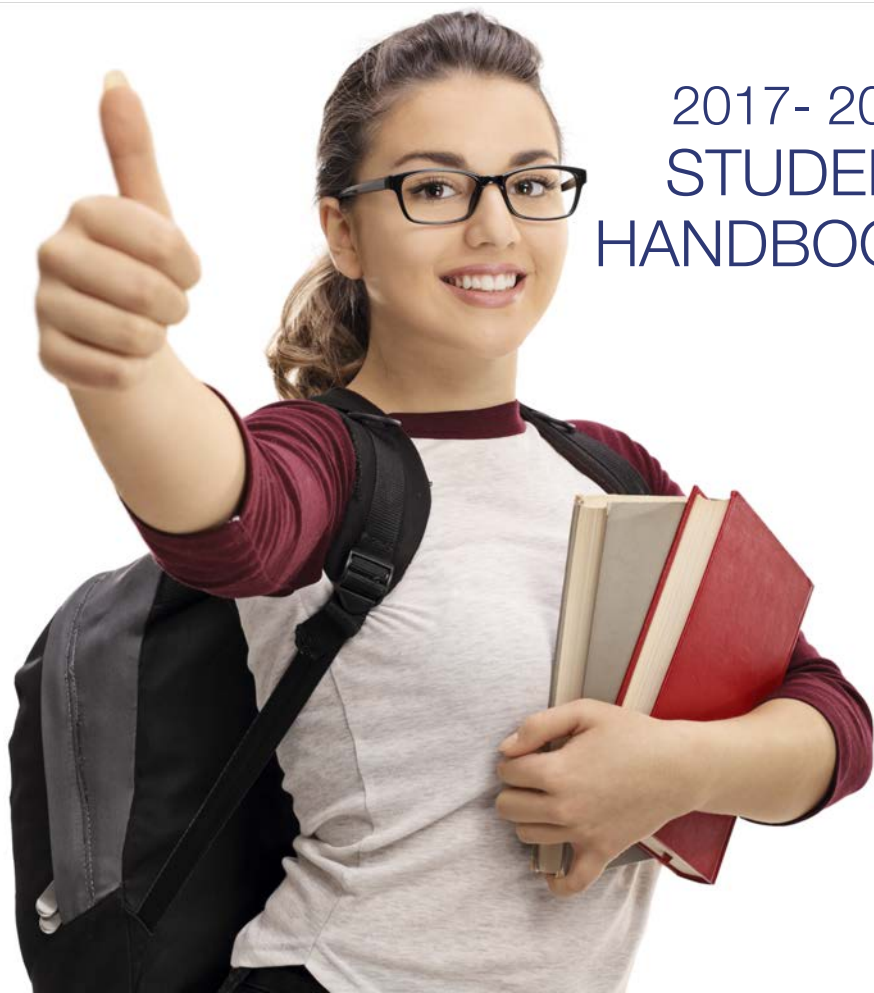


Experience the CCC&TI Advantage

Caldwell Community College
& Technical Institute

2017- 2018
STUDENT
HANDBOOK



Caldwell Community College and Technical Institute

Student Handbook

2017/2018

Caldwell Campus

2855 Hickory Blvd.
Hudson, North Carolina 28638
(828) 726-2200

Watauga Campus

294 Community College Drive
Boone, North Carolina 28607
(828) 297-3811

Caldwell Community College and Technical Institute Website

www.cccti.edu

THIS STUDENT HANDBOOK BELONGS TO:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

CCC&TI is an equal opportunity educator and employer

NOTE TO STUDENTS:

This Handbook has been carefully prepared to ensure that all information is as accurate and complete as possible. However, CCC&TI reserves the right to make changes to the handbook and to the information and policies contained herein. Such changes will be communicated to students as necessary.

The most current, official version of this handbook can be found at www.cccti.edu.

A Message from the President



Dr. Mark J. Poarch
President
Caldwell Community College
and Technical Institute

Welcome to Caldwell Community College and Technical Institute!

We are delighted you have chosen to attend CCC&TI. Whether you are pursuing an associate degree, preparing to transfer to a four-year institution, upgrading your job skills, or pursuing new interests, CCC&TI stands ready to help you achieve success. I encourage you to familiarize yourself with the information in this handbook to take advantage of all that CCC&TI has to offer. Our excellent faculty and staff are committed to providing you with the best possible instruction and support as you pursue your goals.

Home to thousands of students each year, Caldwell Community College and Technical Institute is your gateway to creating success through hope, opportunity and jobs. This handbook will be a valuable reference and planning tool as you begin to explore the many opportunities available at CCC&TI. Please feel free to ask questions or provide suggestions to faculty and staff for improving our services. Again, thank you for choosing CCC&TI. Remember, this is your community college. I encourage you to actively engage in your learning experience and get involved in campus activities and organizations. We want this to be a meaningful experience for you as you pursue your dreams.

Go Cobras!!

A handwritten signature in black ink that reads "Mark Poarch". The signature is written in a cursive, flowing style.

Mark Poarch
President, CCC&TI

Welcome from the 2017-18 CCC&TI Student Government Association



Seated from left to right - President Sarah Estes, Vice President Tynsley Gilchrist
Standing from left to right - Treasurer Calistia Gragg and Secretary Samantha Licona

Hello everyone, my name is Sarah Estes and I would like to welcome you to Caldwell Community College and Technical Institute. I am proud to say that I am serving as the Student Government Association (SGA) President for the 2017-2018 school year.

I would like to tell you a little about the SGA and our role on campus. SGA is the voice of the students. Our representatives are able to sit on the different committees at the college. We also plan events for the campus such as spring fling, fall festival, and so much more. We are here to make sure the students of CCC&TI have a fun and memorable college experience. We strive to make sure that both campuses live up to their full potential and make sure that they are the best they can be.

The SGA office doors are always open, and you are always welcome to come right in. The SGA representatives are here to help you in any way that we can. If you want something more from your college experience, please consider getting involved in a club or organization on campus. Getting involved will make your time as a Cobra more memorable, and you will be a more satisfied student. The SGA has a very exciting year planned and cannot wait to share it with you. I wish you the best of luck this year in your classes and encourage you to get involved in extracurricular activities!

Sincerely,
Sarah Estes
Student Government Association President

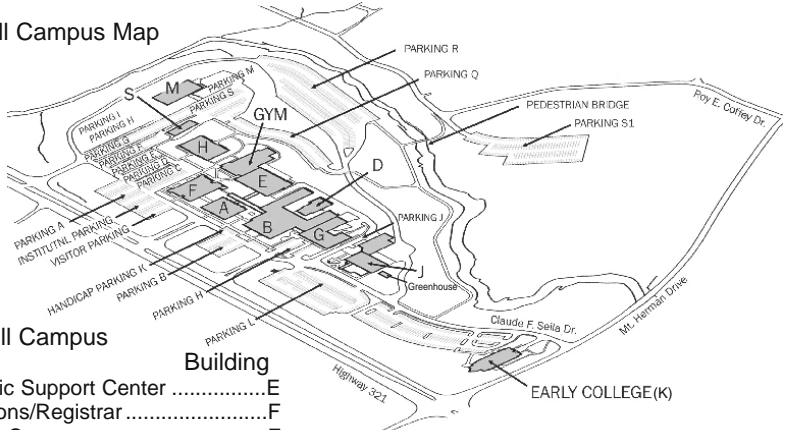


CCC&TI Student Government Association - Watauga Campus
Vice President - Nancy Robinson

See the Student Activities section of the Cobra Calendar at www.cccti.edu for more information on campus activities.

Location and Facilities

Caldwell Campus Map



Caldwell Campus Area

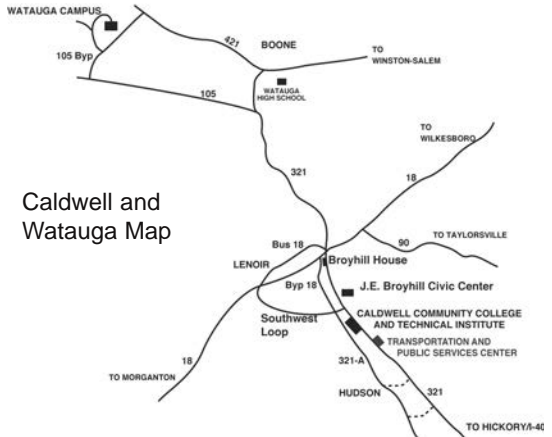
	Building
Academic Support Center	E
Admissions/Registrar	F
Advising Center	F
Appalachian State University Ctr	H
Art	D
BLET/EPT/EMT	TAPS Facility
Bookstore (downstairs)	E
Business Office	A
Career Center.....	J
Career Services	F
College & Career Readiness.....	G
(AHS/ESL/HSE/Pre-Job)	
Computer Services/Lab	F
Continuing Ed/Workforce Dev	H
Cosmetology	K
Counseling	F
Culinary	K
Early College	K
Faculty Offices	E
Financial Aid.....	F
Health Sciences Wing	E
HSE/AHS/ESL/Pre-Job	G
Industrial.....	J
Industrial Labs	J, B & G
LRC/Library	E
Lounge.....	E
Maintenance	M
Rooms E 215-218 (gym entrance, up)	E
Middle College	J
NCWorks Career Planning & Placement Center	F
Student Services	F
SGA Office	E
Television Studio	B
Testing Center	F
Theatre, Interactive Classrooms	B
TRIO	B Annex
Weight Room	E
Writing Center	E

Handicapped Access:

Front of B, F and G Bldgs. and rear of B Bldg.

Located off Highway 321 in Hudson, NC, the Caldwell Campus is easily accessible to the population centers of Lenoir (5 miles), Granite Falls (5 miles), and Hickory (10 miles). Facilities include a Learning Resource Center, Academic Support Center, computer labs, gym, theatre, student lounge, bookstore, food service, art gallery and Highway Room.

The Watauga Campus Instructional Facility is located in Boone, NC, on Community College Drive off the 105 Bypass. Evening classes are also held at Watauga High School.



Caldwell and Watauga Map

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2017-18 Academic Calendar

Fall Semester 2017

May 22-August 4	Fall Registration
August 3-18	Charge in Bookstore
Friday, August 4	Fall Tuition Payment Due by 12pm
Wednesday, August 9	Employee Kickoff Day
Monday, August 14	Curriculum Classes Begin
	4-Week Minimester I Begins
	8-Week Minimester I Begins
August 14-15	Schedule Change Period
Monday, September 4	Labor Day Holiday/Institution Closed
Tuesday, September 5	No Curriculum Classes
Tuesday, September 12	4-Week Minimester I Ends
Wednesday, September 13	4-Week Minimester II Begins
Friday, September 15	Constitution Day Activities
Sunday, October 1	FAFSA Filing Target Deadline for Spring 2018
Tuesday, October 10	8-Week Minimester I Ends
	4-Week Minimester II Ends
Wednesday, October 11	8-Week Minimester II Begins
	4-Week Minimester III Begins
October 12-13	Curriculum Student Fall Break
October 25	Last Day to Withdraw Without Academic Penalty
Thursday, November 9	4-Week Minimester III Ends
Friday, November 10	Veterans Day Holiday/Institution Closed
Monday, November 13-15	4-Week Minimester IV Begins
	Priority Registration Begins (Current Students)
November 16-December 20	Spring Registration (All Students)
Wednesday, November 22	No Curriculum Classes
	Institution closes at 5 p.m.
November 23-25	Thanksgiving Holiday/Institution Closed
Friday, December 1	Fall Graduation Application Deadline
Wednesday, December 13	8-Week Minimester II Ends
	4-Week Minimester IV Ends
	End of Fall Semester
Friday, December 15	Grades due by 10 a.m.
	Spring Tuition Payment Due by 12 p.m.
Thursday, December 21	Institution Closes at 12 p.m.
December 22-31	Christmas Holiday/Institution Closed

Spring Semester 2018

Monday, January 1	Institution Closed for New Year's Holiday
Tuesday, January 2	Professional Development Day
Wednesday, January 3	Final Registration
January 2-12	Charge in Bookstore
Monday, January 8	Curriculum Classes Begin
	4-Week Minimester I Begins
	8-Week Minimester I Begins
January 8-9	Schedule Change Period
Monday, January 15	Martin Luther King Jr. Holiday, Institution Closed
Monday, February 5	4-Week Minimester I Ends

Tuesday, February 6	4-Week Minimester II Begins
Thursday, March 1	FAFSA Filing Target Deadline for Summer 2018
Friday, March 2	Spring Graduation Application Deadline
Monday, March 5	8-Week Minimester I Ends
	4-Week Minimester II Ends
Tuesday, March 6	8-Week Minimester II Begins
	4-Week Minimester III Begins
March 19	Last Day to Withdraw Without Academic Penalty
March 26-March 28	Priority Registration Summer/Fall (Current Students)
March 29-April 16	New Student Registration Summer/Fall (All Students)
Sunday, April 1	FAFSA Filing Target Deadline for Fall 2018
Monday, April 2	Easter Monday, Institution Closed
April 3-7	Curriculum Student Spring Break
Monday, April 9	4-Week Minimester III Ends
Friday, April 10	4-Week Minimester IV Begins
Tuesday, April 17	Summer Tuition Payment Due by 6 p.m.
Monday, May 7	End of Spring Semester
	8-Week Minimester II Ends
	4-Week Minimester IV Ends
Wednesday, May 9	Grades Due by 10 a.m.
Thursday, May 10	AHS/High School Equivalency Graduation
Friday, May 11	Curriculum Graduation

Summer Semester 2018

May 18-31	Charge in Bookstore
Wednesday, May 23	Final Summer Registration
Monday, May 28	Memorial Day Holiday, Institution Closed
Tuesday, May 29	Curriculum Classes Begin
	4-Week Minimester I Begins
	8-Week Minimester I Begins
May 29-30	Schedule Change Period
May 29-August 2	Registration for Fall Semester
June 6	Last Day to Withdraw Without Academic Penalty
Monday, June 25	4-Week Minimester I Ends
Tuesday, June 26	4-Week Minimester II Begins
Tuesday, July 3	No Curriculum Classes
Wednesday, July 4	Independence Day Holiday, Institution Closed
Friday, July 13	Deadline to Apply for Summer Graduation
Wednesday, July 25	4-Week Minimester II Ends
	End of Summer Semester
Friday, July 27	Grades Due by 10 a.m.
	Fall Tuition Payment Due by 12 p.m.

Note: Please see Continuing Education/Workforce Development Section for additional information, registration and assessment dates. Adult High School calendar also available.

MY CCCTI PORTAL

CCC&TI has implemented the MyCCCTI Portal to give students and faculty access to services such as Email, Moodle, WebAdvisor and more, all in one place.

- Go to <http://www.cccti.edu/PortalLogin.asp>
- Click on the tab: Changing my Password and follow the instructions.
- Your username is the first four letters of your first name, middle initial and the last five numbers of your student id. For example, Jane Marie Doe with a student id of 0099879 would be janem99879.
- Your password is the capital letter C followed by your full 7 digit student id followed by the * (asterisk symbol).

Once you have logged in successfully, you can begin using e-mail and other services available.

Special Note to Users:

1. Users with common last names such as Smith, Wilson, Johnson, etc. may need to contact technical support for assistance logging in for the first time.
2. Your new CCC&TI student e-mail address will be: `yourusername@students.cccti.edu`. For example, Jane M. Doe's e-mail address would be: `janem99879@students.cccti.edu`.

If you have problems or need technical assistance, contact Myra Moore at 726-2701 or e-mail googlehelp@cccti.edu.

About CCC&TI

CCC&TI Mission

Caldwell Community College and Technical Institute is a public, comprehensive postsecondary institution whose primary service area is Caldwell and Watauga Counties. Operating under the legal framework of the State of North Carolina and in partnership with the NC Community College System, CCC&TI is an open-door institution, which values the diversity of its constituencies and offers equal opportunities.

The faculty and staff of CCC&TI are committed to providing an environment conducive to student success through institutional integrity, ethical practices and an expectation of excellence. The institution provides leadership during social, economic and cultural transitions through teaching, promoting lifelong learning, improving the quality of life and fostering academic and civic enrichment. We are dedicated to educating a workforce prepared for a rapidly changing global economy.

The mission of Caldwell Community College and Technical Institute is to

- provide accessible, quality instruction to enhance student learning;
- support economic development through comprehensive resources to business, industry and agencies;
- offer diverse services and opportunities which improve the quality of life.

Core Values for Planning and Improvement

CCC&TI is committed to continuously improving both the quality of teaching and learning for our students and to improving the effectiveness of our services. As an educational community, we believe that all students, employees and supporting constituencies must have an “expectation of excellence” and must join together to improve the environment in which they work and learn.

In support of these core values, we believe that

- students must join with the faculty as colleagues in learning and should constantly evaluate their own educational progress, as well as the quality of instruction and services provided by the college;
- faculty and staff must model their willingness to improve their areas of influence and must base all planning and decisions on students’ and employers’ long-term best interest; and
- administrative leadership throughout the college must be diligent in removing the barriers that hinder employees from making improvements in the teaching and learning environment and must provide the resources, training and personal support for all to be active participants in continuous improvements.

Accreditation

Caldwell Community College and Technical Institute is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097 Telephone: (404) 679-4501) to award associate degrees. Inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information. Diploma, Associate in Applied Science, Associate in Arts, Associate in Fine Arts and Associate in Science programs have been approved by the North Carolina Department of Community Colleges and the State Board of Community Colleges.

About CCC&TI

Frequently Used Numbers

	Caldwell	Watauga
Academic Advising Center	726-2746	297-2185
Academic Support (tutoring, computer-aided lessons, workshops, test review materials)	726-2725	297-3811
Student Activities	726-2301	297-2185
Admissions	726-2700	297-2185
Athletics	726-2606	
Bookstore	726-2302	297-3811
Broyhill Civic Center	726-2401	
Business Office	726-2223	297-3811
College & Career Readiness	726-2230	297-5253
Counseling and Advisement Services	726-2746	297-2185
Continuing Education/Workforce Development	726-2242	263-5370
Disability Services	726-2716	297-2185
Distance Learning	726-2707 or 759-4646	297-5234
Distance Learning Technical Support	866-851-5713	
Faculty Office	726-2316 or 726-2315	297-3811
Financial Aid	726-2713	297-2185
Foothills Performing Arts (FPA)	726-2318	
Foundation Office	726-2260	
Job Placement/Student Employment	759-4635	297-2185
Library (Learning Resource Center)	726-2309	297-3811
NCWorks Career Center	759-4680	
Records	726-2731	297-2185
Transcripts	726-2720	297-2185
School Resource Officer	726-2205 or 726-2237	
Security	726-2200	297-3811
SGA Office	726-2479	297-2185
Student Services	726-2700	297-2185
Switchboard/Information	726-2200	297-3811
Testing Center	726-2719	297-2185
TRIO SSS (Student Support Services)	726-2726	297-2185
Writing Center	726-2722	297-3811

About CCC&TI

Administration



Dr. Mark Poarch
President



Dena Holman
VP, Student Services



Susan Wooten
*VP, Technology & Instructional
Support Services*



Margaret Hampson
*VP, Curriculum & Adult
Education*



Elaine Lockhart
*VP, Continuing Education &
Workforce Development*



Steve Melton
*Executive Director,
Watauga Campus*



David Holman
*VP, Finance &
Administration*

General Information

Accidents

Accidents during class time should first be reported to the supervising instructor. Outside class time, any student or faculty/staff member who first discovers a serious accident or someone who needs medical attention should immediately call the switchboard or call directly for emergency services (ambulance). If there is any doubt as to the seriousness of the incident, call for emergency assistance first (911). CCC&TI cannot guarantee trained first-aid personnel will be available. First aid kits are available throughout the college. Contact the main switchboard for their locations.

Accident forms should be completed on all first-aid emergencies within 24 hours of the injury. Forms can be picked up at the switchboard of either campus, E-342, or Student Services and must be completed and returned to the main receptionist areas on either campus. Accident insurance forms for those who have purchased the school policy are available in the Business Office.

Accident Insurance

All CCC&TI students may purchase school-time accident insurance through the college. Any student who is interested in accident insurance may obtain an application and information from the Business Office outlining the cost and coverage.

Attendance

Students are expected to attend all regularly scheduled classes. However, it is recognized that occasional absences may be necessary. A student is responsible for work missed and is expected to be prepared for the next class. Academic departments establish their own class attendance policy. The attendance policy is explained by the instructor at the first class meeting. Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as “never attended.” Pursuant to G.S. 115D-5, students may request two excused absences per academic year for religious observances. Students shall be given the opportunity to make up any tests or other work missed as required by this statute.

Bookstore

The blue cubes or cubbies are for you to leave your book bags, food and drinks. Laptops may be given to a cashier to keep up front. Keep your purse with you.

Payments accepted:

- **Cash**
- **Check** (must have student’s name, ID#, must show valid driver’s license),
- **Visa/MasterCard** (cardholder must be present with valid ID)
- **Bookstore Gift Cards** (good for 5 years or until value is used up, whichever comes first)
- **Third-party charges/Financial Aid** during advertised charge periods at the beginning of each semester. Rules and special dates apply.

Refunds for textbooks will be considered if books are returned within 14 consecutive days from date of receipt if paid by cash, check or credit card, subject to the following conditions. Returns on items paid by Financial Aid/Third-party can only be returned during the advertised charge period, subject to the following conditions.

- Must have bookstore receipt
- All merchandise must be in new and resalable condition (i.e. packages & codes must be unopened)

General Information

- Must have credit card with you if paid by credit card

Book titles, price estimates and ISBN numbers are available online at: www.caldwellcc.bkstr.com; click on “Start Here,” and follow prompts or use WebAdvisor. This information is the most current available and could be subject to change under certain circumstances. Students are advised to attend class before purchasing books.

Check your college email account throughout the semester for bookstore announcements that may be important to you.

Book Buyback takes place during the final 2-4 days of each semester. Dates and times will be posted and announced through student email, bookstore webpage, etc. Buyback is hosted by the college store and is conducted by a third party.

Book Rental (limited titles available)

Read Bookstore Rental Policy if interested in the rental option before calling or coming in. It can be found at:

<http://www.ccti.edu/bookstore/Documents/BookRentalPolicy.pdf>. It should answer most of your questions.

How to Rent from the Bookstore:

1. Identify rentable texts by the colorful sign on shelf card
 - Rental is only available by visiting the bookstore
 - Limited titles available at this time.
2. Must have:
 - Collateral credit card (Collateral Card will not be charged but will be pre-authorized for \$1 to check validity of card)
 - Photo ID matching credit card (must be your card)
 - 7-digit Student ID #
3. Provide payment for rental fee via cash, check, credit card or Pell Grant
4. Must sign rental agreement
5. Return books at end of semester as agreed

Business Office

Students may pay tuition, fines, graduation fees, and purchase student accident and/or malpractice insurance in the Business Office. All checks should be made payable to CCC&TI. Visa and MasterCard are accepted. Valid ID is required for checks and credit cards. Current students can pay online through WebAdvisor. Office hours are as follows:

Caldwell Campus:

Mon. – Thurs.: 8:30 a.m. - 6 p.m. and Fri., 8:30 a.m. - 5 p.m.

Watauga Campus:

Mon. – Thurs.: 8:30 a.m. - 1 p.m. and 2 - 6 p.m.; Fri.: 8:30 a.m. - noon

*Times are subject to change without notice due to illness, registration, holidays, end of semester, etc.

General Information

CCC&TI Closings and Delays

Decision Making Process

The Caldwell campus will be closed only by the president of the college or by an administrative designee.

The Watauga campus will be closed by the Executive Director of the Watauga Campus, usually after consulting with the president or designee.

Our primary mission centers around training adults for careers. Our weather calls during winter storms will more closely resemble cancellation decisions made by local business and industry than decisions made by the local school system. As a general rule, we will wait until frozen precipitation hits, begins to stick, and is predicted to sufficiently accumulate before delaying and/or canceling classes. In very few cases (such as 100% probability of heavy accumulation and forecast time beginning well before 8 a.m.), we will make cancellation announcements the evening before a storm hits.

Announcements

No announcement means the institution will operate on a normal schedule.

Delayed Start (Caldwell or Watauga campus)

If we find it necessary to delay morning classes, we will use 8 a.m. as a reference time for delays. For example, “two-hour delay” will actually mean that classes will begin at 10 a.m. and continue thereafter on a regular schedule. If we find it necessary to delay evening classes, we will use 5 p.m. as a reference time for delays. A “one-hour delay,” for example, will mean that all classes that would be in session at 6 p.m. would meet and conclude at their normal time.

Announcements on closings and delays by the college will be made before 6 a.m. for morning classes and before 4 p.m. for evening classes. No announcement means we will operate on a normal schedule.

Early Dismissal (Caldwell or Watauga)

When the college declares an early dismissal due to inclement weather, an administrative designee will make the announcement over the emergency public address (PA) system.

Other Conditions

Specific inclement weather policies for clinical and other off-campus work experiences have been developed and may be obtained from program directors.

Accessing Inclement Weather Announcements

Students and employees may access the most up-to-date weather information on delayed starts, campus closures, or early dismissals in the following manners:

- College website at www.ccccti.edu/Weather
- Caldwell campus snow line at (828) 726-2900
- Watauga campus snow line at (828) 297-7077
- Register for ReGroup Alert via email, text, or voice messaging at: www.ccccti.edu/Regroup (make sure to select the campus you attend)
- CCC&TI Facebook or Twitter page

General Information

Computer Labs

In an effort to provide training and support to students, CCC&TI provides three open-access computer labs that house networked computer stations across both campuses to support student technology needs. These labs provide students with access to computers and hundreds of software programs as well as Internet access outside of class. They are open during the normal operating hours of the college and are staffed with employees, whose responsibilities include providing technical support to students and faculty, monitoring the lab and maintaining the working order of the computer systems. Student i.d. cards are required to access open computer lab services. See computer usage policy page 39. The full policy may be viewed by going to <http://www.cccti.edu/Students/StudentComputerUserPandP.pdf>

Labs are located in the Academic Support Center on both campuses and in the John A. Forlines Building (Caldwell Campus).

Hours are as follows:

Lab	Operating Hours
ASC Caldwell	M-TH 8 am-8 pm, Friday 8 am-4 pm
ASC Watauga	M-TH 8 am-8 pm, Friday 8 am-4 pm
Forlines Building, Caldwell (Second Floor)	M-TH 7:30 am-10 pm, Friday 7:30 am-4 pm

Continuing Education and Workforce Development

The Continuing Education/Workforce Development Division of Caldwell Community College and Technical Institute seeks to provide accessible, quality educational instruction in Occupational Extension courses to individuals who seek to enhance their employment skills and to offer a variety of Community Service and Self-Supporting courses to individuals and the community for personal enrichment. See page 54 for more information.

Distance Learning

Busy, working adults can benefit from a significant number of distance learning courses at CCC&TI. Distance learning, often called DL, enables students to take courses somewhere other than one of the college's two campuses. This means most of the coursework, including exams and quizzes, can be completed from home and have the same credit hours as conventional courses. Distance learning courses come in a number of forms. Almost half of the DL courses CCC&TI offers are Internet-based classes, where students use a Web browser to log in to a Web-based application, called Moodle, to download course work and assignments, turn in assignments, participate in discussion boards with classmates and the instructor, take exams and check their grades. Hybrid courses combine the use of the Internet and/or DVDs with traditional classroom-based learning techniques. For more information about CCC&TI's Distance Learning offerings and requirements, or to learn more about Moodle, visit www.cccti.edu/DL or call 828-726-2707.

Food Services

The Student Lounge and food service areas on the Caldwell Campus are located on the ground floor of E Building. The cafeteria serves breakfast, lunch and dinner. The cafeteria regularly features a salad bar, sandwiches, quick grill-to-order items and hot foods. Vending machines are also available in the Student Lounge area and the ground floor of H Building. Hours of operation are posted at the cafeteria entrance.

General Information

Vending offerings are available in the Student Lounge on the Watauga Campus.

Vending offerings are available in the lobby area of the college's J.E. Broyhill Civic Center.

Learning Resource Center (Library)

The Broyhill Learning Resource Center (LRC) seeks to promote student success and support faculty instruction through the development and maintenance of a well-rounded academic collection, high quality instruction and reference assistance, and coordination of online research resources.

The LRC offers a wide range of resources and services, including:

- Books, e-books, magazines, newspapers and other reference sources
- A browsing collection of popular books and magazines
- Faculty reserves, including DVD reserves
- Study rooms and tables for groups (study rooms only at the Caldwell Campus LRC)
- Computers with Internet access and Microsoft Office software
- Laptops for in-library use
- Wireless Internet access is available throughout the Library
- Black and white printers, a student copier, and access to a scanner
- NCLive Access and Instruction – a collection of databases including magazine, journal, and newspaper sources in full text, as well as e-books, streaming video, language learning and test preparation software
- Subject Databases including:
 - ADAM Interactive Anatomy
 - Ebsco Academic Ebook Collection
 - JSTOR (Language & Literature)
 - Opposing Viewpoints
 - Stat!Ref
 - Westlaw (paralegal students only)
- CCLINC and Interlibrary Loan – allows access to books in other library collections
- AHEC Libraries Membership – Allied health resources at area hospital libraries, access to a digital library and material request service (ask a Librarian!)
- NCKnows - website based chat reference provided by a consortium of North Carolina librarians
- Reference and one-on-one instruction: in person, over the phone, by chat or e-mail.

We welcome questions and are interested in helping you succeed!

Hours Contact information:

Caldwell Campus

Second Floor, E Building
828.726.2309

Monday - Thursday
8:00 am - 8:00 pm

Friday
8:00 am - 4:00 pm

Weekend
Closed

Email: reference@cccti.edu

Hours of operation when classes are not in session will be posted.

Watauga Campus

Room 105, Watauga Instructional Facility
828.297.3811

Monday - Thursday
8:00 am - 8:00 pm

Friday
8:00 am - 4:00 pm

Weekend
Closed

General Information

To borrow library materials and use online resources (NCLive), patrons need to have a current Library Card. Current students can receive a card by showing a student ID at the Library Information Desk. Distance or cohort students may obtain a Library account by visiting the Library Circulation Desk or by completing the online Library Card Application.

Circulation Periods:

Books – three weeks, one renewal

Back issue periodicals – three weeks, one renewal

Reserves – varies by instructor, usually in-library use

CCLINC – varies by library

All library users are responsible for materials checked out using their cards.

Fines and Fees:

Overdue Books - \$.10 per day

Overdue Periodicals - \$.25 per day

Replacement Card - \$5.00

Printing - \$.10 per page (BW) \$.50 (Color)

ILL Request - \$2.00 per request

Lost book - Replacement cost of item plus processing fee

**Subject to change*

News and Events

The Marketing and Communications Department shares campus news, events and activities through various means. Publicity Request Forms are available to help publicize college information, including club activities, news, accomplishments and unique features, by contacting the Marketing and Communications Office on the second floor of E Building on the Caldwell Campus, by calling 726-2202 or on the college website. To find out what's happening on campus, information is disseminated as follows:

The Caldwell Chronicle – The college's campus newsletter covering announcements, news and features is available at various locations on both campuses; students are encouraged to share suggestions for content. Be sure to look for this and other important announcements in your student email.

The College Connection – CCC&TI produces programming that airs daily on Caldwell Charter Cable Channel 192. Programming includes various announcements and educational programming around the clock to reach Caldwell County cable viewers.

Hallway monitors located on the Caldwell and Watauga campus rotate announcements throughout the day. CCC&TI's t.v. and digital production facility is located in B Building on the Caldwell Campus.

Flyers – Information on campus events may be posted as space permits on campus bulletin boards located in the Forlines, B and E Buildings, on the breezeway, in the Student Lounge of the Caldwell Campus and at approved locations on the Watauga Campus. Individuals are asked to refrain from posting announcements on glass doors.

General Information

SGA and college officials will ensure that items are current and appropriate with campus events receiving first priority. All flyers or college information posted off-campus must be approved by the Public Information Officer prior to printing and distribution. The Public Information office is located in E-200 on the Caldwell campus. Call 828.726.2202 for information.

Sign – The electronic marquees at the entrance of the Caldwell and Watauga Campuses are programmed at request through the Marketing and Communications Department.

Website – Log on to www.cccti.edu for the latest news, events, class schedules, catalog, publications, program information, club activities, sports and many other resources and opportunities. This is also the best way to check for any closings and delays.

CCC&TI on the Web

Caldwell Community College and Technical Institute has an official college Facebook page where information, news, events and photos are posted on a regular basis. To follow CCC&TI on Facebook, go www.facebook.com/cccti and click “Like.”

CCC&TI also has an official college Twitter account. Follow CCC&TI news and announcements on Twitter at www.twitter.com/cccti or @cccti.

Please note every effort is made to handle information on a first-come, first-served basis and by institutional priority. Also, any potential public media coverage must be initiated and/or approved by the Public information Officer. Call 828.726.2202 for more information.

Telephones

Incoming calls for students will not be honored except in the case of medical emergency. Students are requested not to use phones located in the faculty offices, Business Offices or Student Services.

Student Services

Counseling and Advisement Services

CCC&TI provides either directly, or through collaboration and referral, a variety of academic and employment services, as well as both career counseling and brief personal counseling and referral. Services within the Counseling and Advisement department are designed to promote student learning and reduce barriers to attaining personal, academic, and career goals. Service areas within this department include academic advising through our Academic Advising Centers, coordination of ACA courses, and the provision of both career and personal counseling by professional counselors and advisors. Referrals to external services and supports may be arranged if necessary.

Counselors are available on the Caldwell and Watauga campuses, both day and evening. Although an appointment is preferred, walk-ins are welcome as staffing permits. Referrals to private counseling or mental health providers may be made for students in need of support beyond our scope of practice. The CCC&TI Foundation may provide funds to help pay for a portion of that supportive counseling through the Counseling Referral Program (CRP). Students in urgent need of counseling services at a time when no college counselor is available may contact an on-call mental health professional toll free through Vaya Health at 1-800-849-6127. In cases of risk of injury or psychiatric emergency students should contact 911.

Additional career and employee development activities, as well as personal enrichment opportunities, are offered throughout the year in various formats. Career assessment and counseling services are provided both by individual appointment or through career development workshops as needed. Students seeking employment assistance are encouraged to contact the NC Works Career Planning and Placement Center (828-759-4680). Students may also utilize resource links from the Counseling and Advisement Services pages on the college website.

Academic Advising Center

The main purpose of the Academic Advising Center (AAC) is to provide broad support to all students and faculty members, as students develop and pursue their personalized academic plan (MAP - My Academic Plan). In addition to academic advising, the following services are also provided:

- Placement test score interpretation
- Assistance with college program selection
- Support services information and referral
- Semester schedule planning
- Assistance with registration
- Assistance with adding and/or dropping classes
- Assistance with transition from high school programs to CCC&TI admission
- Transfer information for students transitioning from CCC&TI to four-year colleges and universities
- Support for development and implementing an Academic Improvement Plan (AIP) for those students on Academic Warning/Probation/Suspension.

Making the Most of Advisement

Be aware of program requirements as stated in the college catalog. The final responsibility for meeting program and graduation requirements belongs to YOU!

Student Services

- Sign up for an ACA course in your first semester.
- Ask questions. Learn about the college's Quality Enhancement Program (QEP), called MAP - My Academic Plan.
- Get to know your advisor (name, location, office hours). Familiarize yourself with the Academic Advising Center (AAC).
- Understand that enrolling in the college is a major transition.
- Have realistic expectations and set realistic goals.
- Use all available campus resources to aid in achieving educational, career, and personal goals.
- Know your limitations and adjust your schedule accordingly. Are you working full-time? Do you have other obligations? Can you wake up for an 8:00 a.m. class? Are you self-motivated enough for a distance learning class, or do you perform better in a seated class?
- Make and keep advising appointments with your advisor.
- Come to advising appointments prepared (review the class schedule and plan your semester schedule). Share in the responsibility of scheduling courses.
- Be familiar with college publications, particularly the college catalog and student handbook. These publications contain most of the information that you will need during your attendance at CCC&TI.
- Get to know the support staff - Student Services, Academic Support, Computer Services, Library, Office Staff. These individuals can provide additional support toward your academic success.
- Be aware of notices posted regarding critical dates and deadlines, (e.g. dropping a class, refund policy, early registration, etc.)

Academic Support Services

The Academic Support Center offers a variety of services to enhance student learning, including:

- free onsite tutoring in areas such as English, math, accounting, and other subjects as needed
- interactive computer tutorials in a range of subject areas
- video tutorials
- review materials for health science entrance test, NC DAP (placement tests) and PRAXIS
- study skills
- supplemental instruction (an academic enrichment program that utilizes peer-assisted study sessions)
- free online tutoring

The Academic Support Center is located in Room E-216 in the Learning Resource Center (second floor, E Building) on the Caldwell Campus and in Room 110 at the Watauga Instructional Facility. All services are free to students enrolled in Caldwell Community College and Technical Institute. Appointments are not necessary. Students may reach the Academic Support Center by calling 726-2725 or 297-3811. Instructors and tutors are available to assist students if they need help.

Disability Services

Caldwell Community college and Technical Institute is dedicated to equality of

Student Services

opportunity for its staff and students. CCC&TI does not discriminate against students, employees, or applicants on grounds of race, color, religion, age, gender, national origin, or disability. The college complies with the mandates in the Americans with Disabilities Amendment Act (ADAA) and Section 504 of the Rehabilitation Act of 1973. The law states, “No otherwise qualified handicapped individual shall solely, by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The revised ADAA reads, “It is the purpose of this Act to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.” Excellent information about students with disabilities in postsecondary institutions can also be found online at the Office of Civil Rights, US Department of Education. The college’s full Nondiscrimination Statement appears on page two of the current Caldwell Community College & Technical Institute catalog which is available online or in the college’s bookstore.

CCC&TI also abides by all the parameters of FERPA (Family Educational Rights and Privacy Act). Under FERPA requirements, a student has to sign a release form in Student Services if that student wants to allow representatives from Disability Services to share educational information with any individuals other than those individuals who are specifically related to the student’s educational benefit. The college ensures that all programs and services offered are available and accessible to people with disabilities. To accomplish this goal, both physical access and program access must be provided. In addition to removing architectural barriers, reasonable accommodations are often made in the instructional forum to ensure full educational opportunity to all. However, academic standards are not compromised as part of the accommodation process.

If a student intends to request accommodations and chooses to contact Disability Services and identify themselves as a person with a disability, DS representatives will need appropriate documentation for the disability from the student and determine, through an interactive process, reasonable accommodations. Documentation must come from a qualified, licensed professional in the area of the specific disability and should address the impact of the disability on the student’s educational process. Instructors, students, and DS representatives work together to determine the accommodations that are uniquely applicable and reasonable for each student. Accommodations may apply to seated, hybrid, and online classes as well as to other offerings of the college.

If a student provides documentation to Disability Services late in the semester, accommodations are not applied retroactively; however, accommodations may begin anytime during a semester. In addition, accommodations may change at any time for a student depending on that student’s unique situation and supporting documentation. After identifying to Disability Services and providing documentation, students should visit or contact the DS representative on campus as early as possible every semester and arrange for reasonable accommodations for that semester’s curriculum. Visits during the semester to keep personnel informed and up-to-date on any problems or perceived barriers are also recommended. Questions and concerns from students, faculty, and staff are always welcome.

Student Services

How to Obtain Services

- Contact Disability Services personnel on the campus where you will be attending classes or where you registered for online classes.
- Provide DS with current documentation of your disability.
- Request services in a reasonable time to allow personnel adequate time to arrange services.
- Visit DS regularly at the beginning of every semester and anytime during each semester, keeping them informed of your progress or problems.

Contact Information

Nancy Leonard, Director
Disability Services

Watauga Campus, Student Services
Room 102

828-297-2185 nleonard@cccti.edu

Tuesday Sigmon, Counselor and Coordinator
Disability Services

Caldwell Campus, F Building
Room 108

828-726-2716 tsigmon@cccti.edu

Student Rights

- Equal access to courses, programs, services, jobs, and activities offered by the college
- Equal opportunity to work, learn, and receive accommodations, academic adjustments and/or other auxiliary aids and services
- Confidentiality of information regarding the disability as applicable laws require
- Information available in accessible formats

Student Responsibilities

- Meet qualifications and maintain essential institutional standards for the programs, courses, services, and activities
- Self-identify disability status in a reasonable and timely manner
- Provide disability documentation from a qualified professional that reflects the student's current disability status and how the disability affect participation in, and benefitting from, courses, programs, services, and activities

Suggestions for Students

- Some accommodations require extra time to set up, so self-identify and request accommodations as soon as possible.
- Attend classes and follow instructions provided in the class syllabus concerning absences, emergency needs, or other information specific to each class.
- Access all the support services provided by the college such as Academic Support and the Writing Center.
- Discuss any possible absences with each instructor ahead of time.
- Contact other outside agencies for possible eligibility for additional services.
- Arrange for personal attendants if required, whether paid for by outside agency or family (colleges are not required under ADA to provide personal attendants, tutors, or personal items individually designed and fitted).
- Students with disabilities should process and manage their own college business transactions such as registration, payment, drop/add, refunds, etc.
- Keep in touch with Disability Services on your campus at the beginning of every semester and anytime during the semester. We want to know how students are doing and how we can help.

Student Services

Source: North Carolina Community College system Office Handbook for Students with Disabilities

Potential and current students have access to more detailed Disability Services policies, forms, and procedures on the CCC&TI website at <http://www.cccti.edu>.

Financial Aid

Student Checklist to Success

- Complete the Free Application for Federal Student Aid (FAFSA). Be sure to include the school code (004835).
- You may pick up a worksheet from the Financial Aid office or apply online at www.fafsa.gov.
- Apply for admission to CCC&TI. Financial aid cannot be disbursed until you are approved for admission to the college.
- Meet all deadlines! Respond to all requests for information quickly and completely. Complete any other required financial aid forms from the college.
- Applications for federal student aid at CCC&TI should be submitted no later than the following target dates; this is to ensure your aid package will be complete at registration dates:
 - Starting Fall Semester - Target FAFSA Date is June 1
 - Starting Spring Semester - Target FAFSA Date is October 1
 - Start Summer Semester - Target FAFSA Date is March 1*NOTE: These are target dates not deadlines.
- Review your Student Aid Report (SAR). Read it carefully and follow all instructions.
- Review award or notification email. When you receive an award notification of financial aid, please read it carefully, and contact the Financial Aid Office if you have questions.
- Total withdrawal from all courses prior to the 60% point of the semester usually causes the student to owe money back to the various aid programs. Review calendar deadlines and other aid related information on the FA homepage regularly. Contact the Financial Aid office should you have questions.

Remember: You must file the FAFSA or the Renewal FAFSA to apply for federal financial aid each year. You may also need to complete other required forms from the college each year as well. Financial Aid only assists students in eligible programs of study taking course work directly in that program while the student is meeting Satisfactory Academic Progress standards of a minimum 2.0 Cumulative GPA and a minimum 67% Completion Rate for all attempted coursework. Aid may not pay for courses taken outside of the major or through Continuing Ed, and not for a course being repeated more than once. Any time you are planning to take classes at another college while receiving aid at CCC&TI, see the Director of Financial Aid in advance.

Many academic and need-based scholarship opportunities are posted throughout the year at the Financial Aid Office, online and in the Student Lounge of the Caldwell Campus. Stay informed!

Veterans' Benefits

Eligibility for veterans' educational benefits is determined by the Veterans

Student Services

Administration, not Caldwell Community College and Technical Institute. What CCC&TI can provide is the standard form used to apply for the benefits. If you have questions about your eligibility, payments, contact the Veteran's Coordinator at CCC&TI at (828) 726-2714 or call the VA in Atlanta at (888) 442-4551. You may also contact Myra Sanders by e-mail at msanders@cccti.edu.

Payment Plan

CCC&TI provides, through Nelnet, an integrated payment solution. This is an interest-free tuition payment plan for tuition and fees only and is only available during early registration periods. A non-refundable enrollment fee is required. Please contact Nelnet Business Solutions for more information on the payment plan. Details may also be found at www.MyCollegePaymentPlan.com/cccti or 1-800-609-8056.

Identification Cards

Identification cards are required for all CCC&TI students, faculty and staff and should be carried at all times for identification at request of any college official, student leader or security personnel. Student cards will be made during registration periods, by appointment and throughout the semester. For hours, contact 726-2309 on the Caldwell Campus or 297-2185 on the Watauga Campus. Identification cards are required for access to computer labs, Academic Support Center, Writing Center, Testing Center, and other relevant access points. Adult Education and Continuing Education students must pay a \$2.50 fee for the ID card. A \$5.00 fee will be charged for all replacement cards. For more information, contact Caldwell Learning Resource Center or Watauga Student Services.

The Career Planning and Placement Center

Career Planning and Placement Center of Caldwell Community College and Technical Institute is a partnership of agencies and employers that provides comprehensive career planning, training, and job placement resources to students and the community of Caldwell County. The center works to provide quality employment and training services to both job seekers and employers. Services to individuals include job-seeking skills workshops, computer software tutorials, resume consultation and preparation, career counseling, skills assessment and more. The center also offers resources to local businesses such as job fairs, on-site interviewing, job placement assistance and WorkKeys profiling, assessments and skill training. The center is located on the lower level of the Commerce Center located beside the J.E Broyhill Civic Center. Hours are Monday, Wednesday, and Thursday, 8 am to 4:30 pm, Tuesday, 8 am to 7 pm, and Friday, 8 am to 12 pm. For more information, call 759-4680.

The Career Planning and Placement Center provides the same services to students on the Hudson Campus, first floor of the John A. Forlines Building in Student Services.

Watauga students and graduates are encouraged to contact the career counselor at (828) 297-2185. Students and graduates may also contact the NCWorks Center at 130 Poplar Grove Road connector in Boone or at (828) 265-5385.

Testing

The Testing Center is used for the following tests:

- Placement testing

Student Services

- Health science admissions testing
- Distance learning testing
- Instructors' make-up testing
- High School Equivalency testing

The Testing Center is also an approved testing site for Lasergrade testing, Pearson Vue testing and other state licensure exams. The Testing Center on the Caldwell Campus is located in Room 153 of the John Forlines Building and on the Watauga Campus in the Student Support Services Building located next to the Instructional Facility. To contact the testing center on the Caldwell Campus call 726-2719 and on the Watauga Campus call 297-2185 ext. 5220.

The hours for the Caldwell Campus are Monday through Thursday 8:00 am to 7:00 pm and Friday 8:00 am to 3:00 pm.

The hours for the Watauga Campus are printed and posted at the testing center and can be obtained by calling at 297-2185 ext. 5220.

Special testing accommodations may be arranged by contacting Disability Services on both campuses – Tuesday Sigmon on the Caldwell Campus at 726-2716 and Nancy Leonard on the Watauga Campus at 297-2185 ext. 5239.

TRIO

TRIO/Student Support Services (TRIO/SSS), located in B-Annex on the Caldwell Campus and in Watauga Student Services room 100, is one of two federally-funded TRIO programs at CCC&TI. The aim of TRIO/SSS is to provide an academic and personal support system to first-generation or disabled students who have strong financial and academic need. Components of the program include:

1. active participation in program design and implementation
2. a one-credit hour study skills and personal development class
3. tutoring and mentoring
4. service-learning opportunities
5. academic, career, and personal counseling
6. financial aid and transfer advisement
7. leadership opportunities in extra-curricular, cultural, and program development activities.

For more information about TRIO programs, call the Caldwell campus: 828.726.2726 or 828.726.2727; for the Watauga campus call 828.297.2185, ext. 5279.

Writing Center

The Writing Center is designed to provide writers with the tools necessary to write and communicate effectively, thereby promoting success throughout the college as well as in the workplace. The Writing Center offers a positive, individualized, and collaborative learning environment with trained staff who are willing and able to assist writers one-to-one with all types, modes, and levels of writing at all stages of the writing process. The Writing Center is a free service for all CCC&TI students, faculty, and staff. Open Monday through Friday, no appointments are necessary. In addition to locations on both campuses, online services are available. Visit the Writing Center's web page for more information.

Academic Information

Academic Progress

CCC&TI's academic standards policies attempt to maintain academic quality and prevent prolonged failure for all students. Procedures are designed to identify students with academic difficulty and to ensure effective and fair corrective action. Maintaining a viable procedure requires the commitment of faculty, staff, and students. The faculty/staff will:

- inform all students of minimum academic standards and grading procedures,
- alert at risk students through the Early Alert form of academic difficulty as early in the semester as possible,
- post to WebAdvisor final semester grades and grade point averages immediately following the semester grade report period. Note: Copies of the policies for specific programs in health sciences are distributed to each student enrolled and are available with each program director and in the office of Student Services.

Each student is expected to maintain satisfactory progress toward meeting his/her academic goals. The cumulative grade point average (GPA) is reviewed at the end of each semester to determine whether the student has made the expected progress. Developmental courses are included in the GPA calculation if the course was completed with CCC&TI.

The GPA will be calculated using the highest grade for each course taken at Caldwell Community College and Technical Institute. A student whose cumulative GPA falls below the following standards will be placed on academic warning, followed by probation and or suspension.

Semester Hours Attempted	Associate Degree Grade Point	Diploma Grade Points
4-8	1.00	1.00
9-16	1.25	1.25
17-24	1.50	1.50
25-32	1.75	1.75
33-40	1.85	2.00
41-48	1.90	
49-56	1.95	
57-Graduation	2.00	

Academic Warning

A student failing to meet the minimum cumulative GPA during any semester or term will receive an academic warning notification from student services. The warning status notification will inform the student of his/her academic status and require the student to meet with his/her assigned advisor to develop an academic improvement plan.

Academic Probation

A student who continues to remain below the required standards for a second consecutive semester is placed on academic probation. A student placed on academic probation will receive notification informing the student of his/her academic status. A student on academic probation must meet with an assigned advisor to prepare an academic improvement plan to improve his/her academic performance. A student on academic probation must meet with his/her academic advisor in order for the advisor to register the student. While on probation, the student will be able to register for a maximum of twelve credit hours for fall and spring semesters and a maximum of six credit hours for summer term.

Academic Information

Academic Suspension

A student who is on academic warning/probation for two or more successive semesters will be subject to a one semester suspension. A student on academic suspension who believes extenuating circumstances exist that should prevent the suspension may appeal the academic suspension. The student must submit a written appeal to the appeals committee. An appeals committee composed of the student's assigned advisor, appropriate program coordinator, director or department chair, SGA representative, Student Services representative, and a faculty/staff member of the student's choice will meet to determine appropriate action. If the suspension is upheld, refund of tuition will be allowed as outlined in the college catalog. A student's right to appeal any decision is outlined in the grievance procedure printed in the college catalog. A student may automatically enroll for the semester following suspension but will continue to be on probation until his/her cumulative G.P.A. reflects necessary improvements.

Grading System

Official grades are issued for each student at the end of each semester. Students who lack passing averages at mid-semester should schedule a conference with the instructor and/or faculty advisor.

Students will be graded by the grade system listed below and assigned a grade point equivalent in quality points for each semester.

90-100	A - Excellent	4 quality points each semester hour
80-89	B - Good	3 quality points each semester hour
70-79	C - Average	2 quality points each semester hour
60-69	D - Below Average	1 quality point each semester hour
0-59	F - Unsatisfactory	0 quality points each semester hour

Grade Codes

AC	Articulated Credit - No quality points
AP	Advanced Placement - No quality points
AU	Audit - Indicates no grade or credit
CR	Credit by examination - No quality points; reflects competence of "C" level or better
CS	Continued study to meet course objectives (ineffective August 2013)
DT	DANTES - No quality points
I	Incomplete - Indicates failure to complete certain course requirements because of extenuating circumstances
NA	Never Attended
NG	No grade available
P	Pass - No quality points; reflects competence of "C" level or better
R	Repeat
TR	Transfer Credit - No quality points
W	Student withdrew from the course
CL	CLEP (College Level Examination Program) - No quality points

Computation of Grade Point Averages

Computing a grade point average is determined by dividing the total number of grade quality points by the total credit hours attempted. Quality points are determined by

Academic Information

using the following scale A=4, B=3, C=2, D=1, F=0. GPA calculation example:

Course	Credit Hours	Grade in Class=Quality Points	Credit Hours x Quality Points
ACA 122	1	B=3	1 x 3=3
ENG 111	3	C=2	3 x 2=6
PSY 150	3	A=4	4 x 4=16
PHY 110	4	A=4	4 x 4=16
CIS 110	3	D=1	3 x 1= 3
Total	14		44

GPA Calculation is Total Grade Quality Points/Total Credit Hours Attempted: $44/14 = 3.14$
Grades of P(Pass) and R(Repeat) will not be used in the calculation of Grade Point Averages.

Student Records (Transcripts, Confidentiality)

Student records may be obtained from the Student Services Office on both campuses. Requests must be made in writing, including student signature, at least 24 hours in advance. Transcripts may be picked up, with proper identification, or mailed as indicated in the written request. Request forms are available in the Continuing Education and Student Services Offices on both campuses and online under Current Students then by accessing the Information and Forms tab.

Confidentiality of Student Records

CCC&TI protects the privacy of students in accordance with the Family Educational Rights and Privacy Act of 1974. FERPA, also known as the Buckley Amendment, is a complicated piece of legislation which basically protects the privacy of students and allows for the accessing of student records by the student.

Student Rights

CCC&TI protects the privacy of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. According to the "Act", an educational record is defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the college. According to FERPA, students have the right to:

- Inspect and review their educational records.
- Seek amendment to their educational records that they believe to be inaccurate, misleading or otherwise in violation of their privacy rights under FERPA.
- Consent to disclosures of personally identifiable information contained in their record, except to the extent that FERPA authorizes disclosures without consent.
- File with the U.S. Department of Education a complaint concerning alleged failures by the College to comply with FERPA.

Students may exercise the right to inspect and review their education record by providing a written request to the Registrar.

Students may seek amendment to their educational record by contacting the Registrar who will attempt to resolve the issue. If the student is not satisfied with the resolution, then he/she may file a formal grievance with the Vice-President of Student Services according to procedures outlined in the College Catalog and Student Handbook.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

Academic Information

- CCC&TI faculty and staff who are determined to have a legitimate educational interest may access student records. Faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to conduct official college business.
- To comply with a lawfully issued subpoena or judicial order.
- To officials of another college in which a student intends to enroll or has enrolled.
- To authorized representatives on the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, or state and local education authorities.
- In connection with the application for, or receipt of, financial aid.
- To accrediting organizations.
- To appropriate officials in case of a health and safety emergency.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- To authorized officials for audit or evaluation purposes.
- Organizations conducting certain studies for or on behalf of the school.
- Outcomes of disciplinary proceedings may be released to the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
- To parents, as defined in 34 C.F.R. 99.3 of a dependent student under the Internal Revenue Code. *
- Directory Information.**

* Under the Act, CCC&TI may not disclose personally identifiable information to the parents of an “eligible student” without the written consent of the student unless the disclosure is to parents of a dependent student as defined in Internal Revenue Code. An “eligible student” means a student who is 18 years of age or is attending an institution of postsecondary education. Parents must provide appropriate tax return information documenting the dependent status of the student before disclosure will be made without his/her written consent.

** A part of FERPA states that certain information called “directory” information can be disclosed without the written consent of the student. Directory information includes information contained in the educational record of a student that would not be considered harmful or an invasion of privacy if disclosed. CCC&TI may disclose the following information without written consent unless the student notifies Student Services in writing that such information is not to be made available:

- Student name
- Address
- E-mail address
- Dates of attendance
- Degrees/diplomas/certificates and awards received
- Full- or part-time enrollment status
- Participation in officially recognized activities
- Most recent previous institution
- Phone number
- Date and place of birth
- Major field of study

* Approved by the CCC&TI Board of Trustees November 15, 2011

Student Status-(Full-time)

Full-time status for financial aid (Pell Grant) students is always a minimum of twelve credit hours for each semester. Full-time status for insurance verifications is a minimum of twelve credit hours for fall and spring semesters and nine credit hours for summer semester. Continuing Education Units do not count toward these totals. Contact the Registrar if more information is needed.

Student Activities

Student Activities

Student Activities occur under the guidance of the Student Activities Director, Kim Lackey and the Coordinator of Student Activities Diane Mazza. Ms. Lackey can be reached by e-mail klackey@cccti.edu or by phone (828) 726-2301 on in her office E-121 on the Caldwell Campus. On the Watauga campus, Ms. Diane Mazza. can be reached by e-mail dmazza@cccti.edu or by phone (828) 297-2185.

To support student activities on both campuses, curriculum students are charged a \$7.00 per course activity fee up to a maximum of \$28.00 per semester (fall & spring), and \$3.00 per course up to a maximum of \$9.00 for summer semester. This fee is not refundable unless there is an institutional error. Activity fees are also charged to students enrolled through Career and College Promise, Caldwell Early College High School and Caldwell Career Center Middle College. This fee supports a variety of out-of-class learning experiences and extracurricular activities, which includes SGA sponsored activities (Fall Festival and Spring Fling), support to campus clubs, athletics, recreation equipment use, scholarships, trophies, t-shirts, Intramural Sports and a variety of other miscellaneous activities.

Student Activities Policy

The college encourages a wide range of student activities that contribute to the development of our students. All clubs must be organized in a manner consistent with the requirement of the Student Government Association Constitution. In addition, all student activities and clubs that receive or dispense funds must do so in accordance with procedures specified by the Vice President of Finance & Administration. Activities designed to raise funds and requests for using those funds must be approved in advance by the Student Activities Director/Coordinator, the Vice President of Student Services, and the Executive Director of the CCC&TI Foundation. Receipt and disbursement of funds shall be in accordance with provisions of the North Carolina Administrative Code, the State Auditor's office, the NC Community College System and the college. The College Executive Council retains final authority to approve, modify or discontinue student activities or clubs.

Clubs and other extracurricular activities are available to all curriculum students. Students wishing to initiate new student activities should contact the Director of Student Activities for assistance. Students wishing to form a new club may do so by picking up a Club Packet and following the instructions outlined by the SGA Constitution.

Sports Equipment Checkout

Equipment checkout provides all students, faculty, and staff on the Caldwell Campus opportunities to utilize sports equipment, such as basketball, badminton, volleyball, etc. Those interested should see the Director of Student Activities in E-121 in the Student Lounge of the Caldwell Campus. College I.D.'s are required for checkout. Hours are 9 a.m. to 5 p.m. unless otherwise posted.

Student Government Association

The Student Government Association (SGA) represents the curriculum student body of CCC&TI. The purpose of the SGA is to serve as a united voice of the students, provide a medium for leadership development, promote self-governance within the student body in order to support students' rights, responsibilities and code of conduct; and lead the student body in extra-curricular and student life activities. SGA officers are elected in the spring of each year to serve the student body the following year. Senators are appointed in the Fall and Spring Semesters on the Caldwell campus.

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SGA officers and senators on the Watauga campus are elected in the spring of each year to serve the student body the following year. SGA takes responsibility for conducting various activities and providing opportunities for out of class learning, social contacts, entertainment and self-governance. The members of SGA strive to promote the general welfare of the student in a democratic fashion. General Assembly meetings are held each month and are open to all students. General Assembly provides an opportunity for the Student Government Association to meet with the student body. To find the dates, times and locations of General Assembly meetings, please consult the COBRA calendar on our website. A copy of the SGA Constitution may be found in the SGA Office, E-118 (Caldwell Campus) or with the Student Activities Director located in E121 or Student Activities Coordinator on the Watauga Campus, Student Services Room 100.

Clubs and Organizations

Students are encouraged to join clubs and organizations offered on campus.

The following organizations are related to subject or department areas:

Basic Law Enforcement Club, Biomed Club, Cosmetology Club (Day - Night), Culinary Guild, Early Childhood Teachers Club, Landscape Gardening Club, Paralegal Club, Physical Therapy Assistants Club, Alpha Gamma Beta (Nuclear Medicine Technology), Rho Alpha Delta, Sonography Club, Speech Language Pathology Club, Skills USA Automotive Club, Skills USA Engineering Club, and Rotaract.

The following general interest clubs are open to all students:

- Alpha Omega - A Christian-based organization promoting a healthy school spirit, community relations and activities that build positive relationships among members and provides a spiritual or Christian atmosphere on campus.
- Global Students Club - Increases awareness of different cultures and issues around the world, giving students a chance to explore these issues outside classroom.
- Male Minority Success Initiative - Support for minority males offers speakers, workshops and leadership opportunities.
- Phi Beta Lambda (Future Business Leaders of America) - FBLA-PBL is the largest business career student organization in the world. It meets on the Caldwell and Watauga campuses. www.FBLA-PBL.org
- Rotaract - A Rotary sponsored service club for young men and women.
- Science Club - Offers science-related information and focus on STEM subjects. Members of this club organize activities around science and participate in local and regional competitions.

Honor Societies

Students are invited to join based on criteria set by each organization.

- Alpha Delta Nu - The objective of the Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.
- Ambassador Program - The CCC&TI Student Ambassadors are a select group of students demonstrating academic excellence who represent the college at a variety of events. Nominated by faculty members, the ambassadors serve CCC&TI by conducting campus tours, assisting with special events, mentoring

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students, and representing the college in a variety of campus and community activities. Students eligible for nomination must have a minimum grade point average of 3.0.

- Phi Theta Kappa – The objective of the Alpha Lambda Pi Chapter, in addition to those specified in Article II of the National Constitution shall be to promote the intellectual atmosphere of CCC&TI.
- Sigma Alpha Pi – The National Society of Leadership and Success is a community of leaders dedicated to creating lasting and positive change. Sigma Alpha Pi offers students leadership training, a national speaker series, and peer coaching in small groups. www.societyleadership.org

Committees open to student involvement

- **Global Diversity Committee** - focused on issues surrounding global awareness and diversity

Intercollegiate Sports

CCC&TI participates in intercollegiate athletics during fall and spring semesters. Sports include Division I NJCAA Men's and Women's Basketball. For more information on athletics, contact the respective coach or CCC&TI's athletic director at 828.726.2606.

Intramurals

CCC&TI's Caldwell Campus offers a comprehensive intramural sports program with a variety of team and individual activities, including basketball, volleyball, ping pong, pool and others on demand. Students, faculty and staff members are encouraged to participate on a voluntary basis. The program provides the opportunity for recreation, physical fitness, skill improvement, team building, spirit and good sportsmanship. Individuals participating in the intramural program assume responsibility for their own safety and health. It is recommended that each participant have an annual physical examination and be adequately protected by accident and health insurance. See the Director of Student Activities for more information.

Chorus

Students are encouraged to sing with the chorus and earn one hour of elective credit. The CCC&TI chorus performs three to five concerts a year. No auditions are required, although some knowledge of music is preferred. Many styles of music are performed including classical, spiritual, pop, and rock.

Theater

Foothills Performing Arts Theatre, Inc. (FPA) is the official Resident Theatre of the J.E. Broyhill Civic Center. The award-winning theatre group has received regional and statewide recognition for its performances. CCC&TI students are encouraged to participate in all FPA productions as actors, crew members and volunteers. Tickets for students are offered at reduced rates and are available by contacting FPA at 726-2318. Visit www.foothillsperformingarts.org for show listings and dates.

J.E. Broyhill Civic Center

The J.E. Broyhill Civic Center of CCC&TI is located in Lenoir two miles north of the Caldwell Campus on US 321. The civic center features a 1000-seat performance theatre and meeting rooms along with a hospitality lab/catering kitchen located on the conference level. Facilities are available for rent for conferences, meetings, weddings

Student Activities

and other events. Be sure to check out the civic center's annual Showcase of Stars events at www.broyhillcenter.com. From comedy and dance to Broadway shows and a variety of music programs, each year's season lineup offers something for everyone. In addition, the college presents several Performing Artist Series programs throughout the year at the civic center featuring regional, national and internationally known musical artists, lecturers, dance and dramatic presentations. Discounted tickets for civic center events are available to CCC&TI students and employees with a college I.D. Contact the Box Office at 726-2407 for complete details and ticket information.

Consumer Information

Publications

See also News and Events

Student news and activities are communicated in the college's campus newsletter, *The Caldwell Chronicle*, found at various campus locations and on the college website at www.cccti.edu. Special student publications appear periodically depending on student interest in newsletters, newspapers and other publications. New publications to be produced on a regular basis must have a faculty or staff sponsor and be approved by the Vice President of Student Services and the college's Public Information Office.

Regardless of the source of funding, the college retains editorial control of all student publications. Student editors have the responsibility to ensure that such publications establish and maintain an atmosphere of responsible discussion. All articles expressing opinions must be signed. Sponsors may exercise editorial control, and decisions regarding the initiation or continuance of any student publications are vested with the college's Executive Council. All financial operations of student publications must be in accordance with procedures specified by the Controller.

Workshops

workshops for students will provide information related to academics, careers and wellness. Topics may include using Moodle and other technology resources, stress management, math anxiety and book discussions. Visit the Cobra Calendar for specific workshops and times.

Consumer Information

According to federal regulations, CCC&TI is required to provide specific information about the school to current and prospective students, employees and applicants. This information may be referenced on the college website at <http://www.cccti.edu/consumerinfo>. A paper copy may be obtained by contacting Student Services.

Campus Crime Report

Under the Student Right-To-Know and Campus Security Act of 1990, CCC&TI must report the crime incidents, if any, each year. The Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by CCC&TI, and on public property within, or immediately adjacent to and accessible from, the campus. You can access this report at <http://www.cccti.edu/ConsumerInfo/CampusSecurity.html>. Students may obtain a printed copy of this report by contacting the Vice President of Student Services.

The Victims of Trafficking and Violence Protection Act of 2000 requires colleges and universities to inform students and employees how to learn the identity of registered sex offenders on campus. This law contains the Campus Sex Crimes Protection Act which became effective October 28, 2002. Sex offender information is compiled by the North Carolina State Bureau of Investigation and posted at <http://sexoffender.ncdoj.gov>. Information about registered sex offenders can also be obtained from the local sheriffs' department in Caldwell or Watauga counties.

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Parking and Traffic Regulations Policy

All vehicles must be registered with the college, and a current hangtag must be displayed on the rearview mirror. Hangtags are valid for the academic year as noted on the tag. There is no charge for parking hangtags and they may be obtained at the following locations:

Caldwell Campus

- Switchboard- F Building
- Continuing Education- H Building
- Basic Skills- G Building
- TAPS (Transportation and Public Services)

Watauga Campus

- Switchboard- Instructional Facility
- Basic Skills Building
- Continuing Education Center

- Parking for students, faculty and staff is on a first-come, first-served basis except for certain designated areas.
- Students, faculty and staff must register all vehicles they expect to use on campus.
- Students, faculty and staff with disabilities displaying a handicapped placard must submit the following information each academic year in order to receive a CCC&TI handicapped placard:
 - Copy of handicapped placard issued by the Department of Motor Vehicles
 - Copy of handicapped placard registration
 - Driver's license
 - Make, model, license plate number

Students, faculty and staff needing access to a handicapped parking space on campus must obtain a state issued disabled license plate, hangtag, or disabled veteran's plate from the Department of Motor Vehicles (DMV). CCC&TI does not grant temporary permits for handicapped spaces. Temporary handicapped parking permits are issued by NC License Tag Bureau. Handicapped parking violators will be charged under North Carolina General Statute 20-37, punishment by fine of up to \$250.

- Visitors must register their vehicle and receive a visitors parking hangtag. No students are allowed to park in visitor parking.
- Students, faculty and staff are responsible for being aware of all traffic and parking regulations. Lack of knowledge of these regulations will not justify forgiveness of penalties for violations.
- Parking availability, including handicapped areas, and parking regulations are reviewed annually by the college's Executive Council.

Students will receive a complete copy of the parking policy upon registering their vehicle.

Animals on Campus Policy

To ensure the safety of persons on campus, it is the College's policy that animals (with the exception of service animals) may not be brought on campus grounds.

Children on Campus

While some official college-sponsored functions such as special summer youth programs and athletic events may be open to children, generally children are not permitted on campus.

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Faculty, staff and students may not bring their children to work with them. Students of the college may not bring their children to classrooms or laboratories with them nor leave their children in college buildings or on campus while they attend classes. Visitors may bring their children on campus as long as they remain under their direct supervision and control.

Communicable Disease

The Communicable Disease Policy of CCC&TI is an effort to ensure the good health and safety of all students. Communicable disease is 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 (NC G.S. 130A-133). Communicable diseases shall include, but not be limited to, AIDS, conjunctivitis, chicken pox virus, Hepatitis A, B and D, infectious mononucleosis, influenza, measles, meningitis, positive HIV antibody status, sexually transmitted diseases, tuberculosis, whooping cough, and MRSA.

Students who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge, to protect themselves and others. A student who is infected or suspects he/she is infected is urged to report his/her condition to the Vice President of Student Services. All information will be kept confidential.

Persons infected with any communicable disease will not be excluded from enrollment, or restricted in their access to College services or facilities, unless medically based judgment in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or for the welfare of other members of the College community. Temporary exclusion from access to the campus or enrollment may be appropriate in individual cases if deemed necessary until a medical judgment can be made.

If there is outbreak of influenza and it reaches a pandemic stage, the President shall regularly monitor the situation by communicating with local and state health officials. Should influenza reach a pandemic level in a county contiguous to Caldwell County or Watauga County, the President will provide information to students and employees on preventing the spread of the pandemic flu. Should influenza reach a pandemic level within the service area the President, after consulting with local health officials, may close the college temporarily if he feels it is in the best interest of the college and community. Persons who are infected with the pandemic flu, or know of someone in the College community who is, should contact college officials immediately. Students should contact the Vice President of Student Services and employees should contact the Human Resources Office.

Each case will be evaluated and final determination of the student's ability to remain in school will be made by the Vice President of Student Services. If deemed appropriate, a student in a high risk situation who has been temporarily removed from the classroom may be placed in an alternative educational program. College officials are required to report certain diseases to the local health department (G.S. 130A-142). Confidentiality of such reports is protected by law (G.S. 30A-143), and officials cannot be held liable for reporting. For more information regarding this policy, please see the Student Services Policies and Procedures Manual.

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Computer Usage

CCC&TI uses technology to advance the institution and enhance the student's learning environment. Students of the college are directly responsible for the integrity of the computer system for the period of time they use it. Unless specifically authorized by the software developer or publisher, programs and their contents shall not be reproduced in any form.

Computer related files or data (including email) are considered open records and are subject to discovery and subpoena during disciplinary or legal actions. The college reserves the right to view, monitor, and disclose contents of e-mail and data created, transmitted, received, and stored on college owned computer systems.

Freedom of expression is a constitutional right afforded to individuals. However, users of college equipment, systems and software are held accountable for their actions and will respect the rights of individuals who may be offended by the services and images retrieved on the Internet. Individuals who feel they have been harassed should report the incident to the Vice President of Technology and Instructional Support Services. Violators of the computer usage policies and procedures previously stated will be subject to one or more of the following sanctions: verbal and/or written warning, temporary or permanent suspension of computer access privileges, or dismissal from the college as stated in the CCC&TI Student Code of Conduct. The full policy may be viewed by going to <http://www.ccccti.edu/Students/StudentComputerUserPandP.pdf>

Debts to the College

Students will not be allowed to graduate, register for a new semester or receive transcripts unless all student fees are paid. "Bad checks" are collected through appropriate channels. The college will not accept checks for at least three years from an individual if one is returned. All checks written to CCC&TI must include the individual's student identification number.

Academic Integrity Policy

It is the responsibility of every student, staff member, and instructor at CCC&TI to maintain the highest standards of academic integrity. For this reason, the college will not tolerate any instance of plagiarism or cheating, or any act that violates standards necessary to maintain academic honesty.

Violations of the college's Academic Integrity Policy include, but are not limited to:

1. Cheating includes taking, possessing, or using any academic material (test information including test banks, research papers, notes, etc.) without permission; receiving or giving help during tests; copying or attempting to copy another person's paper, exam, assignments or similar materials, or other graded work; or allowing another to copy such paper, exam or graded work. In addition, use of any unauthorized electronic devices during a testing situation may be in violation of the policy as well.
2. Plagiarism is defined as representing as one's own another's work or ideas, or any part thereof, published or unpublished. It includes copying a phrase, sentence, or passage from another's work and not identifying or citing that source; failing to cite a source fully, inadequate paraphrasing or summarizing; or attempting to pass off as one's own a paper written by another.
3. Collaboration is intentionally helping or attempting to help another to commit an act of academic dishonesty. It includes intentionally allowing another to copy from one's paper during an examination or test; intentionally distributing test questions

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or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.

4. Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

Violations of this policy will result in failure of the course and academic probation for one semester. Subsequent violations will result in suspension or expulsion from the college. Any student who disagrees with the penalty associated with violations of the academic integrity policy may file an appeal in accordance with the college's Grade Appeal Procedure as outlined in the college catalog and student handbook.

Intellectual Property

The college encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the college and/or to enhance the teaching and learning environment.

A college employee or student owns all rights to copyrightable or patentable independent works created by that employee or student without college support. Unless otherwise provided in a rights agreement, the college owns all rights to a copyrightable or patentable work created by an employee with college support. Students may not use college equipment or resources for works for hire. Both students and the college retain portfolio rights to the works that may result from student assignments.

The Board of Trustees of the college reserves the right to grant to others, including the creator of the qualifying item, copyrights or patents that are the property of the college. To secure the copyright or patent for an item covered under U.S. Code and created on the college's time or with the college's funds, resources, or facilities, a written request must be submitted to the Board of Trustees and its permission received.

Procedure

1. Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, discoveries, etc., are "intellectual property."
2. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:
 - a. Ownership resides with the employee or student if the following criteria are met:
 - 1) The work is the result of individual initiative, not requested by the college.
 - 2) The work is not the product of a specific contract or assignment made as a result of employment with the college.
 - 3) The work is not prepared within the scope of the individual's college job duties.
 - 4) The work involves insignificant use of college facilities, time, and/or other resources and is not derivative of any other college-owned copyright.
 - 5) The college's name or symbols may not be used in the production or marketing of items not copyrighted or patented by the college.
 - b. Ownership resides with the college if the above criteria are not met and/or if the following criteria apply:
 - 1) The work is prepared within the scope of an employee's job duties.

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- 2) The work is the product of a specific contract or assignment made in the course of the employee's employment with the college.
- 3) The development of the work involved significant facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance, or is derivative of any other college-owned copyright.
- 4) Notwithstanding these provisions, a student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity.

Students may receive token payments provided by the person or group that commissions such a work.

3. The college and the employee or the college and the student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or the college and the student should negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
4. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.
5. Notwithstanding the provisions of this policy, the ownership provisions of the grant shall prevail in the case of a work created under a grant accepted by the college.

Grade Appeal Policy

I. Statement of Policy

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to final course grades. A course grade assigned in a manner consistent with CCC&TI policy can be changed only by the instructor. College administrators can direct a grade to be changed only when it is determined through the procedure established by this policy that the faculty member assigned the course grade impermissibly or arbitrarily as defined below.

Faculty Responsibility:

It is a fundamental principle of higher education that faculty members are expected to exercise their professional judgment in evaluating student performance. At the same time, faculty members have the responsibility to specify in each of their courses at the beginning of the academic term:

- a. Course requirements and expectations for academic performance
- b. Procedures for evaluating performance (method(s) of evaluation and grading scales).

Faculty members must clearly document to all students in the course any subsequent additions to or changes in these requirements, standards, and procedures. Finally, faculty members have the responsibility to apply the specified grading criteria equitably to the academic performance of all students in the course regardless of their

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race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

Student Responsibility:

Students have the responsibility to know and adhere to college policies and standards pertaining to them. As students willingly accept the benefits of membership in the Caldwell Community College and Technical Institute academic community, they are obligated to uphold and observe the principles and standards articulated in the Caldwell Community College and Technical Institute Catalog and the Caldwell Community College and Technical Institute Student Handbook.

II. Applications and Definitions

For purposes of this policy, a course grade is deemed to have been assigned arbitrarily or impermissibly if, by clear and convincing evidence, a student establishes that:

1. The course grade was based upon the student's race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other clearly documented communication directed to the class as a whole; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeal procedure. However, individual elements may be appealed under these procedures providing all of the following conditions are met:
 - a. The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds (defined in 1 - 3 above in this section);
 - b. Grounds can be established for determining a professionally sound grade for the appealed element(s); and
 - c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

III. Procedure

A student who believes his/her final grade in a course has been incorrectly assigned may seek corrective action through the following procedure.

Informal Grade Appeal Process: Every reasonable effort should be made to resolve the matter at the informal level.

Step 1 - Consultation with the faculty member:

The student should first request a meeting with the instructor to explain why he/she considers the grade to be incorrect. If the instructor is not available, the student should contact the program coordinator/director or department chairperson to schedule an appointment with the instructor. This meeting must occur within the first two weeks of the next semester. The instructor should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Step 2 - Consultation with the program coordinator/director:

If the student and the instructor fail to reach a mutual agreement, the student may

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submit a written appeal to the program coordinator/director of the area within five (5) business days. The coordinator/director should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Step 3 - Consultation with the department chair:

If the student and program coordinator/director fail to reach a mutual agreement, the student may submit a written appeal to the department chair within five (5) business days. The department chair should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Formal Grade Appeal Process: If the dispute over the course grade cannot be resolved through the informal process outlined above, the student may submit a Grade Appeal Form, available from Student Services, to the executive vice president within five (5) business days of the consultation with the department chair.

Step 4 - Appeal to the executive vice president:

- a. Once the formal grade appeal is received, the executive vice president will appoint a grade appeal committee to hear the appeal within ten (10) business days of the receipt of the appeal.
- b. The grade appeal committee will be chaired by the executive vice president, or a designee, who will be a non-voting member except in the case of a tie. Voting members will consist of four (4) faculty members not associated with the appeal, one (1) student representative with a minimum GPA of 2.5 or greater, and the vice president of the instructional area in which the grade appeal has occurred.
- c. The grade appeal hearing will be conducted in closed session in accordance with the Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal hearing.
- d. The committee will be made up of members from the campus of attendance to assure a fair and equitable hearing.
- e. The committee will hear all parties involved and render a written decision that is considered to be fair and educationally sound within ten (10) business days. The decision of the committee will be the final binding decision for the institution.

IV. Substitution Provisions

In the event that the faculty member whose grade is being reviewed is also a department chair or program coordinator/director, the vice president of the instructional area shall do those things required by the chair or coordinator/director. In the event that the faculty member whose grade is being reviewed is also the vice president of the instructional area, the executive vice president can name an appropriate substitute to perform the functions of the vice president as required by this policy.

Drugs and Alcohol

CCC&TI is committed to an environment that supports the pursuit and dissemination of knowledge. All students share in the responsibility of protecting and promoting that environment. The illegal use of drugs and alcohol by students adversely affects this educational environment. North Carolina and/or Federal laws attempt to control use of drugs and alcohol. All behavior which is prohibited by federal, state, and local laws is also prohibited on campus. The illegal use of drugs and alcohol is not compatible with personal health and welfare or with the pursuit of academic excellence and will not be tolerated by CCC&TI.

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The college provides ongoing educational programs to students and staff which emphasize drug abuse prevention. Referrals to community and regional counseling and rehabilitation resources will be made as appropriate. See Student Services for counseling and referrals. Drug and alcohol prevention information can be found at <http://cccti.edu/ConsumerInfo/DrugAlcoholPrevent.htm>.

CCC&TI will also act through formal disciplinary and legal procedures to control the illegal or abusive use of drugs and alcohol. No public consumption of drugs or alcohol will be permitted on campus. Violations will result in prompt disciplinary action which may result in suspension or dismissal from school.

Sexual Harassment

Sexual harassment is defined as a prohibited act of sexual discrimination and is unlawful. It can be verbal, visual, physical, or communicated in writing or electronically. Any student found to have engaged in sexual harassment, whether or not the harassment rises to the level of a civil rights violation, will be subject to appropriate disciplinary measures commensurate with the offense, including, but not limited to, expulsion. Any CCC&TI student who believes he/she has been discriminated against or desires more information regarding this policy should contact the Vice President of Student Services or the Director of Human Resources.

Title IX Compliance

Title IX (1972) aims to eliminate gender bias in educational environments. The 2013 reauthorization of Title IX expands the definitions of gender bias to include sexual assault, sexual harassment, domestic violence, and stalking, and it expands the expectation of colleges and universities in handling gender bias incidents. Along with the Clery Act, the Violence Against Women Act (VAWA) and the Campus SAVE Act, Title IX is in place to ensure a safe and healthy learning environment.

Caldwell Community College and Technical Institute (CCC&TI) is dedicated to providing an educational and work environment that is free from gender bias, sexual assault, sexual harassment, domestic and dating violence and stalking. As part of CCC&TI's Title IX compliance efforts, all employees of the college are mandated to report any known or suspected violations of Title IX to the Title IX Coordinator (Dena Holman) or to a Title IX Deputy (Kathy Seitz and Kim Van Wie).

Solicitation

The general policy of the college is that of prohibiting non-college-related solicitations, public signage and announcements on property owned, leased or operated by the college.

Non-profit solicitations for fundraising purposes for civic clubs, schools, churches, etc. is allowed on a limited basis for current students and employees. The Vice President of Student Services is responsible for ensuring that such solicitations by students are unobtrusive and do not disrupt the educational process.

Non-profit solicitation to provide information and materials to the college community is also allowed on a limited basis. Requests must be made in writing to the office of the President who will provide a response in 10 working days. The college reserves the right to determine the time and location of such solicitations/distributions.

The college reserves the right to deny or stop any action on campus which does not contribute to the college's mission, disrupts the educational process or presents a clear and present danger.

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Any off-campus solicitation of funds by CCC&TI students, clubs or organizations must be approved by the Vice President for Student Services. Requests must be made in writing at least two weeks in advance of the activity, as per the following guidelines.

Guidelines for Fundraising Activities for Clubs

- 1 All fundraising activities must be submitted on a Proposed Activity Request Form.
- 2 Fundraising activities must be approved by Club Faculty/Staff sponsor, Student Government Advisor, SGA President, and Vice President of Student Services.
- 3 Fundraising events should be on campus events. Sale of products to raise money is permissible to individuals only.
- 4 The collection and expenditure of funds derived from fundraising activities of student clubs shall be consistent with the stated purpose and goals of the college.
- 5 Solicitation of any kind (goods, services, pro-bono work or money) must be approved through the Proposed Activity Request Form and by the CCC&TI Foundation Office.
- 6 Any solicitations for money or in-kind gifts must be reviewed for compatibility with the institutional purpose and coordinated and approved by the Foundation Office.
- 7 No clubs may sell meals or food unless purchased pre-packaged. The culinary club is exempt from this if the items are prepared in a state-inspected kitchen.

Tobacco Use Policy

Caldwell Community College and Technical Institute (CCC&TI) is committed to providing a safe and healthy environment for its students, employees, and visitors. CCC&TI recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors (including guests and contractors).

Definition

For the purposes of this policy, smoking is defined as the use or possession of a cigarette, cigar, cigarillo, pipe, or any other tobacco product, or the use of an electronic inhaler that employs a mechanical heating element, battery, electronic circuit or similar device to heat a liquid nicotine solution or other product (e.g., vapor cartridge), such as an electronic cigarette, hookah, cigar or pipe. Other tobacco products are defined as any type of tobacco that is chewed or used in any other form. Examples include, but are not limited to, chewing tobacco, loose leaf, pellets, plugs, twist, pastes, dip, pouches, dissolvable, and nasal/dry snuff.

Policy

G.S. 115D-20 and G.S. 143-599 state that CCC&TI has the legal authority to prohibit tobacco use on its campuses. Therefore, beginning May 16, 2017, Caldwell Community College and Technical Institute will implement the following policy.

Smoking and the use of any tobacco products are prohibited on all properties owned, leased or operated by the college, which includes (but is not limited to) the following properties:

- All campus buildings, facilities or property owned, leased or operated by CCC&TI, including outside areas
- On campus grounds and facilities that are the property of the college, including areas such as walkways breezeways, parking lots, walking trails and patios

Institutional Policies

- Facilities and/or grounds being used for private events
- All vehicles leased or owned by the college.

Compliance

All students, staff, faculty, and visitors (including guests and contractors) are required to comply with this policy, which shall remain in effect at all times. Refusal to comply with this policy may be cause for disciplinary action:

- Employee non-compliance will be addressed in the same manner as any other college policy violation.
- Student non-compliance will be addressed in the same manner as any other student code of conduct violation.
- Visitor non-compliance may be grounds for removal from campus.

Implementation

The Health and Safety Committee shall develop a plan for communicating the policy to students, staff, faculty, and visitors. This plan may include information in student and employee handbooks, college catalog, website, announcements at institutionally-sponsored or related events, and appropriate signage in buildings and around campus.

Through existing health plans, Employee Assistance Program, and community sponsors, Caldwell Community College and Technical Institute will consult with appropriate health organizations to provide students and employees with information and access to QuitlineNC at 1-800-QUIT-NOW, support systems, programs, and services to encourage abstinence from the use of tobacco products, including publicizing free, accessible tobacco cessation classes, seminars, and support groups on or off campus.

Weapons Policy

Possession or use of a weapon, as defined by North Carolina state law, on CCC&TI premises or at CCC&TI sponsored or supervised functions, is prohibited under G.S. 14-269.2 This includes carrying: any gun, rifle, pistol, BB gun, stun gun, air rifle, air pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, tear gas or powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

Exceptions may apply to:

- authorized college security personnel
- law enforcement officers attending CCC&TI college classes or activities

This prohibition does not apply to an individual who has

- a concealed handgun permit issued in accordance with Chapter 14, Article 54B of the North Carolina general statutes, has a concealed handgun permit considered valid under G.S. 14-415.24, or is exempt from obtaining a permit pursuant to G.S. 14-415.25, provided the weapon is a handgun, AND
- the handgun remains in a closed compartment or container within the individual's locked vehicle or a locked container securely affixed to the individual's locked vehicle, AND

Institutional Policies

- the vehicle is only unlocked when the individual is entering or exiting the vehicle, AND
- the handgun remains in the closed compartment at all times.

Violations

- Employees, students, vendors, visitors, or members of the public who possess weapons in violation of these regulations may be subject to criminal penalties.
- Any employee or student who reasonably suspects these regulations are being or have been violated must immediately report the matter to vice president of student services or local law enforcement.
- Any employee who either violates these regulations, or who fails to report reasonable suspicion of any violation, will be subject to disciplinary action, up to and including termination of employment.
- Any student who either violates these regulations, or who fails to report reasonable suspicion of any violation, will be subject to disciplinary action, up to and including being banned from campus, suspension or expulsion.

Curriculum Refund Policy

Students will receive a tuition refund in accordance with the NC State Board of Community College Code (1E SBCCC900.1).

On-Cycle Course Sections

A 100 percent refund will be issued to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the college calendar.

The college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.

After an on-cycle section begins, a 75 percent refund will be issued to students who officially withdraws or is officially withdrawn by the college from the course section prior to or on either of the following:

- a) The 10 percent point of the academic period, or
- b) The 10 percent point of the course section.

Off-Cycle Course Sections

For an off-cycle course section, a 100 percent refund shall be made if the student officially withdraws from the course section prior to the first day of the off-cycle course section. After an off-cycle course section begins, a 75 percent refund shall be made if the student officially withdraws or is officially withdrawn from the course section on or before the 10 percent point of the course section.

Non-Regularly Scheduled Course Sections

For course sections deemed as non-regularly scheduled sections, for example independent study sections, as defined in 1G SBCCC 200.93, a 100 percent refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the non-regularly scheduled course section. After a non-regularly scheduled course section begins a 75 percent refund shall be made if the student officially withdraws or is officially withdrawn by the college from a non-regularly scheduled course section prior to the 10th calendar day after the start of the course section.

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Residency Status

If the State Education Assistance Authority makes a final validation determination prior to the 10 percent point of the course section or academic term, the college shall provide a 100 percent refund using State funds if all of the following conditions apply:

1. At the time of the student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined in G.S. 116-143.1(a)
2. After validation of the information provided in the student's residency application, the State Education Assistance Authority subsequently determines that the student was a nonresident for tuition purposes, as defined in G.S. 116-143.1(a).
3. The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.

If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in G.S. 116-143.1(a), after the 10 percent point of the course section or academic term, the college shall apply the nonresident tuition determination to the following term.

Upon request of the student, the college will issue a 100 percent refund of tuition to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements, and buy back textbooks through the college's bookstore operations to the extent allowable under the college's buy back procedures.

The college shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

If a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for that course section shall be refunded to the estate of the deceased upon the college becoming aware of the student's death.

Refunds of student activity fees and campus services fees will be given if the student officially withdraws prior to the first day of the college's academic semester or if the course section(s) are officially cancelled by the college. Fees not refundable (unless institutional error) are: (1) insurance payment, (2) special course fees and (3) graduation fees.

In order to begin the refund process, a student must:

- Complete the student portion of the Drop/Add Form, including student, instructor and advisor signatures. These forms are available in Student Services on both campuses, Faculty Offices on the Caldwell Campus, Watauga Instructional Facility or Student Services, and online.
- The last date of attendance must be completed by the instructor.
- Students enrolled in distance learning courses should complete the Drop/Add form electronically and submit to the Registrar through their student email

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account. Correspondence received from an email account not issued by CCC&TI will not be considered official communication.

- Present the completed form to a staff member in Student Services in order for the official drop date to be recorded.
- In certain cases, e.g., institutional error, withdrawals before the first class, the Vice President of Student Services or designee(s) may sign the official drop form.

Refunds will not be given if:

- The Drop/Add Form is incorrectly or incompletely filled out.
- The date the Drop/Add Form is officially received is past the appropriate deadline as indicated in the refund policy.
- The drop is done by the instructor rather than the student.
- The Drop/Add Form is electronically submitted from an email account not issued by CCC&TI.

Code of Conduct

Student Rights, Responsibilities & Code of Conduct

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

Student Rights

- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
- Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner.
- Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
- Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records.
- No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a student code of conduct violation the right to a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

Student Code of Conduct

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following are violations of the Student Code of Conduct:

- Academic Dishonesty (See Academic Integrity Policy); a second violation of the CCC&TI Academic Integrity Policy shall be treated as a disciplinary issue carrying

Code of Conduct

severe consequences.

- Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- Possession, or distribution, of alcoholic beverages or being in a state of intoxication on the college campus or at college sponsored or supervised functions off campus or in college owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
- Mental or physical abuse of any person on college premises or at college sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.
- Any act or misuse of technology that is directly prohibited by the current computer usage policy.
- Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings or other college activities, including public service functions and other duly authorized activities on college premises.
- 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.
- Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; or which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
- Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- Gambling.
- Smoking in classrooms, shops, labs or other unauthorized areas.
- Violation of college regulations regarding the operation and parking of motor vehicles.
- Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
- Failure to comply with instructions of college officials acting in performance of their duties.
- Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- Fiscal irresponsibility such as failure to pay college levied fines, failure to repay college funded loans or the passing of worthless checks to college officials. The college will not accept checks from students who have written the college a check

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with insufficient funds.

- Violation of a local, state or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
- Any conduct which materially and adversely affects the educational process.
- Any physical, emotional or behavioral problems that adversely affects the safety of students and the educational process.

Disciplinary Procedures

Immediate Dismissal

Any instructor or administrative officer may dismiss a student from the class or the college if an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college. Prior to dismissal, student(s) shall be given the opportunity to explain his or her conduct to the suspending instructor or administrative officer.

Charges

Any administrative official, faculty member, or student may file charges with the vice president of student services against any student or student organization for violations of college regulations. The individual(s) making the charge must make the following information available to the vice president of student services:

- name of the student(s) involved.
- the alleged violation of the specific code of conduct.
- the time, place, and date of the incident.
- the name(s) of person(s) directly involved or witnesses to the infractions.
- any action taken that related to the matter.
- desired solution.

Disciplinary Process

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, following procedures will be followed: Charges: Any administrative official, faculty member, or student may file charges with the Vice President of Student Services against any student or student organization for violations of college regulations.

Investigation and Decision

Within 5 working days after the charge is filed, the Vice President of Student Services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President or designee may act as follows:

- Drop the charges.
- Impose a sanction consistent with those shown below.
- Refer the student to a college office or community agency for services.

Notification

The decision of the Vice President of Student Services shall be presented to the student in writing immediately following the meeting with the student. The student will be made aware of the charges, the Vice President's decision and instructions governing the appeal process.

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Sanctions

The VP of Student Services may apply the following sanctions as appropriate:

- **Reprimand:** A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties.
- **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action will be taken.
- **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. This probation will be in effect for no less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.
- **Restitution:** Paying for damaging, misusing, destroying or losing property belonging the college, college personnel or students.
- **Interim Suspension:** Exclusion from class and/or other privileges or activities as Institutional Policies set forth in the notice, until a final decision has been made concerning the alleged violation.
- **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty (as determined by the Grade Appeal Procedure).
- **Withholding transcript, diploma, or right to register:** Imposed when financial obligations are not met.
- **Suspension:** Exclusion from class(es) and/or all other privileges or activities of the college for a specified period of time. Students who receive this sanction must get specific written permission from the Vice President of Student Services or designee before returning to campus.
- **Expulsion:** Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be re-admitted to the college only with the approval of the President.
- **Group Probation:** This is given to a college club or other organized group for a specified period of time.
- **Group Restriction:** Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester).
- **Group Charter Revocation:** Removal of college recognition for a group, club, society or other organization for a minimum of two years

Appeals Procedure

A student who disagrees with the decision of the Vice President of Student Services or designee may file a formal grievance as follows.

Grievance Procedures

Statement of Policy

CCC&TI is committed to mutual respect among all constituents of the college community. The purpose of this procedure is to provide CCC&TI students an equitable and orderly process to resolve grievances other than sexual harassment complaints and grade appeals. Because separate policies/procedures exist for these disputes, complaints of this nature are excluded from consideration under this policy.

Definition: A grievance exists in any situation in which students feel that there has been a violation, misinterpretation, or misapplication of an existing college policy including complaints alleging discrimination or harassment on the basis of race, color, creed, national

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origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

Every attempt should be made to resolve violations of policy in an informal manner and only when these attempts are not successful should the formal procedure be utilized. Persons involved in the grievance procedures shall not be coerced, intimidated, or suffer any reprisal.

Informal Procedure

Prior to filing a formal grievance, students are strongly encouraged to discuss their grievances with the person alleged to have caused the grievance. The purpose of this informal discussion is to provide the student, faculty member, or other person with authority the opportunity to address and resolve the grievance at the lowest possible level.

- a. The student shall first informally discuss the matter in question with the college faculty or staff member most directly involved. If the meeting with the college employee fails to produce a satisfactory settlement, the student may appeal directly to the employee's immediate supervisor.
- b. Should an informal discussion fail to produce a satisfactory settlement of the grievance, the student should contact the employee's immediate supervisor, who will attempt to mediate a resolution. If these informal discussions do not satisfactorily resolve the grievance, the student may initiate the formal grievance procedure.

Formal Procedure

Step One: In the event the matter is not resolved informally, the student may submit the grievance in writing to the vice president of student services who shall hear all parties involved in the grievance and render a written decision. *Note: The grievance may be initiated at or moved to Step Two without a hearing at a lower step(s), if both parties agree.*

A copy of the grievance must be filed as provided in Step One within twenty (20) business days from the date on which the act or purported act which is the subject of the grievance occurred.

The vice president of student services will hear all parties involved in the grievance and render a written decision within five (5) business days of receipt of the grievance. If the grievance is against the vice president of student services, the executive vice president will perform the functions of the vice president of student services as required by this policy.

- a. Should a grievance not be satisfactorily resolved or should no decision be forthcoming in the time prescribed above, the grievance may, within five (5) business days, be submitted to the next step.

If the finding or resolution of a grievance at any step in the grievance procedure is not appealed within ten (10) business days, the grievance will be considered settled on the basis of the last answer provided, and there shall be no further appeal or review.

Step Two: If the grievance is not resolved satisfactorily in Step One, it may be appealed to the Grievance Committee, who will make a decision regarding the grievance. This decision shall be binding to all parties.

The Grievance Committee will hear all parties involved in the grievance and render a

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written decision within ten (10) business days of receipt of the appeal from the Step One decision.

- a. Time limits under the procedure may be changed by mutual agreement only.

The chair of the grievance committee will be appointed at the first meeting called by the president or by the chair of the board of trustees if the grievance is related to the president. The grievance committee will consist of four (4) standing members and three (3) members selected at the time a grievance is presented. In addition to the committee members, a recorder will be assigned. The four standing members will serve for two (2) years; and, in order to provide continuity, initially two members will be appointed for two years and two members will serve one year. The parties involved may challenge the impartiality of any of the seven members selected by the president or by the chair of the board of trustees. This committee will act as a hearing committee for all student grievances.

Continuing Education/Workforce Development

The Continuing Education and Workforce Development Office (Caldwell) is located on the first floor of the Faye A. Broyhill Building, and the Watauga Office is located on the Watauga campus.

Need Help? Ask Us!

Absences.....	Instructors
Attendance	Instructors
Dropping a Course	Continuing Education Office Staff
Grading System.....	Continuing Education Office Staff
I.D. Card.....	Caldwell Learning Resource Center/Watauga Student Services
Parking Tags	Office Staff
Student Transcripts	Student Services

Continuing Education Directory

Continuing Education/Workforce Development (Caldwell)	726-2242/726-2619
Continuing Education/Workforce Development (Watauga)	297-8120
NCWorks Career Planning and Placement Center (Caldwell).....	759-4680
NCWorks Career Planning and Placement Center (Watauga).....	265-5385
Public Safety	726-2242
Vocational & Technical Services	726-2382

Attendance

Since the Continuing Education/Workforce Development department offers such a wide variety of courses, it is impossible to have a departmental-wide attendance policy. Therefore, it is important that each student be aware of the particular attendance policy for each course. Instructors will issue attendance policies at the beginning of the course. Students will be held responsible for understanding all attendance and classroom rules issued by the instructor.

Dates to Remember

Students may register each Tuesday for classes in the current semester from 8:00 am to 7:00 pm in the Continuing Education offices located on each campus.

Regular Continuing Education registration dates are:

Fall	August 1
Spring	January 3
Summer	May 23

The college will be closed on the following holidays in the 2017-18 academic year:

Labor Day	Sept. 4
Veteran's Day	Nov. 10
Thanksgiving.....	Nov. 23-25 (College closes at 5 pm on Nov. 22)
Christmas/New Year's	Dec. 22-Jan. 1 (College closes at 12 pm on Dec. 21)
Dr. Martin L. King Holiday.....	Jan. 15
Easter Monday	April 2
Memorial Day Holiday	May 28
Fourth of July Holiday	July 4

Continuing Education/Workforce Development

Grading System

Numerical and/or letter grades will be given for continuing education courses meeting 96 contact hours or more. A course syllabus with the requirements for each class will be given to students at the first class session.

Ten Point Grading Scale (96 contact hours or more)

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below

The following grades will be recorded for those courses less than 96 hours unless approved by the continuing education department chair.

Occupational Extension/Self Support (less than 96 contact hours)

S = Satisfactory

AU = Audit

U = Unsatisfactory

I = Incomplete

W = Withdrawal by student or instructor

Insurance (Accident)

All CCC&TI students may purchase school-time accident insurance through the college. Any student who is interested in accident insurance may obtain a brochure from Student Services office staff or the Business Office outlining the cost and coverage. An application form may be obtained from the Business Office

Insurance (Malpractice)

Special malpractice insurance is required for certain continuing education courses such as: massage therapy, phlebotomy, nurse aide, EMT, paramedic, etc. This fee is not refundable.

Refund Policy

- Students registered for an occupational extension class who officially withdraw prior to the first class session will be eligible for a 100 percent refund, if requested.
- Students who officially withdraw at the first class session or by the 10 percent date of the class will be eligible for a 75 percent refund, if requested. (Students enrolled in a multi entry/multi exit class who officially withdraw on the first day of class or within 10 calendar days of the first class meeting are eligible for a 75 percent refund, if requested.)
- Students registered for an occupational extension class that is canceled for any reason by the Continuing Education Department Chair or Vice-President of Continuing Education and Workforce Development will automatically be issued a 100 percent refund.
- Students registered for a community service/self supporting class will not be eligible to receive a refund. Exceptions will be determined on an individual basis by the Continuing Education Department Chair or Vice-President of Continuing Education and Workforce Development.
- To receive a refund, a student must complete and sign a continuing education drop form and have the Continuing Education Department Chair or Vice-President of Continuing Education and Workforce Development sign for the class(es) being dropped.

Student Records/Transcripts

Official continuing education transcripts are available in Student Services. Student records and transcripts can be reviewed by students for accuracy.

College & Career Readiness

College & Career Readiness Department

The mission of CCC&TI's College & Career Readiness Department is to educate and train individuals to raise their level of education and increase their opportunities for success, allowing them to become better parents, citizens and employees.

For more information about Adult Education opportunities such as the Adult High School Diploma Program, High School Program or English as a Second Language please contact College & Career Readiness on the Caldwell Campus at 726-2203 and on the Watauga Campus at 297-5253, ext. 5320.

College & Career Readiness Offerings

Adult Basic Education (ABE)

Adult Basic Education classes are offered for people who may need help learning basic reading, writing and math skills. Instruction is also provided in science and social studies. Classes are offered free of charge, including all books and materials which have been especially prepared for adult learners. Persons can study at their own pace with instructors available to assist them in this pre-high school program. Volunteer tutors are also available to assist as needed. Instruction and materials are available in content specific classes where students can improve their reading, writing and math skills while learning about the career area in which they are interested.

Adult High School Diploma (AHS)

The Adult High School Diploma Program is for anyone who wants to complete his/her high school education and earn a diploma. Credits previously earned in public or private high school can be transferred into this program. Classes are free and are offered on both the Caldwell and Watauga campus.

Compensatory Education

This is a community college program designed for intellectually disabled adults or those with traumatic brain injuries. Its goals are to help the individual acquire basic skills and abilities needed to become more independent and self directed and to meet and manage community, social, work and personal adult responsibilities. Classes are free and meet in sheltered workshops, community sites and campus classes.

English as a Second Language (ESL)

English as a Second Language classes are designed for non-native students who need to learn to speak, read or write English. Special curricula and instructional techniques are used to meet the needs of this population. Conversation classes, a computer lab, a U.S. Citizenship Preparation Class, and an online class are all available.

Family Literacy

Local elementary schools and the Family Resource Center provide classes that enable parents and children to learn together in both joint and separate classes on a daily basis. Adult Basic Education/GED, English as a Second Language, parenting, and life skills instruction for parents, and preschool and school enhancement activities for children are provided in these free Family Literacy classes.

NCCCS High School Equivalency (HSE)

This program is designed to give adults who have less than a twelfth-grade education an opportunity to earn a high school equivalency credential. Classes are offered on the Caldwell and Watauga campuses and throughout the community. Individualized instruction as well as group instruction in reading, language, and math are provided

College & Career Readiness

in an adult-centered atmosphere. Students can also work online to do some preparatory work for the NCCCS High School Equivalency. To complete the NCCCS High School Equivalency, passing scores are required on five tests: Language Arts: Reading, Science, Math, Social Studies, and Language Arts: Writing. Those who want to earn a NCCCS High School Equivalency may enroll and complete the program at any time during the semester. Registration is free.

High School Equivalency Online

Students with high school level placement test scores may choose to enroll in the NCCCS High School Equivalency online program to prepare for earning an equivalency diploma. This program can be accessed in any location that has reliable internet service. Students wishing to be part of the online program should complete the twelve hour Adult Education Orientation and Assessment class and meet with an advisor who will evaluate their placement test scores and their eligibility for the online course. Those who meet the requirements will need to attend a short orientation in order to meet the online instructor, learn about the software, receive a password, and get ready to work online. Students may complete their preparation for the test battery while communicating with the online instructor electronically. When ready, students come to the Testing Center on the college campus to take the official tests.

Enrollment

Classes are offered on both the Caldwell and Watauga campuses and in the community during the day and evening most days of the week. Students must enroll at the community college in Caldwell or Watauga even if they wish to attend a class off campus at one of the community sites. All new Adult Basic Education, HSE and Adult High School students including students who wish to attend off campus will need to attend the Basic Skills Orientation/ Assessment Class in order to enroll in classes. The Caldwell Orientation/Assessment Class is offered weekly throughout the semester, meeting 3 ½ hours per day for 4 days. Morning and evening hours are available. Watauga Orientation/Assessment Class is offered weekly throughout the semester and meets for 3½ hours for two days. Registration is required.

Who May Enroll?

Anyone 16 years of age or older may enroll.

Minor Permission Form

If a prospective student is under the age of 18, he/she must complete a minor permission form. The minor permission form may be obtained from the Basic Skills Department on the Caldwell campus and the Watauga Basic Skills Center. The form must have the signatures of the student, the parent or guardian, the notary public and the principal of the last school attended with the date of public school withdrawal. Any student who has been out of public school less than 6 months must also have the superintendent's signature. Any student who has a driver's license or permit must provide a copy.

ESL-English as a Second Language

Those needing English classes may enroll on Wednesdays at 8:30 am or 6:00 pm in G Building if they wish to attend on-campus. Watauga ESL enrollment is the first Tuesday of each month at 5:00 p.m. or Friday mornings at 9:00 am.

Driver's License

Minors who wish to keep or apply for their driver's license or learner's permit must attend class 60 hours a month (average 15 hours a week). After a student has been successful in class for 6 months, he/she may request a certificate from the Department

College & Career Readiness

Chair of Basic Skills. The Department will issue a certificate to the Department of Motor Vehicles to apply for his/her driver's license. Driver's education classes are the responsibility of the student.

Transition Advising

Students have access to a Transition Advisor to assist them in moving from NCCCS High School Equivalency (HSE) and AHS to college programs. This individual is available to students in Caldwell and Watauga counties by appointment. Each graduate is expected to meet with the Transition Advisor to develop a plan for his/her post-secondary education and/or training.

Adult High School Diploma Program

Adult High School classes are structured on an eight-week schedule. Students may enroll in morning, afternoon or evening classes, or all three. Core subject classes meet twice a week and elective classes meet once a week. One unit of credit is earned for each class that is successfully completed.

Requirements for Graduation

A total of 21 units must be completed for graduation. Applicants may receive transfer credits for courses previously completed in public, private, or home school. If there are no credits to transfer, a student may earn all 21 units with the Adult High School Diploma Program. The requirements for graduation are:

- A minimum score of 9.0 on the Reading, Language Skills, and Math Placement Tests
 - English 4 units
 - Mathematics 4 units (to include Algebra I and Geometry)
 - Science 3 units (to include Biology, Earth, and Physical Science)
 - Social Studies 3 units (to include Government/Economics, US History and World History)
 - Health or PE 1 unit
 - Electives 6 units
- 21 units**

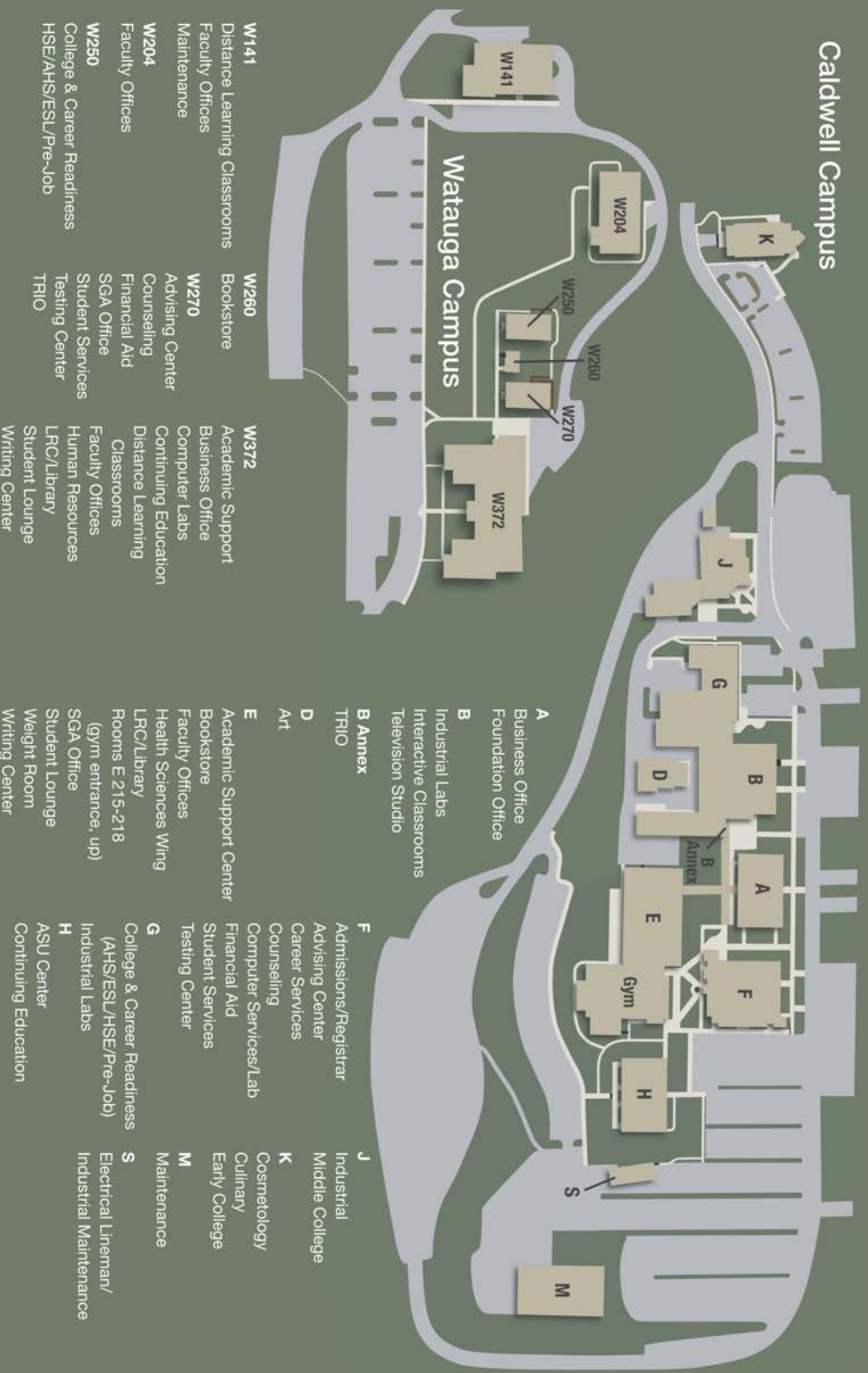
AHS Attendance Policy

Students are expected to attend all regularly scheduled classes and stay the entire three hours. Students are encouraged to register for a schedule that matches their personal schedule so that absences and tardies are not necessary. Being tardy is considered a class disturbance and may result in probation. There are no excused absences in the Adult High School Program; however, students are allowed three emergency absences in core classes and two emergency absences in elective classes. Class work missed because of emergency absences must be promptly made up upon return to class. Students are dropped from class once absences exceed three in core class or two in an elective class.

Caldwell Campus



Watauga Campus



W141

Distance Learning Classrooms
Faculty Offices
Maintenance

W204

Faculty Offices

W250

College & Career Readiness
HSE/AHS/ESL/Pre-Job

W260

Bookstore

W270

Advising Center
Counseling
Financial Aid
SGA Office
Student Services
Testing Center
TRIO

W290

Computer Labs
Continuing Education
Distance Learning
Classrooms
Faculty Offices
Human Resources
LRC/Library
Student Lounge
Writing Center

W372

Academic Support
Business Office
Computer Labs
Continuing Education
Distance Learning
Classrooms
Faculty Offices
Human Resources
LRC/Library
Student Lounge
Writing Center

W373

Academic Support Center
Bookstore
Faculty Offices
Health Sciences Wing
LRC/Library
Rooms E 215-218
(gym entrance, up)
SGA Office
Student Lounge
Weight Room
Writing Center

W374

College & Career Readiness
(AHS/ESL/HSE/Pre-Job)
Industrial Labs
ASU Center
Continuing Education

A

Business Office
Foundation Office

B

Industrial Labs
Interactive Classrooms
Television Studio

B Annex

TRIO

D

Art

E

Academic Support Center
Bookstore
Faculty Offices
Health Sciences Wing
LRC/Library
Rooms E 215-218
(gym entrance, up)
SGA Office
Student Lounge
Weight Room
Writing Center

F

Admissions/Registrar
Advising Center
Career Services
Counseling
Computer Services/Lab
Financial Aid
Student Services
Testing Center

G

College & Career Readiness
(AHS/ESL/HSE/Pre-Job)
Industrial Labs

H

ASU Center
Continuing Education

J

Industrial
Middle College

K

Cosmetology
Culinary
Early College

M

Maintenance

S

Electrical Lineman/
Industrial Maintenance