

2021 - 2022
Student Handbook



Caldwell Community College
& Technical Institute

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, CCC&TI 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



Front Row

Kelly Cathcart-Treasurer Watauga
Sandra Bowers-Parliamentarian Caldwell
Fabiola Euceda-Senator Caldwell
Taylor Ivosic-Secretary Caldwell
Diane Mazza-Advisor Watauga

Back Row:

Kim Lackey-Advisor Caldwell
Makayla Stinson-Senator Caldwell
Jordan Murphy-Vice President Watauga

Back row standing on ledge:

Brianna "Roman" Swanson-President
Emily Norwood-Vice President Caldwell

Welcome from the 2021-22 CCC&TI Student Government Association

Hello, everyone!

My name is Brianna “Roman” Swanson, and I have been lucky enough to be elected the President of the Student Government Association (SGA) for the Caldwell and Watauga campuses. I can usually be found in the SGA office on the bottom floor of E building just around the corner from the bookstore on the Caldwell campus. Please stop by if you ever need anything. SGA is here to serve you!

What is the Student Government Association?

The SGA works to bring extracurricular activities to campus and to represent you on a variety of committees. Some examples of the committees we attend include Executive Council, Academic Affairs, and College Planning Council. Here we work to make sure student voices are being heard. Not only do the aforementioned events provide the chance for soft skills attainment, but they also give students a positive outlet to channel their college related stress.

Benefits of Becoming an Involved Student

Becoming an involved student across campus will allow you to grow both personally and professionally. Involvement will open doors to internship opportunities, scholarships, and meeting others with similar beliefs and backgrounds. We want to help you become acclimated to college one step at a time. By becoming involved, you can cultivate a college experience that is all your own! You will take these experiences with you beyond CCC&TI to ensure rich opportunities ahead. We hope to see you join us this upcoming year in becoming an involved student.

What Involvement has Done for Me

Being a first-generation college student, I had no clue how to navigate post-secondary education. However, I was able to learn about the TRIO organization, which is specifically catered to aiding first generation college students! From meeting with Becky Boone, I was able to become more involved across campus, making my transition into my college journey so much easier. I connected to other clubs and organizations such as Ambassadors, NSLS, PTK, and the Global Students Club where I could easily volunteer my time and feel more connected to my campus community. Now in my last year at CCC&TI, I have ample experiences all across campus which have given me many tools to take to the next level of my educational career and relationships that go far beyond the walls of the college.

Sincerely,

Brianna “Roman” Swanson
Student Government Association President 2021-2022
Caldwell Community College & Technical Institute

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

Note to Students

The Caldwell Community College & Technical Institute Division of Student Services has published this handbook to assist you in meeting your educational goals at CCC&TI. Please review all policies and familiarize yourself with the academic calendar. Caldwell Community College & Technical Institute has made every reasonable effort to determine that everything stated in this handbook is accurate at the time of publication.

The statements in this publication are not to be regarded as an irrevocable contract between the college and the student. The college reserves the right to change any provisions or requirements at any time. However, the N.C. General Assembly, the State Board of Community Colleges or the CCC&TI Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this handbook (June 2021). The N.C. General Assembly may make changes in tuition without notice. The official version and any addendums of the college handbook can be found at cccti.edu/handbook.

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2021-22 Academic Calendar

Fall Semester 2021

April 7-April 8	Fall Priority Registration Current Students
April 9	Fall Registration New Students
August 9	Employee Kickoff Day
August 11	Final Registration Fall Term
	Fall Tuition Payment Due by 6 p.m.
August 18	Curriculum Classes Begin
	15-Week Classes Begin
	1st-12 Week Classes Begin
	1st-7-Week Classes Begin
August 18-19	Schedule Change Period
September 6	Labor Day Holiday/Institution Closed
September 9	2nd-12 Week Classes Begin
September 16	Constitution Day Activities
October 1	FAFSA Filing Target Deadline for Spring 2022
October 8	1st-7 Week Classes End
October 11-12	Curriculum Student Fall Break
October 13	2nd-7 Week Classes Begin
October 21	Last Date Student Can Drop Without Academic Penalty
November 11	Veterans Day Holiday/Institution Closed
November 15	1st-12 Week Classes End
November 15-16	Priority Registration Spring 2022 Term
November 17	Spring Registration New Students
November 24	No Curriculum Classes
	Institution Closes at 5 p.m.
November 25	Thanksgiving Holiday/Institution Closed
November 26	Institution Closed
November 27-28	Institution Closed
December 1	Fall Graduation Application Deadline
December 9	End of Fall Semester
	15 Week Classes End
	2nd-12 Week Classes End
	2nd-7 Week Classes End
December 14	Grades Due by Noon
December 22	Institution Closes at 12 p.m.
December 23	Institution Closed
December 24	Institution Closed
December 25-31	Institution Closed

Spring Semester 2022

January 1	Institution Closed for New Year's Holiday
January 2	Institution Closed
January 3	Institution Reopens
January 3	Professional Development Day
January 3	Charge in Bookstore
January 6	Final Registration for Spring 2022
	Payment Due by 6 p.m.
January 10	Curriculum Classes Begin
January 10-11	Schedule Change Period
January 17	Martin Luther King Jr. Holiday, Institution Closed

MY CCCTI PORTAL

CCC&TI has implemented the MyCCCTI Portal to give students and faculty access to services such as Email, Moodle, Self Service 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 Purpose

Caldwell Community College and Technical Institute is a public, comprehensive post-secondary 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.

Philosophy

Caldwell Community College and Technical Institute is 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.

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, and
- offer diverse services and opportunities which improve the quality of life.

As an institution, we value:

- **Teaching and Learning** - We embrace an educational climate that promotes lifelong learning, intellectual growth, and scholarship through excellence in teaching.
- **Student Success** - We cultivate environments and opportunities that are conducive to student learning, development, and success.
- **Academic Excellence** - We commit to providing exemplary educational experiences.
- **Innovation** - We aspire to improve the college environment through critical and creative thinking.
- **Integrity** - We encourage an environment of fairness and honesty by upholding the highest ethical standards throughout the college.
- **Communication** - We recognize that effective communication is essential to establishing a culture that fosters collaboration, strengthens relationships with others, and promotes the mission of the college.
- **Community** - We nurture partnerships and relationships that strengthen the local, regional, state, and global communities.
- **Inclusion and Diversity** - We create respectful and equitable work and learning environments across differences where every person feels valued and has opportunities for growth and potential.

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 Support (tutoring, computer-aided lessons, workshops, test review materials)	726-2725	297-3811
Admissions	726-2700	297-2185
Adult Education	726-2230	297-5253
Athletics	726-2606	
Bookstore	726-2302	297-3811
Broyhill Civic Center	726-2401	
Business Office	726-2223	297-3811
Career Connections	726-2609	
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	297-5234
	759-4646	
Distance Learning Technical Support	866-851-5713	
Faculty Office	726-2316	297-3811
	726-2315	
Financial Aid	726-2713	297-2185
Foundation Office	726-2260	
Library (Learning Resource Center)	726-2309	297-3811
NCWorks Career Center	759-4680	
Records	726-2712	297-2185
Transcripts	726-2720	297-2185
School Resource Officer	726-2205	
	726-2237	
Security	726-2200	297-3811
SGA Office	726-2479	297-2185
Student Activities	726-2301	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*



Randy Ledford
VP, Instruction



Donnie Bassinger
VP, Operations



Steve Melton
*Executive Director,
Watauga Campus*



David Holman
*VP, Finance &
Administration*

College Lingo

College Lingo

Academic Advisor: A faculty/staff member that assists students in making informed and responsible decisions, selecting classes, and achieving their goals. Visiting an academic advisor is required prior to each enrollment. Students will be assigned a permanent advisor during their first semester in their academic program.

Academic Probation: Students who do not earn a 2.0 grade point average for a second consecutive semester will be placed in Academic Probation. Student assigned an Academic Probation status will be required to meet with their Success Coach to amend their Academic Improvement Plan. Students may be limited in the number of credit hours they are allowed to register for each semester.

Academic Suspension: Students who do not earn a 2.0 grade point average for two consecutive semesters will be placed on academic suspension. A student may be considered for re-entrance after one semester of suspension.

Academic Warning: A student who does not earn minimum cumulative GPA of 2.0 during any semester or term will be placed on academic warning. Student assigned an Academic Warning status will be assigned a Success Coach and will be required to develop an academic improvement plan.

Accommodations: Supplemental services and/or auxiliary aids determined reasonable by Counseling and Disability Services and provided to enable students with disabilities to participate in activities compatible with their condition and interests.

Add/Drop: The designated time in which a student can make changes to their semester schedule.

Admissions Specialist: Staff members working with students regarding admissions, first semester advising and registration, change of academic programs, and other issues that may assist in the transition to college life.

Advising: An interactive process in which a student with the help of an advisor, sets and attains academic goals, acquires relevant information and services, and makes responsible decisions consistent with interests, goals, and abilities.

Advising Hold: A hold (also referred to as a flag) put on a student's record that must be removed prior to registration.

Ambassador: Student leaders who represent the college at special events on campus and in the community. Students are nominated on the basis of grade point average (GPA), leadership potential, and communication skills.

Associate in Applied Science Program (AAS): An associate degree designed for workforce or vocational training.

Associate in Arts Program (AA): An associate degree that allows students to pursue general education requirements in order to transfer to a university to major in a field of study.

Associate in Arts – Teacher Preparation (AA-TP): An associate degree for those students interested in completing their degree requirements and transferring into a university education program, with a focus on humanities, writing, or the arts.

Associate in Fine Arts in Music (AFA-Music): An associate degree for those students

College Lingo

interested in completing their degree requirements and transferring into a university education program with a focus on music, music education or the field of fine arts.

Associate in Fine Arts in Visual Arts (AFA-Arts): An associate degree for those students interested in completing their degree requirements and transferring into a university education program with a focus on visual arts, visual arts education or the field of fine arts.

Associate in General Education (AGE): An associate degree that allows students to pursue all required general education and prerequisite courses for academic enrichment with an emphasis on personal interest, growth, and development.

Associate in Science Program (AS): An associate degree that allows students to pursue general education requirements in order to transfer to a university to major in a mathematical and/or science related field of study.

Associate in Science – Teacher Preparation (AS-TP): An associate degree for those students interested in completing their degree requirements and transferring into a university education program, with a focus on science, technology, engineering, and mathematics.

AVISO: AVISO is an online academic planning tool where students can communicate with success team members and faculty advisors, create academic success plans, and plan for upcoming class registration periods to have advising holds lifted.

Blended Courses: These courses blend traditional face-to-face class meetings with online learning, where the seated portion comprises the majority of the course.

Certificate Program: A one- to two-semester program of study intended for occupational training.

Cobra: School mascot.

College Catalog: A comprehensive publication that describes the college's academic programs, courses, and services.

Continuing Education: The department of the college that is dedicated to economic, workforce, and enrichment courses for the business sector and members of the community at large.

Corequisite: A course that must be taken at the same time as another course.

CobraMail: The email system used by the college.

Course Number: The three-digit number that follows the department prefix (ex. ENG 111, BIO 110).

Course Section: The designation after the course number that details where and when a class is located.

Credit Hours: The unit of academic credit assigned to each course that is based upon the course's contact and lab hours.

Curriculum: A student's program of study leading to a certificate, diploma, or degree.

Department Prefix: The three letter designation given to a course that details its

College Lingo

department (ex. ENG, COS, BIO).

Developmental Course: A course below the 100 level that prepares a student for curriculum course work.

Diploma Program: A three-to-four semester program designed for workforce or vocational training.

Distance Education: Courses offered either completely via the Internet or through a blend of traditional class meetings and an online component.

Payment Plan: The deferred payment plan administered through the Nelnet. Students can use this option during the Fall, Spring and Summer semesters through the Add period only.

FAFSA: Free Application for Federal Student Aid; the application completed by students to apply for federal and state aid.

FERPA: Family Educational Rights and Privacy Act; protects the privacy of student education records.

Financial Aid: Monetary assistance awarded in the form of a grant, scholarship, or other sponsorship.

Financial Aid Suspension: Students on Warning status who fail to meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) or have not met the minimum requirements for two consecutive terms will no longer be eligible for financial aid.

Financial Aid Warning: Students who do not meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) after an official evaluation at the end of a semester will be placed on warning for the following semester. Students may continue to receive financial aid during the warning period.

Full-time Student: A student enrolled in 12 or more credit hours during the fall and spring semesters and 9 or more credit hours during the summer semester.

Grade Point Average (GPA): Measures a student's academic achievement; calculated by dividing the total number of quality points by the total number of credit hours attempted. Students' academic GPAs do not include developmental coursework, but financial aid GPAs include developmental coursework.

Hybrid Course: These courses blend traditional face-to-face class meetings with online learning, where the online portion comprises the majority of the course.

Midterm: The central point of a semester in which students are notified of academic progress and/or take an exam.

Moodle: The online course management system used for distance education classes and as supplement web content for all curriculum classes.

Official Transcript: A transcript in a sealed envelope that is sent from the credit earning institution. An official transcript can be delivered by the student if unopened, sent directly from the institution, or sent through an institution's official electronic document provider.

College Lingo

Online Course: The courses are offered completely online via the Internet and Moodle but may have proctored exams.

Part-time Student: A student enrolled in 1-11 hours (Fall and Spring semesters) and 1-8 credit hours (summer semester).

Placement Test: A computerized test that assesses the student's level in English and Math.

Preregistration: The specified time that students can register with their academic advisor for the next semester.

Prerequisite: A course that must be taken prior to another course.

Priority Registration: A specific date and time current students are permitted to register based upon cumulative credit hours earned.

QEP (Quality Enhancement Plan): Our QEP is called M.A.P. for My Academic Plan. This is a college initiative to ensure students have selected an academic and career pathway consistent with their interests and academic goals. Learn more at www.cccti.edu/qep.

ReGroup Alert: CCC&TI mass notification system for Campus Emergencies and Closures.

Returning Student: A student who is currently enrolled or was enrolled in the semester prior.

Scholarship: Merit and need based funds available for qualified applicants.

Self Service: The online inquiry and registration system that permits students to view admissions and perform various registration functions, pay for classes, and check financial aid status.

Semester: The length of the academic term; the Fall and Spring are 15 weeks (though some classes are offered in 7, 10, or 12 week formats) and the Summer is either 8 or 10 weeks.

Success Coach: A staff member in Student Development and Success that proactively identifies a student's need and empowers them to discover available programs and services that will contribute to academic success.

Syllabus: A course guide provided by the instructor that details the instructor's contact information, course objectives, assignments, and other important information.

Withdrawal: The administrative procedure initiated by the student with an admissions counselor or initiated by the instructor for the student to be officially removed from a course or all courses.

College Success

The College Experience

The experiences you will encounter while enrolled in college can be vastly different from those you experienced in high school. It is important for you to understand the differences so that you are college ready for your first semester on campus.

Differences in Classes

In High School

Students can spend an average of 6 hours a day, 30 hours a week in class.

Each day students proceed from one class to another and have only a few minutes between classes.

Studying time outside of class may be limited each week.

The high school provides students with the textbooks and needed materials for each class.

Classes are scheduled for the student based upon track and grade level.

Teachers carefully monitor class attendance.

In College

Students can spend as little as 12 to 16 hours a week in class for a full-time load if no lab classes.

Students can have an hour or more between classes. Schedules vary each day and each semester.

Studying time should be at least two to three hours outside of class for every hour spent in class.

Students are responsible for purchasing their own textbooks, supplies, uniforms, and other materials to accompany their classes. Textbooks can be \$200-\$500 per semester.

Students will consult with their academic advisor each semester to select classes appropriate for their major.

There is a college attendance policy outlined in the catalog and student handbook. Always remember that class attendance is critical to success.

Differences in Grades and Testing

In High School

Extra credit projects are often available to help students raise their grade.

Grades are given for most assignments.

Consistently good homework may help raise the student's overall grades even when test results have low grades .

Testing is frequent and covers small amounts of material.

In College

Extra credit projects are seldom available.

Assigned work may not be graded or reviewed.

Students should check the course syllabus for how assignments are weighted. Results on tests, major projects, or papers usually carry more weight in the overall course grade.

Testing is usually infrequent and may be cumulative, covering large amounts of material.

College Success

Make up tests are often available.

Make up tests are seldom an option.

Initial test grades may not have an adverse effect on the student's final grade.

The first test may count for a substantial part of the final grade. If students are not doing well, it is their responsibility to get assistance.

Differences in Responsibility

In High School

Parents can talk to their child's teachers about their grades and can have access to their records.

The high school counselor can register students in classes.

Students can count on parents and teachers to remind them of responsibilities and provide guidance as they set their priorities.

Students will usually be told what to do and corrected if their behavior is out of line.

In College

The Family Educational Rights and Privacy Act (FERPA) governs college policies regarding student records and, without the student's written permission, parents are not allowed access to them.

An academic advisor can help students select courses and develop an educational plan, but students are responsible for enrolling and managing schedules.

Students will be faced with a large number of decisions. Students must balance their responsibilities and set priorities on their own.

Students are expected to take responsibility for what they do and don't do, as well as for the consequences of their decisions.

* Sources: How is College Different From High School? (n.d) Retrieved from Southern Methodist University smu.edu/alec • How is College Different From High School (n.d) Retrieved from GTCC Student Orientation Handbook • tcc.edu/media/152185/student%20orientation%20handbook.pdf

Reaching Academic Success

We are committed to helping you reach your educational goals and to getting you started on the path toward success. We have provided several student success tips to help you on your academic journey.

- Complete all admission requirements in a timely manner. You should complete all admission requirements in order to be officially accepted into your curriculum. Financial aid will not be awarded to eligible students until all requirements are complete.
- Apply early for financial aid. Whether you're applying for federal grants, veteran's benefits, or other sponsorship, the process can take a considerable amount of time. Be sure to apply early to avoid the possibility of paying out-of-pocket for your expenses.
- Know the campus resources that are available to you. You are highly

College Success

encouraged to explore the free support services we offer such as career exploration, academic tutoring, accessibility services, library services, open computer labs, and resume building.

- Follow your curriculum guide. Each curriculum has a guide that details the courses needed to complete the program. Pursuing the courses listed on your curriculum guide is the quickest way to obtaining your education in a timely manner.
- Complete all developmental courses in your first year. You may need multiple courses taken in sequence before taking your curriculum's English and/or Math requirement. Developmental courses are meant to refresh your skills so that you will be successful in your English, Math, and other curriculum classes.
- See your academic advisor each semester and register early. Each student is assigned an academic advisor. Consultations with your advisor will give you the most updated and pertinent information that you need. Registering during the designated early registration dates will ensure that your classes are available.
- Be familiar with the student handbook and college catalog and know deadlines. You are urged to review the college policies and the calendar in your student handbook and college catalog. Failure to follow policy could result in financial and academic penalties. The calendar details important dates you should know such as registration, drop/add, etc.
- Read and follow each course syllabus. Your course syllabi will contain important information regarding the course objectives, assignments, and other college policies, including attendance and plagiarism.
- Attend and participate in class. Regular attendance is required and demonstrates a commitment to educational achievement. Be an active learner.
- Get involved and make connections. Seek out opportunities to participate in campus organizations and other events. These opportunities will assist you in learning valuable leadership skills and in meeting other students, faculty, and staff.
- Manage your time wisely, take care of your health, and don't overload your schedule. Consider work, family, and social obligations when registering for your courses. Be sure to get enough rest, eat well, and exercise regularly.

General Information

Academic Advising

Caldwell Community College and Technical Institute is a strong community college and the foundation of that strength is a competent and caring faculty and staff. Admissions specialist, academic advisors, and success coach members can assist you in identifying educational opportunities consistent with your capabilities and interests, exploring career fields, and starting you on the path toward new levels of success.

During the first semester of enrollment, you will confer with an admissions specialist in Admissions to assist you in the admissions process, program of study advisement, and early registration. For all future semesters, you will continue to visit Admissions when you need to drop/add a course, withdraw from a course, or if you need to change your academic program. For your second semester until you graduate, you are assigned an academic advisor and success team member that will serve as your primary contacts for the remainder of your academic activities while enrolled at the college. You are expected to confer periodically with your advisor (at least twice per semester) regarding academic standing, early registration, and any other areas of concern.

Your advisor/success team members will expect you to:

- Assist in formalizing an educational plan that matches your capabilities and interests
- Understand and communicate the curriculum, requirements, and academic policies and procedures
- Provide information on and recommend campus support services
- Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress

You can expect your advisor/ success team members to:

- Regularly see him/her each semester
- Come prepared to all advising sessions and actively participate
- Ask questions and know limitations
- Keep a personal record of your progress toward your educational goals
- Gather all relevant information before making decisions that affect your educational goals
- Discuss your personal values and goals and provide truthful information regarding interests and capabilities
- Be aware of college policies, procedures, and important deadlines
- Assist in selection of courses, adjust schedules as needed, and accurately monitor your progress toward program completion
- Maintain confidentiality
- Be accessible for advising during documented office hours and by appointment
- Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress

Accidents

Accidents during class time should first be reported to the 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

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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

A student accident insurance policy is provided for each student enrolled in a curriculum or continuing education course. Curriculum students are charged \$2.00 per semester and continuing education students are charged \$1.00 per course as an additional fee at registration.

Please note that this is a limited accident policy. The policy provides coverage for all students during school time activities, including intramural sports carried on within the boundaries of the college.

Coverage is provided while students are participating in college supervised and sponsored activities, including;

- Participating in or attending any regularly scheduled activity of the college. The activity must be supervised by a person authorized by the college
- Traveling directly to and from a regularly scheduled activity with other members as a group. The travel must be supervised by a person authorized by the college.
- Traveling directly and without interruption to and from the student's residence and the meeting place for the purpose of participating in the regularly scheduled activity.

Accident insurance forms for the school policy are available in the Business Office and the Switchboard.

Attendance

Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to each course syllabus for individual course attendance requirements. At the instructors' discretion, students may make up work missed. When students must be absent, it is vital that they remain in contact with their instructors.

Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the date ten percent (10%) of the class has passed will be reported by the instructor as having "never attended" (NA). The student is no longer considered enrolled in the class and will not earn credit or receive a tuition refund for the course. This may also impact any financial award per federal guidelines.

Under extenuating circumstances, a student who has never attended by the ten percent (10%) date may petition for reinstatement in the class and earn course credit. The student should notify the instructor, in writing, of the extenuating circumstances prior

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to the ten percent (10%) date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered by the instructor when the absences were due to unforeseeable and uncontrollable circumstances. Reinstatement requires the recommendation of the instructor of the course, the consent of the curriculum dean, and the approval of the vice president of instruction.

Faculty members are responsible for administering these attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. Departments may establish stricter attendance policies as required by program accreditation. A grade of “W” will be assigned for any course from which the student is administratively withdrawn.

The college provides reasonable accommodations, including a minimum of two (2) excused absences each academic year, for religious observances required by a student’s religious practice or belief. Such reasonable accommodations must be requested in accordance with the procedures for this policy and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. Students may request accommodation for religious observations by completing the appropriate form located in Student Services. An accommodation request imposes responsibilities and obligations on both the college and the student requesting the accommodation. College faculty are required, as part of their responsibility to their students and the college, to adhere to this policy and ensure its full and fair implementation by reasonably accommodating students’ religious practices or beliefs. Regardless of any accommodation that may be granted, college students are responsible for satisfying all academic objectives, requirements and prerequisites as determined by their instructor and the college.

1. Academic year: The sequence of fall, spring and summer semesters.
2. Reasonable accommodation: Any change in an academic course or program of study with respect to the way tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating an undue hardship.
3. Religious practice or belief: A practice or observance that is sincerely held within the tenants of that religious belief.

Undue hardship: An accommodation that would require significant expense or difficulty for the college or would result in the inability of the student to perform an essential function of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

The college shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent re-assignment as a result of military operations and a National Guard service member placed onto state active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

1. The college shall provide the student the opportunity to make up any test or other work missed during the excused absence.
2. The college shall give the student the option, when feasible, to continue classes and

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coursework during the academic term through online participation for the period of time the student is placed on active duty.

3. The college shall give the student the option of receiving a temporary grade of “incomplete” or “absent from the final exam” for any course that the student was unable to complete as a result of being placed on state active duty status; however, the student must complete the course requirements within one (1) semester following their return from action service to avoid receiving a failing grade for the course.
4. The college shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on state active duty status.

Bookstore

The Bookstore sells textbooks required for your courses, as well as some required supplies. Gift items, clothing, snacks, drinks, and OTC medication are also available for purchase. The bookstore also can provide some general campus information.

Note: While you shop, please leave book bags, food, and drinks in the cubby-holes near the store entrance.

Payment types accepted:

- Cash
- Check (for the amount of purchase only): must have student’s name, ID number, must show valid driver’s license (starter checks not accepted)
- Visa/MasterCard
- Bookstore Gift Cards: can be purchased any time. Gift cards are good for 5 years or until value is used up, whichever comes first.
- Third-party charges/Financial Aid for curriculum classes: can be used only during advertised charge periods at the beginning of each semester. Rules and special dates apply.

Note: The Nelnet Payment plan does not cover materials purchased in the bookstore.

Refunds: Items purchase with cash, check, or credit card will be considered for refund or exchange only within 14 consecutive days from original transaction date printed on the receipt. Items must be unopened/unused and must be accompanied by a receipt. Refunds will be made in the same form as original payment. Returns on items paid by Financial Aid or other Third-party can only be considered during the advertised charge period. Used books can only be returned by the last advertised charge date in each semester, regardless of method of payment or date of purchase.

Book Buyback:

Buyback takes place during the final 2-4 days of each semester. Dates and times will be announced through student email, bookstore webpage, and other methods deemed appropriate. You can also check <https://books.cccti.edu> for announcements.

Required Materials/Pricing:

Book titles, price estimates and ISBN numbers are available online at: <https://books.cccti.edu>. Click on “Textbook Lookup.” Continue by choosing the term, department, course, and section for each of your classes. Information is subject to

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change. You may also use this website to order from our store using Visa and MasterCard. Financial aid can be used as a form of payment during the first 2-3 weeks of each term, during the advertised charge dates only.

Business Office

Students may pay tuition, graduation fees, fines, and purchase 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 SelfService. Office hours are as follows:

Caldwell Campus:

Mon. – Thurs.: 8:30 am - 6 pm and Fri., 8:30 am - 5 pm

Summer hours begin the first Monday following graduations and concludes the last Friday in July. Mon-Thurs: 8:00-5:30 and Fri. 8:00- Noon

Watauga Campus:

Mon. – Thurs.: 8:30 am - 1 pm and 2 - 6 pm; Fri.: 8:30 am - noon

Summer hours begin the first Monday following graduations and concludes the last Friday in July. Mon-Thurs: 8:00-5:30 and Fri. 8:00- Noon

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

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 it's only available prior to the start of the term. 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.

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.

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, the college 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.

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Announcements

- 1) No announcement means the institution will operate on a normal schedule.
 - 2) 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.
 - 3) 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.
 - 4) Campus Closed (Caldwell or Watauga) When the college closes due to inclement weather students should check their email and Moodle account for make up assignments.
- * 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.

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.cccti.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.cccti.edu/Regroup (make sure to select the campus you attend)
- CCC&TI Facebook or Twitter page

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 under Institutional Policies. The full policy may be viewed by going to [http://www.cccti.edu/Home/Documents/PolicyAndProcedureManual.pdf#computer usage](http://www.cccti.edu/Home/Documents/PolicyAndProcedureManual.pdf#computer%20usage)

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

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Hours are as follows:

Lab	Operating Hours
ASC Caldwell (LRC)	M - TH 8 am-8 pm, F 8 am - 4 pm
ASC Watauga Student Services W460	M - TH 8 am - 8 pm, F 8 am - 4 pm
Forlines Building, Caldwell (Second Floor)	M - TH 7:30 am - 10 pm, F 7:30 am - 4 pm

*Hours subject to change during student breaks or summer semester.

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.

Distance Learning

Distance learning, often called DL, provides another avenue of education. Through this avenue, students can fit study around work, social, and family time. These courses enable students to take courses somewhere other than a physical location. Most of the coursework, including exams and quizzes, can be completed off campus using Moodle (a Learning Management System) and have the same credit hours as traditional seated courses. CCC&TI offers the following distance learning courses:

- **Internet (Online) Course:** College or continuing education course in which 100% of the instruction is delivered via the Internet/online. These courses may have proctored testing, but instruction is delivered online. CCC&TI uses Moodle to deliver our Internet (Online) courses. These courses are distinguished in the course schedule by having a section number in the 620s.
- **Hybrid Courses:** College or continuing education course in which >50% but <100% of the instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: Internet, LMS, licenses instructional video, CD, TV, DVD, instructional software, or other media. Hybrid courses combine traditional classroom instruction with the interactivity of an Internet course. These courses are distinguished in the course schedule by having section numbers ending with a C or W.
- **Blended Courses:** College or continuing education course in which <50% of the instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: Internet, LMS, licenses instructional video, CD, TV, DVD, instructional software, or other media. Blended courses combine traditional classroom instruction with the interactivity of an Internet course. These courses are distinguished in the course schedule by having section numbers ending with a C or W.
- **Information Highway (Video Conference) Courses:** Information highway courses use video conferencing medium, which enables students to come together from multiple locations with instructors for face-to-face instruction, discussion,

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collaboration, and problem solving. These classrooms are equipped with two-way audio and video equipment that permit all students to participate fully in the class, regardless of location. All necessary technologies are available in the classroom. Information Highway courses have section numbers in the 700s and 780s. These courses are distinguished in the course schedule by having section numbers ending with a C or W.

If you want the flexibility of being able to take a college course any time day or night (with the exception of synchronous courses), then you should consider a distance learning course. To be a successful distance learner, students must discipline themselves to structure their own learning time and be proactive about communicating with their instructor. For more information about CCC&TI's Distance Learning offerings and requirements, or to learn more about Moodle, visit <http://www.cccti.edu/DL/Default.asp> or call 828.726.2707.

What Do I need to Succeed in a Distance Learning Course

Each CCC&TI Distance Learning course provides you with dozens of resources to help you succeed, including connections to discussion groups, libraries, writing guides, and a student manual for using all of the course resources. To succeed in a distance learning course, you also need the following equipment and skills:

Internet Access: You must either own or have frequent access to a computer connected to the Internet. You should have access to this computer at least 3 hours per week for online discussion groups, for doing online research, for sending and responding to email messages, and for writing papers and submitting them via the Internet. You will, of course, need to spend more time reading textbook assignments, viewing videos (if required), and participating in other types of learning experiences. If you connect to the Internet with a modem, 56K is the minimum modem connection.

Computer Knowledge: You must also know how to use your computer to save files, access those files on your computer, copy files, use word processing, cut and paste text, copy text, and send and receive email.

Email: You will need to utilize your student email account to send messages to your instructor and classmates. To access your student email, login to the MyCCCTI student portal (<https://premy.cccti.edu/>). Important messages will be communicated to you by your instructors and CCC&TI via your student email account.

Up-to-date Browser: Current browser recommendations: Firefox, Safari, or Google Chrome.

Writing Skills: Aside from the technical requirements, you must be able to read and write effectively. Using the Internet is a point and click experience, but the Internet and Internet courses are reading intensive experiences. You must also be a self-motivated person who can maintain a schedule. CCC&TI Distance Learning courses are not correspondence courses that you will complete in the far-distant future completely at your leisure. CCC&TI Distance Learning requires weekly activities just as in any course, although you can complete these activities any hour of the day or night during that weekly period.

Self-Evaluation: Take the Distance Learning Pre-test

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(<http://www.cctci.edu/DL/SelfTest.asp>) to determine if you are ready to take a distance learning course.

Distance Learning Courses and the Syllabus Quiz

Distance Learning (DL) courses will become available on the class start day. Log in to Moodle on the starting date of the course, locate all of your distance learning courses, and complete the official course quiz for each of your courses.

Students will be withdrawn from their DL courses if the official course quiz is not completed by the date indicated in your courses. If you have multiple courses online, you must complete this quiz for EACH COURSE. Also, failure to complete the official course entry quiz may result in you receiving a grade of Never Attended.

The quiz will cover information pertaining to the course. You must make sure to complete the syllabus quiz before the rest of your course is visible.

Caution: Instructors may have other assignments due before this date. Please keep in mind you will not have access to your other assignments until you complete the official course entry quiz. Distance Learning Courses and the Syllabus Quiz

Food Service

The Student Lounge and Food Service areas at Caldwell Community College and Technical Institute are located on the ground floor of E Building on the Caldwell Campus and in Building W-372 on the Watauga Campus. Both lounges feature self-checkout Smart Market vending, which offers beverages, fresh food, snacks, pastries and candy. In addition, fresh brewed “bean-to-cup” coffee with three roast selections available. Students may use a credit card, create an account at the kiosk or use the Smart Market mobile app to make purchases. Smaller vending areas featuring drinks and snacks also are available on the ground floor of H Building and first floor of F Building on the Caldwell Campus and in the lobby area of the J.E. Broyhill Civic Center.

In addition, local Food Trucks rotate throughout the week on the Caldwell Campus during the Fall and Spring Semesters.

Learning Resource Center (Library)

The Broyhill Learning Resource Center (LRC) seeks to promote student success through the 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:

- Print books, e-books, and digital reference sources including streaming video
- A browsing collection of popular books and magazines
- Faculty reserves
- Study rooms and tables for groups (study rooms at the Caldwell Campus only)
- 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 scholarly journals in full text, as well as e-books, streaming video, language learning and test preparation software

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- CCLINC and Interlibrary Loan – allows free access to print books in other NC community college 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

M - Th, 8:00 am - 8:00 pm

F, 8:00 am - 4:00 pm

Weekend - Closed

Email: reference@cccti.edu

Watauga Campus

Building W460

828.297.3811

M - Th, 8:00 am - 8:00 pm

F, 8:00 am - 4:00 pm

Weekend - Closed

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

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

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

Fines and Fees:

Overdue Books - \$.10 per day overdue

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

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.

CCC&TI Cable Channel/Video – The college operates an informational news channel on Charter Cable channel 192 and ATT UVerse 99. The channels air various

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announcements and educational programming. Graduation ceremonies and other select events are also rebroadcast on the channels for a period of time following the live events. CCC&TI's television 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, in the Student Lounge of the Caldwell Campus and at approved locations on the Watauga Campus. Individuals are asked to refrain from posting announcements anywhere other than designated bulletin boards. 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

CCC&TI's marketing and communications department will maintain official Facebook, Twitter, Instagram, LinkedIn, and other social media accounts to share college news and information with the communities we serve.

Requests to post information to our social media accounts may be made through the publicity request form or by contacting the public information officer. According to CCC&TI policy, all social media messages and request for social media accounts must be directed to the marketing and communications department for approval.

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.

Mobile App

The app offers quick access to popular content from the college's website including the faculty/staff directory, maps for the Caldwell and Watauga campuses, calendars and upcoming events, available classes, safety alerts and recent news. With user permission, the app can also send "push notifications" that will alert users to time-sensitive messages such as tuition and registration deadlines and weather-related closings. The app is free and works with various mobile platforms.

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 Student Success and Development 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 collaboration with ACA Student Success courses, assisting students with disabilities, 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 counselors 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 Career Connections at 828.726.2609. Students may also utilize resource links from the Students page on the college website.

Academic Advising

The main purpose of the Academic Advising is to provide broad advising 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 implementation of Academic Improvement Plan (AIP) for those students on Academic Warning/Probation/Suspension.
- Assistance with career planning.

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!

- Sign up for an ACA course in your first semester.

Student Services

- Ask questions.
- Get to know your advisor (name, location, office hours).
- 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 and virtual tutoring in areas such as math, science, computers, and more
- review materials for health science entrance test, placement tests, and PRAXIS
- study skills and test taking strategies

The Academic Support Center is located in the Learning Resource Center (second floor, E Building) on the Caldwell Campus and on the Watauga Campus in building W460. 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. An updated tutor schedule and the link for virtual tutoring can be found at www.cccti.edu/ASC.

Career Connections

Career Connections is a one-stop solution for bringing together job seekers and job providers. This new resource is open to the community and will help people wanting to start a new career or advance in their current career. Centralizing various key services on CCC&TI's Caldwell Campus, Career Connections' mission is to help individuals achieve their professional goals by providing access to a variety of employment and educational resources.

Student Services

At Career Connections students and alumni, as well as the general public, can access a variety of services, including:

- Career Advisement
- Job Fairs
- Resume/Interview Assistance
- Veterans Services
- Employment Search Assistance
- Internships/Apprenticeships
- Small Business Center Services

Career Connections is located in F-146 (John Forlines Building) on CCC&TI's Caldwell Campus (M & T 8am - 7pm and W - F 8am - 5pm) and in Building W460 room 11 on the Watauga Campus (M & T 9am - 4pm). For more information, call 726-2609 or email careerconnections@cccti.edu.

Disability Services

Caldwell Community College and Technical Institute is dedicated to equality of 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 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 post-secondary 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 Learning Resource Center (library).

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 counselors 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.

Student Services

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.

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 counselors adequate time to arrange services. Services can take up to two weeks to be approved.
- Visit DS regularly & keep them informed of your progress or problems.
- Request your academic accommodation plan at the beginning of every semester.

Contact Information

Caldwell Campus by student last name:

Traditional (non-CCP students)

A-J: Shannon Brown

K-Z: Stella Perrin

CCP Students (Early College, CASA, SCHS, WCHS, HHS)

A-Z: Shannon Brown

Watauga Campus by student last name:

Traditional & CCP Students

A-Z: Dan Moore

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 Services

student's current disability status and how the disability affect participation in, and benefiting from, courses, programs, services, and activities

Suggestions for Students

- Some accommodations require extra time to set up, 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 the Academic Support Center, LRC , TRIO and 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.
- Request 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.

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) online at www.fafsa.gov. Be sure to include the school code (004835).
- You may pick up a worksheet from the Financial Aid office or apply
- 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.

Student Services

Remember: You must file or renew the FAFSA each year to apply for federal financial aid. 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 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 828.726.2704 or call the VA in Atlanta at 888.442.4551. You may also e-mail at finaid@cccti.edu.

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.

Testing Center

The Testing Center is used for the following tests:

- Placement testing
- Health science admissions testing
- Distance learning testing
- Instructors' make-up testing
- High School Equivalency testing
- Testing Centers on both campuses also offer, by appointment, the ATI Test of Essential Academic Skills (TEAS) for admission into certain Health Sciences programs

The Testing Center is also an approved testing site for PSI/TruTalent, 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 828-726-2719 and on the

Student Services

Watauga Campus call 828-297-2185 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 Monday-Wednesday: 8 - 12:30 and 1:30-5, Thursday: 8-12:30 & 1:30-7 and Friday 8-2.

Special testing accommodations may be arranged by contacting Disability Services at 828-726-2716.

TRIO

TRIO/Student Support Services (TRIO/SSS), located in B-Annex on the Caldwell Campus and in Student Services in building W460 on the Watauga campus. TRIO/SSS is a federally-funded program 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 – an individualized support system is developed based on the needs of each student
2. tutoring and mentoring
3. service-learning opportunities
4. academic, career, and personal counseling
5. financial aid and transfer advisement
6. leadership opportunities in extracurricular, 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

Writing Center consultants provide help on any writing for any class. Work one-to-one with a writing consultant to get guidance on a new style of writing, come up with topics ideas, or work on a draft. Drop-in sessions—available in-person and virtually—ensure all students get help when they need it most. Writing Center services are offered in-person on both campuses, virtually, and via email. All Writing Center tutoring is free. An updated tutor schedule and resources for writing can be found at www.ccti.edu/WritingCenter.

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 or 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 \$35 fee per 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 Applied Sciences Academy. 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

Student Activities

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.

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. Student Government Constitution can be found on the student activities web page.

Clubs and Organizations

Students are encouraged to join clubs and organizations offered on campus. The following organizations are related to subject or department areas: Cosmetology Club (Day - Night), Culinary Guild, Early Childhood Teachers 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 and Skills USA Engineering Club.

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.
- American Chemical Society-The American Chemical Society is a scientific society based in the United States that supports scientific inquiry in the field of chemistry.
- 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.
- 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 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.

Student Activities

- 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 Men's Basketball, Men's Baseball and Women's Softball. 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 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.

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 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.

Student Activities

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.ccti.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 vary based on student request, technology, and wellness. Visit the Cobra Calendar for specific workshops and times.

Academic Information

Academic Progress

CCC&TI's academic standards policies attempt to maintain academic quality and prevent prolonged failure for all students. The policies governing academic progress at CCC&TI are intended to assist students in completing their program of study in a timely manner. Procedures are designed to identify students experiencing academic difficulty and to ensure effective corrective action. These procedures are supported by both the faculty and staff, who are committed to:

- a. informing all students of minimum academic standards and grading procedures
- b. identifying and alerting students displaying signs of academic difficulty early in the semester through the CCC&TI Early Alert Process
- c. providing recommendations and opportunities for corrective action to such students
- d. notifying all students of their grade point average immediately following the end of the semester.

Students enrolled in a degree, diploma or certificate programs are expected to maintain satisfactory academic progress toward the completion of the requirements for their program.

A minimum grade point average (GPA) of at least 2.0 is required to graduate with a credential from CCC&TI. Enrollment Management Services reviews students' transcript at the end of each semester to determine if the student is satisfactorily progressing toward graduation. Students will be notified of their academic progress through their student email account and by letter from Student Services.

A. Academic Warning

A student failing to meet the minimum cumulative GPA of 2.0 during any semester or term will receive an academic warning notification by email and letter 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.

B. Academic Probation

A student who continues to remain below the required standards of a 2.0 cumulative GPA for a second consecutive semester will be placed on academic probation. A student placed on academic probation will receive notification by email and letter informing the student of his/her academic status and their need to meet with an assigned advisor to prepare an academic improvement plan to improve his/her academic performance prior to any registration activity.

Students may be limited in the number of credit hours they are allowed to register for each semester.

C. Academic Suspension

A student who is on academic probation for two or more successive semesters may be subject to a one semester suspension. A student on academic suspension who believes extenuating circumstances exist that should prevent the suspension must submit a written appeal to the Director of Enrollment Management. Upon written receipt of appeal the Director of Enrollment Management will convene an appeals committee which will be composed of three members of the faculty or staff to determine appropriate action. The decision of this committee is final.

Academic Information

A student may automatically enroll for the semester following suspension but will continue to be on probation until his/her cumulative GPA is at or above 2.0. Academic progress will continue to be monitored to ensure the student is progressing in a positive manner towards graduation.

Prerequisites/Corequisites

CCC&TI students are required to meet all course prerequisite and/or corequisite requirements at the time of registration for the course. Enrollment in and successful completion of required requisites helps ensure that the student is academically prepared for higher level courses. Course prerequisites and corequisites can be found in the College Catalog and on Self Service.

Students who do not have documentation of required prerequisites/corequisites listed in their CCC&TI academic record may fulfill course requirements by providing evidence of appropriate academic competencies. Prerequisites and corequisites requirements may be met through documented evidence of placement tests scores, coursework completed at another regionally accredited institutions, experiential learning, professional certification or licensure, or other education and training. Competencies based on the above must be approved by the appropriate dean documenting approval then maintained in the student's academic file in student services.

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 enrolled in curriculum and/or continuing education courses that are 96 hours and above will be graded by the grade system shown below and will be assigned a grade point equivalent in quality points (QP) for each semester scheduled. Continuing education courses do not earn quality points and do not figure into a student's grade point average.

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
CL	CLEP (College Level Examination Program) - No quality points
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

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	because of extenuating circumstances
IE	Incomplete Emergency-Indicates course requirements not completed due to declared emergency
NA	Never Attended
NG	No grade available
P	Pass - No quality points; reflects competence of "C" level or better
P1	Pass-Level 1 - No quality points; reflects competence of "C" level or better
P2	Pass-Level 2 - No quality points; reflects competence of "C" level or better
P3	Pass-Level 3 - No quality points; reflects competence of "C" level or better
R	Repeat
SR	Senior Audit
TR	Transfer Credit - No quality points
U	Unsatisfactory
W	Student withdrew from the course
WE	Student withdrew from course due to declared emergency

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 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, through Self Services and online under Students then forms.

Overview of Student Rights Policy

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

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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.
- Students have the right to have their academic performance evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. For more information regarding attendance and academic standards, see policies contained in Policy 4.5 – Attendance.
- 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. For more information, consult the Campus Free Speech, Distribution of Material, and Assembly Policy.
- 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. The Family Educational Rights and Privacy Act of 1974 (“FERPA”) provides safeguards regarding the confidentiality of and access to student records and the college shall adhere to the FERPA laws and regulations. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the college without the written consent of the student involved or if a legal exception applies. For more information, consult Policy 5.21 – Student Records – FERPA.
- 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. **For more information concerning student due process rights with respect to disciplinary situations, consult Policy 5.22 – Student Code of Conduct.**
- Students have the right to voluntarily withdraw from courses under certain criteria. For more information, consult Policy 5.14 – Withdrawal from Courses.
- Students have the right to be free from discrimination, harassment and sexual violence while attending the college and accessing the college's programs and opportunities. For more information, consult Policy 5.23 – Unlawful Discrimination and Harassment.

Student Records – FERPA Policy

All student records must be current and maintained with appropriate measures of security and confidentiality. The college is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained by the college.

I. Compliance with FERPA Rights

- A. The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights to privacy of their educational records and rights of access

Academic Information

by others to their educational records. College employees are expected to fully comply with this Policy.

- B. For purposes of this Policy, “student” means an individual who is or has been in attendance at the college. It does not include persons who have not been admitted, who have been admitted but did not attend the college. “Attendance” starts when the individual matriculates or declares their intention to enroll at the college, whichever comes first.

II. Annual Notification of Rights

The college shall provide every student with an annual notice of their rights under FERPA. The vice president of student services, or his/her designee, is responsible for preparing and delivering this annual notice.

III. Right to Inspect Records

- A. The right to inspect and review your education records within forty-five (45) days of the day the college receives a request for access. You should submit to the director of enrollment management a written request that identifies the record(s) you wish to inspect. The director of enrollment management will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the director of enrollment management, the director of enrollment management will advise you of the correct official to whom your request should be made.
- B. Students may obtain copies of their educational records if circumstances make on-site inspection impractical. When copies are provided, the student may be charged a reasonable fee for the actual copying expense.

IV. Directory Information

- A. The college may release directory information without student consent. The college designates the following information as directory information:
 1. Student's name
 2. Phone number
 3. Address
 4. Date and place of birth
 5. Email address
 6. Major field of study
 7. Dates of attendance
 8. Degrees, honors and awards received and awards received
 9. Full- or part-time enrollment status
 10. Participation in officially recognized activities and sports
 11. Most recent previous institution
- B. The college shall only release directory information to individuals and organizations that demonstrate, in the college's opinion, a legitimate, educational interest in the information or provide a direct service to the college; however, the college shall release directory information to military recruiters in compliance with the Solomon Amendment unless the student specifically restricts the release of their directory information.
- C. Students who do not wish to have their directory information released to the individuals and organizations identified above shall comply with the “opt out” provisions designated in the annual notice.

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V. Release of Educational Records

- A. The college will not release a student's educational records, aside from Directory Information, to any third-party unless the student consents to the release or a valid, legal exception applies.
- B. Disclosures may be made to school officials which include any of the following when that person has a legitimate educational interest in having access to the 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.
 - A member of the Board of Trustees
 - 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.

- C. In compliance with Title IX, the college may disclose the final results of campus disciplinary proceedings in which a responding party is charged with a violent crime or non-forcible sex offense. Upon the request of the reporting party, disclosure may be made regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code

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- violation found to have occurred, and the sanction imposed by the college.
- D. The college shall release a student's educational records to the student's parents when requested by the parents and: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the college's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

VI. Miscellaneous

- A. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the:
- Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, DC 20202-5901
- B. A hold may be applied to the release of an official transcript, diploma or other information requested from an official record for a student who has an overdue indebtedness to the college. A hold may be applied for failure to comply with a disciplinary directive. Such a student continues to have the right to see and photocopy his official record upon request.
- C. The college shall only destroy student records in accordance with federal and state laws and regulations and as allowed by the Records Retention & Disposition Schedule for North Carolina Community Colleges. The college shall not destroy student records if there is an outstanding request, grievance or legal matter related to those records.
- Legal Reference: 10 U.S.C. § 983; 20 U.S.C. § 1232g; 34 C.F.R. pt. 99

Consumer Information

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.asp>. 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.ncsbi.gov>. Information about registered sex offenders can also be obtained from the local sheriffs' department in Caldwell or Watauga counties.

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Drug and Alcohol Prevention

Safe and Drug Free Schools and Communities Act of 1994

Caldwell Community College and Technical Institute complies with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) as implemented by regulations and contained in 34 CFRPart 86, Subpart B, (amended as Title IV Safe and Drug Free Schools and Communities Act of 1994).

A. Program and Policy

Promoting a drug and alcohol free environment is everyone's responsibility. CCC&TI supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees or students at any official college location or at any location while engaged in activities on behalf of the college is prohibited. "Controlled substance" generally refers to drugs which have a high potential for abuse. This includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. Section 812) and is further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or article 5 Chapter 90 of the North Carolina General Statutes. They also include "legal drugs" which are not prescribed by a physician. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is prohibited.

N.C. General Statutes 90-95 states that it is unlawful for any person:

- To manufacture, sell, deliver, or possess with intent to manufacture, sell, or deliver a controlled substance;
- To create, sell, deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;
- To possess a controlled substance.

CCCTI policies also prohibit:

- Possessing, consuming, or serving alcohol beverages or controlled substances; or use, manufacture, and/or sell of controlled substances at any college location. Applies to all employees and students.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, intoxicant of any kind. Applies to all employees and students.

B. Disciplinary Action

If an employee is convicted of violating and criminal drug statute while in the workplace, he or she will be subject to disciplinary action up to and including termination. Likewise, the violation of the college Alcohol policy is also subject to disciplinary action. This action may include, but is not limited to, probation, suspension, termination, or the required successful

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completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.

A penalty will be imposed on students through the office of the vice president of student services as a result of unacceptable conduct which includes violation of the college's drug and alcohol policies.

Disciplinary actions may include: a written reprimand; being dropped from a class; receiving a failing grade on a test of course; probation; suspension from the college; dismissal from the college; or possible prosecution. More information can be found in the Student Code of Conduct sections of the student handbook or the college catalog.

C. Drug Counseling and Rehabilitation Services

CCC&TI recognizes the effects of drug and alcohol use. For more information about health risks along with legal repercussions please visit: <https://www.cccati.edu/ConsumerInfo/DrugAlcoholPrevent.asp>

If you need to seek assistance for any reason related to the use/abuse of drugs or alcohol, the CCC&TI counseling staff will act as a referral source.

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

Information Desk/Switchboard- Building W460 Student Services 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

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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

Pets are not permitted on campus and may not be left in vehicles on college property. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the appropriate academic Dean prior to the animal being allowed onto campus.

Subject to the rules set forth in the Institutional Policies and Procedures Manual (Policy 3.21), Emotional Support Animals and Service Animals are permitted in any area of campus where employees or students are permitted, with a few exceptions for health and safety reasons.

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.

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:

- Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)
- Chickenpox Virus
- Conjunctivitis
- Hepatitis A, B, and D
- Infectious Mononucleosis

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- Influenza
- Measles
- Meningitis
- Positive HIV antibody status
- Sexually Transmitted Diseases
- Tuberculosis
- Whooping Cough
- MRSAC
- Covid-19.

Students who know or who have reason to believe that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students who have communicable diseases, whether symptomatic or not, will be allowed regular classroom and work attendance in an unrestricted manner as long as they are physically able to attend classes, college activities and/or work and do not pose a medically proven threat for transmission of the disease or condition.

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

Students who know that they are infected with a communicable disease are urged to share that information with the appropriate college administrator. Students should contact the vice president of student services and employees should contact the director of human resources so the college may respond appropriately to their needs. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis.

Students 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 a pandemic health event, the President shall regularly monitor the situation by communicating with local and state health officials. Should a health event 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 health event. Should a health event 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. Students who are infected with a pandemic health event, 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. For more information on a pandemic health event, please refer to the Institution Policy Manual reference Procedure 3.9.1.

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No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student or employee unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act of 1974.

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.ccti.edu/Home/Documents/PolicyAndProcedureManual.pdf>

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 cheating, plagiarism, or any other act that violates standards necessary to maintain academic honesty.

Violations of the college's Academic Integrity Policy include cheating, plagiarism, conspiring, and deception.

1. Cheating is taking, possessing, or using any academic material without permission, including but not limited to
 - test information including test banks, notes, and online resources
 - receiving or giving help during tests, including online tests
 - copying or attempting to copy another person's paper, exam, assignment, or other graded work
 - allowing another to copy such paper, exam, or graded work
 - sharing or using information from an online sharing site

In addition, unauthorized use of any electronic devices, such as cell phones, smart watches, ear buds, or headphones, during a testing situation may be in violation of the policy.

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2. Plagiarism is taking another person's work or ideas, published or unpublished, and submitting it as one's own, including but not limited to
 - copying a phrase, sentence, or passage from another's work and not identifying or citing the source
 - using information from a source and failing to cite the source fully
 - paraphrasing or summarizing inadequately
 - submitting a paper, in whole or part, written by another
3. Conspiring is attempting to help another person commit an act of academic dishonesty, including but not limited to
 - distributing test questions or substantive information about test content
 - intentionally allowing another to copy from one's paper during an examination or test
 - collaborating on academic work—such as online, on campus, and take-home tests, quizzes, and assignments—without an instructor's explicit permission
 - taking an examination or test for another student
 - signing another name on an academic exercise or attendance roster

It is the students' responsibility to seek clarification from their instructor when there is a question about collaboration on an assignment or test.

4. Deception is providing false information, including but not limited to
 - intentionally lying to college personnel
 - trying to impede an investigation
 - failing to provide accurate and clear information when asked

Violations of this policy may result in failure of the course and academic probation for one semester. Subsequent violations are likely to 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 work 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

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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.
 - 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

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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

- course requirements and expectations for academic performance
- 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 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 CCC&TI academic community, they are obligated to uphold and observe the principles and standards articulated in the CCC&TI Catalog and the CCC&TI 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 the grade was based on one of the following:

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.
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.
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, and 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 above in this section)
 - b. Grounds can be established for determining a professionally sound grade for the appealed element(s)

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- 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 dean to schedule an appointment with the instructor. This meeting must occur within the ten business days of the posting of final grades. 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 submit a written appeal to the program coordinator/director of the area within five 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 dean

If the student and program coordinator/director fail to reach a mutual agreement, the student may submit a written appeal to the dean within five business days. The dean 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 president within five business days of the consultation with the dean.

Step 4: Appeal to the President

- a. Once the formal grade appeal is received, the president will appoint a grade appeal committee to hear the appeal within ten business days of the receipt of the appeal.
- b. The grade appeal committee will be chaired by a faculty member selected by the president, who will be a non-voting member except in the case of a tie. Voting members will consist of three faculty members not associated with the appeal, one student representative with a minimum GPA of 2.5 or greater, and the vice president of instruction.
- c. The grade appeal hearing will be conducted in closed session in accordance with the North Carolina Open Meetings Law NCGS § 143-318.10-11 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

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that is considered to be fair and educationally sound within ten business days. The decision of the committee will be the final binding decision for the institution.

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V. Substitution Provisions

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

Students – Alcohol and Drugs on Campus Policy

The college is committed to providing each of its students a drug and alcohol free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the college's educational environment and result in damage to college property.

- A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any college location.
 1. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug which has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.
 2. Alcohol means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.
 3. Impairing Substances means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
 4. College Location means in any college building or on any college premises; in any college-owned vehicle or in any other college-approved vehicle used to transport students to and from college or college activities; and off college property at any college-sponsored or college-approved activity, event or function, such as a field trip or athletic event, where students are under the college's jurisdiction.
 5. Reasonable Suspicion is the legal standard required before the college can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).
- B. Student use of drugs as prescribed by a licensed physician is not a violation of

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Policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

- C. The college does not differentiate between drug users, drug pushers or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- D. A student who violates the terms of this Policy will be subject to disciplinary action in accordance with Policy 5.22 – Student Code of Conduct. At his/her discretion, the vice president of student services may require any student who violates the terms of this Policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the college.
- E. Each student is required to inform the college, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a college location. Failure to do so could result in disciplinary action.
- F. In addition to this Policy, students employed by the college, including students employed under the college's Work Study Program, shall adhere to the requirements in Employee – Alcohol and Drugs on Campus Policy.

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.

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.

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- 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 has implemented 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
- 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.

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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
- 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

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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.

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.

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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 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.

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Student Code of Conduct Policy

The college makes every effort 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 regulations set forth offenses for which disciplinary proceedings may be initiated.

- Academic Dishonesty (see Policy 4.3 – Academic Integrity) – a second violation of the CCC&TI Academic Integrity Policy shall be treated as a disciplinary issue carrying severe consequences.
- Animals on Campus – Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted and any student with a service animal should report the use of a service animal to the college's disability services coordinator. For more information regarding service animals, see the Service Animals and Other Animals on Campus Policy.
- Assault – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.
- Bullying – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on the college premises or at any college sponsored function that:
 - a. places a person in actual and reasonable fear of harm to his or her person or property; or
 - b. creates, or is certain to create, a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a college's employee's ability to perform the essential functions of his/her job.
- Communicating Threats – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another student or CCC&TI employee, or that person's child, sibling, spouse or dependent, or willfully threaten to damage the property of another. N.C.G.S. § 14-277.1
- Cyberstalking – Students shall not the use of the Internet or other electronic means to stalk or harass an individual, group, or organization in accordance with N.C.G.S. § 14-196.3
- Disobedience / Insubordination – Students shall comply with instructions of college officials acting in performance of their duties and adhere to the terms of any disciplinary action.
- Disorderly Conduct and Disruption – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities on or off college premises. Students shall not occupy or seize, in any manner, college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct 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; which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; hold rallies,

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demonstrations, or any other forms of public gathering without prior approval of the college based on reasonable time, place and manner restrictions; remain at the scene of such an assembly after being asked to leave by a representative of the college staff.

- **Drugs and Alcohol** – Students shall not unlawfully possess, use, manufacture, dispense, sell or distribute alcohol, illegal or unauthorized controlled substances or impairing substances or being under the influence of at any college location. For more specific information, see Policy 5.25 – Students – Alcohol and Drugs on Campus. In addition, students may not use tobacco of any form or e-cigarettes on campus or at any college-affiliated activities or events.
- **Failure to Report Criminal Activity** – Students shall inform the college, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on a college location. For more information, see Policy 5.25 – Students – Alcohol and Drugs on Campus.
- **Financial Impropriety** – Students shall not commit financial improprieties such as failure to pay college-levied fines, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to college officials.
- **Gambling** – Students may not gamble on campus or at any college-affiliated activities or events.
- **Gender-Based Harassment, Discrimination and Sexual Misconduct** – Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult Policy 5.24 and Procedure 5.24.1 – Gender-Based Harassment, Discrimination, and Sexual Misconduct.
- **Improper Use of the College Network/Technology** – Students are prohibited from engaging in any activities prohibited under Policy 5.26 – Student Computer Usage.
- **Lewd and Indecent Behavior** – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.
- **Providing False Information** – Students shall not present to the college or its employees false information as part of an investigation, inquiry, hearing or in other matters related to college activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the college.
- **Public Laws** – Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as college discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.
- **Quid pro quo harassment** is a person having power or authority over another and conditioning an educational or employment benefit or service or access to receiving the educational or employment benefit or service upon a person's participation in unwelcome sexual conduct.
- **Sexual Harassment** quid pro quo harassment; unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity, including conduct based on sex stereotyping; or any instance of sexual assault, dating

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violence, domestic violence, or stalking. For more specific information and definitions of prohibited activities, consult Policy 4.7/6.23 and Procedure 4.7.1/6.23.1 – Unlawful Discrimination and Harassment.

- Stalking – Students shall not engage in patterns of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific student or CCC&TI employee that would cause a reasonable person to feel fear. N.C.G.S. §14-277.3A.
- Tampering with Fire Alarms – Students shall not set off a fire alarm or tamper with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment. N.C.G.S § 14-286.
- Theft of, Misuse of, or Damage to College Property – Students shall not steal or damage college property or another student's or CCC&TI employee's property. Students who are caught stealing or damaging said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as college discipline.
- Traffic Violations – Students shall obey college regulations regarding the operation and parking of motor vehicles.
- Trespass to Property – Students shall not trespass on college property. Students are trespassing if in an unauthorized area of the college campus; present on the college campus after closing hours (without permission); or remaining on the college campus after having been directed to leave by a college official.
- Unauthorized Access to College Records – Students may not access, view, copy or change official college records without expressed authority to do so.
- Unlawful Harassment and Discrimination – Students shall not engage in unlawful discrimination. For more specific information and definitions of prohibited activities, consult Policy 5.23 and Procedure 5.23.1 – Unlawful Harassment and Discrimination.
- Verbal, Physical, and Emotional Abuse – A student shall not intentionally cause, or attempt to cause any verbal, physical, or emotional abuse of any person on college premises, at college sponsored, or college supervised functions. This includes any verbal or physical actions which threaten or endanger the health and safety of any such persons, the educational process, or based on an objective reasonable standard for the situation, promotes hatred or racial prejudice. This includes acts of bullying, hazing, and cyber-bullying. The N.C.G.S. §14-35 defines hazing and the punishment set forth for hazing. The N.C.G.S. §14-458.1 defines cyber-bullying and the punishment set forth for cyber-bullying.
- Violation of Policies and Procedures – Students are expected to be familiar with the college's policies and procedures. Students may be disciplined for failure to follow the college's policies and procedures.
- Violations of Normal Classroom Behavior – Students shall comply with reasonable rules issued by an instructor, and shall not cause disruption in the classroom or be disrespectful to classmates or the instructor. To result in discipline, the conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.
- Weapons on Campus – Possession or use of a weapon, as defined by state law, on college premises or at college-sponsored activities, is prohibited under N.C.G.S. §14-269.2. This includes carrying a concealed weapon on campus or to a college-sponsored activity even though in possession of a valid permit. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person. Students may not have a weapon of any kind, including but not limited to,

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a knife, stun gun or any firearm in their possession on campus or at any college-sponsored activities.

Exceptions may apply to on duty law enforcement officers attending college classes or activities. Handguns are also permitted under the following circumstances:

- a. the person has a concealed handgun permit that is lawfully issued;
- b. the handgun is in a closed compartment or container within the person's locked vehicle;
- c. a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and
- d. the vehicle is locked at all other times.

Disciplinary Procedures

Immediate Dismissal

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal. If the students fail to cease and desist, the instructor may then dismiss them from the class or an administrative officer may dismiss them from the college until a resolution of the matter can be made. Prior to dismissal, the students shall be given the opportunity to explain his or her conduct to the instructor or administrative officer.

The instructor or administrative officer invoking such dismissal shall notify the vice president of student services in writing of the individuals involved and the nature of the infraction as soon as possible, but no later than the end of the next business day when the incident occurred. The vice president of student services, responsible for implementing student discipline procedures, shall resolve the matter in a timely fashion utilizing the steps outlined below. In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

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

Investigation and Decision

Within five (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 of student services 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

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Notification

The decision of the vice president of student services shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president or where the student refuses to cooperate, the vice president of student services shall send a certified letter to the student's last known address providing the student with a list of the charges, the vice president's decision, and instructions governing the appeal process.

I. Sanctions

The vice president of student services may apply the following sanctions as appropriate:

- A. 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 because of this prior infraction.
- B. 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. This probation will be in effect for no more than two semesters.
- C. 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. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.
- D. Restitution – The student must pay for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.
- E. Interim Suspension – Students will be excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- F. Loss of Academic Credit or Grade – This punishment is imposed as a result of academic dishonesty (as determined by the Grade Appeal Procedure).
- G. Withholding Transcript, Diploma, or Right to Register – This sanction is imposed when financial obligations are not met.
- H. Suspension – The student is excluded from class(es) and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the vice president of student services before returning to the college campus.
- I. Expulsion – The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the president.
- J. Group Probation – This sanction is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- K. Group Restriction – A club or other organization is removed from college recognition during the semester in which the offense occurred or for a longer

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period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

- L. Group Charter Revocation – This sanction involves removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the president.

II. Appeals Procedure

A student who disagrees with the decision of the vice president of student services may appeal and request a formal hearing with the college's Grievance Committee as outlined in Step III of Policy 5.28 – Student Grievance.

Grievance Policy and 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 grade appeals.

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 origin, sex, age, sexual orientation, sexual misconduct, 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, except in the case of Sexual Harassment. These cases will be handled through the Sexual Harassment policy and procedures outlined in the Institutional Policy and Procedures Manual. Persons involved in the grievance procedures shall not be coerced, intimidated, or suffer any reprisal.

I. 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, employee, 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 employee 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, who will attempt to mediate a resolution.
- B. If these informal discussions do not satisfactorily resolve the grievance, the student may proceed to the Formal Grievance Procedure as outlined in Step Two.
- C. The grievance may be initiated at or moved to Step Two without a hearing at a lower step(s), if both parties agree.

II. Formal Procedure

- A. A written formal grievance must be filed with the Vice President of Student

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Services within 20 business days from the date on which the alleged complaint which is the subject of the grievance occurred. Not proceeding to Step Two (2) within the time period will result in the grievance not being heard and the matter being closed.

- B. Once the formal grievance is received, the vice president of student services will hear all parties involved in the grievance and render a written decision within 10 business days of receipt of the grievance. If the grievance is against the vice president of student services, the President will perform the functions of the vice president of student services as required by this policy.
 - i. Should a grievance not be satisfactorily resolved or should no decision be forthcoming in the time prescribed above, the grievance may be submitted to the appeal process as noted in step three (3) within five business days. If the decision is not appealed within five 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.
 - ii. forthcoming in the time prescribed above, the grievance may be submitted to the appeal process as noted in step three (3) within five business days. If the decision is not appealed within five days, the grievance will be considered settled on the basis of the last answer provided on the basis of the last answer provided, and there shall be no further appeal or review.

III. Appeal

If the grievance is not resolved satisfactorily in Step Two, a written formal appeal may be filed with the Office of the President. The appeal must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will convene the Grievance Committee that will hear all parties involved in the grievance and render a written decision within ten business days of receipt of the appeal.

- A. Time limits under the procedure may be changed by mutual agreement only.
- B. The first meeting will be 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 standing members one of which will be named the Chair and one additional member which will be selected at the time of the Grievance. A recorder will be assigned to document the proceedings. The parties involved may challenge the impartiality of any of the 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. The Committee's decision is final.

Unlawful Discrimination and Harassment Policy

The college strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the college community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to college policy, the college prohibits discrimination in its educational activities and programs based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

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For complaints related to allegations of sexual harassment, sexual assault, or sexual violence, please see Institutional Policy and Procedures Manual Procedure 4.7.2/6.23.2

The following definitions shall apply to this procedure and shall be collectively referred to herein as “Unlawful Discrimination”.

The full policy and procedure for both students and employees can be found in the Institutional Policy Procedures manual (Policy 4.7/6.23 and Procedures 4.71/6.23.1).

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student’s speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, college administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe and pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

- A. **Discrimination:** any act or failure to act that unreasonably differentiates treatment of others based solely on their protected status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the college’s programs and activities. Discrimination may be intentional or unintentional.
- B. **Harassment:** a type of discrimination that happens when verbal, physical, electronic or other behavior based on a person’s protected status interferes with a person’s participation in the college’s programs and activities and it either creates an environment that a reasonable person would find hostile, intimidating or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person’s participation in the college’s programs and activities.
Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual’s protected status; ethnic slurs, negative stereotypes and hostile acts based on an individual’s protected status.
- C. **Protected Status:** race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans’ status.
- D. **Standard of Evidence -** the college uses the preponderance of the evidence as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like “guilt,” “innocence” and “burden of proof” are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The college will find the alleged perpetrator either “responsible” or “not responsible” for violating these procedures.

The college strictly prohibits punishing students or employees for asserting their rights to be free from unlawful discrimination. Retaliation against any person participating in connection with a complaint of unlawful discrimination is strictly prohibited.

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Reports of retaliation will be addressed through this procedure and/or other applicable college procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The college will take appropriate disciplinary action against any employee or student found to have retaliated against another.

Any individual who knowingly files a false report or complaint, who knowingly provides false information to college officials, or who intentionally misleads college officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or termination of employment. The college recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of unlawful discrimination.

Requesting Accommodations

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the college's Office of Student Services located in "F" Building on the Caldwell Campus and in W-460 on the Watauga Campus. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The college will also provide reasonable accommodation of a student's religious beliefs/practices provided such expression/practice does not create a hostile environment for other students and employees and/or the accommodation does not cause an undue hardship for the college.

Student Reporting Options

Any student wishing to make a report relating to unlawful discrimination may do so by reporting the concern to the college's Office of Student Services located in "F" Building on the Caldwell Campus and in W-460 on the Watauga Campus.

For unlawful discrimination incidents between students and employees, the Vice President, Student Services will work in partnership with the Director, Human Resources to investigate and resolve the allegations.

Investigation

These procedures apply to both the student(s) and employee(s) as either the complainant or the respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Vice President, Student Services, or designee (student/student); 2) the Director, Human Resources, or designee (employee/employee); or 3) the Vice President, Student Services, or designee and the Director, Human Resources, or designee (student/employee). For incidents involving students and employees, the college will utilize the process for both the student investigation and the employee investigation sections as applicable.

1. Students filing complaints ("complainants") are urged to do so in writing as soon as possible but no later than thirty (30) business days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) business day period will still be investigated; however, complainants should recognize that delays in reporting may significantly impair the ability of college

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officials to investigate and respond to such complaints. The Vice President, Student Services shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the college's Director, Human Resources. During the course of the investigation, the Vice President, Student Services may consult with other relevant college administrators.

2. During the investigation, and if applicable to the complaint, the Vice President, Student Services shall meet with the complainant and the alleged perpetrator ("respondent") separately and give each party an equal opportunity to provide evidence, including informing the Vice President, Student Services of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.
3. During the investigation process, the Vice President, Student Services may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.
4. A confidential file regarding the complaint shall be maintained by the Vice President, Student Services. To the extent possible, the college will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these procedures.
5. The Vice President, Student Services shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) business days. If the nature of the investigation requires additional time, the Vice President, Student Services may have an additional ten (10) business days to complete the investigation. The Vice President, Student Services shall notify the parties of this extension.
6. Complainants will be notified of available counseling services and their options of changing academic situations and other interim protective measures.

Student Recommendation and Appeal

1. After the investigation is complete, the Vice President, Student Services will put forward a recommendation of finding, based on the standard of evidence, and sanction(s) to both the complainant and respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Vice President, Student Services will submit to each party a final outcome letter that will include, but not limited to, the following:
 - a. Determination if the respondent is responsible or not responsible for violating these procedures;
 - b. Sanction;
 - c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Vice President, Student Services will assist in this process).
 - d. Short-term college counseling services available to each party.
2. If the Vice President, Student Services' recommendations are not accepted by either the complainant or the respondent, both may appeal and request a formal hearing. If the Vice President, Student Services recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the presiding officer. The process for

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the hearing is outlined below:

- a. Prior to the hearing, the complainant and the respondent have the right to review all evidence, including written statements by the respondent, the complainant, or witnesses. Strict rules of evidence do not apply. The standard of evidence shall apply for the hearing.
- b. Written notice including the date, time, and location of the hearing will be sent to all parties.
- c. At the hearing, all pertinent parties have a right to speak and be questioned by the presiding officer. Cross-examination between parties is not permitted. The college will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
- d. The complainant and the respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the presiding officer. If the complainant or the respondent chooses to have an advocate who is an attorney, notification must be provided to the presiding officer at least five (5) college business days prior to the hearing date. In this case, the college attorney will also be present.
- e. Written notice of the hearing outcome will be provided to both parties.
- f. The president's written decision is final.

Sanctioning

The following sanctions may be imposed for students who have violated these Procedures.

- a. Verbal or Written Warning
- b. Probation
- c. Administrative withdrawal from a course without refund
- d. Required Counseling
- e. No Contact Directive
- f. Suspension
- g. Expulsion (President must impose)
- h. Other consequences deemed appropriate

Sexual Harassment Procedure

The college strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the college community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to college policy, the college prohibits discrimination in its educational programs and activities based on sex.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes quid pro quo harassment; sexual harassment; and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"). The college's Title IX Coordinator has oversight responsibility for handling sexual harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual discrimination or harassment.

All allegations involving sexual harassment should be directed to the college's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Unlawful Discrimination Procedure 4.7.1/6.23.1.

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I. Definitions

The following definitions shall apply to this procedure. The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, college administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe and pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

- A. Actual Knowledge – notice of sexual harassment or allegations of sexual harassment by the Title IX Coordinator or any college official who has authority to institute corrective measures on behalf of the college. Actual knowledge is not met when the only college official with actual knowledge is a respondent.
- B. Complainant – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- C. Consent – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.
- D. Dating Violence – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.
- E. Domestic Violence – crimes of violence against a current or former spouse or intimate partner; a person with whom the individual shares a child in common; a person with whom the individual cohabitates or has cohabitated as a spouse or intimate partner; a person similarly situated to the individual as a spouse under local domestic laws; or any other person who is protected under local domestic laws of the jurisdiction.
- F. Education Program or Activity – for purposes of these procedures, this means any locations, events, or circumstances over which the college exercised substantial control over both the respondent(s) and the context in which the alleged sexual harassment occurs. It also means any building owned or controlled by a student organization that is officially recognized by the college.
- G. Formal Complaint – a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting the college investigate the allegation(s). A formal complaint initiates a formal grievance process in which parties are entitled to due process protections.
- H. Informal Resolution – a resolution reached regarding an allegation of sexual harassment without the filing of a formal complaint. Informal resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal resolution cannot be used

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for a student's allegation of sexual harassment against a college employee.

- I. Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- J. Retaliation – to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these procedures.
- K. Sexual Assault – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.
- L. Sexual Harassment – quid pro quo harassment; unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity, including conduct based on sex stereotyping; or any instance of sexual assault, dating violence, domestic violence, or stalking. Quid pro quo harassment is a person having power or authority over another and conditioning an educational or employment benefit or service or access to receiving the educational or employment benefit or service upon a person's participation in unwelcome sexual conduct.
- M. Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.
- N. Standard of Evidence – the college uses preponderance of the evidence as the standard for proof of whether a violation of this policy has occurred. In the student due process hearing and employee grievance process, legal terms like "guilt", "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The college will find the respondent either "responsible" or "not responsible" for violating these procedures.
- O. Supportive Measures – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are designed to ensure equal educational access, protect safety, or deter sexual harassment. Examples of support measures are counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absences, increased security and monitoring of certain areas of the college, and other similar measures.
- P. Title IX Coordinator – for purposes of these Procedures, the Title IX Coordinator refers to Randy Ledford. The Title IX Coordinator's office is in H-Building, Room 124. The phone number is 828-726-2241 and the email is rledford@cccti.edu.
- Q. Deputy Title IX Coordinators- for purposes of these Procedures, the Title IX Deputy Coordinators refer to Rose Moon on the Caldwell Campus and Dr. Kim Van Wie on the Watauga Campus. Ms. Moon's office is in A-Building, Room 121. The phone number is 828-726-2269 and the email is rmoon@cccti.edu. Dr. Van Wie's office is in W-460, Room 101. The phone number is (828) 297-2185 Ext. 5206 and the email is kvanwie@cccti.edu.

II. Scope and Applicability

- A. These Procedures apply to the conduct of and protect:
 - 1. College students and applicants for admission into the college

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2. College employees and applicants for employment
 3. College student organizations
 4. Third parties participating in a College education program or activity
- B. These procedures apply to conduct that occurs in a college education program or activity located within the United States and of which the college has actual knowledge.

III. Reporting

A. Reporting to Local Law Enforcement

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue the college's grievance procedure simultaneously. A criminal investigation into the matter does not release the college from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether sexual harassment has occurred). However, the college's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the college must make available supportive measures when necessary to protect the alleged complainant and/or the college community.

Individuals may choose not to report alleged sexual harassment to law enforcement authorities. The college respects and supports individuals' decisions regarding reporting; nevertheless, the college may notify appropriate law enforcement authorities if legally required or warranted by the nature of the allegations.

B. Reporting to College Officials

The College's Title IX Coordinator oversees compliance with these procedures and Title IX regulations. Questions about these procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sexual harassment may do so by reporting the concern to the college's Title IX Coordinator or Deputy Coordinators in person, by mail, telephone, email, or any other means that results in the Title IX Coordinator or Deputy Coordinators receiving the person's verbal or written report of alleged sexual harassment.

Becky Boone, Counselor

828.726.2729 • Caldwell Campus, B-144 • bboone@cccti.edu

Shannon Brown, Executive Director, Student Development and Success

828.726.2288 • Caldwell Campus, F-107 • csbrown@cccti.edu

Movita Hurst, Counselor

828.297.2185, x 5200 • Watauga Campus, W460-104 • mhurst@cccti.edu

Kimberly Lackey, Director, Student Activities

828.726.2301 • Caldwell Campus, E-121 • klackey@cccti.edu

Dan Moore, Counselor

828.297.2185, ext. 5263 • Watauga Campus, W460 – 103, dmoore@cccti.edu

Stella Perrin, Counselor

828.726.2498 • Caldwell Campus, F-145 • sperrin@cccti.edu

Employees seeking confidential guidance or advice should contact Human Resources.

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IV. Grievance Procedures

A. Scope

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.
2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure.

B. Initial College Response and Assessment

1. After receiving a report of sexual harassment, the Title IX Coordinator takes immediate and appropriate steps to:
 - a. Communicate with the individual who reported the alleged conduct;
 - b. Implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a college investigation;
 - c. Provide the individual with a copy of this policy and procedure; and
 - d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures outlined below.
 - e. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.
2. The Title IX Coordinator must administratively close a report or complaint of sexual harassment if after an initial assessment:
 - a. The allegations as stated do not constitute a violation of this policy and procedure, even if proven; or
 - b. The alleged sexual harassment did not occur in the college's education program or activity or did not occur in the United States.
 - c. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate college office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a formal complaint under this section by using the appeal procedures in Section VI, below.
3. The Title IX Coordinator may administratively close a report or complaint of sexual harassment if:
 - a. The complainant, at any time, requests withdrawal of the report or complaint;
 - b. The respondent is no longer enrolled or employed by the college; or
 - c. The college is prevented from gathering evidence sufficient to reach a determination of responsibility.
 - d. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate college office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a formal complaint under this section by using the appeal procedures in Section VI, below.
4. Regardless of when alleged sexual harassment is reported, a complainant must be participating in or attempting to participate in one of the college's educational programs or activities for a formal complaint to be filed.

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C. Informal Resolution

1. Any party may request the college facilitate an informal resolution to a sexual harassment complaint at any time after the filing of a formal complaint. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too.
 - a. Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the college's obligations to prevent and redress sexual harassment.
 - b. A student's allegations of sexual harassment against a college employee are not eligible for informal resolution.
 - c. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, and potential outcomes resulting from participating in the informal resolution process.
 - d. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution.
2. Informal resolution is voluntary.
 - a. The complainant and respondent must provide written consent for informal resolution to take place.
 - b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.
3. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.
 - a. The resolution agreement must include a waiver of the parties' right to have a formal hearing on the allegations that have been informally resolved.
 - b. Parties are prohibited from revoking or appealing a resolution agreement. Should the respondent violate the terms of an informal resolution agreement, such violation will subject the respondent to an investigation and the formal grievance process contained in this procedure.
4. If a resolution agreement is not reached, the college will continue with a formal investigation.

D. Investigations

1. The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more college policies prohibiting sexual harassment and if so, remedy the effects of a violation.
 - a. The Title IX Coordinator may include possible violations of other college policies that contributed to, arose from, or are otherwise related to alleged violations of this policy and procedure in the scope of an investigation.
 - b. The Title IX Coordinator gives written notice to the complainant and respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), a statement that the respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review evidence, and notice that the college prohibits knowingly making false

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- statements or submitting false information during the grievance process.
- c. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment.
 2. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.
 3. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy.
 4. The standard of proof used in investigations is preponderance of the evidence. It is the college's responsibility to establish the standard of proof and gather evidence during investigations.
 5. The college aims to bring all investigations to a resolution within thirty (30) business days from the date the Title IX Coordinator determines an investigation will commence.
 - a. Extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes:
 - i. The complexity and/or number of the allegations;
 - ii. The severity and extent of the alleged misconduct;
 - iii. The number of parties, witnesses, and other types of evidence involved;
 - iv. The availability of the parties, witnesses, and evidence;
 - v. A request by a party to delay an investigation;
 - vi. The effect of a concurrent criminal investigation or proceeding;
 - vii. Intervening holidays, college breaks, or other closures;
 - viii. Good faith efforts to reach a resolution; or
 - ix. Other unforeseen circumstances.
 - b. Investigations typically include interviews with the complainant, the respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The college will give the complainant and the respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate.
 - c. The Title IX Coordinator will inform the complainant and respondent at regular intervals of the status of its investigation.
 - d. The college may suspend or place on administrative leave a student or employee, pending the completion of an investigation and resolution, when the college performs an individualized safety and risk analysis and determines the person poses an immediate threat to the physical health or safety of any member(s) of the college community.
 - i. The Title IX Coordinator may recommend to the appropriate college official to implement or stay an interim suspension of a student or employee and the conditions and duration of such suspension or leave.
 - ii. In all cases in which an interim suspension or administrative leave is imposed, the student or employee shall be given notice and an opportunity to challenge the removal decision immediately following the removal.
 - iii. Violation of an interim suspension under this procedure is grounds for expulsion or termination.
 6. Interviews conducted as part of an investigation under this procedure may be recorded by the college. Recordings not authorized by the college are prohibited.

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7. The complainant and respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.
 - a. A party may elect to change advisors during the process.
 - b. All advisors are subject to the same rules:
 - i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the complainant or respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.
 - ii. Advisors are expected to maintain the privacy of the records shared with them.
 - iii. Advisors are expected to refrain from interfering with investigations.
 - iv. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.
8. Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the college does not intend to rely.
 - a. The complainant and respondent may submit a written response to the evidence within ten business days after receipt of the evidence.
 - i. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.
 - ii. Responses may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.
 - b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.
9. Following an investigation and at least ten (10) business days prior to a grievance hearing, the investigator submits an investigative report to the parties that fairly summarizes relevant evidence. The report includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; and a summary of the evidence relevant to a determination of responsibility.

V. Grievance Hearings

At least ten (10) business days after the issuance of an investigation report, the college must hold a live hearing in front of a decision-maker to determine responsibility of a respondent. The decision-maker may not be the Title IX Coordinator or the investigator(s). A "live hearing" means either in person or virtually. The following hearing rules apply:

- A. All parties must be able to see and hear the questioning of parties and witnesses.
- B. Any party may request a virtual hearing. If requested, the college will provide a virtual hearing.
- C. All parties have an equal opportunity to present witnesses, including fact and expert witnesses.
- D. The parties' advisors are permitted to cross-examine the parties and any witnesses.
 1. The parties are prohibited from directly conducting cross-examination. Cross-examination must be conducted by a party's advisor.

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2. The decision-maker determines whether questions asked during cross-examination are relevant to the determination of responsibility. If the decision-maker disallows a question, they will explain the basis for their decision at the hearing. Parties and advisors may not challenge a decision-maker's relevancy determinations during the hearing.
 3. Evidence or questions that inquire about the complainant's sexual predisposition or prior sexual history are prohibited (i.e. rape-shield protections) unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 4. The decision-maker may not consider statements of individuals who do not submit to cross-examination in reaching a determination of responsibility
 5. Records with a legally recognized privilege, such as medical treatment records, may not be used unless the individual or entity who holds the privilege waives the privilege. Any waiver must be written and made in advance of a hearing.
 6. If a party does not have an advisor, the college will provide an advisor at no cost to the party. The advisor may, or may not, be an attorney.
 7. Other standard rules of evidence do not apply in grievance hearings under these procedures.
- E. The hearing will be recorded, and the college will provide either an audio recording, audiovisual recording, or transcript of the hearing to all parties.
- F. The decision-maker evaluates all relevant evidence and reaches a determination regarding responsibility. The decision-maker issues their final written determination to all parties within ten (10) business days of the hearing. The final written determination includes a summary of the allegations; a description of the procedural steps taken by the college to investigate and reach a determination of responsibility; findings of fact supporting the determination; conclusions regarding the application of college policies to the facts; a statement of and rationale for the result as to each allegation, including a determination of responsibility; any disciplinary sanctions the college recommends or imposes; whether remedies designed to restore or preserve equal access to an education program or activity will be provided to the complainant; and the college's appeal procedures.
- G. The following sanctions may be imposed for those who have violated these procedures:
1. Students
 - a. Verbal or Written Warning
 - b. Probation
 - c. Administrative withdrawal from a course without refund
 - d. Required Counseling
 - e. No Contact Directive
 - f. Suspension
 - g. Recommendation of Expulsion
 - h. Other consequences deemed appropriate
 2. Employees
 - a. Verbal or Written Warning
 - b. Performance Improvement Plan
 - c. Required Counseling
 - d. Required Training or Education
 - e. Recommendation of Demotion

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- f. Recommendation to Suspend with or without Pay
- g. Recommendation of Dismissal
- h. Other consequences deemed appropriate to the specific violation

If the decision-maker is required to make a recommendation for student expulsion or employee suspension, demotion or dismissal, such recommendation will be made to the appropriate college official after the time for appeal has expired. If the decision-maker recommends the respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the respondent shall remain on suspension unless otherwise determined by the decision-maker.

VI. Appeals

After the decision-maker submits their determination of responsibility to the complainant and respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

- A. Procedural irregularity that affected the outcome;
- B. New evidence that was not reasonably available at the time of the hearing that could affect the outcome; and/or
- C. The Title IX Coordinator, Deputy Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest that affected the outcome.

Parties must submit any appeal to the president of the college by 5:00 p.m. eastern standard time via email or mail, within ten (10) business days of receiving the decision-maker's written determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

The college notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the college by 5:00 p.m. eastern standard time via email or mail, within five (5) business days of receiving a copy of an appeal.

The president shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report, the decision-maker's written determination of responsibility, and any accompanying evidence prior to issuing a written decision to the complainant and respondent that describes the result of the appeal and the rationale for the result. The president's written decision is final.

VII. Protection Against Retaliation

The college will not in any way retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these procedures.

Retaliation is a violation of college policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

VIII. Providing False Information

Any individual who knowingly files a false report or complaint, who knowingly provides false information to college officials or who knowingly misleads college officials involved in the investigation or resolution of a complaint may be subject to

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disciplinary action, including but not limited to expulsion or employment termination. The college recognizes a determination regarding responsibility alone is not sufficient to conclude a false report or complaint was made.

IX. Limited Immunity

The college community encourages the reporting of misconduct and crimes. Sometimes, complainants or witnesses are hesitant to report to college officials or participate in resolution processes because they fear they themselves may be accused of various policy violations. It is in the best interest of this college that as many complainants as possible choose to report to college officials and that witnesses come forward to share what they know. To encourage reporting, the college offers sexual harassment complainants and witnesses amnesty from minor policy violations.

X. FERPA (Family Educational Rights and Privacy Act)

A student's personally identifiable information found in a student's education records will be shared only with college employees who need to know to assist with the college's response to sexual harassment.

A student's personally identifiable information found in a student's education records will not be disclosed to third parties unaffiliated with the college unless:

- A. The student gives consent;
- B. The college must respond to a lawfully issued subpoena or court order; or
- C. The college is otherwise required by law to disclose.

XI. Suspending Procedures

In cases of emergency or serious misconduct, the college reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the college community.

XII. Student and Employee Education and Annual Training

The Title IX Coordinator, investigators, decision-makers, and those involved in any informal resolution process shall receive annual trainings on topics including:

- A. The definition of sexual harassment for Title IX purposes;
- B. The scope of the college's education programs and activities under Title IX;
- C. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes;
- D. How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;
- E. Technology to be used at live hearings;
- F. Issues of relevance of questions and evidence, including rape-shield limitations;
- G. Issues of relevance to create an investigative report that fairly summarizes relevant evidence.

All training materials are posted on the college's website.

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of sexual harassment. This program will be held annually at the beginning of each fall semester.

At this annual training, students and employees must receive training in the following areas:

- A. Information about safe and positive options for bystander intervention skills;

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- B. What "consent" means with reference to sexual activities;
- C. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
- D. How and to whom to report an incident regarding discrimination, harassment and sex-based violence;
- E. The importance of preserving physical evidence in a sex-based violent crime; and
- F. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) be assisted by campus authorities in notifying law enforcement; iii) decline to notify law enforcement; and iv) obtain "no-contact" or restraining orders.

Each year, all students and employees will receive an electronic copy of these procedures sent to their college email address of record. These procedures will be maintained online in the college's website and a hard copy will be kept on file (in English and Spanish) in the Title IX Coordinator's office. Other translations will be made available upon request.

XIII. Recordkeeping

The college maintains all records of Title IX proceedings and all materials used to train Title IX personnel for seven years.

XIV. Victim and Education Resources

Counseling and Community Resources

CCCTI Counseling Services

2855 Hickory Blvd.

Hudson, NC 28638

Phone#: (828) 726-2288

www.cccti.edu/Students/Counseling.asp

CCCTI Counseling Services

372 Community College Dr PO Box 3318

Boone, NC 28607

Phone#: (828) 297-2185 x5263

www.cccti.edu/Students/Counseling.asp

Shelter Home of Caldwell County

PO Box 426

Lenoir, NC 28645

Phone#: (828) 758-0888

www.shelterhomecc.org

Oasis

PO Box 1591

Boone, NC 28607

Phone#: (828) 262-5035 (24 hours)

www.oasisinc.org

Vaya Health

Phone#: (800) 849-6127 (24 hours)

www.vayahealth.com

Caldwell UNC Memorial Hospital

321 Mulberry Street SW Lenoir, NC 28645

Phone# (828) 757-5100

<http://www.caldwellmemorial.org/>

Appalachian Regional Healthcare System

336 Deerfield Rd

Boone, NC 28607

Phone#: (828) 262-4100

<http://www.caldwellmemorial.org/>

Women's Resource Center

125 3rd Street NE PO Box 1608

Hickory, NC 28601

Phone#: (828)322-6333 x 202

<http://www.wrchickory.org/>

Rape Crisis Center of Catawba, Inc.

848 Highland Avenue NE Hickory, NC

28601

Phone#: (828) 322-6011

FAX#: (828) 322-1704

<http://www.rapecrisiscenter.com/>

Law Enforcement Agencies

Caldwell County Sheriff's Department

2351 Morganton Blvd SW

Lenoir, NC 28645

Phone#: (828) 758-2324

www.caldwellcountync.org/sheriff

Code of Conduct

Lenoir Police Department

1035 West Avenue
Lenoir, NC 28645
Phone#: (828) 757-2100
www.cityoflenoir.com

Hudson Police Department

550 Central Street
Hudson, NC 28638
Phone#: (828) 728-5021
www.townofhudson.com/police-department

Watauga County Sheriff's Office

184 Hodges Gap Road
Boone, NC 28607
Phone#: (828) 264-3761
www.wataugacounty.org/App_Pages/Dept/Sheriff/contact.aspx

Blowing Rock Police Department

1036 Main Street
PO Box 47
Blowing Rock, NC 28605
Phone#: (828) 295-5200
www.townofblowingrocknc.gov/government/police

Granite Falls Police Department

5 Falls Avenue
Granite Falls, NC 28630
Phone#: (828) 396-3358
www.granitefallsn.com/police

Boone Police Department

1500 Blowing Rock Road
Boone, NC 28607
Phone#: (822) 268-6900
www.townofboone.net/departments/police-department/

National Governmental Resources

US Department of Education, Office of Civil Rights

Lyndon Baines Johnson Department of
Education Building
400 Maryland Avenue, SW Washington,
DC 20202-1100
800-421-3481
www.ed.gov/ocr, email: OCR@ed.gov

US Department of Justice,

Office on Violence Against Women
Office on Violence Against Women
145 N Street, NE, Suite 10W.121
Washington, DC 20530
202-307-6026
www.justice.gov/ovw

National Sexual Assault Hotline

800-656-HOPE(4673) • www.rainn.org

National Sexual Violence Resource Center

877-739-3895 • www.nsvrc.org

National Domestic Violence Hotline

800-799-SAFE(7233)
www.thehotline.org
National Teen Dating Abuse Helpline
866-331-9474 • www.loveisrespect.org

Stalking Resource Center

202-467-8700
www.victimsofcrime.org/our-programs/stalking-resource-center

Break the Cycle Washington DC Office

202-824-0707 • www.breakthecycle.org

NO MORE

www.nomore.org

Know Your IX

www.knowyourix.org

The Red Flag Campaign

<http://www.theredflagcampaign.org/>

State Governmental Resources

NC Coalition Against Sexual Assault

811 Spring Forest Rd. Suite 900
Raleigh, NC 27609
919-871-1015
www.nccasa.org

NC Victim Assistance Network

5700 Six Forks Road, Suite 101
Raleigh, NC 27609
800-348-5068
www.nc-van.org

Continuing Education/Workforce Development

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
Career Connections	726-2609
NCWorks Career Planning and Placement Center (Caldwell).....	759-4680
NCWorks Career Planning and Placement Center (Watauga).....	265-5385
Public Safety	726-2313
Vocational & Technical Services	726-2610

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 for classes in the current semester in Student Services on each campus Monday - Thursday, 8:30 am - 5:30 pm and Friday, 8:30 am - 4:30 pm.

The college will be closed on the following holidays in the 2020-21 academic year:

Labor Day	Sept. 6
Veterans Day	Nov. 11
Thanksgiving (College closes at 5 pm on Nov. 24)	Nov. 25-28
Christmas/New Year's (College closes at 12 pm on Dec. 22)	Dec. 23-Jan. 2
Dr. Martin L. King Holiday.....	Jan. 17
Good Friday	April 15
Memorial Day Holiday	May 30
Fourth of July Holiday	July 4

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 Dean.

Continuing Education/Workforce Development

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)

A student accident insurance policy is provided for each student enrolled in a continuing education course or adult education course. Continuing education students are charged \$1.00 as an additional fee at registration.

Please note that this is a limited accident policy. The policy provides coverage for all students during school time activities, including intramural sports carried on within the boundaries of the college.

Coverage is provided while students are participating in college supervised and sponsored activities, including;

- Participating in or attending any regularly scheduled activity of the college. The activity must be supervised by a person authorized by the college
- Traveling directly to and from a regularly scheduled activity with other members as a group. The travel must be supervised by a person authorized by the college.
- Traveling directly and without interruption to and from the student's residence and the meeting place for the purpose of participating in the regularly scheduled activity.

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 Dean 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 dean.
- To receive a refund, a student must complete and sign a continuing education drop form and have the Continuing Education Dean 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.

Transitional Studies/Adult Education

Transitional Studies/Adult Education Department

The mission of CCC&TI's Adult Education 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 Equivalency Program or English as a Second Language please contact Adult Education on the Caldwell Campus at 726-2230 and on the Watauga Campus at 297-5253, ext. 5320.

Adult Education 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. 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 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. 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. This program is best for those students who have less than 8 credits to complete and are comfortable with online learning. Classes are free and are offered on both the Caldwell and Watauga campus.

English Language Acquisition (ELA)

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

Adult Education provides Family Literacy classes at the Family Resource Center 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 in an adult-centered atmosphere. Students can also work online to do some

Transitional Studies/Adult Education

preparatory work for the NCCCS High School Equivalency. To complete the NCCCS High School Equivalency, passing scores are required on the multiple test battery. 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 appropriate 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. Applicants should 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 to 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

Students can enroll on both the Caldwell and Watauga campuses and in the community. Placement testing is the first step and then students meet with an advisor who will counsel them individually concerning their goals. To enroll, call 828-726 -2230 for information.

Who May Enroll?

Anyone 16 years of age or older may enroll.

Minor Permission Form

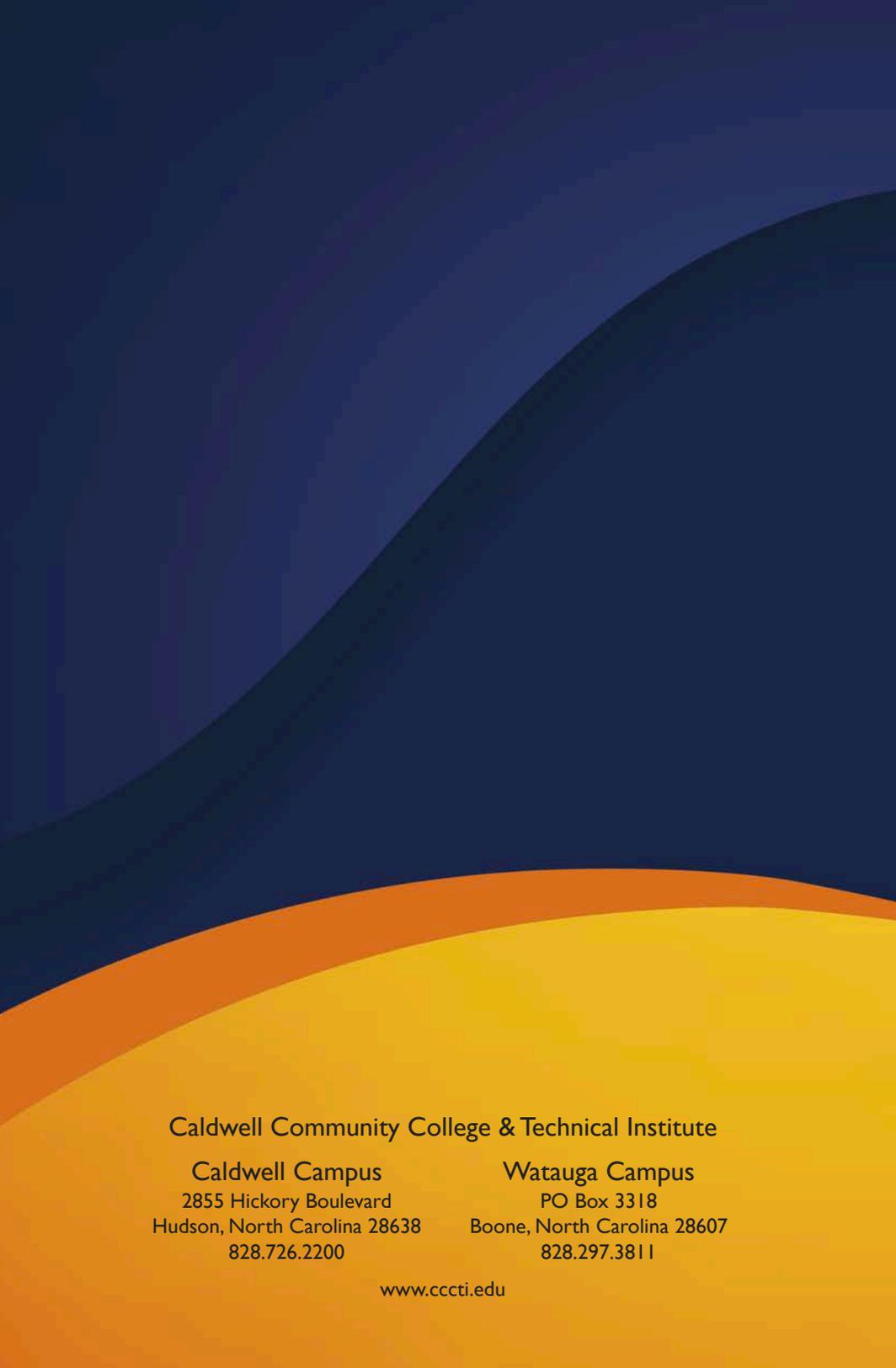
If a prospective student is under the age of 18, he/she must complete a minor permission form. The minor permission form may be obtained from the Adult Education area on the Caldwell campus and the Watauga Student Services Building. The form must have the signatures of the student, the parent or guardian, 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.

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 Director of Adult Education. 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 (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.



Caldwell Community College & Technical Institute

Caldwell Campus

2855 Hickory Boulevard
Hudson, North Carolina 28638
828.726.2200

Watauga Campus

PO Box 3318
Boone, North Carolina 28607
828.297.3811

www.cccti.edu