stamped "Issued to Student.") A transcript request form should be submitted to the Business and Records Center a minimum of one week prior to the time a student wants his/her transcript mailed.

Student transcripts from other institutions received by the College become DCCC's sole property, subject only to inspection by the student. Students have a right to review transcripts on file from another college but not to obtain a copy.

In order to assure that transcripts will not be mailed until a student has met all obligations to the College, the student must complete a transcript request form available in the Business and Records Center. The Business and Records Center verifies that there is no obligation due the College or notifies the student of any such obligation. After the first transcript has been requested, a charge is made for each additional transcript.

It is the responsibility of the student to keep the College informed of the student's current address and contact information.

# Academics

Davidson County Community College operates under an "Open Door" policy. Anyone who completes the admissions process and can benefit from any of the programs offered at the College may be accepted to a program compatible with his/her abilities. Each student will be evaluated in order to identify his/her ability and achievement levels and each student is provided with opportunities to succeed.

The College has adopted academic policies that are intended to help the student achieve reasonable and realistic goals. Each student is expected to make satisfactory progress toward reaching those goals.

## Learning Competencies

Learning competencies are embedded in each associate degree program at the College. Each competency is equally important for the success of our graduates as they pursue careers and further study.

1. Communication Skills: Communicate effectively by listening, speaking, and writing.
  - Examples of student skills: use context appropriate grammar; use appropriate vocabulary; listen for main ideas; follow directions; conduct interviews; demonstrate civility; deliver clear, well-organized presentations; write effective papers, reports, memos, letters, etc.
2. Critical Thinking: Think critically to analyze and solve problems.
  - Examples of student skills: identify problems; identify patterns, inferences, or ambiguity in a line of reasoning; formulate potential outcomes; develop solutions; evaluate results; apply mathematical reasoning to the discipline of study; manage conflict; develop goals; choose ethical course of actions.
3. Information Literacy: Identify, locate, evaluate, and use information effectively.
  - Examples of student skills: identify information needs; locate, retrieve, and evaluate information; use electronic and print resources; use information technology effectively and ethically to accomplish a specific purpose.
4. Cultural Literacy: Observe, analyze, and participate effectively in the diverse human experience.
  - Examples of student skills: identify student's own cultural heritage; research other cultures; practice civility toward people of different cultures; interact appropriately and effectively with people of other cultures; identify and avoid culturally discriminating language; demonstrate appropriate work place skills; identify self as a world citizen.

## Rights and Responsibilities

Students, instructors, administrators, and advisors have certain rights and responsibilities in order to ensure that the DCCC grading system is used to improve academic performance.

### The student has the following rights:

1. to know the basis for his/her evaluation in each course;
2. to appeal a grade;
3. to have all policies and procedures which he/she does not understand explained simply and completely;
4. to be able with reasonable effort to make arrangements for appointments with instructors, administrators, and other staff members;
5. to be informed of his/her academic progress; and
6. to be given appropriate accommodations for documented disability.

### The student has the following responsibilities:

1. to make a reasonable effort to meet all objectives and goals for each course taken;
2. to meet with his/her instructor(s), and advisor from time to time and particularly at the first indication of academic difficulty;
3. to set realistic educational goals with the help of an instructor and advisor;
4. to make arrangements with his/her instructor to complete necessary work and to remove an incomplete ("I") grade within the time allowed but before the end of the subsequent semester;
5. to know and follow the procedures of the College when dropping a course and/or withdrawing from the College;
6. to meet periodically with his/her advisor to review his/her progress toward graduation;
7. to understand and follow all academic policies and procedures of the College as presented in the College catalog and to ask for help when he/she does not understand; and
8. to make his/her disability known and to provide valid documentation of the disability.

### The instructor has the following rights:

1. to define performance requirements for specific grades;
2. to determine the best methods of developing information, knowledge, and skills for courses; and
3. to expect reasonable effort on the student's part to attain the goals and objectives of the course.

### The instructor has the following responsibilities:

1. to evaluate grading procedures periodically;

2. to inform students at the beginning of the course of the objectives of the course and the grading system to be used;
3. to investigate new and different ways to enhance and develop skills and to evaluate students;
4. to provide students with opportunities for individualized advice and counsel;
5. to maintain an atmosphere that facilitates learning; and
6. to maintain a relationship and rapport with students that facilitates learning.

### Advisors and administrators have the following rights:

1. to have access to student records;
2. to receive a response regarding the disposition of referrals made to other programs and/or services in the College; and
3. to be provided with needed materials and information.

### Advisors and administrators have the following responsibilities:

1. to provide means whereby students are informed of any policy and procedural changes;
2. to provide the necessary time, resources, and facilities needed for teaching and learning to take place;
3. to provide a grade appeal process;
4. to provide appropriate counseling and advisement services;
5. to provide leadership in continuing development and evaluation of a standard grading system; and
6. to respect the confidentiality of the student's records.

## Academic Integrity Policy

The College is committed to helping students reach their full academic potential and to preparing them for success in their careers and further academic pursuits. Therefore, the College is committed to fostering a learning environment where students perform to the best of their own abilities and where academic integrity and honesty pervades

True intellectual growth is dependent upon honest work. As scholars, Davidson County Community College students are expected to demonstrate integrity in all of their academic pursuits by doing their own work, without unauthorized assistance from others. **The College will not tolerate academically dishonest acts such as, but not limited to, cheating, fabricating, plagiarizing (including multiple submissions of one's own work), and/or assisting others in academically dishonest acts.**

**Cheating** is defined by the College as gaining or receiving unauthorized help during any academic assignment including using or attempting to use **unauthorized:**

- information (e.g. notes, someone else's work, test bank information),

- communication (e.g. talking, writing, or signing/signaling others),
- electronic devices (e.g. cell phones, blackberries, mp3 players, calculators, digital recorders/cameras, or other data storage device) during any academic assignment or test.

**Fabricating** is defined as generating false data, sources, or citations for any academic assignment.

**Plagiarizing** includes any attempt to pass another's work off as one's own, in part or in whole, without properly acknowledging the source. This includes directly quoting, summarizing, or using ideas, images, or data from another's work without properly citing the source as well as submitting purchased or borrowed papers as one's own. **Submitting one's own work for multiple assignments without the express consent of the instructor is also prohibited.**

**Assisting others in academically dishonest acts** includes any activity that is intended to help another person cheat, fabricate, or plagiarize. These acts include, but are not limited to, allowing another to copy work, providing test questions or answers, unsanctioned collaboration, and completing an academic assignment for someone else.

**Academic penalties** for academic dishonesty include, but are not limited to, the following:

- Verbal warning
- Written warning
- Failing grade for the assignment involved
- Failing grade for the course
- Removal from the course

Via the course syllabus, faculty will inform students in writing of the College's Academic Integrity Policy. Therein, the faculty will list specific penalties they will invoke for academic dishonesty in the course. Students who remain enrolled and engaged in courses beyond the review of the syllabi are considered to have read and agree to both the College's policy and the academic penalties which may be invoked by each faculty member in each individual course. **Academic penalties for violation of the policy can and may be applied differently by the faculty of the College.**

Assessing the academic work of students is the purview of the instructor; therefore, issues regarding academic dishonesty should be resolved between the instructor and the student. However, any unresolved issues will be referred to the appropriate Academic Dean for further review. On the rare occasion when resolution is still unreachable, the infraction may be referred to the Vice President for Academic Programs and Services. The Vice President's decision will be final.

**Please note: Violation of the Academic Integrity policy is a violation of the Student Code of Conduct.** As outlined in the DCCC Student Code of Conduct, academic dishonesty is **strictly prohibited**. Students who violate the academic integrity policy will be reported to the Vice President, Student

Services and Enrollment Management. **Multiple violations may result in the Vice President issuing additional sanctions, up to and including expulsion, as outlined in the Student Code of Conduct (see page 46).**

## Student Classification

The following student classification system is used by the College:

1. **Full-time:** A student who is enrolled for 12 or more semester hours of course work.
2. **Part-time:** A student who is enrolled for less than 12 semester hours of course work.
3. **Freshman:** Any student who has earned fewer than 25 semester hours of credit.
4. **Sophomore:** A student who has earned 25 or more semester hours of credit.

## Course Load and Credits

### Course Load Policy

A student who carries twelve (12) or more semester hours of course work is considered a full-time student. Registration in excess of 20 credit hours (13 hours in the summer term), including contact hours for preparatory courses, requires written permission of the student's advisor and the advisor's assistant dean. Students who work should adjust their course loads accordingly.

### Course Load for Veterans, Dependents, and Reservists

A student enrolled in a College program and receiving Department of Veteran Affairs benefits is required to carry 12 credit hours in course work each semester in order to receive full educational benefits. Any student enrolled for 3/4 or 1/2 of the full-time requirements mentioned above is eligible for proportionate compensation. Students enrolled less than 1/2 time status are compensated for in-state tuition and fees only. Additional information is available from the Financial Aid Counselor/Veterans' Services at the College.

## College Preparatory Placement

The College provides preparatory courses for students to enhance their opportunities for educational success in regular college courses of study. The academic placement of a student is based upon the student's academic record and the College placement process. Depending upon the student's needs, goals, and the results of a placement assessment, the student may be advised to enroll in preparatory courses designed to assist in developing the academic skills necessary for success in college-level courses.

## Students Enrolling in External Instruction

Davidson County Community College offers a number of courses defined as "external instruction" for regularly enrolled students to meet program requirements. "External instruction" is defined as instruction received at a site or sites to which a student is sent by the College to participate in instructional activities. Within the scope of "external instruction" is practical training which includes cooperative education courses, internships, directed practice, and clinical practicums. External instruction also includes hybrid and online instruction as well as traditional face-to-face experiences. The purpose of external instruction is to provide students practical occupational experience as an integral part of their formal education and to provide students with alternative means of scheduling educational experiences.

### External Instruction for Veterans

In order to maintain a high quality of educational and academic excellence, all students receiving Veterans Administration (VA) educational benefits from the Department of Veterans Affairs will meet the following criteria before enrolling in courses defined as "External Instruction." The recipient must have:

1. met with the VA certifying official to verify eligibility before registration to assure that proper information and procedures can be communicated,
2. completed 16 Semester Hours Credit (SHC) of course work in the current major with a grade point average of 2.0 or better,
3. completed any preparatory work as identified by results of the College placement assessment, and
4. passed each course of "external instruction" attempted in order to enroll in a subsequent course of "external instruction."

An affiliation agreement between the College and the supervisor of the "external instruction" must provide for the following:

1. A planned work experience that is progressive and curriculum-based.
2. Measurable educational outcomes for the student that contain opportunities for applications of the knowledge, skills, and competencies gained in the class/lab/shop/clinic.
3. A supervisor directly responsible for the student while he/she is participating in the "external site instruction" and a process for documentation of contact.
4. A plan for evaluating student progress and the joint venture of the "external instruction" experience to include:
  - a. completion of monthly time reports.
  - b. completion of student paper.

## Transfer Credit

A transfer student is defined as a student entering the College who has attended another institution of higher education. In addition to submitting all other required application materials, students must have official transcript(s) sent directly to the College by the institution(s) which originally granted the credit or hand carry the transcript(s) in a college stationary sealed envelope. "Faxed" transcripts are not considered official.

Davidson County Community College will consider granting credit for work done at institutions of higher education which are accredited by the Southern Association of Colleges and Schools or one of the other five regional agencies. Transfer credit will not be given for work done at institutions that are not accredited by one of the six U.S. regional accrediting agencies, and transcripts from such institutions are not required. Courses submitted for transfer credit must be equivalent or determined to be appropriate substitutions for offerings at DCCC. Initial decisions regarding the transfer of credit for selected courses are made by the Director, Student Records and Registration. The Director may consult with the Assistant Dean, the Associate Dean in the program of study, and/or the Vice President, Academic Programs and Services for final decisions.

Students who have attended a college or university outside the United States must have their transcripts evaluated by World Education Services (WES) ([www.wes.org](http://www.wes.org)) before they can be reviewed for possible transfer credit. The official WES evaluation must be submitted in a sealed envelope to the Director, Student Records and Registration. Evaluation of foreign transcripts by WES does not guarantee transfer credit will be granted, and the standard transfer credit policy will apply.

The College does not grant credit for a course in which a student earned a grade of "D" at another institution. However, a transfer student may be given credit for a sequence course taken at another institution if the student's overall grade point average in the sequence is at least a "C". Transfer credit is not awarded for credit by exam granted by other institutions.

Transfer students must pass at least 25% of the required semester hours of credit at this College in order to be eligible to graduate with a degree, diploma, or certificate. Grade point average for graduation, honors, and continuing enrollment is computed on courses taken at Davidson County Community College only.

### Time Limitations on Previous Credits

It is the intent of the College that entering students will be successful. Time limitations may restrict the acceptance of credits from both internal and external sources if it is determined that course material or content is outdated. The Assistant Dean over the program of study in which the course is taught will make the decision regarding the acceptance of credit for such courses.

### Credit Through Testing and Advanced Placement

The College gives advanced placement credit to students who have demonstrated ability to do advanced work through past academic achievement and/or assessment processes. Credit for prior learning is awarded using several means of evaluation including: College administered challenge exams, the

College Level Examination Program (CLEP) and the Advanced Placement Program (AP) of the College Entrance Examination Board, Defense Activity for Non-Traditional Educational Support (DANTES) courses and subject standardized tests, state or national certification and/or licensure examinations, and Armed Forces Services courses.

### College Administered Challenge Examinations

A student who is currently registered at the College and who can document evidence of possible proficiency in a subject may request a challenge examination to measure competency in that subject. The performance on such an examination must be "C" or above in order to earn credit. A student who successfully completes a challenge examination will be awarded a grade of "CE" and credit hours for the course, but quality points will not be awarded and the grade is not included in the grade point average.

For more information on challenge examinations, a student should contact his/her program advisor.

In order to take an examination for credit for an eligible course the student must:

1. secure a Credit by Examination Form from the advisor and obtain his/her signature (this signature simply attests to the fact that the student is requesting a challenge examination);
2. present evidence that, in the judgment of the instructor of the course and the Assistant Dean of the School in which the course is offered, previous experience or training indicates probable success on the examination and obtain their signatures (these signatures approve the request for the challenge examination); and
3. register for the course and pay tuition at the same rate as for other courses. Tuition and fees are nonrefundable regardless of whether or not the student is awarded credit for the challenge exam.

Challenge examinations may be taken during any semester and taken at any time during the semester that is mutually convenient for both the instructor and the student.

The Student Records Office will forward the results of the examination to the student.

### College Level Examination Program (CLEP)

The College Level Examination Program is a national testing program of the College Entrance Examination Board through which a person may obtain college credit in a particular subject area by demonstrating proficiency on an examination. DCCC does not administer these exams. The CLEP General and Subject exams are administered by area colleges and public libraries. There is a charge for each exam and pre-registration is required.

The College awards credit for the subject area exams only. Students must request to have an official CLEP score report sent to the Director, Student Records and Registration. If the minimum score is achieved, a grade of "T" (Transfer) and credit hours for the course are awarded. No quality points are awarded, and the grade is not included in the grade point average. The

student shall receive credit for the Subject Examinations at the levels recommended in the current edition of *CLEP SCORES: Interpretation and Use*, College Entrance Examination Board, Princeton, NJ, as modified by College policy. The current examinations, minimum acceptable scores, and the DCCC course equivalencies are as follows:

	Minimum Score for Awarding Credit	Semester Hours of Credit Awarded	DCCC Courses(s) for Which Credit Is Awarded
<b>CLEP Subject Examinations</b>			
American Literature	50	6	ENG 231, 232
English Literature	50	6	ENG 241, 242
American Government	50	3	POL 120
<b>American History I:</b> Early Colonization to 1877	50	3	HIS 131
<b>American History II:</b> 1865 to the Present	50	3	HIS 132
<b>College French</b>			
Level 1	50	6	FRE 111, 112
Level 2	59	12	FRE 111, 112, 211, 212
<b>College German</b>			
Level 1	50	6	GER 111, 112
Level 2	60	12	GER 111, 112 211, 212
<b>College Spanish</b>			
Level 1	50	6	SPA 111, 112
Level 2	63	12	SPA 111, 112, 211, 212
Educational Psychology	50	3	PSY 263
Human Growth and Development	50	3	PSY 241
Introductory Psychology	50	3	PSY 150
Introductory Sociology	50	3	SOC 210
Principles of Macroeconomics	50	3	ECO 252
Principles of Microeconomics	50	3	ECO 251
<b>Western Civilization I:</b> Ancient Near East to 1648	50	3	HIS 121
<b>Western Civilization II:</b> 1648 to the Present	50	3	HIS 122
College Algebra	50	3	MAT 161
Precalculus	50	3	MAT 175
<b>Information Systems and</b>			
Computer Applications	50	3	CIS 110
Introductory Business Law	50	3	BUS 115
Principles of Accounting	50	4	ACC 120
Principles of Management	50	3	BUS 137
Principles of Marketing	50	3	MKT 120

#### Exceptions:

1. Subject examination credit awarded in the student's major is contingent on satisfactory performance in an advanced course in that department.
2. A minimum of 25 percent of the required semester hours must be completed at Davidson County Community College for a student to be eligible for a diploma, degree, or certificate.
3. Duplicate credit will not be awarded.

### Advanced Placement Program (AP)

The College gives credit for courses in which College Entrance Examination Board Advanced Placement Examinations have been given and in which appropriate levels of competence have been demonstrated. If a student has taken Advanced Placement exams in high school, he or she should request an official AP score report from the College Board to be sent directly to the Student Records Office for evaluation of credit. If credit

is awarded, a grade of "T" (Transfer) and credit hours for the course are awarded. No quality points are awarded, and the grade is not included in the grade point average.

#### **College Credit for Tech Prep Students**

Students who successfully completed high school College Tech Prep courses may receive credit for Davidson County Community College courses that cover the same content or skills development as identified by statewide or local articulation agreements. Students must have received a grade of "B" or better in their high school course and achieved a score of 80 or better on the VOCATS test for that course. The Application for Articulated Credit is available from the county or city school systems and must be approved by a school administrator before submission to the Student Records Office.

#### **Defense Activity For Non-Traditional Educational Support (DANTES)**

The DANTES program is a testing service conducted by the Educational Testing Service (ETS) to enable military personnel to obtain college credit for knowledge and skills acquired through nontraditional educational experiences in the Armed Forces. The College awards credit where applicable to the student's program of study following the guidelines set by the American Council on Education. A grade of "T" and credit hours for the course(s) are awarded. No quality points are awarded, and the grade is not included in the grade point average. Official records for persons who completed DANTES Subject Standardized Tests after July 1, 1974 can be obtained from DANTES Contractor Representative (CLEP), Educational Testing Service, Box 2819, Princeton, NJ 08541.

#### **Professional Certification Examinations**

The College may award credit for courses in which the competencies have been demonstrated through selected state, national, or professional certification examination testing. These examinations must be individually evaluated in collaboration with academic departments to identify individual course competencies for which credit is to be awarded. The College reserves the right to require students to complete additional competency testing to ensure the currency of knowledge prior to awarding course credit for certification examinations. Transfer credit for professional certifications is awarded on the student's transcript. However, a grade is not recorded, quality points are not given, and the student's GPA remains unchanged.

#### **Armed Forces Services Courses**

Students who have completed Basic Training in the military are awarded four (4) semester hours of credit in physical education where applicable to their program of study. A grade of "T" and credit hours are awarded. No quality points are awarded and the grade is not included in the grade point average. A copy of the student's DD214 form or military transcripts (AARTS or SMART transcript) must be submitted to the Director, Registration and Student Records, in order for credit to be awarded.

Students who have taken college-level studies while in military service may be eligible to receive credit for military course work and military occupational specialties (MOS) where such are applicable to the student's program of study. The student

should request to have their military transcript (AARTS or SMART transcript) sent directly to the Admissions Office at DCCC. These transcripts may be requested via the Internet at [www.acenet.edu](http://www.acenet.edu). The College awards credit where applicable to the student's program of study by following the guidelines found in the current *Handbook to the Guide to Council on Education*. A grade of "T" and credit hours for the course(s) are awarded. No quality points are awarded the grade is not included in the grade point average.

The College has been designated a Servicemembers Opportunity College (SOC) for servicemembers who study at any regionally accredited college. While in the military, a service member may transfer appropriate credits to DCCC to have courses in which a "C" grade or better was earned entered on his/her DCCC transcript. A grade of "T" and credit hours for the courses are awarded. No quality points are awarded, and the grade is not included in the grade point average. The College also participates in the Concurrent Admissions Program (ConAP), a joint program of the Army Recruiting Command and the College which admits new soldiers into DCCC at the time of enlistment in the Army or Army Reserves and defers enrollment for classes until completion of military service.

# Scheduling and Attendance

## Schedule Adjustment

### Add Policy

A student may add a course until the second class meeting with the permission of the instructor.

### Drop Policy

A student may drop a course prior to the 10% date of the semester without a grade on the student's transcript by submitting a completed Schedule Adjustment Form to the Business and Records Center. A drop after the 10% date of the semester and prior to the 75% date of the semester is considered to be a withdrawal that will result in a grade of "W" on the student's transcript.

### Withdrawal Policy

DCCC believes that students should take an active role in the learning process. If a student needs to withdraw from a course, the student must take the appropriate action to officially withdraw from a course on or before the 75% point of the semester. The actual date of the 75% point varies from semester to semester; therefore, it is the responsibility of the student to find these dates for each semester in the Academic Calendar (General Information section of the *General Catalog/Student Handbook*). Tuition refunds can only be given for courses officially dropped prior to the 10% date published in the calendar in the *General Catalog/Student Handbook*.

### Procedure for Withdrawing from a Course or Courses

- The student must obtain a Schedule Adjustment Form from his/her advisor, or from the Business and Records Center.
- Schedule Adjustment Forms received from students with the last date after the 10% point of the semester and prior to or on the 75% point of the semester will result in a grade of "W" on the student's transcript. A grade of "W" has no penalty on the student's GPA. After the 75% point in the semester, the student will receive a grade from the instructor that will have an impact on the student's GPA.
- The student must return the completed form to the Business and Records Center for processing on or by the 75% date of the semester.

If a student stops attending after the 75% point of the semester, the instructor may assign a grade of "WF." The grade of "WF" indicates that the student is failing at the time of non-attendance and will count the same as an "F" in the student's GPA calculation.

### Withdrawal from All Courses

Should a student find it necessary to withdraw from all courses in a term prior to the 75% date, the student should submit to the Student Records Office a completed Schedule Adjustment Form after obtaining the signatures of his/her instructor(s), an advisor, a library staff member, a Business Office staff member, and a Financial Aid Office staff member. Should the instructor(s) not be available, an advisor's signature will suffice along with the other required signatures. The student should also complete the Withdrawal Survey on the back of the Schedule Adjustment Form. Tuition refunds can only be given for courses officially dropped prior to the 10% date published in the calendar in the *General Catalog/Student Handbook*.

### Medical Withdrawal

In order to declare an emergency or medical withdrawal from some or all courses prior to a grade being recorded in the student's permanent record, the student should submit to the Director, Student Records and Registration, a written request to drop the course and documentation from a physician supporting the request prior to a grade being recorded. A student allowed to drop a course for medical or emergency reasons will receive a grade of "W" for the course.

If the grade has already been recorded in the student's permanent record, and the student was unable, due to unusual circumstances, to request an emergency/medical withdrawal prior to a grade being recorded, the written request should specify the circumstances causing the delay. The request must be submitted to the Director, Student Records and Registration before the last day of the following semester. The Director will consult with the instructor(s) in making a decision. Appeals of the Director's decision must be made in writing to the Vice President, Student Services and Enrollment Management within ten business days of the date of the original decision. Tuition refunds can only be given for courses officially dropped prior to the 10% date published in the calendar in the *General Catalog/Student Handbook*.

### Administrative Withdrawal

Students whose emotional and/or psychological distress or substance use is so severe that they are unable to adequately participate in the academic environment, present a danger to self or others, are unable to adequately care for themselves, or are engaging in substance abuse requiring extensive treatment or hospitalization may be involuntarily withdrawn from the College for a minimum of six months. An administrative withdrawal constitutes a complete withdrawal from all courses, and a grade of "W" is recorded on the academic transcript. Administratively withdrawn students may not seek counseling or other support services from the College after withdrawal.

Tuition refunds for administrative withdrawals will be considered according to the College's refund policy.

## Attendance Policy

The College believes that in order for students to be academically successful in achieving their educational goals, they must participate in all scheduled class sessions, laboratories, and clinical meetings. Although the occasional absence may be unavoidable, students are responsible to demonstrate their commitment to their educational goals by contacting their instructor to determine if arrangements can be made to make up any missed work.

Students are expected to be in attendance at least 90% of all scheduled class hours. In the event that a student's absences in a course exceeds 10% of the scheduled class hours and the absences are not justified, the instructor may submit a Schedule Adjustment Form to the Business and Records Center to withdraw the student from the course prior to or on the 75% point of the semester. Class attendance is calculated from the first officially scheduled class meeting through the last scheduled class meeting.

Some experiential courses may follow a more rigid attendance policy because of regulations set by state and federal licensing agencies. Students will be notified in the course syllabus if the attendance policy of the course is different from the college-wide attendance policy.

# Grades

## The Grading System

In order to keep students informed of academic progress, various grades are used. Courses for which no credit is granted (preparatory courses designed to assist the student in obtaining needed academic background) are taken on a Satisfactory (SA, SB, SC), or Unsatisfactory (U) basis. Internship courses (courses designed to allow the student to gain meaningful cooperative occupational experiences in which the employer is involved in the grading of the student) are taken on a Pass/Fail (P/F) basis.

### Grade = A

The student has, in a superior way, met the objectives established for the course by the instructor and the division involved.  
Quality Points = 4 per semester hour

### Grade = B

The student has more than adequately met the objectives established for the course by the instructor and the division involved.  
Quality Points = 3 per semester hour

### Grade = C

The student has adequately met the objectives established for the course by the instructor and the division involved.  
Quality Points = 2 per semester hour

### Grade = P

The student has met the objectives of a course designated in the College catalog as one in which students are graded pass or fail. This symbol represents hours attempted and hours earned but not computed in the grade point average.  
Quality Points = 0 per semester hour

### Grade = D

The student has minimally met the objectives established for the course by the instructor and the division involved.  
Quality Points = 1 per semester hour

### Grade = F

The student failed to meet the objectives established by the instructor and the division involved.  
Quality Points = 0 per semester hour

### Grade = I

The student has completed the major portion of the course and due to extenuating circumstances has not been able to complete all the requirements. The student should be able to complete the course with minimal assistance from the instructor. This symbol does not represent hours attempted or hours earned.  
Quality Points = 0 per semester hour

### Grade = SA

Superior performance in a preparatory course.  
Quality Points = 0 per semester hour

### Grade = SB

More than adequate performance in a preparatory course.  
Quality Points = 0 per semester hour

**Grade = SC**

Adequate performance in a preparatory course.

Quality Points = 0 per semester hour

**Grade = U**

The student did not successfully complete a preparatory course. This symbol does not represent hours attempted or hours earned.

Quality Points = 0 per semester hour

**Grade = AU**

Audit. This symbol does not represent hours attempted or hours earned.

Quality Points = 0 per semester hour

**Grade = W**

The student withdrew after the last day to drop a course without a grade due to medical or emergency reasons. This symbol does not represent hours attempted or hours earned.

Quality Points = 0 per semester hour

**Grade = WF**

The student stopped attending after the 75% point of the semester and has failed due to nonattendance.

Quality Points = 0 per semester hour

**Grade = CE**

Credit by Exam. The student received credit for a course through challenge examination. This symbol represents hours attempted and hours earned but is not computed in the grade point average.

Quality Points = 0 per semester hour

**Grade = T**

Transfer Credit

Quality Points = 0 per semester hour

**Grade = T\***

Transfer Credit. Not applicable to student's college major.

Quality Points = 0 per semester hour

**Audit**

A student wishing to attend a curriculum course without receiving formal credit may audit a course provided he/she has not previously audited or taken the course for credit (See Repeat of Courses, page 32). He/she must officially register and pay for the course. Audited courses receive no credit, and the grade symbol "AU" will be recorded on the student's transcript. A student auditing a course is expected to attend class, participate in discussions, and take examinations. Special note: Students receiving any financial aid or veterans' benefits cannot count audited courses in their total hours.

To audit a course the student must:

1. discuss the option of auditing a course with the instructor, a counselor or advisor, and
2. officially register for the course in the normal registration process as required of any other course before the final date for adding courses in any given semester. Fees for auditing a course are the same as for taking a course for credit.

3. declare an audit on a course request form or on a Schedule Adjustment form on or before the last day to declare a course audit.

4. obtain the approval of the instructor and the advisor, if changing from credit to audit.

The instructor reserves the right to change the audit grade to a "WF" if the student does not comply with the audit policy.

**The Incomplete Grade**

When a student has completed the major portion of a course and due to extenuating circumstances has not been able to complete all the requirements, the instructor may give an Incomplete (I) grade. The student should be able to complete the course with minimal assistance from the instructor. The "I" grade does not count as hours attempted or hours earned.

**Procedure:**

1. The student is responsible for contacting the instructor and making arrangements for completing the requirements for removing the "I" grade. If the student is unable to reach the instructor, the student should contact the instructor's Assistant Dean for the program.
2. If the "I" grade is not removed by the end of the twelfth week of the semester following the one in which it was given, the grade will automatically convert to a grade of "F." This procedure is followed regardless of whether or not the student is enrolled.

**Grade Point Average (GPA)**

Academic progress is based on a 4.0 cumulative grade point average (GPA) system. Only courses completed at DCCC are calculated in the student's GPA.

- Term GPA is calculated each semester and is used to determine eligibility for Dean's List and Academic Probation and Suspension.
- Program GPA is calculated using only the grades for courses included in the student's program of study and is used to determine Honors and High Honors upon graduation.
- Cumulative GPA is calculated using grades from every course the student has completed at Davidson County Community College. A final Cumulative GPA of 2.0 is required for graduation with a degree, diploma, or certificate.

**Computation of Grade Point Average**

Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA.

## ENROLLMENT

Course	Credit Hours	Grade	Quality Points*	Credit Hours Multiplied by Quality Points
BIO 163	5	C	2	10
PED 121	1	A	4	4
MAT 140	3	B	3	9
ENG 111	3	F	0	0
<b>Total Credit Hours:</b>	<b>12</b>		<b>Total Quality Points:</b>	<b>23</b>

Total Quality Points divided by Total Credit Hours = GPA

23 divided by 12 = 1.91 GPA

\* Per The Grading System Section under Student Records

## Repeat of Courses

The repeat of courses is governed by the following:

1. Students may repeat a course for which they received a grade of "C" or below. However, students may not receive financial aid benefits for repeating a course in which a grade of "C" or above was earned.
2. If a student elects to repeat a course for which a grade was earned or transfer credit was granted, the last grade earned will become the grade of record, regardless of whether the grade is higher or lower than the previous grade. All grades received will remain on a student's transcript. However, when a course is repeated, the last grade earned will be used in calculating the student's grade point average (GPA).
3. A student may attempt to successfully (grade of "C" or above) complete a course a maximum of three times. Students who require a fourth attempt to progress toward degree completion may be permitted, with an approved plan, to repeat the course. The approved plan may include, but not be limited to, academic interventions with academic support services.
4. Students may not audit courses which have previously been audited or taken for credit, except as granted by the Dean of the School in which the course originates.

## Course Grade Appeal

### Faculty Responsibility for Grading

The faculty is charged with the full responsibility of evaluating the academic progress of their students and assigning grades to denote the students' achievement. A student who has a disagreement with an instructor's professional judgment in grading should attempt to resolve the matter through dialogue with the instructor who issued the grade.

The College relies upon the professional judgment of the faculty in these matters and ordinarily refrains from reviewing or participating in an instructor's evaluation of student achievement. However, the College acknowledges that, on occasion, exceptional circumstances may arise in which a student should have the opportunity to appeal a course grade. (Individual course assignment grades are not appealable.) When circumstances warrant, a student may make use of the following appeals process.

### Course Grade Appeals Process

1. A student who would like to appeal a course grade must initiate the appeals process by scheduling an appointment with the faculty member who assigned the grade within **five (5) business days** of the posting of that semester's final course grades in order to review the basis of the assigned grade. The faculty member will determine an outcome to the appeal request and inform the student.
2. A student who is unable to resolve the grade disagreement with the instructor, and who wishes to appeal the grade beyond the authority of the instructor, must submit a written statement explaining the reasons for appealing the grade to the instructor's Associate Dean. The Associate Dean must receive the appeal request within **five (5) business days** of the appeal outcome with the faculty. The student must schedule an appointment with the Associate Dean and the Dean to discuss the appeal. If the instructor is the Associate Dean, this step should be directed to the Dean of the School for the program.
3. The Associate Dean and Dean, within approximately **five (5) business days**, will decide whether a review of student work is required to assess the final grade. The Associate Dean and Dean will decide on an appropriate action and inform the student of the outcome of the appeal.
4. A student who is unable to resolve the disagreement through dialogue with the Associate Dean and Dean may appeal, within **five (5) business days** of the decision of the Associate Dean and Dean, in writing for a review by the Vice President of Academic Programs and Services. The Vice President may consult with all individuals involved. The Vice President will investigate and, within approximately five (5) business days, decide on an appropriate action. The Vice President's assessment will be considered final.

**Please note:** Students contending that the disputed grade was rendered on account of or was influenced by the student's age, race, sex, national origin, sexual orientation, religion, or disability, must utilize the Student Grievance Procedure in lieu of the procedure described above.

### Grade Changes

Assigning grades to a student is the responsibility of the instructor of the course in which the student is registered. Once assigned, grades may be changed only when an authorization for the change is approved by the instructor, the Assistant or Associate Dean in which the course is taught, and the Academic or Associate Dean of the School of Learning. The change is then submitted to the Student Records Office. In cases where the instructor cannot be consulted, the Assistant or Associate Dean will act in the instructor's place.

## Grade Forgiveness

Students who return to the College after stopping out for a minimum of 36 consecutive months (three years) and wish to make a "fresh start" in pursuing educational goals may apply for grade forgiveness. Grade forgiveness allows for "F" or "WF" grades earned at the College three or more years prior to current enrollment to be eliminated from the cumulative GPA calculation. To qualify for grade forgiveness, students must meet the following criteria:

- Not have been enrolled at the College for a minimum of three years prior to current enrollment
- Be currently enrolled in curriculum courses
- Have successfully completed a minimum of 12 semester hours of credit coursework with a grade of "C" or better

Additionally, the following points apply regarding the consideration of grade forgiveness:

- Grades earned at other colleges cannot be forgiven.
- Students may apply for grade forgiveness one time during their academic career at the College.
- Forgiven grades remain on the transcript but are not calculated in the cumulative GPA.

To request grade forgiveness, students must complete an Application for Grade Forgiveness and submit it to the Student Records and Registration Office. Students will be notified by mail of the decision, and in cases of approval, GPA recalculations will be made in the Student Records and Registration Office.

## Change of Major/Program of Study

If a student decides to change his/her program of study, he/she should first obtain the Change of Major form from the Enrollment Services and Career Development Center. To complete the process, the student should discuss the program change with his/her academic advisor, Career Development staff, and Enrollment Services staff. The intent is to ensure well-informed decision making and an awareness of how program changes may impact the student's enrollment. The student's readiness to enroll in the new program will be determined, and the change finalized by Admissions staff.

When a student changes programs, the cumulative grade point average (GPA) will be recomputed at the time of graduation to reflect only those specific courses applicable to the new program.

## Course Prerequisites

Students must comply with the College requirements stipulating that courses may not be taken until all prerequisites have been met. There are occasions when exceptions may be deemed desirable and appropriate, but the instructor and Assistant Dean must approve such exceptions. Instructors should state clearly the prerequisite of the course at the initial class meeting. Students not eligible for the course should be sent to the Records Office immediately to process a schedule change.

## Course Substitution

A student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the assistant or associate academic dean. The completed Course Substitution Form must be on file in the Records Office for audit purposes for graduation. The Department of Veteran Affairs recommends that eligible students use only two course substitutions for their entire program.

# Academic Standing

## Dean's List

For the purpose of honoring the student for outstanding scholastic achievement, the College publishes a Dean's List shortly after the end of each semester. A student who has completed at least twelve semester hours of college-level course credit in a given semester and who has achieved a grade point average of at least 3.50 on all work attempted with no grade lower than a "C" in that same semester are placed on the Dean's List. Students with an "Incomplete" grade in a given semester are not eligible for the Dean's List.

## Phi Theta Kappa

Phi Theta Kappa is a national scholastic fraternity holding the same status in the community college that Phi Beta Kappa carries in senior colleges and universities. To be eligible for membership, a student must

- be enrolled unconditionally in an Associate in Arts, Associate in Science, Associate in General Education, Associate in Fine Arts, or Associate in Applied Science degree program;
- have successfully completed the minimum of 12 semester hours by the end of the fall semester;
- have attained a 3.6 or better cumulative grade point average; and
- possess outstanding traits of character and citizenship.

Students meeting these requirements are notified of their selection in the spring and invited to join PTK. Those applying to join PTK are accepted into membership at a special induction ceremony.

## Alpha Sigma Lambda

The Alpha Sigma Lambda National Honor Society was established in 1946 to recognize the special achievements of nontraditional adult students who accomplish academic excellence while managing the demands of family, work, and community. It is not only the oldest, but also the largest chapter-based honor society for full-time and part-time adult students. Today, with more than 300 chapters at colleges and universities throughout the United States, Alpha Sigma Lambda offers a truly prestigious opportunity to honor superior scholarship and leadership in adult students. Members are selected from the highest 10 percent of the class, and invitation letters are mailed in March.

## Scholars Program

The Davidson County Community College Scholars Program is an academic honors program designed to challenge and stimulate students in their intellectual, creative, and cultural growth. DCCC students who participate in the Scholars Program will receive honors credit for courses by designing and implementing projects to be completed outside of the classroom. After completing nine hours of honors coursework and participating in the Program's "Common Experiences," students will receive the title of DCCC Scholar. Students who want to participate in the Scholars Program must qualify by meeting both of the following requirements:

- Completion of 12 hours of non-remedial coursework with a cumulative Grade Point Average (GPA) of 3.5 or better from an accredited institution of higher learning per transfer guidelines
- No preparatory needs

Interested students may direct inquiries to the Scholars Program Coordinator.

## Academic Alert, Probation, and Suspension

### Academic Progress Standards

Satisfactory academic progress is essential to student success. To be in good academic standing, a minimum grade point average (GPA) of 2.0 is required of all students enrolled in certificate, diploma, and associate degree programs. At the end of each academic term, students who have not attained or maintained a semester GPA of 2.0 will be notified of unsatisfactory academic progress as indicated below. Minimum satisfactory academic progress for students enrolled in preparatory courses is defined at the satisfactory, grade "C" (SC) level for final course grades. The Advisement Center manages the academic alert, probation, and suspension process by notifying students of their academic status, meeting with students individually to develop academic improvement plans, monitoring students' progress toward goals, and analyzing data to inform decisions.

*Academic Alert* – issued when a student's semester GPA first falls below a 2.0 in curriculum courses or when final grades in preparatory courses fall below the SC level. Students will be notified of alert status via standard mail. Students on academic alert must schedule an appointment in the Advisement Center to develop an academic success plan. Students may not be approved to begin classes in future semesters until meeting with staff in the Advisement Center.

*Academic Probation* – issued when a student's semester GPA remains below a 2.0 in curriculum courses or final grades in preparatory courses remain below the SC level for a second consecutive term. Students will be notified of probation status via standard mail and through student e-mail, and the student's academic advisor will be notified. Students on academic probation are required to meet with an Advisement Center advisor to develop a plan for academic improvement; course enrollment for the next semester may be limited. Students may not begin classes the next semester until meeting with staff in the Advisement Center. A student may be granted an extension of probationary status if the student is demonstrating academic progress but the semester GPA remains below 2.0. The Advisement Center will work collaboratively with faculty advisors to develop appropriate academic plans for students on probation.

*Academic Suspension* - Issued when the student has not demonstrated academic progress in the next consecutive semester and the semester GPA remains below a 2.0 in curriculum courses after being on academic probation. Suspension will also be issued to students whose final grades in preparatory courses remain below the SC level in the next consecutive semester after being on academic probation.

Students will be notified of suspension status via standard mail and will be required to meet with Advisement Center staff and their faculty advisors to review the terms of suspension. Students will be suspended from the College for a minimum of one semester and must apply for readmission when eligible to return. The Advisement Center will collaborate with faculty advisors to facilitate the suspension process.

#### **Academic Standards and Financial Aid**

Students must maintain satisfactory academic progress in order to be in good standing with financial aid programs. Several factors combine to define satisfactory academic progress for financial aid programs, such as GPA, credit hours satisfactorily completed, and length of time taken to complete a program of study. Any student receiving financial aid and/or veteran's benefits who is placed on academic alert or probation may also be placed on financial aid alert or probation. The student may receive financial aid while on alert and probation; however, at the end of the probationary period, the student must have demonstrated academic progress in order to continue to receive financial aid. If the student is placed on academic suspension, financial aid eligibility will be re-evaluated upon the student's readmission to the College.

### **Health, Wellness and Public Safety Programs**

Since requirements for progression in the health-related and emergency medical science programs are in addition to the general requirements of the College, a student suspended from these programs is not necessarily suspended from the College. Students who are eligible to do so may continue in their support courses and apply for readmission to one of these programs at a later time or may elect to change their major. Readmission to a health program is limited to one time.

- **Associate Degree Nursing students** - The above policy applies and, in addition, a nursing student is placed on suspension status from the program for the following reasons:
  - a. demonstrates behavior which conflicts with safety essential to nursing practice as judged by the nursing faculty.
  - b. presents physical or emotional problems which conflict with safety essential to nursing practice and does not respond to appropriate treatment and/or counseling within a reasonable period of time.
  - c. receives a final grade of "D" or "F" in any required course in the ADN curriculum or receives a final clinical evaluation of "Unsatisfactory" in any nursing course.
- **Pharmacy Technology students** - In addition, a Pharmacy Technology student is suspended from the program if the student (1) receives a final grade below "C" in any pharmacy technology course (PHM prefix); (2) receives a final grade of "D" or "F" in any required course in the pharmacy curriculum or receives a final clinical evaluation of "unsatisfactory" in any PHM course; or (3) presents physical or emotional problems which conflict with the safety essential to pharmacy practice and which do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- **Medical Assisting students** - In addition, a Medical Assisting student will be suspended from the program if the student receives a final grade below "C" in any MED course or any prerequisite or corequisite course.
- **Medical Laboratory Technology students** - In addition, a Medical Laboratory Technology student will be suspended from the program if the student receives a final grade below "C" in any MLT course or any prerequisite or corequisite course.
- **Health Information Technology students** - In addition, a Health Information Technology student will be suspended from the program if the student receives a final grade below "C" in any HIT, MED, BIO, or ENG course.
- **Histotechnology students** - In addition, a Histotechnology student will be suspended from the program if the student receives a final grade below "C" in any HTO course or any prerequisite or corequisite course.
- **Cancer Information Management students** - In addition, a Cancer Information Management student will be suspended from the program if the student receives a final grade below "C" in any CIM course or any BIO, ENG, HIT, or MED prerequisite or corequisite course.
- **Healthcare Interpreting students** - In addition, a Healthcare Interpreting student will be suspended from the program if the student receives a final grade below "C" in any HCI course or any prerequisite or corequisite course.
- **Emergency Medical Science students** - The above scale applies and, in addition, an EMS student may be placed on suspension status from the program for the following reasons:
  - a. demonstrates behavior which conflicts with safety essential to emergency medical practice as judged by the EMS faculty.
  - b. presents physical or emotional problems which conflict with safety essential to emergency medical practice and does not respond to appropriate treatment and/or counseling within a reasonable period of time.
  - c. receives a final grade of "D" or "F" in any EMS-prefix course in the curriculum or receives a grade of "F" in an EMS clinical course.
- **Cosmetology students** - In addition, a Cosmetology student will be suspended from the program if the student receives a final grade below "C" in any COS course, or any prerequisite or corequisite course.
- **Human Services Technology students** - In addition, a Human Services Technology student will be suspended from the program if the student receives a final grade below "C" in any HSE course, or any prerequisite or corequisite course.
- **Fire Protection Technology students** - In addition, a Fire Protection Technology student will be suspended from the program if the student receives a final grade below "C" in any FIP course, or any prerequisite or corequisite course.
- **Therapeutic Massage students** - In addition, a Therapeutic Massage student will be suspended from the

program if the student receives a final grade below "C" in any MTH course, or any prerequisite or corequisite course.

- **Zoo & Aquarium Science students** - A ZAS student is suspended from the program if the student (1) receives a final grade below "C" in any Zoo & Aquarium Science course (ZAS prefix); receives a final grade below "C" in any general education required course; (3) receives a final grade below "C" or unsatisfactory in any Zoo & Aquarium cooperative education course (COE prefix); or (4) presents physical or emotional problems which conflict with safety essential to the zookeeper profession and which do not respond to appropriate counseling within a reasonable period of time.
- **Special students** - The above scale applies, and all grades are computed in the grade point average.

#### **Additional Provisions Regarding Academic Standing**

It is the goal of the College to assist students in maintaining good academic standing and progress toward graduation. Policies, procedures, and services are described in the *General Catalog/Student Handbook* as a means of informing and guiding students.

A student on academic probation or suspension may not hold elective office or serve on College committees.

A student on academic probation or suspension must complete ACA 115 Success & Study Skills unless an exception is approved.

#### **Academic Standing and Financial Aid**

All Davidson County Community College students who are receiving financial aid and/or veteran's benefits must maintain satisfactory academic progress as prescribed in the *General Catalog/Student Handbook*.

Any student receiving financial aid and/or veteran's benefits who is placed on academic alert or probation may also be placed on financial aid alert or probation for that term. The student may receive financial aid while on alert and probation; however, at the end of the probationary term the GPA must be high enough to remove the student from academic probation status in order for the student to continue to receive financial aid. If the student does not progress enough to remove the probation status, he/she will not be eligible to continue to receive financial aid until such time as he/she is no longer on probationary status. Financial aid probation applies to all types of aid, including work-study and scholarships.

A student placed on academic suspension immediately after a prior semester of being in good academic standing must be back in good academic standing by the next semester of enrollment in order to continue to receive financial aid. This provision assumes that the student has been permitted through the Appeals and Reinstatement process to continue enrollment while in academic suspension status. In certain instances the Financial Aid Director may take into consideration extenuating circumstances and special needs when a student is unable to meet satisfactory progress requirements. Students receiving veteran's benefits may have their aid suspended when placed on academic suspension.

In addition to maintaining a minimum 2.0 GPA for Satisfactory Academic Progress, Financial Aid students are evaluated for

successful completion of 67% or two-thirds of the credit hours attempted each term towards their program of study. Example: if the student attempts 12 credit hours during a term, the student must successfully complete 8 credit hours (12 hours attempted x 67% = 8 hours).

#### **Time Limitations for Federal Financial Aid**

Financial aid may continue until a student has received assistance for up to 150% of the length of time for his or her original program of study. Example: if 64 credit hours are required to complete an associate's degree, the student may attempt a maximum of 96 hours before the student exceeds his or her eligibility for financial aid (64 credit hours x 150% = 96). Transfer hours accepted from other institutions and evaluated in the student's current program may be included in the calculation of the time frame. Financial aid students also have a maximum of 30 credit hours of preparatory work (courses numbered less than 100) allowed. These preparatory hours may be added to the student's 150% time frame limitation. When the 150% point is reached, financial aid will cease even if the student is maintaining a satisfactory grade point average and completing 67% of the courses in which the student has enrolled.

#### **Readmission**

Students who have been suspended from the College for academic reasons must apply for readmission. Consideration of applications for readmission of students who have been suspended for any reason will be made in light of the applicant's prior academic and disciplinary record, evidence of growth and maturity, good citizenship record, credits earned at another institution, and time elapsed since leaving the College.

Students readmitted to the College after an academic suspension will automatically be placed on academic probation for a period of one semester and may be required to participate in an appropriate support program and a term of probation.

#### **Appeal of Academic Suspension**

A student suspended from the College may appeal the suspension decision to the Vice President, Academic Programs and Services. Decisions of the Vice President may be appealed to the College President, who will issue a final decision. All appeals must be submitted in writing to the appropriate administrator within 10 business days of the date of notification of suspension. Written appeals must include:

1. the student's name and contact information,
2. circumstances that led to the academic suspension status,
3. reasons for appealing the suspension, and
4. actions the student plans to take to improve academic performance.

#### **Note:**

1. After a second suspension, regardless of program of study, the Vice President, Academic Programs and Services may specify no future enrollment if in his or her judgment such action is warranted.
2. Readmission to any health, wellness, and public safety programs and the Zoo and Aquarium Science program is limited to one time.

## Graduation Requirements

A student who enrolls at the College prior to Fall Semester 1997 and does not meet graduation requirements prior to that time will graduate under the catalog which is in effect Fall 1997 or any subsequent catalog in effect while he/she remains in continuous enrollment. The College will assist students who have completed both quarter and semester credits to develop a plan of progression towards graduation that utilizes all applicable courses regardless of whether they are quarter credit or semester credit.

A student changing from one curriculum to another within the College prior to Fall Semester 1997 and does not meet graduation requirements prior to that time will graduate under the catalog which is in effect Fall 1997 or any subsequent catalog in effect while he/she remains in continuous enrollment. Summer term is excluded from the continuous enrollment requirement.

A student who is not in continuous enrollment at the College or who changes from one major to another will graduate under the catalog in effect at the time of reenrollment or major change. Continuous enrollment excludes summer term.

Course requirements for a degree, diploma, or certificate will vary according to the curriculum. The student should refer to his/her program of study to identify the course requirements for graduation. It is the student's responsibility to obtain his/her advisor's signature on the Application for Graduation Form during the semester immediately before the semester in which he/she intends to graduate. The student also has the responsibility of turning in to the Student Records Office the completed and signed Application for Graduation Form. A twenty-five dollar (\$25.00) non-refundable graduation processing fee is required of all graduates and must be paid to the Business Office before official transcripts and the final credential may be released. Students should be certain that all graduation requirements have been met prior to paying the fee. Students who owe tuition, fees, and/or fines to the College may not participate in the commencement ceremony or receive official transcripts or the final credential until all balances are paid.

Students transferring to the College must pass at least 25% of the required semester hours of credit at the College in order to be eligible to graduate with a degree, diploma, or certificate. The 25% resident credit may not include transfer, correspondence, CLEP or CEEB Advanced Placement.

The following policies and procedures will be used in determining the eligibility for graduation of a student at this institution:

1. A candidate for a degree, diploma, or certificate must have successfully completed all preparatory and credit hours as specified in the College catalog for a specific degree, diploma, or certificate.
2. A candidate for a degree, diploma, or certificate must have completed all course work as set forth in the College catalog for a specific degree, diploma, or certificate except as indicated in number 4 below.
3. A candidate for a specific degree, diploma, or certificate must have earned at least a 2.0 grade point average. Only grades

in those courses credited to the program for which he/she is to receive a degree, diploma, or certificate are included in the grade point average. When a student has more unrestricted elective hours than the program requires, the GPA will be calculated using elective courses with the highest grades for the specified number of unrestricted elective hours.

4. In determining a student's eligibility for graduation, the College will adhere to the above policies except that upon written recommendation of the student's advisor and the written approval of the Assistant Dean and the Associate Dean of the appropriate division as well as the Vice President, Academic Programs and Services, course requirements may be waived or substitutions allowed within the provisions of the State Curriculum Standards.
5. A student who completes the requirements for more than one award (certificate, diploma, degree) within a curriculum on one graduation date will receive a document noting the highest award only. However, if a student applies to graduate and requests it, the additional credentials can also be noted on the student's transcript if the credentials have been earned.
6. A student on suspension status from the nursing program due to a "D" grade will not be eligible for graduation from that program.

### Graduation With Honors

The College recognizes students who have done outstanding scholastic work as honor graduates. Graduation with HIGH HONORS is granted to students in degree, diploma, and certificate programs who have achieved an overall grade point average of 3.8 or higher in courses required in the program of study. Graduation with HONORS is granted to students in degree, diploma, and certificate programs who have achieved an overall grade point average of at least 3.5 and less than 3.8.

### Commencement Exercise

A commencement exercise to award degrees, diplomas, and certificates is held at the end of the spring semester. The specific date for commencement is listed in the College calendar. All students receiving degrees, diplomas, or certificates in the spring are encouraged to attend the commencement exercise. Students who meet graduation requirements at times other than the end of spring semester may participate in the commencement exercise the following spring. Students who are within six (6) credit hours of completing a credential may participate in the spring commencement ceremony. However, students will not receive the credential or have it noted on the transcript until all graduation requirements are completed.

Degrees, diplomas, and certificates are ordered three times each year, in March, June, and October, and are received in May, August, and December. Prospective graduates who will complete degree requirements on or before May 31 must file an Application for Graduation Form with the Student Records Office in early March; those who complete degree requirements on or before August 31 must file the application by early June; and those who complete degree requirements on or before December 31 must file the application in early October.

# Support Services and Campus Life

## Academic Advising and Transfer

Academic advisors, in collaboration with their advisees, are responsible for helping students register for courses within their coded program of study.

### Advisement and Transfer Center

#### Hours of Operation:

8:00 a.m. - 7:00 p.m., Monday - Tuesday  
 8:00 a.m. - 5:00 p.m., Wednesday - Thursday  
 8:00 a.m. - 2:00 p.m., Friday

The Advisement Center is located in room 112 in the B. E. Mendenhall, Jr., Building on the Davidson Campus. The staff in the center guides, serves, and supports students by partnering with academic departments and support services to promote diverse educational experiences, and to foster success and responsible citizenship. The purpose of the center is to create a seamless admission and academic advising process and to improve retention and completion rates.

Advisors in the Advisement and Transfer Center are knowledgeable of four-year institutions and can assist students with information related to application deadlines, programs of study, open houses, financial assistance, and other frequently asked questions. Students are encouraged to come to the center and discuss their options with center staff.

Davidson County Community College has entered into formal articulation agreements with some institutions that make it possible for graduates of certain associate degree programs to transfer to the four-year institution as a junior.

The Comprehensive Articulation Agreement (CAA) addresses the transfer of credits between institutions in the North Carolina Community College System to members of the University of North Carolina. It does not address admission to an institution nor to a specific major within an institution. The CAA was developed jointly by faculty and administrators of the North Carolina Community College System and the University of North Carolina based on the proposed transfer plan approved by both governing boards in February 1996.

All courses approved for transfer in the Comprehensive Articulation Agreement are designated as fulfilling general education, pre-major, or elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.

Also, all courses listed in the curriculum for the A.A. and A.S. degrees fulfill the CAA (except ACA prefix courses). Many of these courses are within the A.A.S. degree programs. The CAA does not prevent any UNC member institution or a private college from accepting additional courses not listed in the CAA.

It is the responsibility of each student to identify the college to which he/she is preparing to transfer and to confirm the transferability of any course in question. Assistance in this process can be provided by faculty advisors and staff in the Advisement and Transfer Center. For information on specific transfer programs, refer to pages 70-78.

In addition to posted Advisement and Transfer Center hours, appointments may be requested outside of normal operational hours on a case by case basis. Also, many questions may be answered by visiting the website at [www.davidsonccc.edu/advisement](http://www.davidsonccc.edu/advisement).

## Support Services

The College offers a comprehensive program of student services designed to meet the needs of part-time and full-time students. Commitment of College personnel to the concept of total student development involves extending traditional teaching/learning experiences beyond the classroom into other out-of-class teaching/learning situations which may or may not involve typical classroom activities. While student development is a college-wide priority, the primary responsibility for developing and coordinating student development services lies with the Vice President, Student Services and Enrollment Management.

In an effort to facilitate total student development, Student Services staff will provide students with learning opportunities to meet their intellectual, academic, personal, social, cultural, and physical needs; help with making realistic career choices; help students develop a greater sense of self-worth, self-confidence, and responsibility for their own behavior; assist students with becoming more open, honest, and trusting in their relationships with others; and assist students with developing the life skills necessary to live productive and fulfilled lives.

## TRiO Student Support Services Program

Student Support Services is a TRiO Program funded through a grant from the U. S. Department of Education for students who are first generation college students, low income eligible and/or have a documented disability. The Student Support Services Program provides opportunities for academic improvement and mastery of basic college skills, as well as activities that motivate and propel students toward a successful completion of their postsecondary education. The program offers academic monitoring, co-advisement, career and personal counseling, tutoring, study skills, and educational/cultural enrichment experiences. The Student Support Services Program seeks to increase college retention and the graduation rates of its participants as well as to encourage transfer to a four-year institution. For more information, contact the Student Support Services Office, located in the J. Bryan Brooks Student Center, second floor, room 202.

Specific program services include:

- Academic, career, and personal counseling
- Supplemental financial assistance for eligible students

- College transfer advisement and assistance
- Individual tutorial services
- Monitoring of classroom progress
- Workshops for academic career, and personal success
- Financial literacy information and workshops
- Assistance with completing the FAFSA and college applications
- Space for homework and tutoring
- Opportunities to visit colleges and participate in cultural activities

How to apply to the program:

1. Obtain an application from the Student Support Services Program (SSSP) website under the Division of Student Affairs or come to the Student Support Services Program Office located in the J. Bryan Brooks Student Center, second floor, room 202.
2. Complete the application and schedule an appointment with the Program Director.

Office hours for SSS are Monday-Friday, 8:00 a.m.-5:00 p.m.  
Phone number 336.249.8186, extension 6799.

#### **Learning Assistance Center**

The Learning Assistance Center is located in room 117 in the Felix O. Gee Building on the Davidson Campus. The center provides support services such as tutoring, writing center, academic skills workshops, academic computer lab, and testing services to students. The center is also the home of the Student Success Program, which is designed to provide assistance to students in the program with advising and counseling, transfer activities, financial aid, and academic success skills.

Various tutorial services are offered free of charge to currently enrolled curriculum students through individual and group sessions. Qualified professional and peer tutors are employed by the College to share their learning strategies and problem-solving skills with any student having difficulty in a subject. Peer tutoring sessions are scheduled based on student schedules and tutor availability and are held during regular LAC hours. The Writing Center is open to any student needing assistance with a writing assignment. Other tutoring labs include math, nursing, biology, and business/computer. They are located in various buildings across campus. There are also online tutors for biology and writing. Information is available in the LAC.

Persons interested in being a tutor should request an application from the LAC (Gee 117). To be eligible, a student must have successfully completed the course for which he/she will be a tutor or be doing well in that course which he/she is presently taking and also receive a favorable recommendation from the instructor of the course. Tutors are paid hourly and compensated monthly.

All services of the LAC are free to currently enrolled curriculum students. Davie Campus students should contact the Davie Campus office for assistance in accessing these services.

Hours of operation for the Coaching Centers can be found on the LAC website ([www.davidsonccc.edu/learning-assistance/index.htm](http://www.davidsonccc.edu/learning-assistance/index.htm)).

## **Counseling and Disability Services**

Professional counseling services are provided by the Mental Health and Disability Services Counselors, located in the J. Bryan Brooks Student Center, room 207 or 207A. Students who have concerns of a personal nature which might affect progress toward educational objectives are invited to make an appointment with a counselor. Additionally, students seeking disability services are encouraged to see a counselor for information and assistance.

The College is in compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act. It is the intent of the College that all courses of study be fully accessible to all qualified students. It is the student's responsibility to make his or her disability known and to request learning or other accommodations. This should be done in a timely manner, prior to enrollment. In order to establish the student's eligibility for services, current (within the last three-five years) documentation of disability may be required of all students who request learning accommodations or auxiliary aids. This documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations to verify the need for adjustments or aids. Where possible, DCCC will rely on resources available from outside agencies such as the Division of Vocational Rehabilitation Services and private organizations that provide educational auxiliary aids. Requests for information and assistance should be directed to the Mental Health and Disability Services Counselors or the Director, Student Services, on the Davie Campus.

## **Career Development Center**

The Career Development Center is located on the second floor of the B. E. Mendenhall, Jr. Building. Staff at the center offer assistance with choosing a college major and career path, job search resources, writing resumes and cover letters, interview preparation, and access to a wealth of career related information. Visit the Career Development website at [www.davidsonccc.edu/careerdevelopment](http://www.davidsonccc.edu/careerdevelopment) to access a wide range of career tools and to find out about workshops and other resources. You may contact the Career Development staff by calling 336.249.8186, extension 6245 or by e-mailing [cs@davidsonccc.edu](mailto:cs@davidsonccc.edu).

#### **Job Search Assistance**

Job search assistance is available to students and alumni seeking both part-time jobs and permanent employment. The Career Development Center provides workshops and individual appointments to help students develop job seeking skills, resume-writing skills, and interviewing skills. Computerized job search engines, resume-writing software, and interactive interviewing practice software, as well as printed materials are among the resources available in the Career Development Center. B. E. Mendenhall, Jr. Building.

## Bookstore

A College Bookstore is provided on campus as a service to the student body, faculty, and staff. Textbooks, school supplies, and other course-related materials are available. The Bookstore also provides opportunities for students to sell and buy used books. Hours of operation are posted on site.

## Child Development Center

In 1981, the College opened a Child Development Center on the Davidson Campus. The purpose of the CDC is to provide a hands-on laboratory site for students enrolled in the Early Childhood Associate degree program by offering exemplary care and education for pre-school children. The center offers students of the College opportunities to learn about the development and education of children by observing and interacting with young children under the supervision of qualified teachers and staff. In addition, the center serves as a collaborative partner with local child care providers and community agencies committed to enhancing the quality of care and education for young children.

The CDC enrolls children from infancy through five years of age and operates with a five-star license. Awarded by the N.C. Division of Child Development, which regulates licensed early care and education facilities in the state, the five-star rating is the highest granted under the state licensure system. Operational hours for the Davidson Campus CDC are 7:30 a.m. to 5:30 p.m., Monday through Friday.

## First Aid

The location of the College is such that the campuses are easily accessible to medical attention and hospital care at the hospitals of Thomasville, Lexington, and Davie County. Public ambulances are available on a 24-hour schedule. First-aid supplies are also available to students in all shops and laboratories, in the Enrollment and Career Development Center located on the second floor of the B.E. Mendenhall, Jr. Building, at the campus receptionist area on the Davie Campus, and in the Mendenhall Building on the Davidson Campus. In the event of accident or medical emergency on the Davidson Campus, assistance can be obtained by dialing 6777 from a campus phone. You may also contact the Receptionist/Switchboard Operator, Security, the Evening Coordinator, or the Vice President, Student Services and Enrollment Management, by dialing the main campus number at 336.249.8186. College policy and procedures have been developed concerning communicable diseases including AIDS. This information is available from the Vice President, Student Services and Enrollment Management. On the Davie Campus, please dial 911 or call the campus office at extension 4849 or 4844.

## Davie Campus Services

The College makes every effort to provide access to Student Services for students at the Davie Campus in Mocksville. Students may request assistance with services indicated in

this catalog by contacting the Davie Campus or the Davidson Campus. Davie Campus personnel will assist students in obtaining information or receiving help from campus services housed at the Davidson Campus.

## Food Services

Food service is available in the Storm Cellar on the first floor of the J. Bryan Brooks Student Center on the Davidson Campus. Hot meals are available from 7:00 a.m. to 2:00 p.m. Monday through Friday. Vending machines with snacks, beverages, confections, etc., are available in most buildings on both campuses.

## Academic Support

### Tutoring Service

The College offers free tutoring services through individual and group sessions. Qualified peer tutors are employed by the College to share their learning strategies and problem-solving skills with students having difficulty in a subject. Any student wishing to receive tutoring help in one or more subjects, as well as any student referred by an instructor, should contact the Learning Assistance Center. Tutoring sessions are scheduled based on student schedules and tutor availability and may be held during regular Learning Assistance Center hours.

Any student on campus who has successfully completed a course or is doing well in a course he/she is presently taking may submit an application to become a tutor upon faculty recommendation. Persons interested in tutoring should contact the Learning Assistance Center, located in Gee 117.

### Biology Coaching Center

The Biology Coaching Center is located in the Felix O. Gee Building on the Davidson Campus. The center provides limited hours of free tutorial services to students enrolled in all levels of biology. The center is staffed with a part-time professional tutor who can assist students in achieving academic success in biology classes.

### Business and Computer Coaching Center

The Business and Computer Coaching Center is located in the Doak and Agnes Finch Building on the Davidson Campus. The center provides free tutorial services to students enrolled in Accounting, Business, Human Resource Management, Logistics Management, as well as Computer Information Technology, Computer Programming, Networking Technology, Information Systems Security, and Web Technologies. The center is staffed with a full-time professional coordinator as well as part-time "coaches" who can assist students in achieving academic success in those programs of study.

Students who utilize Business and Computer Coaching Center services should be able to:

- a. Perform at a higher rate of success within business and computer-related courses.
- b. Experience greater confidence in completing business and computer-related assignments.

### **Davie Campus Coaching Centers**

Biology, Math, Spanish, and Writing tutors are available on the Davie Campus. Limited hours of free tutorial services assist students enrolled in all levels of biology, math, Spanish, and writing. Staffed with part-time professional tutors, the services can aid students in achieving academic success in these specific areas.

### **Math Coaching Center**

The Math Coaching Center is located in the Felix O. Gee Building on the Davidson Campus. The center provides free tutorial services to students enrolled in Essential Mathematics, Introductory Algebra, Intermediate Algebra, Survey of Mathematics, Statistics I, Statistical Analysis, College Algebra, Precalculus Algebra, and Precalculus. The center is staffed with a full-time professional coach as well as part-time "coaches" who can assist students in achieving academic success in those program areas.

Students who utilize the Math Coaching Center services should be able to:

- a. Perform at a higher rate of success within their math courses.
- b. Experience greater confidence in completing their math assignments.

### **Nursing Coaching Center**

The Nursing Coaching Center is located in the Mary L. Briggs Technology Building on the Davidson Campus. The center provides limited hours of free tutorial services to students enrolled in the nursing program. The center is staffed with a part-time professional tutor who can assist students in achieving academic success in nursing courses.

### **Writing Center**

The Writing Center is a free, non-credit service that is open to all students. The Center's mission is to provide a setting where students can receive assistance with either personal writing needs or classroom writing assignments from any class. The Writing Center reflects the College's core competency concerning effective writing, as well as the recognition that writing is both essential to the learning process and to success in the student's career choice. You may contact the Learning Assistance Center for the hours of operation.

## **Student Life**

Student activities are viewed as an important dimension of each student's experience while attending Davidson County Community College, and the College encourages student involvement in all aspects of student and campus life. Students gain enjoyment, friends on campus, leadership skills, and experiences that are valued by both employers and four-year universities.

## **Athletics**

Davidson County Community College offers an intercollegiate athletic program to enhance the college experience for students. Women's volleyball and men's basketball programs are available to students. Each program is committed to providing a comprehensive and well-rounded athletic experience in support of the College's educational initiatives.

The College is a member of the National Junior College Athletic Association (NJCAA). The teams compete in Division III, Region 10. Division III teams do not offer scholarship support to players. In accordance with DCCC's open door admissions policy, students admitted to the College who plan to participate in intercollegiate athletics must meet all admissions criteria set forth in the College *General Catalog/Student Handbook*. Player eligibility includes standards established by DCCC and NJCAA. Student-athletes must be enrolled each semester as a full-time student with 12 or more semester hours and maintain a grade point average of 2.0 or higher to meet eligibility.

## **Student Organizations and Activities**

The College encourages student involvement in all activities of student and campus life. Student activities are viewed as an important dimension of each student's learning experience while attending DCCC. Student organizations and activities at Davidson County Community College are open to all students regardless of race, national origin, religion, age, sex, or disability.

The area of Student Activities is committed to educating and challenging students to reach their full potential and operates with the belief that all students are potential leaders of society and the world. To that end, student development in some form serves as the major point of emphasis in the services and programs provided.

Through student organizations and activities, students enhance their leadership, intellectual, cultural and personal development, establish lifelong friendships by participating and working with others who share the same interests, and gain experiences valued by both employers and four-year colleges and universities.

Students have the opportunity to participate in activities such as Fall Fest, Spring Fling, International Night, Halloween Extravaganza, formal dances, service projects, and membership in any of the more than 23 campus clubs and organizations.

## **Student Government Association (SGA)**

The purpose of the Student Government Association (SGA) is to serve as the voice of the student body by promoting campus involvement, fostering leadership development, and overseeing and assisting in the development of student clubs and organizations, and by acting as a liaison between student organizations and campus administration.

All students, full-time or part-time, are a part of the Student Government Association and can attend SGA Council meetings and participate in all activities sponsored by the SGA.

## Ambassadors

Ambassadors are students who have excellent interpersonal skills, strong academic records, and a strong commitment to Davidson County Community College. Nominated by faculty or staff members, these students represent the College at special events, give tours, and generally act as representatives to the community. Ambassadors receive leadership development training to assist them with their responsibilities.

## Civic Engagement/Service Learning

Davidson County Community College is committed to developing our students, both inside and outside the classroom. The Civic Engagement initiative is the product of a campus community effort to provide our students with meaningful experiences, leadership skills, and a sense of civic responsibility through structured curricular and co-curricular activities.

### Curricular Emphasis - Service Learning

Service Learning engages students in organized activities that address community needs while strengthening their academic skills. Faculty will provide students opportunities throughout the semester to reflect on their service and how it relates to their course objectives.

### Co-curricular Emphasis - Service Projects

Working in conjunction with Student Services, service projects will allow students to participate in service activities and reflections without having to be affiliated with a specific course. By bringing together students, faculty, staff, and alumni for a common goal, co-curricular service projects will allow greater opportunities for the campus community.

## Fitness Center

The Fitness Center is a state-of-the-art workout facility in the North Carolina Community College System. This Center provides faculty, staff, students, and alumni the opportunity to stay fit and healthy. The equipment includes Cybex pin-select weight training machines, treadmills, elliptical trainers, stair climbers, stationary and spin cycles, and a full free weight training area. A certified aerobics instructor and personal trainer are on staff to assist anyone in meeting their fitness goals. Group exercise classes are also offered free of charge to all students and staff throughout the week.

Hours of operation are posted each semester.

## Student Lounges

In an effort to help meet the needs of commuting students, the College provides informal student lounges in the J. Bryan Brooks Student Center, Gee, Finch, and Sinclair buildings on the Davidson Campus and on the Davie Campus in the Davie Community (Classroom) Building. Students are encouraged to use these areas for relaxation and study between classes. For a quieter environment, students are encouraged to make use of study rooms in the Learning Resources Center or the Learning Assistance Center.

## Student Publications

The Student Services Division publishes *Campus Headlines* at least bimonthly in an effort to keep students and other members of the academic community informed concerning student activities, student services, student group meetings, and policies relating to campus life. Appropriate news items should be submitted to the receptionist in the Enrollment and Career Development Center by noon on Monday preceding publication for that week. The current edition of *Campus Headlines* may be accessed online at [www.davidsonccc.edu/currentstudents/index/htm](http://www.davidsonccc.edu/currentstudents/index/htm).

*The Toilet Paper* is published biweekly to keep students, faculty, staff, and the community informed of campus activities and events, as well as relevant information regarding the academic calendar. As indicated by the title, the publication is posted in restrooms across campus and may also be accessed online at [www.davidsonccc.edu/pdfs/ToiletPaper.pdf](http://www.davidsonccc.edu/pdfs/ToiletPaper.pdf).

## Campus Security and Safety

Davidson County Community College is committed to providing the best possible education for all its students and a good working environment for all its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, faculty, and staff. All College employees and students are responsible for taking safety seriously, preventing and/or reporting any unsafe conditions, and continuously practicing safety while performing any work or using any College facilities.

The College's safety program includes the following:

**Security and Personnel:** Two Davidson County sheriff's deputies serve as Campus Resource Officers (CRO) on the Davidson Campus and are on campus from 7:30 a.m.-10:00 p.m. Monday-Thursday and 7:30 a.m.-4:30 p.m. Friday. A Davie County sheriff's deputy serves as a Campus Resource Officer for the Davie Campus from 7:30 a.m.-4:30 p.m. Monday-Friday.

Additionally, the College employs security officers to assist with administering campus safety plans. The Mental Health and Disability Services Counselor assists students with personal and campus situations which may interfere with academic achievement or personal safety. The DCCC Care Team is comprised of faculty and staff with expertise in working with students and responding to emergency situations. The primary responsibility of the Care Team is to provide early assistance to students in distress in order to ensure well being and safety and help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious. When needed, the Care Team will conduct a threat assessment to determine the best, most appropriate ways to help students.

**Facilities:** Video cameras are installed in the Brooks Student Center and Gee buildings to assist CROs and security personnel with identifying unsafe situations. Cameras will be installed in one building per year until all buildings are equipped as funding allows. Cameras have been installed in strategic locations to monitor the Davidson Campus courtyard. Additionally, lighting in the courtyard has been improved, and expansion of additional lighting to better illuminate parking areas will be completed as possible. The College is exploring the use of visual and auditory emergency notification alarms in buildings. Three buildings at the Davie Campus will have student ID swipe card entry, and new buildings on the Davidson Campus will be constructed with this technology. The College will pursue installation of swipe card door access for all other Davidson and Davie campus buildings.

**Notification Systems:** Calls to 911 emergency are automatically routed to Davidson and Davie county first responders, and the campus phone extension and building location are automatically identified in the call. All employees have an emergency response guide in their offices to assist with managing an emergency. In the event of a serious campus emergency, the College's website will be pre-empted with an emergency message notification, and a voice message will be recorded on the main telephone line. The College is currently exploring the use of audio-visual emergency notification systems in buildings and the use of voice and text messaging systems.

**Policies:** DCCC has developed a threat assessment policy to assist faculty and staff with determining responses to potentially threatening situations. Additionally, the Student Code of Conduct, Student Grievance, Administrative Withdrawal and Readmission policies serve as guides in resolving student complaints or matters regarding student behavior.

**Planning and Response:** DCCC is committed to emergency preparedness and has engaged in response planning and practice emergency response drills. The College's preparedness plan is based on the National Incident Management System model. More detailed information about DCCC campus safety may be viewed on the College's website: [www.davidsonccc.edu](http://www.davidsonccc.edu).

### Campus Threat Assessment Policy

#### I. Preamble

Davidson County Community College is committed to providing the best possible education for all its students and a good working environment for all its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, faculty, and staff. A threat assessment is a tool the College may use when facing an extraordinary discipline and safety issue. A threat assessment is a way to assess a student's particular physical, emotional, and psychological well-being and help that student receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the threat assessment process at DCCC is to provide early assistance to students in distress in order to ensure well-being and safety and help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious. A student is defined as any person applying to the College or currently enrolled in any course at any campus location and/or online, including high school students applying to DCCC programs or currently enrolled in DCCC coursework at any campus location and/or online. A threat is defined as any conduct that presents a clear and present danger to self, others, or the campus community in general. In immediate and serious threatening situations, the President or his or her designee reserves the right to waive the assessment process outlined in this document and act in the best interest of campus safety. While some threat assessment resolutions may result in disciplinary action against the student, it is the sincere hope that through the threat assessment process, resources and assistance can be provided to the student in such a way that the student can continue to receive a quality education and DCCC can continue to be a friendly, safe environment for students and staff.

#### II. Convening the Care Team

##### A. Discretionary Review

Faculty, staff, and students may contact any member of the Care Team at any time to report observations of unusual student behavior, regardless of whether or not a Code of Conduct violation has occurred. The first point of contact may be either the campus CRO (Davidson or Davie) or the Vice President, Student Services and Enrollment Management (Davidson Campus)/Director, Student Services (Davie Campus) if the situation presents imminent and serious danger. Upon receiving a report, the Vice President, Student Services and Enrollment

Management, together with the Campus Resource Officer(s), will immediately conduct a preliminary investigation to determine if the report needs to be reviewed by the Care Team. A preliminary investigation will include, but is not limited to contacting faculty and staff who know the student, and, if deemed appropriate and necessary, meeting with the student. Should the student refuse to meet, and if it is determined by the Care Team as reasonably necessary to conduct and conclude its preliminary investigation and to address immediate safety concerns, the student may be immediately removed from campus. The President and/or Vice President, Student Services and Enrollment Management has the discretion to call for a Team review when facing an extraordinary discipline and/or safety issue.

In addition to results of the preliminary investigation, factors the Vice President should consider, including, but are not limited to, the following:

- Is this student possibly a threat to the health, safety, and welfare of himself/herself and/or others? Why?
- Could this student benefit from additional psychological, physical, and emotional services? How?
- Does this student have a past history of disciplinary problems?
- Does the allegation include an altercation with another student or a member of the faculty or staff?
- Has the student already taken some action to apologize or take responsibility for the conduct?
- Has the student sought or is the student currently seeking outside help (i.e. private counseling)?
- Given the situation, is there adequate time for review by the Team?

**B. Mandatory Review**

The Vice President, Student Services and Enrollment Management must convene the Team anytime a student is immediately removed from campus. Such action is required when the student engages in serious criminal activity or demonstrates threatening behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty, and staff. In such cases, the Vice President will immediately suspend the student and remove her/him from campus for no more than ten school days pending a hearing (see the Temporary Suspension Procedures, page 49).

**III. Composition of the Care Team**

The Care Team membership will be as follows:

Position	Rationale
Vice President, Student Services & Enrollment Management	Responsible for campus safety and student Code of Conduct
Campus Resource Officers, Davie & Davidson	Responsible for overall safety of the campus community
Director, Student Services, Davie Campus	Responsible for providing student development services at the Davie Campus

Associate Dean, Davie Campus	Responsible for academic programs, including Davie Early College at the Davie Campus
Early College Liaison, Davidson Campus	Responsible for Davidson Early College
Faculty, EMS	Responsible for student instruction; expertise in responding to incidents.
Director, Student Activities & Evening/Weekend Programs	Holds evening hours and can respond to emergencies during that time
Marketing & Public Information Representative	Responsible for public relations
Mental Health & Disability Services Counselor	Responsible for providing mental health services to students

The Vice President, Student Services and Enrollment Management, at his/her discretion, may include additional staff or faculty with expertise in dealing with the perceived threat to the Team as needed. If a conflict of interest occurs or the appearance of a conflict of interest arises for any of the Team members, the Vice President shall appoint a substitute for that individual.

**IV. Notification to the Care Team and Student**

After the Vice President, Student Services and Enrollment Management and the Campus Resource Officer(s) review a situation and decide that it warrants a review by the Team, it shall be the Vice President's responsibility to assemble the Team in accordance with the provisions of Section II. If the situation involves a Code of Conduct violation, the Vice President will make a reasonable effort to provide timely written notification of the charges to the student that includes requirements for cooperation with the investigation, and the Team's investigation will serve as due process. Notification may be delivered by hand or through standard mail to the student. In the absence of a conduct violation, written notification to the student explaining that a Team has been assembled to evaluate the situation will be at the discretion of the Team. The Vice President shall provide the Team with a written report that includes:

- A full account (includes all relevant evidence) of the alleged concern or Code of Conduct violation.
- Factors for justifying a review by the Team.
- Any additional relevant information that would be useful to the Team to assist in their assessment.

**V. Role of the Care Team**

The role of the Team is to assist students in distress and help prevent situations of safety concern, either before or after a conduct violation has occurred, from becoming more serious. Specifically, the Team will

- Review the alleged safety concern or Code of Conduct violation
- Evaluate the student's behavior in light of the accumulated evidence.

- Provide appropriate recommendations to the President.
- Complete the assessment within three (3) business days if the student has been removed from campus.

At its discretion, the Team will have full investigatory authority when reviewing the alleged concern or conduct violation and evaluating the student's behavior. If a conduct violation has occurred, the investigation serves as the student's due process. The Team has the right to:

- Interview the student.
- Interview all relevant witnesses.
- Interview any individual that the Team deems helpful in providing a proper assessment.
- If applicable, interview the accuser(s).
- Inspect any of the student's school records. Note: The Team has a legitimate educational interest in the student's school records.
- Request the student to release medical records to the College.
- Request information from prior colleges the student has attended.
- If deemed necessary to the investigation, request the student to sign a waiver allowing elementary and secondary school records to be released to the College.

Nothing herein prevents the President and the Team from segregating multiple violations of the student Code of Conduct and/or reported concerns and proceeding with an investigation on violations/concerns that may be related to any alleged threatening behavior. For example, the Team may proceed with an investigation regarding alleged sexual harassment while analyzing other threatening behavior exhibited by the student.

#### **VI. Student Cooperation with the Care Team's Investigation**

The student shall fully cooperate with the Team and their investigation. A student's failure to cooperate with the Team in any way shall be considered by the Team and will be reflected in the Team's recommendation to the President. Requirements for cooperation and consequences for failure to cooperate shall be stated in written communication to the student.

#### **VII. Recommendations by the Care Team**

Once the Team has concluded their investigation, the Team will issue a written recommendation report to the President (or if time is of the essence, the Team's verbal recommendations shall be reduced to writing as soon as practicable). These recommendations may include:

- An opinion as to whether or not the student may constitute a threat to the health, safety, and welfare to himself/herself or others, and if "yes", the Vice President, Student Services and Enrollment Management will notify law enforcement.

- A suggested Action Plan for the student, if any. An Action Plan may include, but is not limited to the following:
  - ◇ Anger management counseling.
  - ◇ Psychological counseling.
  - ◇ Professional psychological assessment.
  - ◇ Waiver from the student allowing the release of the student's school records to local mental health authorities and/or law enforcement.
  - ◇ Waiver from the student allowing the release of the student's health records and prior educational records to the College.
  - ◇ Scheduled meetings with Student Services staff
  - ◇ In the case of a conduct violation, appropriate discipline sanctions, if any.
  - ◇ Administrative withdrawal from the College.
  - ◇ Hold on the student's application for admission or course request form. The President reserves the right to disagree with the recommendations of the Team and implement other action consistent with the Code of Conduct and/or in the best interest of campus safety, as appropriate. In such a case, a revised recommendation report will be prepared by the Team and approved by the President. A copy of this recommendation report shall be included in the student's school records.

#### **VIII. Use of the Care Team's Recommendations**

Once the Team has presented its report to the President and recommendations are finalized, the Vice President, Student Services and Enrollment Management will have a meeting with the student and explain the Team's recommendations. At this meeting, for an alleged safety concern or Code of Conduct violation, the student will be given:

1. Written notification, of the investigation, findings, recommendations, and if applicable, discipline sanctions and the appeal process. Conditions under which the student may remain in good standing or return to campus and follow-up requirements will also be outlined.
2. If applicable and in accordance with the Team's recommendations, an agreement for signature by the student forgoing the right to a future hearing and all future appeals and bound by the Team's recommendations.

In the case of a safety concern absent a conduct violation, if the student does not voluntarily agree to the Team's recommendations, the Team may file the appropriate Code of Conduct charge and pursue the student discipline process.

#### **IX. Review Period**

The Team shall meet at least once per month for one school year to monitor the progress of the student and create a written progress report after each meeting that will be included in the student's school records. If the student has been removed from campus, the student's record will be flagged and efforts will be made, to the best of the Team's ability and according to the availability of information, to monitor the student's

progress and/or readiness to return to school. At the end of the one-year review period, the Team will decide if additional monitoring is necessary and for how long. Once additional monitoring is deemed unnecessary, the Team will create a final written progress report and include that report in the student's school records. If a student agrees to be bound by the recommendations of the Team, and the student violates any of those recommendations, the violation will be treated as a violation of the Student Code of Conduct, and normal disciplinary procedures will follow.

## Code of Conduct — Student Rights and Responsibilities

### Preamble

Freedom to teach and freedom to learn are inseparable parts of academic freedom. The members of this academic community share a belief in the freedom to learn. The College, therefore, has a duty to develop policies and procedures which provide and safeguard this freedom. Many members of the College community helped to establish the policies and procedures outlined below within a framework of general standards. The purposes of the policies, regulations, and procedures listed on the following pages are to provide an academic environment that will promote quality educational outcomes.

### Definitions and Terms

**Student:** A student is defined as any person applying to the College or currently enrolled in any course at any campus location and/or online, including high school students applying to DCCC programs or currently enrolled in DCCC coursework at any campus location and/or online. The College reserves the right to dismiss any student prior to his or her enrollment by rescinding that student's admission upon finding a cause to do so. Such a finding will be an administrative decision issued by the Vice President, Student Services and Enrollment Management or his/her designee. The College may proceed with unresolved charges under the Student Code of Conduct regardless of an individual's enrollment status.

**Conduct Officer:** Designated by the Vice President, Student Services and Enrollment Management, the conduct officer is a staff member in Student Services and Enrollment Management authorized to review alleged violations of the Student Code of Conduct, to impose sanctions upon students who have violated the Code, and to perform other duties as assigned related to Student Rights and Responsibilities. The Vice President may authorize several Conduct Officers and also serve as Conduct Officer.

**Danger to Self:** The individual has attempted or threatened suicide or expressed or acted in manner to reflect suicidal intent, and there is a reasonable probability of suicide unless adequate treatment is given; the individual has or attempted to mutilate him/herself or there is a reasonable probability of mutilation unless adequate treatment is given. A threat assessment may be issued in such instances.

**Danger to Others:** Within the relevant past, the individual has inflicted or attempted to inflict or threatened to inflict serious bodily harm on another, or has acted in such a manner as to create a substantial risk of serious bodily harm on another, or has engaged in extreme destruction of property; and there is a reasonable probability this conduct may be repeated. Previous instances of dangerousness to others, when applicable, may be considered when determining reasonable probability of future dangerous conduct. Cogent and convincing evidence that an individual has committed a homicide in the relevant past is evidence of dangerousness to others (from NCGS 122C-3(11) b). The individual has expressed or acted in a manner to reflect intent to harm others. The individual is involved in a serious drug offense as defined by the College or state and federal law.

**Threat:** A threat is defined as any conduct that presents a clear and present danger to self, others, or the campus community in general. In immediate and serious threatening situations, the President reserves the right to waive due process and act in the best interest of campus safety.

**Threat Assessment:** A threat assessment is a tool the College may use when facing an extraordinary discipline and safety issue. A threat assessment is a way to assess a student's particular physical, emotional, and psychological well-being and help that student receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the threat assessment process at DCCC is to provide early assistance to students in distress in order to ensure well-being and safety and help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious.

### Bill of Rights

Each student is guaranteed the privilege of exercising his/her rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to constitutional rights as a citizen, each individual enrolled at the College is afforded additional student rights which are listed below:

1. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College.
2. Free inquiry, expression, and assembly are guaranteed to all students.
3. No disciplinary sanctions other than admonition, warning, reprimand, and temporary suspension may be imposed upon any student without due process.
4. Evaluation of student academic performance shall not be prejudicial. The student is entitled to an explanation of the

basis for his/her grades. The College, however, has the right to set academic standards which students must meet.

## General Policies

1. The College has the right to set standards of conduct and scholarship for students. The College believes that when students understand and take responsibility for their conduct and educational achievement they will more likely have a successful collegiate experience and achieve their personal goals. The College, in order to protect its educational purpose, also has the right to discipline students who do not meet its standards of conduct. Disciplinary procedures, however, are not as important in developing responsible student conduct as counseling, guidance, example, and admonition. When such means fail to resolve problems of student conduct, certain procedures will be followed so that students will not have serious penalties imposed upon them unfairly.
2. Procedural fairness is basic to the proper enforcement of all College rules. A student may not have an adverse notation written on any permanent record or a disciplinary sanction imposed except admonition, reprimand, warning, or temporary suspension unless the following procedures have been followed.
  - a. The student has been informed of the charges against him or her.
  - b. The student has an opportunity to appear before a designated College hearing officer.
  - c. The student has the opportunity to know the nature of the evidence and to present evidence on his or her behalf.
  - d. The student has the opportunity to file a petition of an appeal of the action.
3. The procedures for handling violations of College regulations are designed to assure due process, fairness, and prompt and objective review by third parties, with appropriate appeals procedures. There is a general intent to maintain confidentiality, to avoid unnecessary formality, and to resolve issues at the lowest possible level.
4. Students shall have an opportunity to participate in the formulation of policies or rules relating to student conduct and in the enforcement of all such rules through the Student Government Association and through membership on College committees.
5. When a student has been apprehended for the violation of a law of the community, state, or nation, the College will not request or agree to special consideration for the student because of his status as a student. The College will cooperate, however, with the law enforcement agencies and other agencies in any reasonable program for the rehabilitation of the student. Though an offense may be the subject of legal action by civil authorities, the College is nonetheless free to initiate disciplinary action that may result in additional penalties.

6. The College may apply sanctions (penalties) or take other appropriate action when student conduct directly and significantly interferes with the College's (1) primary educational responsibility of ensuring the opportunity of all members of the College community to attain their educational objectives, (2) commitment to providing a safe learning environment, or (3) responsibility of protecting property, keeping necessary records, providing necessary services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.
7. A student who is involved in a Code of Conduct violation has the right to (1) review all information related to the case and ask questions, (2) respond to information and offer additional information related to the situation, and (3) present witnesses.
8. A student in the presence of a Code of Conduct violation and who is not actively involved has three choices: (1) leave the situation; (2) ask the student(s) to stop the behavior and/or leave the area; or (3) ask a College staff or faculty member for help. A student who does not choose any of these three options may be held responsible for the conduct violation.

## Code of Conduct

All students and staff, regardless of the location or delivery method of their services and classes, have the right to a safe, peaceful, and honest educational environment. Therefore, when in the judgment of College personnel a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community. Students are expected to conduct themselves according to generally accepted standards of scholarship and conduct. The purpose of the Student Code of Conduct is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits. Therefore, students are prohibited from engaging in any conduct that materially and adversely affects the educational process including, but not limited to, the following:

1. Academic dishonesty.
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, on or off campus.
3. Trespass, including unauthorized entry or presence on the property of the College, including College computers, or in a College facility or any portion of it to which entry or presence is restricted.
4. Unauthorized possession, duplication, or use of keys to any College premises.
5. Violation of the Drug-Free Campus Policy.
6. Disorderly, lewd, or indecent conduct or materials on College premises, College computer systems, or at a College-sponsored or College-supervised function. Disorderly conduct includes but is not limited to: Any

- unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
7. Mental or physical abuse of any person or any other such form of behavior on College premises or at College-sponsored or College-supervised functions, including communication in any form, (e.g. standard mail, electronic and digital media, or telephone), physical abuse, verbal abuse, threats, intimidation, harassment, sexual assault, stalking, coercion and/or conduct which threatens or endangers an individual's health, well-being, or safety.
  8. Violation of the No-Harassment and Consensual Relationship Policy.
  9. Excessive use of profanity; obscene and offensive language and conduct.
  10. Sexual misconduct or inappropriate sexual behavior, both consensual and non-consensual, including but not limited to inappropriate displays of affection, sending graphic or sexually explicit materials through electronic and digital media, explicit behavior, sexual assault, public sexual indecency, or indecent exposure on College property.
  11. Intentional obstruction or disruption of teaching, administration, or disciplinary proceedings, or other College activities, including public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on the College premises.
  12. 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.
  13. Participating in or conducting an assembly, demonstration or gathering in a way that threatens or causes injury to person or property; which interferes with free access to, entering, or leaving College facilities; which is harmful, obstructive, or disruptive to the functions of the College; or remaining at the scene of such an assembly after being asked to leave by a representative of the College.
  14. Possession or use of a weapon, as defined by State law, on College premises or at College-sponsored or College-supervised functions, as prohibited under N.C. Statute 14-269.2. This includes carrying a concealed weapon on campus or to a College-sponsored activity even though in possession of a valid permit. Exceptions may apply to on-duty law enforcement officers attending College classes or activities.
  15. Issuing a bomb threat, setting off a fire alarm, or using or tampering with any fire safety equipment on College premises or at College-sponsored or College-supervised functions, except with reasonable belief of the need for such alarm or equipment.
  16. Gambling on College premises or at College-sponsored or College-supervised functions.
  17. Smoking and/or using other forms of tobacco products anywhere on College premises or in College vehicles.
  18. Violation of College regulations regarding the operation and parking of motor vehicles.
  19. Forgery, alteration, copyright violation, or misuse of College documents, records, computer software, computer equipment, or instruments of identification with intent to deceive or disrupt.
  20. Failure to comply with instructions of College faculty and staff acting in performance of their duties, including willfully refusing or failure to leave the property of any building or other facility owned, operated, or controlled by the College when requested to do so by a College employee.
  21. Failure to respond to a notice of conduct charges.
  22. Acting as an accessory to a conduct violation or helping another individual commit a violation.
  23. Violation of the terms of disciplinary probation, suspension, or expulsion or any College regulation during probation.
  24. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College personnel.
  25. Violation of a local, state, or federal criminal law which adversely affects the College community's pursuit of its proper educational purposes.
  26. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
  27. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
  28. Any violation of North Carolina State Penal Law, including a charge of violation of the Penal Law, whether occurring on or off-campus, may be processed as a Code of Conduct violation. Code of Conduct proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

**Please note:** Certain programs such as Associate Degree Nursing and Basic Law Enforcement Training also have supplementary codes of conduct to which students within those programs must adhere.

#### **Resolution of Student Issues/Complaints**

The College tries to create an atmosphere designed to promote free and open communications needed to maximize problem-solving effectiveness, mutual trust, and understanding. Open

and direct communication among students, faculty, and staff is important and essential.

Effective communication occurs when people listen with understanding. Listening with understanding involves an attempt to see the expressed ideas and attitudes from the other person's point of view. The goal of effective communication should be to listen to each other and try to understand each other's feelings and situations even when there are disagreements. When people listen to each other and try to overcome the natural tendency to evaluate situations only from a subjective, personal point of view, then communication is improved.

Free and open exchange of information and discussion of differences are fundamental values of the College. Most student concerns or complaints should be resolved informally through communication between the student and the College employee.

Several processes are in place to assist students in resolving issues: When in doubt as to what process applies in a given situation, please contact the Vice President, Student Services and Enrollment Management, 336.249.8186, extension 6311 for assistance.

#### **Code of Conduct Disciplinary Procedure**

The Code of Conduct Disciplinary Procedure is used when students violate the disciplinary Code of Conduct, which can include in-class or out-of-class behavior. This process is facilitated by Student Services and includes formalized due process guidelines:

- Students are given notice of the charges against them,
- Students have a hearing before the appropriate Student Conduct Administrator to share their perception of the events,
- Witnesses are interviewed,
- Sanctions as described in the *General Catalog/Student Handbook* can be applied, and
- An appeal process is delineated.

Any instructor or staff member may use his/her discretion to give a sanction of admonition, warning, reprimand, or temporary suspension to any student in violation of the Student Code of Conduct and who is disrupting the educational process. Other sanctions can only be imposed in accordance with the process called for under the Disciplinary Procedures.

1. **Temporary Suspension Procedures:** If an instructor or staff member determines that a student is in violation of the Student Code of Conduct and is disrupting the educational process, he/she may suspend the student from a course or the College until the Conduct Officer, or designee, can investigate the student's conduct. Temporary suspension is a substantial act carrying implications of a significant conduct violation and is thus different from dismissing a student for a day for disruptive behavior. Temporary suspension means that a student may not return to class until given permission by the College's Conduct Officer or designee and should be reserved for situations where the student's continued presence would be a substantial disruption to the learning environment or present an immediate danger to him/herself

or others. Prior to suspension, the student(s) will be given the opportunity to explain his/her conduct to the instructor or staff member who is taking the suspension action. The College will make every effort to convene a hearing as quickly as possible.

2. The instructor or staff member invoking such suspension will file a Student Code of Conduct charge with the Conduct Officer or designee, within two working days following the temporary suspension. The Conduct Officer will resolve the matter in a timely manner using the steps outlined under Disciplinary Procedures.
3. **Responsibility for Implementation:** The Conduct Officer or designee, is responsible for implementing student discipline procedures.
4. **Disciplinary Procedures:** To provide an orderly procedure for handling student disciplinary cases, the following procedures will be followed:
  - **Charges:** Any faculty or staff member, or student may file charges with the Conduct Officer or designee, against any student or student organization for violations of College regulations. The individual(s) making the charge should submit a written statement which includes:
    - a. Name of the student(s) involved;
    - b. The specific violation of the Code of Conduct;
    - c. A description of the incident(s), including the time, place, and date of the incident(s);
    - d. Names of person(s) directly involved or witnesses to the incident(s);
    - e. Any action taken that related to the matter. The statement of the charge should be forwarded directly to the Conduct Officer or designee.
  - **Preliminary Investigation and Decision:** Within five (5) working days after the charge is filed, the Conduct Officer, or designee will complete a preliminary investigation of the charge which will include a meeting with the student. During the meeting with the Conduct Officer the student will be confronted with the evidence against him/her and will be given the opportunity to respond.
  - In instances where the student cannot be reached to schedule an appointment with the Conduct Officer or where the student does not respond to the notice of charges or refuses to cooperate, the student forfeits the right to a hearing. The Conduct Officer will proceed with an investigation, whether or not the student is present, and if the student is found to be in violation of the Code of Conduct, appropriate sanctions will be determined. A certified letter sent to the student's last known address will inform the student of the charges, the results of the Officer's preliminary investigation, the Officer's decision, and the appeals process.
  - Within five (5) working days after the meeting with the charged student, the Conduct Officer will notify the student of his/her decision in writing. The Officer's decision will include a statement of the determination

of whether the student violated the Student Code of Conduct.

5. If the Conduct Officer determines that the student has violated the student code, the decision will include:
  - a statement of the specific provision(s) of the student code that the student violated;
  - a statement of sanctions imposed;
  - a statement of the student's right to appeal the decision and instructions regarding the appeals procedure.
6. If the Conduct Officer determines that the student did not violate a provision of the Student Code of Conduct, then the decision shall state that the charge has been dismissed.
  - In instances where the student poses an immediate danger to self or others, the Care Team will be involved, and the process of the Team will serve as the student's disciplinary due process.

## Sanctions

Student Code of Conduct sanctions or penalties are defined below. Any of these may be applied for any student applying to the College, enrolled full-time or part-time in any curricular, high school, continuing education, or basic skills program of the College at any campus location or online, and to identifiable groups and organizations which are a part of the College community. Subsequent violations of the Code of Conduct will be grounds for the imposition of a more severe sanction.

Repeating an offense for which a sanction has been imposed will be grounds for the imposition of a more severe sanction.

Any student, staff, faculty member or other College employee may give any student or group an admonition, warning, or reprimand at any time without due process. Temporary suspension should be reserved for instances where the student presents an immediate danger to him/herself or others. More severe sanctions may be imposed by the Conduct Officer or designee, except as noted under "Loss of Academic Credit or Change of Grade."

Parents/guardians of students under the age of 18 will be notified regarding the disciplinary sanctions listed.

## Individual Sanctions

**Admonition:** Friendly advice, counsel, criticism, or rebuke which may be given in oral or written form.

**Warning:** Oral or written notice that continuation of specified conduct may be cause for more severe disciplinary action.

**Reprimand:** Written criticism for violation of specified College policy or regulation.

**Temporary Suspension:** Exclusion 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.

**Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.

**Other Sanctions:** Students may be required to complete other sanctions to develop skills needed for avoiding future conduct code violations. Examples of such sanctions include but are not limited to attending workshops, researching topics pertaining to the behavior that violated the Code of Conduct, engaging in community service, writing and sending a letter of apology, or attending counseling sessions with the Mental Health and Disability Services counselor.

**General Probation:** General Probation has two important implications: (1) the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; and (2) if he/she violates the code again, additional sanctions will be imposed.

**Restrictive Probation:** Restrictive Probation results in loss of good standing and notation of this is made in the individual's record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be 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. Any violation of Restrictive Probation may result in immediate suspension.

**Suspension from Campus Activities:** Exclusion from participation in designated student clubs, organizations, or activities for a specified period of time and/or loss of officer standing within a student organization.

**Suspension:** Exclusion from class(es), and/or all other privileges or activities of the College for a specified time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must apply for readmission before returning to campus. Suspended students are liable for all tuition and fees.

**Expulsion:** Dismissing a student 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 College's President. Expelled students are liable for all tuition and fees.

**Group General Probation:** This is given to a College club or other organized group for a specified period. If group violations are repeated during the term of the probation, the charter may be revoked or activities restricted.

**Group Restrictive Probation:** Removing College recognition during the semester in which the offense occurred or for a longer period. 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.

**Group Charter Revocation:** Removal of College recognition for a group, club, society, or other organization. Recharter after that time must be approved by the President or his or her designee.

## Appealing Disciplinary Decisions

Students are entitled to a fair review of disciplinary decisions made by the Conduct Officer. Appeals must be issued in writing within ten workdays of notification of sanctions to the Vice President, Student Services and Enrollment Management for conduct violations or to the Vice President, Academic Programs and Services for academic dishonesty violations. Appeals may be made based on violations of due process procedure, new evidence or a lack of substantial evidence to support the original decision, or inappropriate sanctions. Written appeals shall identify:

- the name of the student,
- the date of the appeal,
- a concise statement of the nature of the discipline issued
- the disciplinary decision, and
- basis for the appeal.

After receiving the written appeal, the appropriate administrator will schedule a meeting with the student to discuss the appeal. The administrator will investigate the matter to determine if the student was granted proper due process, if the available evidence supports the disciplinary decision, and if the sanctions imposed are appropriate for the conduct violation. The administrator's decision is final and shall be made in writing within five workdays after meeting with the student or, in the absence of a meeting, after the designated date for receiving all information for consideration.

## Student Grievance Process

The grievance process is used when the Issues Resolution Process has not brought about a satisfactory conclusion to a concern about a policy or procedure the student believes is fundamentally unfair. In addition, complaints of discrimination can be resolved through the grievance process if they cannot be addressed through the Issues Resolution Process. It is intended that the grievance procedures provide a problem-solving atmosphere which emphasizes "resolution" and reflects the best interests of the grievant and the College.

## Definitions

**Student:** A student is defined as any person applying to the College or currently enrolled in any course at any campus location and/or online, including high school students applying to DCCC programs or currently enrolled in DCCC coursework at any campus location and/or online.

**Grievance:** A grievance is defined as a complaint or dispute of a student regarding the College with respect to the following:

- a. The interpretation and application of the policies and regulations of the College or the North Carolina Community College System in areas such as grading, attendance, and instructional quality.

- b. Acts of reprisal as a result of utilization of the grievance procedure.
- c. Complaints of discrimination on the basis of the protected rights of race, color, creed, political affiliation, age, disability, national origin, or gender.
- d. Acts of malicious intent to violate the constitutional rights of individuals.

## Issues Resolution Process

It is assumed that most student concerns or complaints can be resolved informally through communication between the student and appropriate College personnel through the Issues Resolution Process. Recognizing that grievances should be raised and settled promptly, a grievance should be raised within fifteen (15) work days (a work day is defined as any day the College is in operation as specified in the College calendar) following the event giving rise to the grievance.

### Level One

As a first step, the student should meet with the College employee with whom the student has a complaint or dispute. In a situation where the grievance does not concern a specific employee, the student should contact the College employee with administrative responsibility for the policy, procedure, or regulation. Every reasonable effort should be made to resolve the matter informally. Should that not be possible, the student should contact the College Grievance Officer for assistance with filing a formal complaint (Level Two). The College Grievance Officer serves to:

1. help provide information on the proper procedures associated with filing and resolving grievances,
2. help individuals identify specific issues involved in grievance complaints, and
3. assist in developing approaches, including written grievances, for individuals to pursue their grievances within the spirit and intent of the Student Grievance Policy and Procedure.

### Level Two

If the grievance cannot be resolved through the process discussed in Level One, the student, should contact the College Grievance Officer for assistance with filing a written grievance. The written grievance must be submitted to the College employee's vice president, Vice President, or executive director within 10 work days following the meeting with College employee. The written grievance shall identify:

- a. the name of the aggrieved student,
- b. the name and position of the party or parties against whom the grievance is filed,
- c. the date of filing,
- d. a concise statement of the nature of the grievance,
- e. the stated rule, policy, procedure, or regulation which the College has allegedly misapplied or misinterpreted,
- f. how it was misapplied or misinterpreted, and
- g. the specific redress being sought by the student.

After receiving the written grievance, the appropriate administrator will schedule a hearing with the student and the College employee. The student and College employee may each, if they choose, be accompanied at the meeting by legal counsel. The administrator may be assisted at the meeting by someone designated by the President, including the College attorney. At the hearing, the student will be allowed to make a statement regarding his/her grievance, ask questions of the College employee, and present any documentary evidence he/she wishes, including signed written statements from other parties. The College employee, likewise, will be allowed to make a statement regarding the grievance, ask questions of the student, and present any documentary evidence he/she wishes, including signed written statements from other parties. The student and College employee may present evidence through witness testimony. The hearing may be adjourned and rescheduled at the discretion of the administrator, and the administrator reserves the right to set limitations as to the length of the hearing. Within ten workdays of the hearing, the administrator will provide a written decision on the grievance to the student and the College employee. Whenever the College employee is a vice president, Vice President, or executive director, the President will designate some other member of the administration to receive and hear the Level Two grievance. All documents considered at the hearing, along with a taped recording of the hearing shall constitute the record of the Level Two grievance.

### **Level Three**

If the student is not satisfied with the decision of the Vice President at Level Two, the student may appeal that decision for review by the President. The appeal shall be in writing and delivered to the President within five (5) workdays of the grievant's receipt of the administrator's written decision from Level Two. The appeal shall include the written grievance described in Level Two, the administrator's written decision, and a concise explanation of the basis of the appeal. The President's review shall be on the basis of written materials provided by the student and the administrator who presided at Level Two. The President, in his or her discretion, shall set a date by which all written materials must be submitted. Each party shall have an opportunity to review materials submitted by the other party and to submit comments in writing for purposes of illuminating or clarifying information contained in the record from Level Two. The President, at his or her discretion, may request both parties to resent oral statements, or may request additional written information from either or both parties. The President's decision is final and shall be made in writing within 15 workdays after the hearing or, in the absence of a hearing, after the designated date for receiving all information for consideration at Level Three.

## **General Provisions**

### **Time Periods and Limitations**

Reasonable efforts shall be made by all parties to expedite the grievance process. A time limitation specified for either party may be extended by mutual agreement. If there is no mutual written agreement to extend the time limits, and if a decision at one level is not appealed by the student to the next level of the procedure within the time limits specified, the right of the student to further appeal is terminated.

# General Student Policies

## Cell Phones, Pagers, and Other Electronic Devices

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence all personal devices not being used for coursework prior to entering the classroom. Please consult individual course syllabi for specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor.

## Inclement Weather

In compliance with Title 23 of the North Carolina Administrative Code, Section 02C.0210, the following policy outlines the policy and procedures for closing or delaying the College schedule due to inclement weather or other events disrupting normal operations.

### Closing of College

In case of inclement weather, the President or authorized representative may close one of the campuses, or begin classes at a later hour. Announcement of College or campus closings or delayed starting times will be announced on local television stations (hopefully by 6 a.m.), the College website ([www.davidsonccc.edu](http://www.davidsonccc.edu)), and College phone system (336.249.8186). In the absence of such an announcement, the College will be open as usual.

In situations involving inclement weather, natural disasters, or other events that result in the cancellation of curriculum or continuing education classes, the College will implement a plan for rescheduling, making-up or adjusting instruction.

An announcement concerning the cancellation of night classes will be made by 4 p.m. Cancellation of day classes will not mean that night classes are also canceled. A separate cancellation announcement will be made unless the early morning announcement specifically states that night classes are canceled. In the absence of a cancellation announcement, night classes will be held as scheduled.

### Inclement Weather Procedures

#### Assumptions:

1. President's staff and designated other staff will evaluate weather reports, road conditions and campus preparedness to make decisions regarding the closing of the College, cancellation of classes or delayed opening.
2. College faculty and staff will use their personal judgment in determining if weather conditions permit their safe travel to work.

3. The College reserves the right to designate specific faculty or staff as essential personnel whose functions are vital to key operations of the College such as physical plant services and administrative services with deadlines that must be met regardless of weather conditions. Employees will be informed of their status as essential by their supervisor or College officials as circumstances deem appropriate. Essential personnel may be assisted in getting to the campus via use of a College vehicle only.

#### Media Messages:

It should be noted that each television station applies unique constraints to what can be broadcast regarding inclement weather closings and delays. Often the message broadcast is different from the message the College delivered. It is recommended that employees check two different sources to confirm a consistent message, including media, College website, and phone system. In order to reduce the level of confusion, one of the following will be specified: open, closed, or delayed opening.

1. No public media announcement will be made if the College will be open and classes will be held as scheduled. Every effort will be made to include an announcement on the College website and on the telephone automated attendant about the decision to go forward with classes either day, evening, or both.
2. If the decision is made not to hold classes, the message "**College Closed**" (some stations may use "Classes Canceled") will be followed by one of the following:
  - "...Employees follow Plan A" – only designated essential personnel should report. This will be used when conditions are generally poor throughout the area. Non-exempt personnel designated as essential personnel are entitled to overtime pay or compensatory time as outlined in the Faculty/Staff Handbook. Essential personnel unable to report to work are required to take annual leave or compensatory time.
  - "...Employees follow Plan B" – This will be an "Optional Employee Work Day." College will be open to faculty and staff. This announcement will be used when conditions are judged to make travel possible for a significant number of staff, but when driving conditions will probably result in low student attendance.
    - ◇ Faculty are not required to report unless requested by supervisor.
    - ◇ Staff who are able to travel safely should report to work as soon as possible.
    - ◇ Staff who cannot make it to work should contact their supervisor and arrange to take vacation leave.
3. Delayed Opening : "College will open at \_\_\_\_\_ (a.m./p.m.)"
  - Faculty should report before or by starting time of their next class after College opens.
  - Staff report by the announced opening time.
  - Faculty and staff contact supervisor if unable to make next class or opening time.

- Faculty and staff deciding not to report will take vacation leave.

**Procedure for Rescheduling, Making-up or Adjusting Instructional Time**

*Adjusting Instructional Time*

1. If the census date (date class has met 10% of total class days) was reached prior to missed day(s), no adjustment in the date is necessary.
2. If the class has met at least once prior to the original census date but the census date has not been reached prior to the missed day(s), the College will apply one of two options:
  - Use original census date
  - Recalculate census dates based on revised class schedule
3. If the class has never met, the College will recalculate the census date based on the new class schedule.
4. Documentation of any adjustments to census dates will be attached to each official class attendance roster.

*Making Up Missed Instructional Time*

Missed instructional time will normally be made up using one or more of the following or similar methods approved by the appropriate Dean:

- Reschedule class time
- Schedule individual student or small group conferences
- Require extra assignments
- Provide handouts such as lecture notes to cover missed content

The Makeup of Lost Instructional Time form, which is located in the Forms section on the College Intranet, will be used to document the method used for making up lost instructional time. The completed form will be attached to the official class roster.

**Religious Observance Policy**

In compliance with 23 N.C.A.C. 02C.0213, "School Absence for Religious Observances," Davidson County Community College authorizes two absences from classes each academic year for religious observances required by the faith of the student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious observance are in addition to allowed absences set forth by instructors in course syllabi.

Students requesting absence from class for religious observance must complete a Request for Religious Observance Absence form and obtain approval from the Student Records Office at least two weeks prior to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.

**Communicable Disease Policy**

It is the objective of the College to promote good health and safety of employees and students and to prohibit discrimination against persons afflicted with communicable diseases. "Communicable disease" shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment (N.C. Gen. Stat. Section 130A-2). For purposes of this policy, the following are examples of communicable diseases (list is not all-inclusive):

**CLASS A**

- |                          |   |
|--------------------------|---|
| Anthrax                  | Meningitis  |
| Chicken pox              | Pertussis (Whooping Cough)                                      |
| Conjunctivitis           | SARS  |
| Hepatitis A              | Small pox   |
| H1N1                     | Tuberculosis  |
| Infectious Mononucleosis | Other conditions that can be transmitted through casual contact |
- Influenza  
Measles

**CLASS B**

- Acquired Immune Deficiency Syndrome ("AIDS") or AIDS-related complex  
Hepatitis B or C  
Human Immunodeficiency Virus ("HIV")  
Other conditions that can be transmitted through exchange of bodily fluids, shared needles, sexual intimacy, or other non-casual means

Any employee with a Class A condition must promptly notify the Human Resource Services office and any student with a Class A condition must promptly notify the Vice President, Student Services and Enrollment Management so that appropriate arrangements can be made for the protection of the individual as well as his/her co-workers or fellow students. The College will make every effort to accommodate employees and students with Class A communicable diseases as appropriate under the circumstances.

Employees and students with Class B conditions are not required to notify the College unless necessary for a particular assignment or assignments (e.g., a job or class that entails a risk of exchange of bodily fluids) or unless required by law. In the event of disclosure of a Class B condition to Human Resource Services or the Vice President, Student Services and Enrollment Management, the College will make every effort to accommodate the employee or student as appropriate under the circumstances.

For all communicable diseases, whether Class A or Class B, the infected student or employee is expected to behave responsibly and in a manner that will protect others. Employees and students with communicable diseases who are physically able to perform, and who do not pose a risk to themselves or others, may continue to work, attend classes, and perform other activities without restriction.

It is the policy of the College to comply with all state and federal laws relating to the protection of qualified persons with

a disability or handicapping condition. The College will make every effort to ensure that individuals considered handicapped by a communicable disease who are employed by the College or admitted to the College as students are afforded all the rights and privileges of these laws. However, it is not discriminatory action under North Carolina law to fail to hire, transfer, promote, or discharge, nor enroll or withdraw from enrollment a handicapped person because the individual has a communicable disease in which the risk of contagion cannot be eliminated by reasonable accommodation.

Persons with communicable diseases are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities can offer counseling to these persons about measures which can be taken to prevent the spread of infection and about ways to protect their own health.

Any information disclosed by a student or employee about a communicable disease will be kept strictly confidential and disclosed only to those individuals with a legitimate need to know. Such information will not be used in a manner that violates any applicable laws.

Unless otherwise required by federal or state law, no person, group, agency, insurer, employer, or institution will be provided medical information without the prior specific written consent of the individual. All medical information relating to communicable diseases will be maintained in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), as amended.

## Children on Campus

This policy applies to all who come to campus, including visitors, College employees, and registered students. Davidson County Community College strives to provide a comfortable learning environment for adults pursuing higher and/or continuing education; therefore, it is typically not appropriate for young children to participate in learning opportunities provided by the College such as workshops, orientation, classroom instruction, labs etc. However, the College does recognize that in certain circumstances children will accompany other students, visitors, and/or employees to the campus or a DCCC event.

For the purpose of safety and to avoid disruptive behavior, children accompanying students, visitors, or employees of DCCC must constantly be supervised by a responsible adult while on College property or while attending an off-campus class or other DCCC event. Children and any other persons not registered for a class are not allowed in laboratories or classrooms at any time, at any campus or off-campus site unless authorized by an instructor or staff member. The individual who makes the decision to bring a child to the campus or DCCC sponsored event should be aware and respectful of the needs others have for a quiet educational and work setting and should adhere to the following:

1. Children must not be left unattended in any area of the College. DCCC employees cannot assume supervisory responsibility of unattended children.
2. The College assumes no responsibility or liability for children, nor for any accidents or injuries incurred by children, in

any unsupervised situation not approved by the college administration.

3. For the purposes of this policy, the terms "child" or "children" mean any youth under the age of 18 not enrolled in a college course, whether or not such youth is the offspring of the person whom he or she accompanies.
4. Employees are expected to provide for the care of their children away from the work site. In emergency situations, if it is necessary for the employee to bring a child to the workplace during working hours, the employee's supervisor must approve.
5. Children accompanying employees, students, or visitors are not permitted in classrooms, labs, or shops while instruction is being delivered, without the expressed permission of the instructor. College syllabi will include notice of this policy.
6. Persons wishing to patronize DCCC services to the public (cosmetology, esthetics, etc.) may be refused service if accompanied by a child who will be unattended during the time the patron is receiving services. College staff will not be expected to provide supervision of such children.
7. If a child is found to be disruptive while the student/responsible adult is attending a class, workshop, orientation, or other DCCC event, the student/responsible adult may be asked to step out of the event with the child.
8. If a child is found or identified as "unattended", Campus Security should be notified. A Campus Security officer will locate the parent (or the adult responsible for the child), and inform him/her of the College's rule regarding unattended children. The parent/responsible adult will be asked to assume direct supervision of the child(ren) at that time.

A violation of this policy may result in appropriate disciplinary action.

## Animals on Campus

It is important for all members of the campus community to feel safe and secure on campus. Therefore, animals and pets are not permitted on property owned or leased by Davidson County Community College, on campus grounds, in facilities, or in vehicles on the property of the campus. Animals that are part of instructional activities in any class and service animals are the only exceptions to this policy.

Students in violation of this policy will be in violation of the student Code of Conduct. In the case of faculty or staff, violations shall be reported to the appropriate supervisor to initiate corrective action.

**Service Animals** — The ADA defines a "service animal" as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items (28 C.F.R. § 36.104). The ADA does not limit the kind of animal

that can provide service or the types of tasks or work a service animal can perform. Service animals are permitted on campus. Students who rely on the assistance of a service animal should contact the Mental Health and Disability Services Office prior to enrollment to register a service animal and arrange learning accommodations.

## Solicitation Policy

Solicitations are defined as attempts to address all or portions of the College community to express social, political, religious, or other views; to disseminate written materials; or to request, accept, or collect donations or contributions for a particular cause. Access to the campus will not be denied due to a speaker's beliefs, point of view, or the content of the speech.

The following schedule and designated outdoor locations have been established by the College for solicitation events:

Tuesdays and Thursdays	10:00 a.m. – 2:00 p.m.
Davidson Campus	Gee Gazebo, Fountain, Love Learning Resources Building walkway (left of the courtyard door when facing it)
Davie Campus	Patio area behind Administration Building

Due to space limitations and close proximity to other businesses, solicitation activity is not permitted at the Thomasville Education Center, the Uptown Lexington Center, or the Davie Education Center.

Designated outdoor space will be reserved on a first come, first served basis as long as the visit does not conflict with a previously scheduled campus event and the area is not temporarily deemed inaccessible or unsafe due to weather conditions or construction.

### *External Organizations*

Groups or organizations external to the College wishing to speak to the campus community in a public forum must contact the External Affairs Office at 336.249.8186 extension 6796 or [extaffairs@davidsonccc.edu](mailto:extaffairs@davidsonccc.edu) to request a visit. Visits will be scheduled no less than seven business days from the date of the initial contact. A responsible group representative must complete and return a Request for Solicitation form to the External Affairs office seven business days prior to the desired visit date. Groups may not arrange a visit more than two weeks in advance. The External Affairs office will respond to the request in writing within five business days of receiving it. Once a solicitation event is approved, a responsible group representative must read, sign, and submit a Solicitation Agreement form to the External Affairs office at least five business days prior to the visit.

### *DCCC Student, Faculty, and Staff*

Students who wish to solicit on any property owned, leased, or operated by the College to provide goods or services, collect donations and contributions, or otherwise solicit as defined by this policy must complete a Request for Solicitation form and submit it to the Vice President, Student Services and Enrollment Management to obtain approval for a solicitation event. Faculty and staff must complete a request form and submit it to the

Executive Director, Human Resources to obtain approval. The Vice President and Executive Director will respond to the request in writing within five business days of receiving it. Once a solicitation event is approved, a responsible individual must read, sign, and submit a Solicitation Agreement form to the designated office at least five business days prior to the visit.

Individuals, organizations, agencies, or groups internal and external to the College that wish to solicit on any property owned, leased, or operated by the College must comply with the guidelines listed below.

### **Groups or individuals will**

- Complete a Solicitation Agreement form and submit it to the appropriate office five business days prior to the scheduled visit.
- Check in at the reception desk in the B. E. Mendenhall, Jr. building lobby upon arrival.
- Wear a campus visitor badge during the entire visit. Students, faculty, and staff must wear their campus ID badge.
- Speak only during time periods scheduled.
- Remain located in the scheduled designated area.

### **Groups or individuals may**

- Distribute written materials by hand at the designated time and place of the solicitation event as approved by the appropriate office through the Solicitation Agreement form. Distribution of written materials will not be denied solely on the basis of content or viewpoints expressed therein. Groups distributing written materials will be billed by the College for clean-up costs associated with the distribution.
- Solicit, accept, or collect donations or contributions for not-for-profit activities only at the designated time and place of the solicitation event as approved by the appropriate office through the Solicitation Agreement form.
- Display written or other visual materials on designated community bulletin boards only. Materials may be posted on the day of the solicitation activity and remain posted up to one day following the event.

### **Groups or individuals may not**

- Use sound amplification or generate noise to the level that it disrupts the learning environment or normal College operations.
- Communicate racial epithets, sexual comments, etc. or other language that may evoke violence.
- Advocate illegal conduct that directs, incites, or produces imminent lawless action.
- Touch, strike, or impede the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
- Photograph or audio or video record any faculty, staff, or student without first obtaining written permission from the person.

- Engage in disruptive or disorderly conduct that is reasonably likely to cause a disruption in the learning environment or normal College operations.
- Damage, destroy, or steal College or private property.
- Possess or use firearms, explosives, or other weapons as defined by the College's weapon's policy.
- Possess, be under the influence of, or sell illegal drugs.
- Obstruct free flowing pedestrian or vehicular traffic.
- Distribute written material on campus through the College's intercampus mail system.
- Display written or other visual materials on any surface other than designated community bulletin boards.
- Leave the designated area to solicit in other areas of the campus.
- Harass students, faculty, and staff (using any means of coercion to stop individuals who do not volunteer to engage in the solicitation).
- Canvass, sell, offer for sale, or promote the sale or advancement of goods or services (applies to external groups only. DCCC students, faculty, and staff must obtain approval).

#### **On-Campus Employment Recruiting**

Employers wishing to recruit DCCC students for employment must contact Career Development staff at 336.249.8186 extension 6245 or cs@davidsonccc.edu to arrange a visit. Visits will be scheduled no less than seven business days from the date of the initial contact. So that a quality experience can be arranged, employers must read, sign, and return a Recruiting Agreement form to the Career Development office seven business days prior to the scheduled visit. The College reserves the right to decline recruitment requests at its discretion. Operating guidelines for recruitment visits are listed below.

#### **Recruiters will**

- Check in at the reception desk in the B. E. Mendenhall, Jr. building lobby upon arrival
- Wear a campus visitor badge during the entire visit
- Recruit only during time periods scheduled
- Remain located in the scheduled designated area

#### **Recruiters may**

- Provide company literature (general information, annual reports, facility pictures, etc.)
- Use appropriate displays (including pictures, self-provided multimedia equipment, or product samples, etc.)
- Set up on-campus interview times, if needed, by contacting Career Development at extension 6245.

#### **Recruiters may not**

- Schedule on-campus recruitment dates for pyramid-type organizations and/or organizations that charge a fee

(certification or licensing fee, equipment purchase, initial investment in the company, etc).

- Distribute material on campus without prior approval of the Career Development Office
- Give free gifts to students. (Company logo items such as pencils, pens, key chains, etc., are permissible.)
- Solicit donations or sell merchandise.
- Leave designated area to recruit in other areas of the campus
- Harass students (using any means of coercion to stop students who do not volunteer to talk with recruiter)

## **Alcohol and Drug-Free Campus Policy and Assistance**

Davidson County Community College is committed to a drug-free environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, paraphernalia, or alcohol are prohibited on College premises and at any College-sponsored activities. If any employee or student is found in violation of the College policy or convicted of violating any criminal drug or alcoholic beverage control statute while on College premises or at any College-sponsored activity, he or she will be subject to disciplinary action up to and including termination or suspension. Students, faculty, or staff members needing assistance for any reason related to the use of drugs, including alcohol, should contact a member of the DCCC Student Services staff, who will act as a referral source to an appropriate human services agency.

## **Emergency Messages**

College staff do not have instant access to classrooms, instructors, or students. Students are encouraged to inform family and friends of alternate ways to be contacted while on campus. If other methods of contact are not available or not successful, College staff will only attempt to deliver emergency medical messages to students and are not allowed to give information regarding a student's schedule, presence on campus, or delivery status of the message. Callers should dial 336.249.8186 for the Davidson Campus and 336.751.2885 for the Davie Campus. Campus visitors must go to the reception desk in the B.E. Mendenhall, Jr. Building on the Davidson Campus and to the reception area in the Laboratory Building on the Davie Campus for assistance.

## **No-Harassment Policy**

Davidson County Community College is committed to maintaining a learning and working environment that is free from discrimination and in which students and employees at all levels can devote their full attention and best efforts to their studies and their jobs. Harassment of any kind has no place in the College environment. The College does not authorize and will not tolerate any form of harassment based

on the following factors: race, sex, national origin, disability, religion, or any other characteristic that is protected by law. This policy applies to all students, to faculty and staff, and even to non-employees such as visitors, vendors, etc., who harass College students or employees (including volunteers), or campus visitors. Examples of "harassment" covered by this policy include offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to the student's or employee's sex, race, religion, national origin, age, disability, or other factor protected by law that would make a reasonable person experiencing such behavior feel uncomfortable or would interfere with the person's studies or work performance. The examples are just that - examples. It is impossible to list every type of behavior that can be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an individual's studies or work performance or could create an offensive environment will be considered harassment in violation of this policy. This is the case even if the offending person did not mean to be offensive. It is essential that members of the College community be sensitive to the feelings of others.

### **Sexual Harassment**

Sexual harassment (whether opposite-sex or same-sex) is strictly prohibited. Examples of the types of behavior that are considered sexual harassment in violation of this policy include:

- Sexually offensive jokes or comments
- Physical assaults or other touching that is sexual in nature
- Promising favorable treatment or threatening unfavorable treatment based on the student's or employee's response to sexual demands
- Displays of sexually oriented reading materials or pictures, including electronic material
- Punishing a student or employee for complaining of sexual harassment.

### **Harassment Based on Race, Sex, National Origin, Age, Disability, or Religion**

Harassment based on these other traits deserves special mention and is also strictly prohibited. Examples of the types of behavior that will be considered based on these characteristics include:

- Jokes or negative comments about these characteristics
- Displays of reading materials or pictures containing negative material about these characteristics including electronic materials
- Vandalism or "pranks" based on these characteristics
- Name-calling based on these characteristics
- Punishing a student or an employee for complaining of these types of harassment

### **Consensual Relationship Policy**

Consensual relationships are not absolutely prohibited by the no-harassment policy; however, because of the potential

for misuses or the perception of misuse of authority, certain consensual relationships are prohibited. Anyone who violates this policy will be subject to discipline up to and including immediate termination of employment. All faculty and staff members are prohibited from having an intimate amorous relationship with any student who is under the academic supervision of that faculty or staff member. Both the fact and the appearance of such a relationship must be avoided. Academic supervision includes supervising, tutoring, providing guidance to or working with a student in any capacity, either directly or indirectly in the classroom, outside the classroom, or as a work-study student. Academic supervision also includes counseling, advising a student or student group, in a formal or informal capacity, and participating in award, grant, or scholarship decisions. An intimate amorous relationship includes a romantic and/or sexual relationship between members of the same sex or members of the opposite sex. A relationship that is not consensual is governed by the College's no-harassment policy. Under no circumstances may a faculty or staff member have an intimate amorous relationship with any student who is a minor. This prohibition applies whether or not the relationship is consensual and whether or not the student is under the academic supervision of the faculty or staff member. A minor is anyone under the age of eighteen. A faculty or staff member who is aware that he or she is violating this policy or who is aware that he or she may appear to be violating this policy is encouraged to consult immediately with the appropriate supervisor to discuss a means of resolution.

### **Reporting Procedures**

The College cannot resolve matters that it does not know about. Every student and employee has a duty to immediately report harassment or violations of the consensual relationship policy so that the College can try to resolve the situation. Harassment or violations of the consensual relationship policy should be reported when:

- An individual feels that he/she has been harassed or subject to a violation of the consensual relationship policy
- An individual has knowledge of someone else being harassed or being subjected to a violation of the consensual relationship policy.

This is true in cases of harassment whether the alleged harasser is a student, faculty, staff, or even a non-employee, such as a customer or vendor with whom the College does business.

To report harassment or violations of the consensual relationship policy: Students must contact the Vice President, Student Services and Enrollment Management, at 336.249.8186, extension 6311; room 210, J. Bryan Brooks Student Center. Employees must contact Human Resources at 336.249.8186, extension 6200; room 118, B. E. Mendenhall, Jr. Building. These individuals have been trained to respond appropriately to such reports. Once a report has been received, the College will:

- Conduct a prompt and thorough investigation
- Discuss the results with the complaining student or employee and, where appropriate, the action to be taken
- Keep the investigation and results as confidential as possible

- If the complaint is verified, take appropriate corrective action, up through and including dismissal from the College or termination of employment.

No student or employee will be punished for bringing information to the College's attention or for cooperating in an investigation; however, a person who self-reports a violation of the College policy is still subject to investigation and appropriate actions.

#### College Commitment to Effective Policy

Finally, any person who feels that the College has not met its obligations under this policy or is not satisfied with the way in which the report of harassment was handled should contact the President, or her/his designee. Effective No-Harassment and Consensual Relationship policies depend on everyone working together to address these very important subjects.

### Campus Access, Parking, and Security (CAPS)

A Campus Access, Parking, and Security fee is charged to curriculum students in fall, spring, and summer semesters. Revenues collected from this fee will be used to pay costs of campus access, parking lot maintenance, and campus security.

Violations of Campus parking regulations may result in vehicles being towed at the owner's expense. Additionally, students who violate parking regulations multiple times may be subject to disciplinary action as outlined in the Student Rights and Responsibilities Policy.

Campus Parking Permits should be displayed in the lower right corner of the front windshield, or for motorcycles the rear fender. North Carolina General Statute 115D-19 authorizes and empowers the Trustees of the College to establish rules and regulations for the operation of motor vehicles on the College campus.

1. All vehicles parked on campus by students and College employees must be registered with the College and should be parked in the appropriate lined areas as designated.
2. Parking permits are available during registration and at other times from the Business Office. Permits are nontransferable.
3. Vehicles must be parked in approved parking spaces.
4. Vehicles displaying STUDENT DECALS may only be parked on areas designated for Student Parking (marked with white lines).
5. Handicapped parking is available for vehicles displaying a State issued hang card or Handicapped License Tag. Illegally parked vehicles will be towed at the owner's expense.
6. Motorcycles should be parked in designated motorcycle parking areas.
7. Loading and unloading will be permitted in "Loading Zones".
8. Student vehicles may not be parked in areas designated for "Visitors" to the College, "Customer Parking" (green lines), or in "Faculty Parking" (red lines). Improperly parked vehicles will be subject to being towed.

9. Vehicles must be operated in a safe manner. Campus wide speed limit is 15 mph.

10. Vehicles parked in Marked Fire Lanes or other designated No Parking areas will be subject to being towed.

#### Physically Disabled Parking

Students needing a special parking space should see Campus Security in the J. Bryan Brooks Student Center for information and assistance. Spaces may be assigned on a temporary or permanent basis. Proof of need will be required.

### Smoking/Eating Policy

As of July 31, 2009, Davidson County Community College is a 100% tobacco-free campus. The College recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, faculty, staff, vendors, and visitors and is committed to providing the campus community with a safe and healthful environment. The College further recognizes that it has the legal authority to prohibit tobacco use pursuant to North Carolina G.S. 143-599.

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.

1. Use of tobacco is prohibited by students, staff, faculty, vendors, and visitors
  - in all campus buildings, facilities, or property owned or leased by Davidson County Community College,
  - on campus grounds, facilities, or vehicles on the property of the campus, and
  - at lectures, conferences, meetings, social, and cultural events held on campus property or campus grounds.
2. The sale or free distribution of tobacco products, including merchandise, on campus is prohibited.
3. Davidson County Community College provides free, accessible tobacco cessation resources on campus, including counseling or assistance for those who request help in quitting use of tobacco.
4. Implementation and Compliance
  - Davidson County Community College ensures that appropriate signage and other physical indicators of the policy are provided.
  - Students, faculty, staff, vendors, and visitors who violate the policy shall be issued a verbal reminder of the policy. Repeat offenses will be handled as indicated below:
  - Students who repeatedly violate the policy will be issued a conduct violation through the College's Code of Conduct as outlined in the *General Catalog/Student Handbook*.
  - Staff and faculty who repeatedly violate the policy shall be referred to their supervisor. Repeated violations by staff or faculty may result in further disciplinary action.
  - Visitors who repeatedly violate the policy shall be asked to leave campus.

## ENROLLMENT

- Repeat violations by vendors will be considered breach of contract.

Eating and drinking generally are not permitted in classrooms, laboratories, shops, the Bookstore, the B. E. Mendenhall, Jr. Building, the second floor of the J. Bryan Brooks Student Center, and other designated areas.

## Visitors

Visitors, including sales persons, vendors, and recruiters must check in at the reception desk in the B. E. Mendenhall, Jr. Building lobby on the Davidson Campus, or the reception desk in the Laboratory Building on the Davie Campus upon arrival. Visitors will sign in and receive a visitor badge, which must be worn at all times during the visit.

Visitors who need assistance in locating a student must also check in at the reception desk upon arrival. Classes can only be interrupted by the Campus Resource Officer or a Security team member and only for the purpose of delivering medical emergency messages. In accordance with the Family Educational Rights and Privacy Act (FERPA), College employees are not at liberty to share student schedule information with anyone, except by court subpoena.

Visitors are NOT allowed in classroom, shop, or lab areas without prior permission of a College official. Visitors who violate this policy or cause disruption may be removed from campus.

## Weapons Policy

Possession or use of a weapon, as defined by State law, on College premises or at College-sponsored or College-supervised functions, is prohibited under N.C. Statute 14-269.2. This includes carrying: handguns, rifles, shotguns, air/pellet guns, or firearms of any other type, slingshots, knives having a blade in excess of three inches in length, razors, switchblade knives, daggers, metallic knuckles, blackjacks, stun guns, tear gas guns, fireworks, any explosive device or instrument used in a dangerous or threatening manner. Exceptions may apply to authorized College security personnel, to on-duty law enforcement officers attending College classes or activities, and to law enforcement faculty possessing weapons for instructional purposes.