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SECTION ONE: GENERAL INFORMATION

This section is under revision.
Please follow this link to the current version of the General Information Section of the Policy and Procedure manual.
SECTION TWO: ADMINISTRATION

2.1 Administrative and Organizational Structure

Caldwell Community College and Technical Institute (CCC&TI), like other educational institutions, must have structure in order for employees to work toward the same goals. The administration of the college seeks to provide for and to encourage freedom of communication throughout the institution, while assigning specific administrative responsibility to positions and work units. The organizational chart of the college designates normal lines of administrative responsibility. See MyCCCTI Portal for organizational chart.

Additionally, in order to help assure communication (both vertical and lateral), to facilitate the democratic process in administration of the institution, and to promote improvement of the college in general, a Faculty Senate and several standing committees have been organized.
2.2 College Divisions and Service Centers

2.2.1 ADMINISTRATION

The college divisions are responsible for implementing the policies set by the Board of Trustees and assuring the effective daily operations of the institution.

2.2.2 OFFICE OF THE PRESIDENT

The Office of the President functions under the direction of the CCC&TI Board of Trustees. This office is responsible for the overall operations of the institution, external relationships that enhance the health of the institution, and the CCC&TI Foundation. The president serves as the chief executive officer of the institution and provides supervision for all vice presidents, the executive director of the CCC&TI Foundation, the director of institutional effectiveness, research, and grants, and the executive assistant to the president. The president serves as the senior administrator of the Office of the President and reports directly to the CCC&TI Board of Trustees.

2.2.3 FOUNDATION OF CCC&TI

The Office of the Foundation operates under the direction of the CCC&TI Foundation Board. This office is responsible for institutional fundraising and providing support for student scholarships, professional development activities, and academic programs. The executive director of the foundation reports directly to the president.

2.2.4 INSTRUCTION

The primary focus of instruction at CCC&TI is student learning. Instruction is provided through curriculum, adult education, continuing education, and workforce development programs. The vice president, instruction serves as the senior administrator for all instructional programs and reports directly to the president.

Curriculum programs provide instruction through college transfer and technical programs. College transfer programs provide instruction to assist students in developing their knowledge and skills for the purpose of transferring to baccalaureate degree-granting institutions of higher education. These programs also support technical degree programs through the delivery of academic-related courses.

Technical programs provide instruction to prepare students for the workforce where associate degrees, diplomas, and certificates are required for employment or advancement. Certain programs of study in this area are subject to certification and accreditation agencies that provide minimum standards for employment entry.

Through the department of adult education, students are provided with the opportunity to enhance their basic academic needs, obtain a high school equivalency credential, obtain the adult high school diploma, participate in compensatory education programs, participate in programs related to activities in associated career pathways, and prepare for the rigors of college-level instruction.
Continuing Education and Workforce Development programs provide instruction in the areas of occupational, vocational, and technical training required for the workforce. Occupational extension courses provide students with the opportunity to receive short-term instruction and skills training to enhance workplace skills leading to credentials in preparation for careers requiring certification, licensure, and/or industry-specific credentials required for employment. The career connections center provides students with the opportunity to enhance workplace skills through human resources development (HRD) courses, and resources and support activities related to career pathways. Customized training programs offer students access to courses developed in partnership with employers meeting industry-specific criteria leading to employment. The small business center provides individuals with information, resources, one-on-one assistance, and seminars for beginning and sustaining a small business. Business and industry training provides assistance for new and existing employers in meeting the needs for their workforce, expanding existing operations, or making new entrance to the local economy.

The J. E. Broyhill Civic Center (JEBCC) is an integrated service unit of CCC&TI. The mission of the JEBCC is to provide quality education, meeting, and entertainment facilities for the enrichment and use of individuals, the community, and the region. This facility and its operations fall under the direction of the vice president, operations who reports directly to the president.

2.2.5 TECHNOLOGY AND INSTRUCTIONAL SUPPORT SERVICES

The Division of Technology and Instructional Support Services provides instructional support in the following areas: computer services, marketing and communications, printing and graphics, webpage, television studio and audio/visual support, distance learning, and library services. The Division of Technology and Instructional Support Services is under the direction of the vice president of technology and instructional support services who reports directly to the president.

2.2.6 COMPUTER SERVICES

The computer services department provides administrative and instructional computer support to faculty, staff, and students at CCC&TI and provides support for all college-owned equipment and software on both the Watauga and Caldwell campuses as well as various off-campus locations. The college is committed to providing students with current technologies and is committed to providing computers used to deliver instruction and student access to information technologies.

The college has also adopted a technology plan that outlines goals and objectives for the next five years. This plan is reviewed and maintained by the Technology Committee and can be found on MyCCCTI Portal.

Policies and procedures for use of technology equipment and services are outlined in section 7 of this manual.
2.2.7 DISTANCE LEARNING

Distance education at CCC&TI enables students to use technology-based instructional delivery methods to ensure access to the online learning management system and other technology resources to complete their educational goals regardless of location. Policies and procedures related to distance learning are outlined in the Distance Learning Policies and Procedures Manual, which can be found on the MyCCCTI Portal.

2.2.8 BROYHILL CENTER FOR LEARNING RESOURCES

The Broyhill Learning Resource Center (Library) provides access to materials and technology to support instruction, research, and lifelong learning.

Research and Instruction
Library staff members strive to help CCC&TI students become successful and confident researchers. Instructors are encouraged to bring students to the library for research sessions. Librarians are available (both online and in person) to assist students, faculty, and staff. Customized research sessions, with tips and search strategies, are available for every subject offered at the college. Contact the library to schedule a session in the library or in a classroom.

Collection Development Policy
When selecting materials, priority is given to resources related to curriculum. Instructors are encouraged to suggest materials for purchase, and discuss department needs with library staff. Consideration is also given to professional materials, items of local interest, and additional resources that support a well-rounded education.

Collection Maintenance
When removing materials from the collection, library staff considers an item’s age, condition, usage, and importance. To support health sciences instruction, the LRC director and health sciences faculty conducts an annual review of collections.

Confidentiality of Library Records
The confidentiality of library user records shall be maintained in accordance with the General Statutes of NC, Chapter 125-19 and all other college, state, and federal requirements.

Copyright Policy
The CCC&TI library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. Contact the library director with copyright questions.

Library Fines
A library account is required for all checkouts. The person to whom the card is issued is responsible for overdue fines and lost materials. If a library card is lost or stolen, the owner of the card will be held responsible for any items checked out prior to reporting its loss. Student accounts are blocked after $5.00 in charges.

Multipurpose Room
The Multipurpose classroom in the Caldwell LRC is available to faculty and staff for class
meetings, professional development sessions, and other campus-related events. Contact the library to schedule a time.

Institutional Archives
The library maintains the college archives, and welcomes donations of campus-related materials. Materials are not automatically saved; items to be retained must be sent directly to the library in either hard copy or digital format.

3D Printers
The library reserves the right to refuse any 3D print request that is unlawful, unsafe, inappropriate, or in violation of intellectual property rights. Items will be charged at .20 cents per gram of material used in the printing process, with a minimum charge of $1.00. Only designated staff will have hands-on access to the 3D printers.

2.2.9 MARKETING AND COMMUNICATIONS

The marketing and communications department shares campus news, events, and activities through various channels, including the local media, social media, the college website, the college newsletter—The Chronicle, on-campus monitors, and the college cable channel.

In addition, the Marketing and Communications department oversees a number of services available to the college community including graphic design, photography and printing services. The department creates program cards and brochures, posters and fliers, informational postcards, bookmarks, handbills and a variety of other printed materials. In order to ensure quality and consistency and to protect the college “brand,” all employees are asked to submit any and all graphic design and printing needs to the Marketing Department.

All college-related news items must also be submitted to and approved by the Office of Marketing and Communications before release to the public (off campus/external publicity). Publicity request forms are available to help employees request publicity for upcoming events, program information, club activities, feature stories, noteworthy accomplishments of employees or students or other news related items. Employees with questions, special requests or marketing ideas can contact the marketing and communications office on the second floor of E Building on the Caldwell campus, or by calling the public information officer at 828-726-2202.

Contact initiated with the media on behalf of the college must come from the Office of Marketing and Communications or the Office of the President only.

All publicity requests will be accepted on a first come, first served basis with priority reserved for institutional priorities and dated items. Publicity and graphics requests should be submitted as soon as possible but no later than ten working days prior to the event or date when items are needed. The publicity request form can be found on the MyCCCTI Portal. The form also can be found on the college website.

Information is disseminated as follows:
*The Caldwell Chronicle* is the college’s campus newsletter covering announcements, news, and features and is available at various locations on both campuses and on the website. Students are
encouraged to share suggestions for content. *Chronicle* entries should be submitted by the 15th of the month prior to the preferred month of inclusion. A minimum of one week’s notice is required for all photo requests.

The college operates an informational news channel on Charter Cable channel 192 and ATT UVerse 99. The channels air various 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.

Hallway monitors located on the Caldwell and Watauga campuses rotate announcements throughout the day and night.

The electronic marquees at the entrance of the Caldwell campus and the entrance of the Watauga campus are programmed by the marketing and communications department for college-related functions only.

Information on campus events may be posted as space permits on campus bulletin boards located in the F, B, and E Buildings; on the breezeway; in the student lounge of the Caldwell campus; and at approved locations on the Watauga campus, such as the bulletin boards outside the student lounge, in the hallway of the main building, and the entrance area of Student Services. Individuals are asked to refrain from posting announcements on glass doors or with tape to wooden or painted surfaces. The Student Government Association and college officials will ensure that items are current and appropriate, with campus events receiving first priority.

CCC&TI’s marketing and communications department will maintain official Facebook, Twitter, and Google+ Instagram, LinkedIn, SnapChat, and other social media accounts in order 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.

Go to [www.cccti.edu](http://www.cccti.edu) for the latest news, events, class schedules, catalog, publications, program information, club activities, sports, closings/delays, and many other resources and opportunities. Updates to the website may be requested by emailing webdev@cccti.edu.

Special student publications appear periodically depending on student interest in newsletters, newspapers, and other publications. New publications to be produced on a regular basis must have a faculty or staff sponsor and be approved by the vice president of student services and the college’s public information office. Regardless of the source of funding, the college retains editorial control of all student publications. Student editors are responsible for ensuring that such publications establish and maintain an atmosphere of responsible discussion. All articles expressing opinions must be signed. Sponsors may exercise editorial control, but decisions regarding the initiation or continuance of student publications are approved by the College Executive Council.
2.2.10 STUDENT SERVICES

Student Services provides essential support for students to be successful in achieving their educational goals at CCC&TI. These services include financial aid, admissions and records, career and counseling services, transition advisement, testing, TRIO programs, advising, disability services, student activities, and athletics. The primary function of Student Services is to meet the non-instructional support needs of students. Student Services is responsible for the protection of student information and serves as the repository for student permanent records. For a complete description of the service units in Student Services, please refer to The Student Services Policies and Procedures Manual. The vice president of student services serves as the senior administrator of the Student Services division and reports directly to the president.

2.2.11 FACILITIES SERVICES

Facilities Services provides capital project management, facility services, environmental services, landscaping and grounds maintenance, food service and vending, institutional vehicles maintenance, key management, college recycling, and campus safety and security for CCC&TI.

Capital project management is key to college operations. New construction, renovation projects, and support in the college’s continuous master site planning initiatives are major activities that occur within this department.

The Facilities services staff consists of a team of multi-talented professionals dedicated to maintaining and improving the buildings at all campus sites. Facilities services range from basic, routine maintenance tasks to a proactive preventative maintenance program. Selected renovation projects are included among departmental work activities. This department also provides additional support services to environmental services, and landscape and grounds services.

Environmental services staff ensure that the buildings are cleaned and well-maintained at all campus sites. Services range from daily cleaning to other tasks completed on a scheduled basis. Environmental services staff also provide support to staff in facilities services, and landscape and grounds services.

The landscaping and grounds services team plays a vital role in making the campus grounds beautiful and well-maintained. They are responsible for the overall appearance of the grounds at the various campus sites. They also provide additional support to facilities services and environmental services staff.

Food service and vending services are provided to the college through a contractual agreement with a third party vendor.

Institutional vehicles are made available to college employees for official use in accordance with the established policy and procedures.
Access control of buildings and property owned by or operated by the college is managed by the Office of Administrative Support and Facilities Services. This office works closely with college employees to ensure that all college access needs are addressed and that provisions are in place to achieve maximum physical security of buildings and keys.

The college recycling program endeavors to reduce waste on campus sites, promotes the recycling of materials, and maintains and promotes a clean and environmentally conscious campus. All faculty, staff, and students are encouraged to participate in the recycling program of services.

Campus safety and security is of extreme importance as the college strives to provide the safest educational and work environment possible for students, faculty, staff, and visitors at all campus sites. The college’s security services are provided by third party vendors.

The vice president of operations is responsible for facility services operations and reports directly to the president.

2.2.12 FINANCE AND ADMINISTRATION

Finance and administration includes the business office (office of the controller, accounts payable and accounts receivable), human resources, purchasing, payroll and the college stores.

In addition, finance and administration is responsible for budgeting, financial reporting, construction financing, and special project billing and reimbursement. Finance and administration is responsible for relations with the Office of the State Auditor, finance division of the system office, Office of the State Treasurer, and the Office of the State Controller. Finance and administration is administered by the vice president of finance and administration who reports to the president.

2.2.13 OFFICE OF INSTITUTIONAL EFFECTIVENESS, RESEARCH, AND GRANTS

The Office of Institutional Effectiveness, Research, and Grants serves as the administrative support unit assigned responsibility for carrying out institutional effectiveness, research, and grants functions at the institution. This office is responsible for planning, research, institutional effectiveness, assessment activities, data management, data storage, and institutional archives. The director of institutional effectiveness, research, and grants reports directly to the president.
2.3 Councils and Committees

CCC&TI has established councils, standing committees, ad hoc committees, and task forces to facilitate our offering quality programs and services to internal and external stakeholders. Committee membership for the executive, instructional, and planning councils is defined by position. Membership of standing committees and ad hoc committees (including task forces) is comprised of individuals holding positions related to the purpose of the committee, as well as staff, faculty, and students appointed to represent their respective constituencies.

Appointments of faculty and staff representatives to standing committees are made each spring for the upcoming academic year. Each committee has a liaison from College Executive Council who calls the first meeting of the year, gives the committee its charge, and serves as a consultant to facilitate the work of the committee. At the first meeting of the standing committee, the members elect from the membership a facilitator and a recorder. The facilitator is responsible for conducting meetings, but the work of the committee is a shared responsibility. Committee recommendations are made directly to the Executive Council, from whom action is to be rendered in a timely and thoughtful manner. The first meeting of each standing committee must occur prior to November 1.

2.3.1 COLLEGE EXECUTIVE COUNCIL

In an effort to improve coordination in overall institutional planning and operation, the president makes use of the College Executive Council. The purpose of this council is primarily one of intermediate and long-range institutional planning. The Executive Council has a primary duty to review how various resources are brought together and effectively allocated in order to accomplish institutional goals. The council deals with operational matters, as well as coordination of ongoing activities and actions about to be taken. Meetings of the College Executive Council are open and visitors are welcome. Minutes of the College Executive Council are posted on MyCCCTI Portal.

Members of this group are responsible for two-way communication with all college employees. The membership includes the following:

- president
- vice president, finance and administration
- vice president, instruction
- vice president, operations
- vice president, student services
- vice president, technology and instructional support services
- president, faculty senate
- president, student government association
- executive director, foundation (non-voting)
- director, institutional effectiveness, research, and grants (non-voting)
- public information officer (non-voting)
2.3.2 Instructional Council

The purpose of the Instructional Council is to provide overall coordination of the college’s academic program. The council reviews academic and institutional issues and concerns, and when appropriate, recommends action to the College Executive Council or other administrative areas. The vice president, instruction serves as chairperson. Minutes of the Instructional Council are posted on MyCCCTI Portal.

The membership includes the following:

- vice president, instruction (chair)
- vice president, technology and instructional support services
- dean, humanities and social sciences
- dean, science, technology, engineering, and math (STEM)
- dean, career and technical education (CTE)
- dean, health sciences
- dean, continuing education and adult education
- executive director, workforce development
- director, academic support center
- director, Quality Enhancement Plan (QEP)
- director, adult education
- executive director, Watauga campus
- director, learning resource center
- instructional designer
- distance learning administrator
- director, enrollment management services
- president, faculty senate or designee
- representative, student government association

2.3.3 COLLEGE PLANNING COUNCIL

The College Planning Council is charged with responsibility for steering the entire institutional effectiveness effort, including strategic planning, review of the institutional mission statement, preparation of the institutional effectiveness plan (which includes annual plans of action and evaluation of institutional performance as measured against goals and measurable objectives established in the plan), measuring institutional performance against the North Carolina Community College System’s performance measures, assuring compliance with the Principles of Accreditation of the Southern Association of College and Schools Commission on Colleges (SACSCOC), substantive change, and other such duties as may be necessary to demonstrate that the institution is carrying out its stated mission. Minutes of the College Planning Council are available on MyCCCTI Portal.

The overall mission of the College Planning Council is to foster an “expectation of excellence” within the institution and to lead the college in continuously improving the quality of educational services offered to students and other constituencies. Planning Council membership includes the following:

- president
• vice president, finance and administration
• vice president, instruction
• vice president, operations
• vice president, student services
• vice president, technology and instructional support services
• president, faculty senate or designee
• executive director, Watauga campus
• representative, student government association
• director, institutional effectiveness, research, and grants (chair)
• institutional researcher

2.3.4 ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee is responsible for continuously appraising all facets of the curriculum and has the prerogative of initiating action that deals with the institution’s educational programs. The committee’s actions will be consistent with the purposes and objectives of the institution and must ensure the overall effectiveness and quality of the college’s educational program consistent with the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Academic Affairs Committee plays a central role in actions concerning the creation, modification, and termination of courses and programs. Minutes of the Academic Affairs Committee are posted on MyCCCTI Portal.

Academic Affairs Committee membership includes the following:
• public information officer, ex-officio
• director, financial aid, ex-officio
• registrar, ex-officio
• director, enrollment management services
• eight faculty members appointed by the faculty senate president (two from each academic department)
• president, faculty senate or designee
• one student appointed by the president of the student government association

The vice president of instruction attends the meetings to serve as an advisor to the committee regarding compliance, institutional impact, etc. Other than ex-officio members, each members should serve on the committee for two consecutive years. A chair is elected at the first meeting of the academic year.

2.3.5 ADMISSIONS COMMITTEE

The Admissions Committee has a responsibility to review all proposed changes in admission policies and procedures, including changes in program admission requirements. The committee evaluates and makes recommendations to the president of the college on the admissions policies and procedures and makes final decisions on any questionable student admissions. The committee also reviews and recommends appropriate retention strategies and standards for academic progress. Committee meeting minutes will be posted on MyCCCTI Portal.
The Admissions Committee members are selected from students, faculty, and staff. The facilitator and a recorder will be selected at the first meeting, which will be called by the designated liaison from the Executive Council. Composition of the committee is as follows:

- three administrative staff members appointed by the vice president, student services
- three faculty or administrative staff members appointed by the vice president, instruction
- director, enrollment management services
- three faculty members appointed by the president of faculty senate
- two students appointed by the student government association

2.3.6 GRADE APPEAL COMMITTEE

If a dispute over a course grade cannot be resolved through the informal process as outlined in Policy 5.27 – Grade Appeal Policy, the student may submit a grade appeal form, available in Student Services, to the president within five (5) business days of the consultation with the dean.

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

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.

2.3.7 GRIEVANCE COMMITTEE

The Grievance Committee is convened in situations where grievances are not resolved at a lower level as outlined in the college’s grievance policy and procedures (located in section 5 of this manual).

The chair of the Grievance Committee will be appointed at the first meeting called by the president or by the chair of the Board of Trustees if the grievance is related to the president. The grievance committee will consist of four standing members and three members selected at the
time a grievance is presented. In addition to the committee members, a recorder will be assigned. The four standing members will serve for two years. In order to provide continuity, initially two members will be appointed for two years and two members will serve one year. The parties involved may challenge the impartiality of any of the seven members selected by the president or by the chairman of the Board of Trustees. The committee will act as a hearing committee for all student grievances.

2.3.8 GLOBAL DIVERSITY COMMITTEE

The Global Diversity Committee has been established to evaluate and update, as necessary, the diversity plan. The committee’s focus is to disseminate knowledge of diverse populations in the service area and to integrate global awareness into instruction, operations, and opportunities at CCC&TI. As indicated through the college’s strategic planning process, diversity and global awareness have been identified as key directions and initiatives for the college as it prepares the citizens of our service area for the future.

The global diversity committee works on three segments: process, attitudes/awareness, and actions/behaviors. Implementing each of these segments throughout the college community is the goal of the diversity plan and global awareness initiatives. The committee is comprised of volunteers and is open to all faculty and staff. Minutes of the Global Diversity Committee are posted on MyCCCTI Portal. The first meeting of the global diversity committee is called by the designated liaison from Executive Council.

2.3.9 HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is charged with the responsibility for overall implementation and evaluation of the college’s comprehensive Health and Safety Program. Each individual committee member is charged with the responsibility for compliance in his or her particular area. The purpose of this committee is both reactive (accident investigation and emergency response) and proactive (safety training, employee involvement, safety awareness, inspections, and recommendations for continuous improvement in health and safety programs and practices).

Specific responsibilities of the Health and Safety Committee include reviewing employee suggestions for workplace or job procedure improvements; taking an active part in prioritizing safety related issues; planning and contributing to safety education; communicating safety and health information to students and employees; identifying problems, suggesting solutions and helping communicate; analyzing accidents, evaluating performance, and highlighting areas for improvement; reviewing work areas and specific jobs (e.g., audits, inspections); identifying and discussing ways to eliminate hazards; making safety observations and interventions; reviewing and monitoring the college compliance with all federal, state and local laws and regulations related to health and safety issues; and assisting in the annual review and update to the College Health and Safety Plan.

The Health and Safety Committee is representative of all areas of the college. Membership term is one year and members are selected as follows:

- safety officer (permanent member, chair)
- vice president, operations
• vice president, student services
• student services staff member appointed by vice president, student services
• SGA president or his/her designee
• three faculty members appointed by faculty senate president of which two should have experience in health or emergency services
• three faculty/staff members appointed by vice president, instruction
• director, human resources (permanent member)
• director, facilities services (permanent member)
• evening administrator
• administrative assistant, facilities services (permanent member and recorder)
• public information officer
• representative from Caldwell County Schools District Office
• representative from Caldwell Early College High School
• representative from Caldwell Career Center Middle College

2.3.10 WATAUGA CAMPUS HEALTH AND SAFETY SUB-COMMITTEE

A sub-committee of the Health and Safety committee is charged with overall implementation and evaluation of the college’s comprehensive Health and Safety Program on the Watauga campus. Membership is as follows:
• safety officer (permanent member, chair)
• vice president, operations
• assistant director, facility services
• executive director, Watauga campus
• student services staff member, Watauga campus
• faculty member, Watauga campus
• administrative assistant, Watauga campus

Committee meeting minutes will be posted on MyCCCTI Portal.

2.3.11 TEACHING EXCELLENCE TEAM

This committee is concerned with issues related to quality classroom instruction throughout the institution. It makes recommendations to the vice president, instruction in this regard. Committee members and the committee chair are instructors recommended by the academic deans and approved by the vice president, instruction. All instructional areas, as well as the student services area, are to be represented by at least one member. Committee meeting minutes will be posted on MyCCCTI Portal.

The goals of the committee are as follows: to promote and encourage the use of teaching techniques and student assignments which involve critical thinking by the students; to promote and encourage the use of new and developing technologies in the classroom; to develop suggestions for improving the orientation of new faculty, as well as part-time faculty orientations, training, and involvement; to assist in the identification and promotion of professional development activities for faculty; to address and make suggestions relative to other issues regarding classroom instruction.
2.3.12 TECHNOLOGY COMMITTEE

The Technology Committee promotes innovation and collaboration within CCC&TI to facilitate creative uses of technology, maximize resources, and ensure all areas of the organization have adequate and appropriate technology to achieve the mission and vision of the college. The committee develops and updates the five-year technology plan and advises the vice president of technology and instructional support services in matters involving technology and its use throughout the college.

Committee members are appointed as follows:
- two staff members appointed by the vice president, technology and instructional support services
- two staff members appointed by the vice president, student services
- three faculty members appointed by the vice president, instruction

The committee consists of three faculty members and four staff members. Other faculty and staff may be called upon to assist as needed with the technology plan. The vice president of technology and instructional support services will serve as ex-officio and act as liaison to Instructional Council and Executive Council. Membership terms are three years and members may be reappointed.

2.3.13 AD HOC COMMITTEES AND TASK FORCES

The president will appoint ad hoc committees and task forces to review, study, and make recommendations on appropriate subjects. The formation of these committees will be announced by the Office of the President through an official campus-wide communication. Members of ad hoc committees and task forces receive a memorandum outlining the purposes, duration, and nature of their assignment. Any employee of the institution having an interest in matters likely to be acted upon by these ad hoc committees and task forces should make his/her views known to committee members. Examples of committees and task forces which may be appointed are the building committee, calendar committee, retention task force, compensation task force, personnel selection committee, and similar groups. Committee meeting minutes will be posted on MyCCCTI Portal.
SECTION THREE: EMPLOYEMENT

This section is under revision.
Please follow this link to the current version of the Employment Section of the Policy and Procedure manual.
SECTION FOUR: FACULTY AND INSTRUCTION

4.1 Role of Instruction

4.1.1 ROLE OF INSTRUCTIONAL PERSONNEL IN ACADEMIC GOVERNANCE

I. ROLE OF INSTRUCTIONAL PERSONNEL IN ACADEMIC GOVERNANCE

The college’s instructional personnel, in partnership with the administration, ensure the overall effectiveness of the educational programs. Additionally, instructional personnel are involved in the college’s decision making processes in the following ways:

A. Have primary responsibility for the content, quality and effectiveness of the curriculum.
B. Participate in program/department/division level decisions and activities.
C. Participate in college committees based on the president or designee’s appointment.
D. Participate in a governance body (e.g., Executive Council, Instructional Council, College Planning Council, or Faculty Senate), which is designed to provide broad based participation in the college’s planning process, educational issues, and other related issues.

II. DUTIES AND RESPONSIBILITIES OF INSTRUCTIONAL PERSONNEL

Quality instruction is a primary function of Caldwell Community College & Technical Institute (CCC&TI). It is the policy of CCC&TI to place primary responsibility for the content, quality, and effectiveness of its curriculum with the faculty. Instructors exercise this responsibility through their active participation in program/subject area, department, and division meetings; in meetings with advisory committees; in the Faculty Senate; and through institutional committees. It is the direct responsibility of each instructor to provide effective teaching in every class. Each faculty member is encouraged to share any ideas for improving instruction or the curriculum with his/her appropriate director, dean, and/or vice president.

Job descriptions defining teaching, advisement, and other responsibilities for the faculty are provided to instructional staff on an annual basis. Job descriptions are maintained in the Office of Human Resources.

III. STANDARDS FOR CCC&TI INSTRUCTIONAL PERSONNEL

CCC&TI has expectations of its faculty beyond the minimal academic requirements for employment. These expectations fall into four categories: knowledge of the adult learner, technology, life-long learning, and professional/ethical behavior.

A. The Adult Learner
All students at CCC&TI are to be considered adults. As adults,
1. they should be respected for the knowledge and experience they do possess, and this knowledge should be viewed as a valuable classroom resource
2. their values and beliefs should be treated with respect; much of the information presented in classes may conflict with their prior experience, and learning may be slowed as students re-evaluate old concepts and integrate new information and values
3. they respond well to application examples and to information for which they see a direct need
4. many are under stress from life-changing events, and instructors should acknowledge their stress and offer assistance in the form of appropriate referrals
5. their rights to privacy and personal dignity should be protected with regard to their classroom performance, grades, and personal information.

B. Technology
All CCC&TI instructional personnel are expected to have sufficient technological and information literacy skills as required by the position including accessing information from student information systems, effectively using electronic communications, and navigating learning management systems. Training will be provided as needed to ensure that faculty members remain up-to-date as changes in technology occur.

C. Life-Long Learning
Life-long learning is ideally a choice motivated by a love of learning. It is also a necessity created by changing technologies in the workplace and by the changing demands of the marketplace. In both regards, CCC&TI faculty should act as models for students by presenting themselves as active learners, as well as experts in their respective disciplines.

D. Guidelines for Professional/Ethical Behavior
As employees of CCC&TI and as professionals, instructors are expected to uphold certain standards of professional and ethical behavior. These standards include, but are not limited to, the items listed below. Any questions concerning these guidelines should be directed to the appropriate supervisor or mentor.

1. commitment to excellence in all work
2. understanding and supporting the mission of the institution
3. behaving in ways that reflect integrity and honesty
4. encouraging student learning
5. adhering to institutional policies and procedures
6. exercising responsible stewardship of resources
7. staying professionally current
8. contributing productively in partnerships and collaborative efforts
9. managing personal life so that overall professional effectiveness is maintained
E. College Meetings
Full-time instructors are \textit{required} to attend meetings when called by the chief academic officer and other appropriate instructional administrators. Deans may call department meetings when appropriate.

F. Advisory Committees
An advisory committee at CCC&TI is a diverse group of citizens selected from area employers, employees, and students to advise the appropriate college faculty/staff about designated educational programs. Individuals who serve on advisory committees at CCC&TI are appointed by the president and serve on a voluntary basis. Advisory committees generally meet twice per year with the appropriate program areas. Minutes from advisory committee meetings are housed in the Office of the Vice President of Instruction.

G. Faculty Senate
The Faculty Senate is an organization through which the instructional personnel of CCC&TI convey their opinions and make recommendations to the administration. The minutes of the Faculty Senate are archived on MyCCCTI Portal.

4.1.2 FACULTY SENATE CONSTITUTION

Preamble
Because cooperative relationships between instructors and administrators are essential to the success of our institution, it has been deemed prudent and logical to establish a senate to ensure involvement of faculty in an advisory capacity to the administration.

Article I MEMBERSHIP

Section 1 Membership of the Faculty Senate will be made up of all full-time and 30-hour part-time personnel of CCC&TI whose duties are primarily instructional. “Full-time” is defined as employment for a nine-month or longer contract. “Thirty-hour part-time” is defined as employment for a minimum of nine months per year and a minimum of 30 hours per week. “Primarily instructional” is defined as having at least one of the following duties: a) teach at least 15 contact hours per week (curriculum faculty), (b) teach an average of 9 to 15 hours per week (continuing education and workforce development faculty), or (c) work at least 51% of the time in classroom-related instructional duties.

Eligibility for membership will be determined by the following procedures.

1. Deans and directors (or appropriate supervisors) will submit nominations for membership in the faculty senate to the membership committee in a timely manner (within one month of employment). The membership committee includes the faculty senate officers.

2. The membership committee will determine if the nominee meets the minimum requirements for membership as stated in Article 1, Section 1.

3. If nominee meets required criteria, nominee’s name will be presented at the next scheduled faculty senate meeting for membership approval.
SECTION FOUR: FACULTY AND INSTRUCTION

4. The membership committee will notify the nominee of membership.

Section II Members shall decide by vote any motion before the group or any amendment to this constitution.

Article II OFFICERS

Section I The officers of the senate shall be the president, the vice president, and the secretary elected by members of the senate. They shall hold office for one year.

Section II The president shall preside at all meetings of the faculty senate; he/she shall appoint members of the faculty senate to college standing committees; he/she shall be the official spokesperson for the faculty between meetings of the faculty senate; he/she shall transmit all records of office to his/her successor.

Section III The vice president shall assume all duties of the president (in case of absence or resignation of the president); he/she shall manage any monies obtained by the faculty senate and shall collect money from the faculty senate to support senate-designated activities; and he/she shall perform other duties as the president requests.

Section IV The secretary shall keep a record of the proceedings of the faculty senate, provide copies of minutes to each member, and conduct the correspondence of the senate.

Article III MEETINGS

Section I The faculty senate shall determine at its first meeting of each semester the regular time of meeting for that semester; it will make every attempt to vary meeting times to avoid continued exclusion of members because of conflicts. Any special called meetings shall be limited to the business for which it was called.

Article IV POWERS

Section 1 The senate's delegated powers are advisory powers and operate in areas of educational policies such as the following:

- admission standards
- curriculum revisions
- requirements for degrees and certificates
- class size
- academic calendar
- appointment and reappointment of educational duties
- promotion of faculty and staff
- merit pay and criteria
- duration and time of instructional period
- graduation ceremonies
- vacation schedule
- student recruiting
- student decorum
• social affairs–faculty and student
• advancement and utilization of faculty and staff
• faculty workload
• other matters pertaining to faculty welfare

Since the senate is made up of the faculty, they must support its recommendations and resulting actions. Since the senate is an advisory body, the administration is not necessarily bound to concur with the recommendations, but it is obligated to give them careful consideration and report to the senate approval or disapproval, with justification.

Article V STANDING COMMITTEES

Section I The Faculty Senate shall appoint representatives to serve on the following college standing committees. The faculty senate president may appoint a designee to represent the senate at his or her discretion.

1. College Executive Council – president of the faculty senate
2. Academic Affairs Committee – six faculty members (3 from college transfer and three from technical areas) of the senate. The faculty senate president will serve as a representative from his or her area.
3. Admissions Committee – three faculty members of the senate
4. Financial Aid Committee – one faculty member of the senate
5. Health and Safety Committee – three faculty members of the senate
6. College Planning Council – president of the faculty senate
7. Trustee Students Awards of Merit – one faculty senate member
8. Scholarship Selection Committee – four faculty members of the senate and the faculty senate president
9. Calendar Committee – two faculty senate members from the Caldwell campus and two faculty senate members from the Watauga campus

Section 2 The faculty senate shall elect members to the following senate standing committees:

1. Student Awards Committee – one faculty senate member from each department plus the faculty senate president
2. Membership Committee – current faculty senate officers

Article VI AMENDMENTS

Section I Proposed amendments shall be submitted in writing to the faculty at least ten working days prior to a special election on the amendment.

Section II Ratification of an amendment shall require an affirmative vote by two-thirds of the members present.

Article VII RULES/QUORUM

Section I The rules contained in Robert's Rules of order shall govern the senate in all cases where they are applicable and in which they are not inconsistent with the special rules of this
group. (A quorum consists of twelve members except in the event of special or called meetings where a majority of the total membership will be required.)

A. 4.1.3 Instructional Programs

The State Board of Community Colleges authorizes CCC&TI to provide the following academic programs:

A. Curriculum Programs. Curriculum programs are organized sequences of courses leading to an associate degree, a diploma or a certificate. All curriculum programs are designed to provide education, training, or retraining for the workforce.

B. Continuing Education Programs. Continuing education programs provide education and training opportunities for targeted audiences. Courses are non-curriculum credit, short-term, and are offered in a variety of instructional delivery modes and locations. Included within continuing education programs are:

1. Occupational Extension Programs. Occupational extension courses consist of single courses or a series of courses designed for the specific purposes of training an individual for full or part-time employment, upgrading the skills of persons presently employed and retraining others for new employment in occupational fields. In addition, Human Resources Development (HRD) courses provide skill assessment services, employability skills training and career counseling to unemployed and underemployed adults.

2. Self-Supporting Programs. Self-supporting courses are specific courses of interest requested by the community or which serve a special need for the community and college. Self-supporting courses focus on personal or leisure needs rather than occupational or professional employment.

3. Customized Training Programs. Customized training programs provide small business training, counseling, and referral services as well as job/company-specific training customized for job growth, technology investment or productivity enhancement.

C. Adult Education Programs. Adult education programs provide courses for students seeking an adult high school diploma, high school equivalency, general education development, or other specific types of education services including adult basic education, English Language Acquisition (ELA), and compensatory education (special populations/Compass).

Legal Reference:
1D SBCCC 200.3

4.1.4 TENURE AND ACADEMIC RANK
CCC&TI does not grant tenure to any employee. CCC&TI has no system of academic rank.

### 4.1.5 CURRICULUM DEVELOPMENT

The president shall determine the courses and programs of instruction needed to meet the educational needs of the people in the college’s service area and shall determine the effectiveness and efficiency of the programs and services in meeting these needs.

All new programs offered by the college must be approved by the Board of Trustees, the North Carolina Community College System Office and the State Board of Community Colleges. All approved programs and courses should be contained in the *College Catalog*. The continued operation of any curriculum program is dependent upon adequate state funds and sufficient enrollment in the program.

Implementation of this policy is outlined in the following procedures.

### 4.1.6 CREATING, MODIFYING, OR TERMINATING CURRICULUM COURSES AND PROGRAMS PROCEDURE

Individuals seeking to initiate action to create, modify, or terminate a course or program at CCC&TI must follow the proper channels of approval.

**A. New Course, already included in the Combined Course Library**

The procedures for initiating a new course differ according to whether the course is currently included in the Combined Course Library (CCL) or whether the initiator is petitioning for the approval of a completely new offering. If the course is included in the CCL, the initiator follows these steps:

1. Checks to make sure that the course is included in the curriculum standard for the program.
2. Submits the request on academic affairs change form to the dean whose department will offer the course.
3. If approved, submits to the vice president of instruction.
4. If approved by the appropriate dean(s) and vice president of instruction, the proposal is reviewed by the registrar who forwards the proposal with the appropriate signatures to the Academic Affairs Committee.
5. If approved by academic affairs, the course is forwarded to NCCCS for approval and inclusion in the program of study. It is listed among the course descriptions and the programs of study in the *College Catalog*.
6. If the proposal is not approved at any point along the administrative chain, the proposal will be returned to the initiator with a written explanation by Academic Affairs Committee, the dean, or the vice president of instruction.
B. Special Course – Selected Topics

Occasionally, in response to a particular need, a department may wish to offer a course that has not been validated by NCCCS for inclusion in the CCL. The course must be identified by a subject prefix, the numbers 191-193 or 291-293, depending on the first- or second-year level of the course, and the term “Selected Topics,” followed by the specific title; e.g., ENG 193, Selected Topics/The Romantic Poets. In most cases, selected topic courses are considered one-time offerings. If a course needs to be taught again, the initiator must follow the process outlined under “C. New Course, not included in the CCL.”

C. New Course, not included in the CCL

Comprised of instructional administrators from throughout the NCCCS, the Curriculum Review Committee (CRC) is charged with maintaining and sustaining the viability of the CCL. The CRC recognizes its responsibility for assuring that colleges maximize the use of the CCL and voluntarily limit the proliferation of courses throughout the system. The CRC has authority for reviewing requests from individual colleges for the approval of additions, changes, and deletions to the CCL. The CRC meets twice each calendar year, once during the fall and once during the spring semester.

If a proposed new course is not included in the Combined Course Library, the initiator will follow steps above. Then the process continues as described below.

If the new course is approved through all the proper channels, the college submits a request for approval to the Curriculum Review Committee (CRC), outlined in the NCCCS Curriculum Procedures Reference Manual.

D. Changes in Existing Courses

Modifications to existing courses within the “Catalog are limited to changes in local prerequisites or changes in the wording of the fourth sentence of the course description designed to reflect slight differences in instructional emphasis. Data relevant to the revision must be submitted on the academic affairs change form.

Steps outlined above must be followed in proposing changes to local prerequisites or to the fourth sentence.

More substantive changes must be approved by the CRC in accordance with the procedure described in section C, “New Courses, not included in the CCL.”

E. Course Termination

Courses are eliminated from the College Catalog by the process described in section A, New Courses. If the dean(s), vice president of instruction, and Academic Affairs Committee approve deletion of the course from the College Catalog, this request for modification to the program of study is submitted to NCCCS for approval.
For additional information on procedures for making revisions to the Combined Course Library, see the NCCCS Curriculum Procedures Reference Manual.

F. **New Programs**

Any employee of the college or any external stakeholder of the college who advocates for creation of a new program should bring the idea before the appropriate dean. If the dean determines the program to be viable, he/she will bring it to the attention of the vice president of instruction. After discussion and consideration, the vice president of instruction will determine if the proposal warrants further study. If so, the appropriate dean will begin the program planning process. As part of this process, the vice president of instruction will notify the NCCCS and all appropriate North Carolina community colleges of intent to initiate the planning process for a new program. If the proposed program receives approval from this group, the dean will draft a curriculum program application which is reviewed by the vice president of instruction. As part of this process, the proposed program of study is also reviewed by the Academic Affairs Committee and the president.

Budgetary considerations should be addressed through annual planning procedures (POA) which allow input at the program, departmental, divisional, and institutional levels. Budget requests are considered at the annual budget retreat.

If the college determines that sufficient funds are available, the proposal is sent to the CCC&TI Board of Trustees. If approved by the CCC&TI board, the curriculum application is sent to NCCCS who forwards the application on to the State Board of Community Colleges. If at any point, a program is rejected, the proposal (along with reasons for disapproval) is returned through the channels to the initiator. In addition to the submission of the program application, the dean will develop a substantive change prospectus for the SACSCOC liaison to submit to SACSCOC in keeping with the CCC&TI substantive change policy.

G. **Changes in Existing Programs**

The modification of an existing program parallels many of the steps enumerated in section A New Courses. Typically, such changes will include the addition or deletion of a class, changes in which semester a given class will be offered, etc. The person seeking to make changes in the program begins by checking to make sure that the proposed change adheres to the guidelines set forth in the Curriculum Standard for the given program and then follows steps listed above. Data supporting modifications to the program must be submitted on the academic affairs change form.

H. **Termination of Programs**

Termination of a curriculum program may be based on an analysis of the following:

1. advisory committee recommendations
2. faculty comments/recommendations
3. student/graduate evaluations/comments
4. employer comments
5. program review
6. cost per FTE
7. accreditation/licensure status (if appropriate)
8. low enrollment

When questions of program viability occur, the dean for the department that offers the program in question will analyze program data, research the level of interest, need, and/or commitment to the program. The vice president of instruction will review a summary of findings, comments, and recommendations and will recommend to the president one of four courses of action:

A. **Continue the program**

B. **Place the program on probationary status** which allows the program to continue to admit students within a designated time period with increased efforts on marketing and recruitment. Program continuation will be reassessed at the end of this period. At this point, program status may change.

C. **Place program on inactive status** which begins the “teach out” phase of program termination. At this point, the program no longer admits students. Should interest in the program change during this period, the vice president of instruction can recommend probationary status for the program. Since the termination of a curriculum program of study is considered a substantive change, the president will inform SACSCOC of the termination of the program of study detailing:

1. Date of closure (date when new students will no longer be admitted).
2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.
3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.
4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.
5. Copies of signed teach-out agreements with other institutions, if applicable
6. How faculty and staff will be redeployed or helped to find new employment resources and other assets.

Programs that are placed on inactive status with SACSCOC can be reactivated by sending a notification letter within five (5) years of the initial inactive placement.

D. **Terminate the program**
If the program termination is approved, the appropriate dean submits the academic affairs change form indicating the elimination of the program to the academic affairs committee for review, comment, and/or recommendations. The committee’s comments and recommendations are presented to the vice president of instruction for consideration. All program terminations must be approved by the Board of Trustees. Once all segments of the leadership channel approve the termination, the vice president of instruction will notify the NCCCS of the final termination status.

Programs placed on inactive or probationary status will be monitored closely.

4.1.7 CREATING, MODIFYING, OR TERMINATING CONTINUING EDUCATION COURSES AND PROGRAMS PROCEDURE

Individuals seeking to initiate action to create, modify, or terminate a course at CCC&TI must follow the proper channels of approval.

A. New Course, already included in the Combined Course Library

The procedures for initiating a new course differ according to whether the course is currently included in the Combined Course Library (CCL) or whether the initiator is petitioning for the approval of a new offering. If the course is included in the CCL which is found on the NCCCS website, the initiator follows these steps:

1. Ensure the appropriate course is included in the current CCL.

2. If included in the current CCL, it is available for immediate use upon approval by the direct supervisor, director, and/or dean.

3. The CCL course number and description will then be used to schedule the course.

B. New Course, not included in the CCL

If a proposed new course is not included in the Combined Course Library and there is nothing similar to copy (COCO) the course from, the initiator will proceed with the following:

1. Confirm the course is not included in the current CCL by going to the NCCCS website to research for similar courses.

2. Submit the request to include the course title, course description, contact hours, program area, funding source, and projected start and end dates to the dean and vice president of instruction recommending a new course be created.

3. If approved, the proposal is forwarded to the continuing education office manager for electronic submission to NCCCS. In addition, the office manager will mail a hard copy with appropriate signatures to the NCCCS.
4. The continuing education office manager notifies appropriate NCCCS employees once a proposed new course is submitted electronically.

5. If approved by NCCCS and the state board, CCC&TI is notified and the new course will be included in the current CCL.

6. The program may be offered for 90 days while waiting for approval from the system office.

7. If the proposal is not approved at any point through the process, the proposal will be returned to the initiator with a written explanation from the dean or vice president of instruction.

C. Changes/Modifications to Existing Courses

Changes/modifications to existing courses within the College Catalog may include increase/decrease in contact hours, change in course title, and/or course description.

Steps 2–7 outlined above must be followed in proposing modifications to existing courses.

D. Course Termination

Continuing education courses are not terminated in the CCL system by request of an individual college. Courses are eliminated or marked as obsolete only by NCCCS personnel. Proper notification is emailed to each college prior to elimination or marking as obsolete to ensure the appropriate amount of time is given to cycle through the use of the course number.

E. New Course(s)

Any employee of the college or any external stakeholder of the college who advocates creation of a new course should bring the idea before the appropriate director, dean and/or vice president of instruction. If the director, dean, and the vice president of instruction determines the course to be viable, he/she will bring it to the attention of the president to determine what the next step should be depending on the specifics of the course and funding requirements. The program area expansion may warrant the research to include the program area in the planning process and begin addressing the need through the annual plan of action (POA) which allows input at the program, departmental and institutional levels. At the annual planning retreat, Executive Council will determine whether to proceed with the program area funding.

If at any point, a course(s) is rejected, the proposal (along with reasons for disapproval) is returned through the channels to the initiator.

F. Termination of Courses at the Local Level

Termination of a local course may be based on an analysis of the following:
SECTION FOUR: FACULTY AND INSTRUCTION

1. advisory committee recommendations
2. faculty comments/recommendations
3. student/graduate evaluations/comments
4. employer comments
5. program review
6. cost per FTE
7. accreditation/licensure status (if appropriate)
8. low enrollment

When questions of a course’s viability occur, the director and dean will analyze course data, research the level of interest, need, and/or commitment to the course to determine whether to schedule additional course offerings. A recommendation will be made as to the continuation of the course to the vice president of instruction. The vice president of instruction will review a summary of findings, comments, and recommendations and will recommend to:

1. continue the course
2. place the course on inactive status
3. discontinue the course(s)

Courses are reviewed annually by NCCCS to determine their status on the CCL.

4.1.8 INSTRUCTIONAL SERVICE AGREEMENTS

The college may enter into a written instructional service agreement with another community college within the North Carolina Community College System. The service agreement must be drawn in conformance with the State Board of Community Colleges Code and include the following:

A. Specify the curriculum or continuing education program to be shared;
B. Define the plan for sharing the curriculum or continuing education program, including who shall earn the FTE and grant the award;
C. Certify that appropriate and adequate resources are available at each participating college.
D. Where feasible, the joint utilization of physical facilities, equipment, materials, and instructional faculty should be considered;
E. Certify that the curriculum or continuing education program meets the standards of the appropriate accrediting agency; and
F. Specify under what conditions and what time frame the agreement can be terminated.
The Board hereby delegates to the president the authority to approve and sign Level I and II service agreements. The Board shall approve any Level III service agreements and they shall be signed by the Board Chair.

Notification of termination of an agreement shall be sent to the System President prior to the effective termination date.

Legal Reference:
1D SBCCC 400.7

4.1.9 ACADEMIC ADVISING

The vice president of student services shall supervise the college’s academic advising system. All instructional faculty are expected to participate in academic advising each semester including advisor training. Academic advisors are college employees who help students plan and complete their academic goals. Academic advisors shall assist students with course selection and requirements for the program of study.

Academic advisors can offer students opportunities to enhance their education by making them aware of the various resources available to them throughout the college community. Academic advisors play an important role in the educational progress of advisees, by continually monitoring and evaluating their progression, as well as helping them clarify their educational goals and values.

Academic advisors shall be familiar with the Board’s policies and procedures as well as other academic issues including, but not limited to: grading, course prerequisites, and the college’s academic program offerings.

4.1.10 Academic Terms

I. Academic Terms

The calendar year is divided into three academic terms:

A. Spring Term: January 1 – May 15
B. Summer Term: May 16 – August 14
C. Fall Term: August 15 – December 31

II. Beginning and End Date for Academic Terms

The Board of Trustees shall determine the beginning and end date for each academic term within the timeframes set forth in Section I, unless an exception is granted by the System President. The System President may grant an exception if it does not result in an overlap with another academic term, the ten percent (10%) point of all course sections falls within the corresponding academic term reporting period, and the exception does not negatively impact the college’s ability to meet data reporting requirements.
The academic semester for credit courses shall be designed so that classes may be scheduled to include the number of instructional hours shown in the College Catalog and the approved curriculum program of study compliance document, and reported for FTE purposes. Instructional hours include scheduled class and laboratory sessions as well as examination sessions. Length of semesters or courses may vary as long as credit and membership hours are assigned consistent with requirements contained in the State Board of Community Colleges Code. If necessary to meet the needs of particular constituents (e.g., courses provided at high schools, military bases, prisons, or at the specific request of business), without an exception by the System President, the college may schedule curriculum course sections that fall outside the academic term beginning and end dates, as defined by the Board. If such course sections cross academic term reporting periods, FTE enrollment shall be reported consistent with the provisions of the State Board of Community Colleges Code.

Legal Reference:
1G SBCCC 100.1, 200.93; CC17-017

4.1.11 FTE REPORTING

The college shall follow the requirements and provisions for calculating and reporting FTE for curriculum, continuing education and other applicable classes/programs, as proscribed in the State Board of Community Colleges Code.

Contact hours are defined as:

Contact hours are calculated based on the actual number of hours a student attends the course. Actual hours of attendance are recorded on the appropriate attendance record by the instructor. The total per student is keyed accordingly into Colleague. Classwork is lecture and other classroom instruction. Classwork must be under the supervision of an instructor. Contact hours are used for multi-entry/multi-exit classes such as labs and for all adult education classes, both seated and online. Online hours must be documented with an approved management system report with a time stamp showing student hours of engagement as well as work completed.

Membership hours are defined as:

Membership hours are calculated based on the intent that each student is expected to be in attendance for every hour scheduled. Membership hours for FTE purposes are calculated by the number of students officially enrolled and in attendance at the 10 percent point of the course multiplied by the total number of course contact hours. All coursework must be under the supervision of an instructor.

Legal Reference:
1G SBCCC 100.99; CC17-017.
4.2 Faculty and Instruction

4.2.1 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. The college also acknowledges the ownership rights associated with intellectual property and requires students and employees to adhere to all applicable state and federal laws.

Intellectual property may be defined as any intellectual or creative works that can be copyrighted, trademarked or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations, brand marks or inventions.

I. Works Made for Hire

The college recognizes that the “works made for hire doctrine” applies to college employees. Under this doctrine and this policy, a work made for hire is defined as a work prepared by any employee within the scope of his or her employment. Other works created under the terms of an agreement between the college and a creator may also be deemed works made for hire under that agreement. Works made for hire include any materials that may receive protection under federal patent, copyright, or trademark law. The college retains its ownership of works made for hire and all rights incidental to that ownership except as stated below.

This policy does not include independent works by employees that were not created within the scope of employment and without college support.

II. Academic Exception for Copyrightable Works

The college recognizes an academic exception to the works made for hire doctrine. Unless otherwise determined by the college prior to the creation of the Work, it is the college's policy that employees own and retain the copyright, and all rights incidental to that ownership, to works created for traditional academic purposes regardless of any use of college resources used in making the work.

This exception applies only to works that may be legally registered in the United States Copyright Office, including but not limited to, textbooks, scholarly monographs, trade publications, maps, charts, articles, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, educational software and multimedia. Employees, however, may not use college resources to commercialize or publish a work without written approval from college administration.

For any creative work that falls under this exception, the employee grants and the college retains a perpetual, royalty-free, non-exclusive right to use the work for educational, research and marketing purposes.
This exception does not apply to trademarks, inventions or patent ownership.

III. Student Works

Except as stated herein, the college recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. By enrolling in the college, the student gives the college a perpetual, non-exclusive, royalty-free license to mark, modify, and use, any work as may be required by the process of instruction, or for other educational, research or marketing purposes.

This section does not apply to class or lab notes created by a student.

The college shall retain the ownership of all patentable inventions created by a student in fulfillment of academic requirements under the following conditions: the development of the invention involved substantial use of college resources, including use of facilities, time, and/or other resources.

IV. Other Agreements

In support of its mission, the college, an employee or a student may voluntarily enter into other agreements for ownership of intellectual property or the sharing of royalties. In these instances, the written agreement is controlling, not this policy.

In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and all rights incidental to the ownership of the property created, not this policy.

All revenue derived by the college from the creation and production of intellectual property shall be used for educational and research purposes that directly support the college’s mission.

V. Dispute Resolution

A. Prior to creating works using college resources, employees and students should direct intellectual property ownership questions to the appropriate vice president.

B. Employees. If issues related to ownership of intellectual property arise and cannot be resolved informally, college employees may seek resolution through the Employee Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third party mediator and will equally share the cost of such mediation.

C. Students. If issues related to ownership of intellectual property arise and cannot be resolved informally, college students may seek resolution through Policy 5.28 – Student Grievance. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third party mediator and will equally share the cost of such mediation.

4.2.2 INSTRUCTIONAL MATERIAL SELECTION
A. Overall responsibility for seeing that instructional materials are ordered in a timely manner rests with each academic dean.

B. Instructors will order instructional materials utilizing the system developed by the college in partnership with the bookstore vendor. At least every four (4) years, the Board shall review the college’s mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board. This procedure is discussed further in Section 6.

C. Requests for textbooks are to be made as soon as possible. All requests should specify the course in which the textbooks are to be used.

D. Deans, or their designees, will be responsible for acquiring textbooks for adjunct faculty.

**4.2.3 INSTRUCTIONAL PERSONNEL QUALIFICATIONS**

CCC&TI employs qualified faculty members to accomplish its mission and goals. The primary consideration in hiring decisions concerning faculty is the candidate’s highest degree earned in the teaching discipline, in accordance with SACSCOC credentialing guidelines. Competence, effectiveness, capacity, related work experiences, professional licensure and certifications, honors and awards, and documentation of excellence in teaching are also considered.

Personnel files include all credentialing information including official transcripts, copies of certificates, and any letters of justification for all full-time and part-time curriculum faculty. As part of the hiring process, faculty credentials are reviewed for appropriateness for the intended position. Documentation of this review is included in the individual personnel file. The files for full-time faculty are located and maintained in the department of human resources; the files for part-time faculty are located and maintained in the office of the president.

Faculty members teaching associate degree courses designed for transfer to a baccalaureate degree should have an earned doctorate in the teaching discipline, a master’s degree in the teaching discipline, or a master’s degree with a minimum of 18 graduate semester hours in a discipline related to the teaching assignment. Letters of justification provide clarification and further explanation for any exceptions to these guidelines.

Faculty members teaching associate in applied science degree, diploma, or certificate programs not designed for transfer to a four-year college or university have earned a master’s degree with a concentration in the teaching discipline, a baccalaureate degree in the teaching discipline or in an area closely related to the teaching discipline, an associate degree with demonstrated expertise in the teaching discipline, or other competencies as explained.

CCC&TI has long regarded
- Undergraduate or graduate degrees in English or English education as the required academic preparation for teaching developmental English/reading (DRE) courses.
- Undergraduate or graduate degrees in mathematics or mathematics education as the required academic preparation for teaching developmental math (DMA) courses.
• Graduate degrees in education or a related discipline as the required academic preparation for transferable academic success courses (ACA 122).

Legal Reference:
1C SBCCC 300.97, 1D SBCCC 200.93 and 400.4

4.2.4 FIELD TRIPS

Field trips are considered a very important aid in the communication of knowledge, ideas, and understanding to students. Instructors are encouraged to plan and make use of this teaching aid.

The following regulations should be observed:

1. Field trips are to be planned in advance, with pre-instruction, post-discussion and evaluation being of prime importance in the planning.

2. The site visited should be engaged in practices which demonstrate something related to the subject matter being covered in the course.

3. All arrangements are to be made by the instructor in advance of the trip.

4. Transportation shall be arranged by the instructor. Students must bear the cost of transportation unless travel is being otherwise arranged by the college in advance.

5. When students on a field trip are to miss classes taught by other instructors at the college, prior approval is to be obtained from the instructors involved.

6. An approved Field Trip Form must be submitted and approved by the appropriate dean and the vice president for instruction at least three (3) days prior to the field trip.

4.2.5 CLASSROOM PROCEDURES

All college classroom instructors shall adhere to the following provision in carrying out job duties and employment responsibilities.

A. **Promptness** – Punctuality is a valuable habit desired by all employers. College employees can help to develop this habit in their students by meeting with their scheduled classes or other meetings at the time designated and by insisting that students also arrive on time.

B. **General Housekeeping** – Prospective students, employers and numerous other interested individuals routinely visit the college. It is important that all employees be active in helping to maintain an orderly and well-organized appearance. The proper attitude toward clean and orderly shops, labs and other workspaces can be passed on to the student by their instructor’s attitude and actions.

Employees can aid the custodial staff by ensuring that:
1. Classrooms are to be used for instruction and college-approved meetings only. The allowance of food and drinks in classroom is at the discretion of the instructor. Food and drinks are prohibited in all computer labs. Smoking and the use of smokeless tobacco products are prohibited in all college buildings, facilities and grounds.

2. Paper and other materials which accumulate during the day are picked up prior to leaving the classroom.

3. All tools are locked in their proper storage place at the end of each class or day.

4. Furniture is left in an orderly appearance. In general, disarrangement of a classroom because of teaching activities shall be corrected by the students in the class under the supervision of the instructor in charge.

5. All labs are secured according to established departmental procedures.

C. **Discipline** – Effective discipline must be maintained in all learning environments. Each instructor has the responsibility of handling any discipline problems that arise in class. Extreme cases are to be immediately referred to the vice president of student services. Upon request by the instructor, administrators will serve as mediators in extreme or reoccurring disciplinary issues. The college will not condone prolonged disruptive activities by students or groups of students. Student disciplinary matters shall be dealt with pursuant to college policy.

E. **Professional Appearance** – Instructors should always present a professional image.

F. **Safety** – Every instructor should maintain a proper attitude toward safety. The instructor's attitude and habit's toward safety have a profound influence on the habits and attitudes formulated by the students. It is extremely important that the following safety regulations be utilized by all instructors:

1. Safety rules and regulations specific for each program of instruction must be posted on laboratory and shop bulletin boards.

2. The instructor should demonstrate proper procedures for the use of dangerous equipment. Hazards should always be pointed out in advance. This aspect of safety training is to be utilized prior to any student being allowed to use equipment and machinery.

3. The instructor must always be present in shops and laboratories when machinery or equipment is being used by students. In the event the instructor must leave the area, another instructor should be placed in charge, or the shop should be locked.
4. Jewelry or loose clothing should not be worn when operating moving equipment.

5. Students without authorization are prohibited from using equipment and machinery.

6. Long hair must be tied at the back and placed under a hat or some type of covering while working in any of the vocational shops.

7. Protective eye devices should be worn by students, teachers and visitors to the instructional area where any of the following activities are conducted:
   a. Working with hot solids, liquids or molten metal.
   b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials.
   c. Heat-treating, tempering, or kiln firing of any metal or other material.
   d. Welding of any type.
   e. Repairing or servicing any vehicle.
   f. Using caustic or explosive chemicals or materials.

8. Any visitor to a classroom, shop or laboratory, must be accompanied by a college employee.

9. Student’s children are not to be left unattended anywhere on campus and are not permitted to attend classroom sessions.

10. All instructional personnel on campus are required to participate in safety/emergency drills.

G. **Equipment and Furniture** – It is the instructor's responsibility to see that the equipment and furniture for each area is maintained. Abuse of equipment or furniture by students will not be tolerated. Longer life and better care may be derived from equipment and furniture if the instructor will utilize the following practices:

1. Stress the importance and cost of equipment and furniture.

2. Emphasize that there is a proper tool or piece of equipment for each job.

3. Demonstrate and utilize recommended preventative maintenance methods. This includes keeping equipment clean.

4. Emphasize that equipment and furniture are not to be loaned or removed from the premises for any purpose. Special consideration may be given to this regulation when pre-arranged field trips or other conditions warrant the use of equipment away from the school. Prior arrangements must be made with the appropriate administrator.
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5. Damaged and missing equipment should be reported to the employee’s supervisor. New equipment must be inventoried by the Business Office prior to its disbursement to classrooms or laboratories. Thereafter, the instructor in charge of each area shall be responsible for the accountability and care, of the equipment and furniture in that area.

H. Miscellaneous –

1. Instructor Absences
   When an instructor is unable to attend his/her class for any reason, he/she must inform the appropriate supervisor immediately so arrangements may be made for a substitute or other appropriate procedures. **Instructors (both full- and part-time) must notify the appropriate supervisor in writing of the absence even if they have made their own arrangements for substitutes.** In all cases, substitutes must be qualified and competent and must be acceptable to deans and other college officials.

2. Off-Campus Meetings
   Administrative staff and full-time instructional personnel should notify the appropriate administrative support personnel when there is reason to be away from the campus during the normal work day. Information should be left where the individual may be reached and when that individual will return to the campus.

4. Course Outlines
   Students must receive a course outline within the first week of class. Course outlines are reviewed each semester, are approved by the appropriate dean, and must follow the college standard format, which includes the following headings:
   a. course description
   b. related program and student learning outcomes
   c. textbook, related program and student learning outcomes
   d. course outcomes
   e. attendance
   f. course grading system
   g. assignments/requirements
   h. course sequence
   i. resources available

   Each semester, instructors must submit copies of their official course outlines to the appropriate dean and/or program director/coordinator and faculty administrative assistant who archives course outlines on MyCCCTI Portal. Any deviation from the above-listed procedures must have approval of the vice president of instruction, dean, or director/coordinator.

I. Classroom Breaks – To facilitate a climate conducive to learning, breaks should be scheduled in class sessions. Breaks should be scheduled based on ten minutes
for each hour of instruction. Breaks for one contact hour may be taken at the end of the first 50 minutes. Any exception to these guidelines must have the approval of the dean.

4.2.6 ACADEMIC FREEDOM

Academic freedom is fundamental for the protection of the rights of the instructor in teaching and of the student in learning. CCC&TI conducts its programs for the combined good of the individual and not to further the interest of either the individual instructor or the college as a whole. CCC&TI is dedicated to the exchange of knowledge, the development of skills, confidences and understandings, and to the nature of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall ensure and protect academic freedom in the college. The board shall also require the exercise of responsible judgment on the part of personnel of the college as they exercise academic freedom in accomplishing the objectives of the college.

4.2.7 CURRICULUM FACULTY WORKLOAD

A workload is defined as a minimum of 30 hours in direct service to the institution. These 30 hours may include, but are not limited to class contact hours, office hours, travel time (to and from scheduled classes, labs, etc.), preparation time, academic advisement, and standing committee assignments.

A curriculum teaching load is defined as 15–22 contact hours per week. A minimum of two office hours per day (five days per week) is required unless otherwise authorized by the dean or vice president of instruction.

Deans will have the authority to assign work/teaching loads subject to approval of the vice president of instruction. Possible exceptions for an assignment under 15 contact hours may include

- number and type of preparation
- number of students
- coordination of responsibilities
- special committee responsibilities
- guidance of student organizations
- research
- service to the public
- nature of course(s)
- clerical and technical support available

Any individual instructor assignment of less than 12 contact hours must be approved in writing by the vice president of instruction. Before requesting such an assignment, the dean will make efforts to assign classes in other curriculum departments, continuing education, or new and expanding industry. On days when classes are in session, instructors are required to be on campus for scheduled class meetings and office hours. When classes are not in session, faculty are expected to observe the normal college work schedule unless on leave. When absent for an entire duty day, faculty shall be charged eight hours of leave. When absent for less than an entire
duty day, faculty shall be charged for the hours he/she is scheduled to work according to his/her faculty workload. It is left up to the instructor’s professional attitude and discretion to know when to spend additional time in preparation or other institutional activities.

**Release Time for Faculty Senate President**
The president of the faculty senate should be assigned an average teaching load of 12–15 contact hours per week during his/her term of office. A reduced teaching load would not be in effect (1) in times of limited college funding or (2) when a qualified teaching replacement cannot be obtained.

**Overload Payment**
In order to take full advantage of specialized teaching and administrative skills of college employees, the president is authorized to develop and implement uniform procedures for paying approved employees for contracted teaching or other highly specialized assignments over and above established workloads and/or during official vacation periods. Except as authorized above, the board expects the administration to continue its usual practice of providing employees with compensatory leave in lieu of overtime or supplemental wages.

Overload payment for curriculum faculty will be considered for either of these circumstances:
- teaching over 22 contact hours
- generating more than 23 FTE

If the overload assignment is in the currently assigned area of responsibility, the annual (12-month) salary of the individual will be divided by 2,080 hours to determine the hourly rate of pay. If the overload assignment is in an area of responsibility other than his or her assigned area, the employee will be paid according to the FLSA job pay classification policy. Overload payment will require the written approval of the vice president of instruction and the president.

**4.2.8 FACULTY EVALUATION**

**Full-Time Faculty**
All full-time faculty participate in an annual performance evaluation. Its primary purpose is the review and evaluation of the employee’s job performance. It is to be completed in conjunction with all probationary reviews and annual performance reviews. A completed evaluation form may also be used as an objective basis for making personnel decisions, determining merit increases/bonuses, identifying training needs, and validating selection procedures.

Performance evaluations occur during the first quarter of the calendar year and are due in the human resources office no later than April 1. Prior to the annual evaluation, the instructor and the instructor’s supervisor schedule a time to meet to discuss the instructor’s job description and primary job responsibilities, to assess progress toward the achievement of objectives for the current year, and to set specific employee-oriented goals and objectives for the upcoming year. The instructor completes a self-evaluation for review during the evaluation conference; also during this conference, the results of course evaluations are reviewed and analyzed. Prior to and/or during the meeting, the supervisor prepares a written Job Description/Performance Evaluation and discusses the contents with the employee. At the conclusion of the evaluation meeting, the faculty member has opportunity to present any relevant comments in writing. A
generic Job Description/Performance Evaluation for full-time faculty and part-time faculty employed 20 hours or more is available through Human Resources. This document serves to outline the published criteria against which the faculty member is evaluated.

During the course of the semester, another faculty member, the coordinator/director, the dean, or chief academic officer may visit classes. This observation is designed to provide support and the professional contact necessary to help assure quality instruction.

**Part-Time Faculty**
Part-time faculty are evaluated according to the following process:
Before the term begins, the part-time faculty member submits a course outline for each course he/she is teaching for review and evaluation by his/her immediate supervisor. Concerns about content, requirements, or other matters are immediately addressed by the supervisor.

Courses taught by part-time faculty are evaluated according to the system described below.

At least once during each academic year, the program director/coordinator, the dean, or designee observes the part-time faculty member as he/she conducts class. In the case of distance learning courses, the appropriate supervisor “visits” the part-time faculty member’s class via the learning management system (LMS). The observer completes a classroom evaluation form that defines the criteria against which the part-time faculty member is evaluated. After reviewing and analyzing the results of the course evaluations and classroom observation, the program director/coordinator or dean provides the faculty member with written comments and an evaluation conference. The faculty member is invited to make written comments to the evaluation and/or to suggest strategies for improving instruction in his/her subject area.

The evaluation packet with evaluation of classroom instruction, and conference notes (signed by the instructor and supervisor) is reviewed by the appropriate dean and vice president of instruction and filed the office of the office manager, curriculum instruction.

**Course Evaluation Procedure**
Course evaluations are designed to improve course content, format, and delivery at CCC&TI. The purpose of these evaluations is to provide feedback to instructors regarding course content. The ultimate goal of this process is to improve student learning. The integrity of the process rests upon the confidentiality of students’ ratings. If the results are to be meaningful, students and faculty must be guaranteed that the results remain confidential.

The principal purpose of the course evaluation process at CCC&TI is to provide a climate for all instructional personnel to reach their maximum professional potential and improve their course content and instructional practice in ways that enhance student learning. Course evaluations

- encourage students to anonymously express their opinions about the effectiveness of the instructional environment at CCC&TI;
- contribute to instructors’ ability to evaluate the strengths and areas of improvement for their courses; and
- create a college-wide system of feedback about instruction for faculty.
The Office of Institutional Effectiveness, Research and Grants (OIERG) is available to provide advice on developing, administering, and interpreting course evaluation reports.

In keeping with best practices of course assessment, all CCC&TI courses will be evaluated.

**Evaluation Instrument**

CCC&TI uses a standardized questionnaire to gather student feedback on the effectiveness of the course and the instruction. This questionnaire has been developed by the Teaching Excellence Team (TET) and approved by Instructional Council. The questionnaire was presented to Faculty Senate for input and information.

**Administration**

The OIERG administers course evaluations electronically through the CCC&TI Learning Management System. While student participation is voluntary, students receive popup reminders until they have completed the survey or until the survey has closed. Student responses and comments are held in strictest confidence. Course evaluation administration logistics include the following:

- All courses will be evaluated using online course evaluation software and disseminated through email and the LMS. Special circumstances will be handled on a case-by-case basis.
- Communication to students regarding policy, procedures, and delivery and communication to faculty regarding the policy, procedures, software, FAQs, and understanding evaluation reports;
- Electronic administration to gather student feedback will include multiple administrations during the term;
- Summer semester administration will be available based on specialized need through special request;
- Administration of course evaluations will remain open for two (2) weeks and will end at midnight on the night prior to grades being due;
- Identification of courses with low response rates will be monitored by OIERG staff to ensure adequate student participation;
- Courses that are designated as work-based learning (WBL) and independent study will be excluded from the administration process;
- Courses that have five (5) or fewer students enrolled will not receive an evaluation report;
- Course evaluations comments will not be censored by OIERG; and
- OIERG will provide specialized training for program directors and program coordinators on how to analyze and interpret course evaluation reports.

**Results**

Results from course evaluations will be available to instructors, directors/coordinators, and deans following the end of each semester, once grades have been submitted. The Course Evaluation Report will be available electronically and should be downloaded and saved by instructors and administrators. Please note that OIERG will not censor comments, summarize data from individual course evaluations, nor create specialized aggregated data reports across instructors, courses or semesters. OIERG will provide guidance on how to use functions built within the reporting system that allow instructors to view their course evaluations in aggregate form.
Revision Responsibility

The chief academic officer, working with the Office of Institutional Effectiveness, Research, and Grants, will review these procedures annually. Any revisions to this process will be presented to Faculty Senate and to Instructional Council for information.
4.3 Academic Integrity

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

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

1. Cheating includes taking, possessing, or using any academic material (test information including test banks, research papers, notes, etc.) without permission; receiving or giving help during tests; copying or attempting to copy another person’s paper, exam, assignments or similar materials, or other graded work; or allowing another to copy such paper, exam or graded work. In addition, use of any unauthorized electronic devices during a testing situation may be in violation of the policy as well.

2. Plagiarism is defined as representing as one’s own another’s work or ideas, or any part thereof, published or unpublished. It includes copying a phrase, sentence, or passage from another’s work and not identifying or citing that source; failing to cite a source fully, inadequate paraphrasing or summarizing; or attempting to pass off as one’s own a paper written by another.

3. Collaboration is intentionally helping or attempting to help another to commit an act of academic dishonesty. It includes intentionally allowing another to copy from one’s paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.

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

Violations of this policy will result in failure of the course and academic probation for one semester. Subsequent violations will result in suspension or expulsion from the college. Any student who disagrees with the penalty associated with violations of the Academic Integrity Policy may file an appeal in accordance with the college’s Grade Appeal Procedure as outlined in the College Catalog, Student Handbook, and the CCC&TI Policies and Procedures Manual.
4.4 Instructional Credits

4.4.1 AWARDING CURRICULUM CREDIT FOR PRIOR LEARNING

In cases where the learning outcomes of a current, CCC&TI continuing education course or industry-recognized credential/prior learning experience align with the learning outcomes of a curriculum course(s), credit may be given. These courses and credentials must be pre-approved by the appropriate program coordinator/director, dean, and chief academic officer. Students wanting to receive credit for industry-recognized credentials or CCC&TI continuing education courses should contact Student Services to determine if a credential or continuing education course qualifies for academic credit.

Students who receive continuing education training at CCC&TI may request curriculum credit for approved courses under certain conditions as listed below.

1. The continuing education course requires at least the same student learning outcomes as the curriculum course as documented on the course syllabus.
2. The continuing education course is comparable in hours of instruction to the curriculum course as documented on the course syllabus.
3. The credentials of the continuing education course instructor meet the CCC&TI Faculty Credential Policy for the equivalent curriculum course.
4. The continuing education course requires assessment of coursework using metrics comparable to the equivalent curriculum course, evaluation of performance by exam, and attendance as documented on the course syllabus.
5. Only CCC&TI continuing education courses that have been preapproved by the appropriate academic department will be considered for curriculum credit equivalency. Only continuing education units with a satisfactory or equivalency to a grade of “C” that have been earned within the last five years as documented on a CCC&TI transcript will be considered.
6. No more than 75% of a degree, diploma, or certificate may be earned with continuing education units that have been accepted for curriculum credit; the final 25% of any credential must be earned by completing curriculum education credit courses.
7. Students requesting curriculum credit must meet admission requirements, be admitted into an associate in applied science degree, diploma, or certificate program of study, and be currently enrolled in at least one curriculum course in the degree program past the census date (10% date of the semester).
8. No course substitutions are permitted. These continuing education courses will only be applied to their curriculum equivalent and may not be used to substitute for required coursework in any program.

ADDITIONAL NOTES REGARDING CONTINUING EDUCATION TO CURRICULUM CREDIT

1. Students who register for curriculum courses will pay curriculum tuition and fees. Students who register for continuing education courses will pay continuing education registration and other applicable fees. Students may not change their registration type beyond the posted schedule adjustment period.
2. Students who register for curriculum credit may be eligible for federal financial aid and/or veterans benefits. In most cases, students who register for continuing education units are not eligible for federal financial aid and/or veterans benefits. Students will not be awarded financial aid for continuing education courses converted to curriculum credit retroactively.

3. When continuing and curriculum education classes meet simultaneously with the same instructor, the instructor will complete and submit both continuing education and curriculum education attendance and final grade rosters. Continuing education students will earn a grade that represents satisfactory completion of all coursework at a level corresponding to a “C” or higher in the equivalent curriculum course. Curriculum students will earn letter grades as detailed in the College Catalog and outlined in the course syllabus.

4. When continuing education students are participating in a continuing education course that is approved for potential curriculum credit equivalency, instructors will assign a grade that represents satisfactory completion of all coursework at a level corresponding to a “C” or higher in the equivalent curriculum course.

5. Students who attempt the curriculum course and fail may not request articulated credit for the comparable continuing education course.

This procedure for granting curriculum credit for continuing education courses is effective beginning with the spring 2018 semester.

4.4.2 CREDIT BY EXAM

A student wishing to receive credit by examination must petition the dean under whom the course is offered. If the dean deems the course suitable for credit by examination, the student may receive permission to take the examination developed by the dean and appropriate instructors. The dean will decide the appropriate score demonstrating competence in the course. No fees will be charged unless the student attends class.

4.4.3 AWARDING CREDIT HOURS

Procedure for Awarding Credit Hours

CCC&TI awards credit hours for courses and programs based on the definition of credit hours contained within the State Board of Community Colleges Code (SBCCC).

Specifically, credit hours are defined as:

- Credit of one semester hour is awarded for each 16 hours of “class work.” Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor.
- Credit of one semester hour is awarded for each 32 hours of “experiential laboratory work.” Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
- Credit of one semester hour is awarded for each 48 hours of “faculty directed laboratory work.” Faculty directed laboratory involves structured and coordinated demonstration by an instructor with immediate student application.
• Credit of one semester hour is awarded for each 48 hours of “clinical practice.” Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
• Credit of one semester hour is awarded for each 160 hours of “work experience” such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.

Legal Reference:
1D SBCCC 400.1

4.4.5 INDEPENDENT STUDY

A student may apply to take a course on an independent study basis when it is listed in the College Catalog but is not being offered during the designated semester. Permission must be obtained from the dean responsible for the course before the student may register for the course.

An independent study request form is submitted to the dean for approval. If the request is approved, the director of enrollment management processes the request form and the student registers for the course.

4.4.6 CURRICULUM COURSE REPEAT

When a student repeats a course, the best grade is recorded as the final grade for the course and is used in the student’s grade point average. Students may take a course a total of three times, including courses for which they have received transfer credit, withdrawals, and audit. Exceptions to this policy must be approved by the appropriate academic advisor, and the vice president of instruction. Exceptions to this policy include the following:
• special disabled condition
• change in technology
• student failure of a course or to improve a grade
• for additional student improvement and learning

Veterans are advised that they cannot receive VA benefits for courses previously passed.

The CCC&TI course repeat policy does not apply to Continuing Education and Adult Education students.
4.5 Attendance

Students are expected to attend all regularly scheduled classes. However, it is recognized that occasional absences may be necessary. A student who misses class is responsible for all work missed and is expected to be prepared for the next class. Academic departments establish their own class attendance policies; however, in most cases, students are dropped after missing 20 percent of class. The instructor will explain the attendance policy at the first class meeting. Students who have not attended at least one class by the ten percent date will be dropped by the instructor as never attended.

At the end of the course, instructors must record final grades as directed. Faculty members are expected to maintain an archived record of how final grades are calculated. These records must be turned in to the appropriate dean at the conclusion of employment. Instructional deans are responsible for clarifying specific procedures for maintaining class records including attendance and grade reports to all part-time and full-time instructors.

4.5.1 ABSENCES DUE TO RELIGIOUS OBSERVATIONS PROCEDURE

Pursuant to G.S. 115D-5, students may request two excused absences per academic year for religious observances. Students shall be given the opportunity to make up tests or other work missed as required by this statute.

Detailed instructions and appropriate forms are available in Student Services.

4.5.2 INCLEMENT WEATHER CLASS MAKE-UP PROCEDURE

In accordance with numbered memo CC11-001 from NCCCS, CCC&TI is obligated to deliver the instruction for which students pay tuition and fees. Curriculum classes that are missed or not held for any reason, including inclement weather, should be rescheduled whenever possible.

CCC&TI has determined that up to 20% of seated courses missed could be made up by other alternatives including extra assignments, individual conferences, etc. In some instances, but not limited to, the college may choose to add additional minutes to the current class schedule, utilize student breaks as instructional make-up days, or extend the length of the semester in order to meet instructional obligations.

In all circumstances, the college must be able to document how any instructional time that was not rescheduled was made up in order for the class hours to be reported for budget FTE reimbursement.

4.5.3 ABSENCES FOR MILITARY SERVICE PROCEDURE

The college shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent reassignment 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.
A. The college shall provide the student the opportunity to make up any test or other work missed during the excused absence.

B. The college shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.

C. 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.

D. 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.

Legal Reference:
1C SBCCC 500.1 and CC17-048
4.6 Adult, Continuing Education, and Workforce Development

4.6.1 ADULT, CONTINUING EDUCATION, AND WORKFORCE DEVELOPMENT ACCOUNTABILITY AND INTEGRITY PLAN

Policy
Caldwell Community College and Technical Institute (CCC&TI) will maintain appropriate internal auditing and accountability procedures for Adult, Continuing Education, and Workforce Development programs. All procedures will be consistent with recommendations of the North Carolina State Board of Community Colleges and the mission of the college.

Purpose
CCC&TI, in accordance with the North Carolina State Board of Community Colleges Code (1D SBCCC 300.4 and 1B SBCCC 400.98), is mandated to provide an internal program accountability plan and to review programs to ensure that training is relevant to the workforce, responds to training needs, and utilizes state funds responsibly. The plan is comprised of three components that establish goals and plans for meeting those goals: Accountability in Governance, Academic Integrity and Program Accountability, and Accountability in Market Forces.

Oversight
This plan will be monitored and reviewed annually, and reviewed every three (3) years by the CCC&TI Board of Trustees.

Accountability in Governance
Goal 1: Demonstrate accountability and credibility of operational functions.
   Plan: A. Identify and establish authority for roles and functions responsible for operations, program development, policy creation, and fiscal management. 
   B. Develop written processes for core reporting requirements for accuracy and consistency.

Goal 2: Demonstrate operational accountability for data reported for state budget allocations.
   Plan: A. Perform regular internal audits to ensure no material findings identified in annual review of records. 
   B. Respond effectively to non-compliance issues identified in biennial internal audit of records.

Goal 3: Demonstrate accountability to performance benchmarks aligned with state and federal agencies.
   Plan: A. Develop a written process to align course standards with state and federal best practices. 
   B. Develop work teams to focus on NCCCS Performance Measures.

Academic Integrity and Program Accountability
Goal 1: Prove program relevance, rigor, viability, and student success through an established program review process.
   Plan: A. Analyze program/course criteria to attain relevant licensure, credentials, and/or to demonstrate course completion requirements.
B. Align student-learning outcomes to actual student learning culminating in demonstration of competency and/or attainment of licensure or credentials.
C. Continue to monitor requirements by outside governing agencies and align all course content.

Goal 2: Validate specific course criteria to attain relevant license, credential, or course completion.

Plan:
A. Review student evaluations to determine course relevancy improvements.
B. Examine employer evaluations and feedback to ensure alignment of employment needs with program outcomes.

Goal 3: Ensure credentialed, informed faculty deliver quality courses/programs.

Plan:
A. Authenticate instructor credentials to ensure delivery of relevant, quality training through effective instructional methods.
B. Formalize processes to ensure instructor credentials are current.

Accountability in Market Forces

Goal 1: Demonstrate collaboration with workforce and economic development entities to leverage resources and strengths.

Plan:
A. Collaborate with workforce development boards and economic development groups in planning and development of training programs supporting industry sectors identified in labor market data and industry growth.
B. Ensure that education/workforce partners collaborate to identify strategic solutions for current and future workforce needs.

Goal 2: Demonstrate proactive and reactive response to industry training needs.

Plan:
A. Establish tools to respond actively to training needs through an effective response to industry training based on industry standards and documented business needs.
B. Partner and participate in workforce development, economic development and chamber meetings/events to gather data and information for development of relevant workforce training.

Goal 3: Demonstrate the development of a quality workforce prepared to succeed in employment by leveraging employability skills across training programs.

Plan:
A. Collaborate with all internal and external partners to provide students with a comprehensive training pathway to enable students to succeed in the current and future workforce.
B. Develop training programs affecting employability of workforce.

4.6.2 ADULT, CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT CLASS VISITATION PLAN

Overview
The Class Visitation Plan is an integral part of the college’s commitment to provide the highest quality educational courses in accordance with its mission. The functions of the plan are accomplished by a systematic and disciplined approach of evaluation while maintaining the highest level of respect, integrity, competence and service.

Definitions:
Off Campus: Defined as a class held in a location not owned or leased by the college or held in a center that is not under the supervision of a resident supervisor/director who is on-site during the entire instructional period.

Distance Education: Class offered through distance education technology (Internet or telecourse) and which does not physically meet on campus for at least half of the time scheduled.

**Course visitation procedure**

A. The instructor’s supervisor or designee is responsible for visiting and evaluating new instructors during their first teaching assignment and 25% of all on-campus and off-campus ACEWD courses each semester, with the following exceptions:
   1. Occupational courses that meet for twelve (12) hours or less, verified by student registration and signature.
   2. Self-support courses.
   3. Self-support community service courses (personal enrichment courses).

B. All class visits will be documented, with documentation filed in the appropriate vice president’s office. An annual report will be available for review for state compliance visits.

C. Fee Waiver Eligible Course Review: The instructor’s supervisor or designee is responsible for randomly selecting and reviewing courses that are eligible for fee waivers and maintaining the appropriate documentation.

D. Distance Learning Course Review: The instructor’s supervisor or designee is responsible for randomly selecting and reviewing online ACEWD courses and maintaining the appropriate documentation.

E. Non-traditional Scheduled Course Review: The instructor’s supervisor or designee is responsible for randomly selecting and reviewing courses that are scheduled to meet non-traditional or irregular hours and maintaining the appropriate documentation.

F. Random Student Review: A college representative, as warranted, may contact a random sample of students registered in courses.
SECTION FIVE: STUDENT SERVICES

5.1 General Admissions Policy

The college is fully committed to providing a learning and work environment that is free from prohibited discrimination. The college does not practice or condone discrimination based on race, color, national origin, religion, sex, pregnancy, disability, genetic information, age, political affiliation or veterans’ status in the administration or in any of its academic programs and employment practices.

I. Open Door Admissions

Except as otherwise specified herein, the college maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least eighteen (18) years of age. The college shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the college or to any program of study, loans, scholarships or other educational activity at the college unless the accreditation was not conducted by a state agency. For purposes of this Policy, the term “accreditation” shall include certification or any other similar approval process. Student admission processing and placement determination shall be performed by college officials.

Provisions with respect to admissions of high school students under concurrent enrollment regulations outlined in the Curriculum Procedures Manual Section 14 Career & College Promise and are set forth in the State Board of Community College Code 1D SBCCC 200.95 and 1D SBCCC 300.99. Admission requirements for an emancipated minor shall be the same as for an applicant who is eighteen (18) years old or older. Non-emancipated minors may be admitted and allowed to attend the college pursuant to 1D SBCCC 200.95.

The open-door policy does not mean there are no restrictions on admission into specific college programs. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

For more specific information regarding certain admissions criteria, see Procedure 5.2 – General Admissions.

II. Undocumented Immigrants

An undocumented immigrant is any immigrant who is not lawfully present in the United States. The college shall not admit undocumented immigrants unless all of the following conditions apply:

a. The undocumented immigrant attended and graduated from a United States public high school, private high school or home school that operates in compliance with
state or local law. Undocumented immigrants with a General Educational Development (GED) Diploma are not considered to have “graduated from a United States public high school, private high school, or home school” and therefore are not eligible to be admitted to a community college.

b. The undocumented immigrant must comply with all federal and state laws concerning financial aid.

c. The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.

d. When considering whether to admit the individual into a specific program of study, the college shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.

e. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

Furthermore, graduation from a CCC&TI program alone does not guarantee that the student has met all eligibility requirements for licensure, certification, or registry required in order to practice in the related field. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.

III. Residency for Distance Learning

The college is not authorized to provide distance learning courses outside of North Carolina unless state authorization has been granted from the state in which the applicant resides. State authorization requires colleges to seek and secure authorization to offer instruction in that state. The list of states CCC&TI is authorized to provide instruction for is on the Out of State Student Information page on the college website.

Admission of applicants residing outside of North Carolina to an online degree, diploma, certificate program or individual online courses offered by the college is dependent on the college’s ability to secure authorization from the applicant’s state of residence. The college reserves the right to refuse admission to distance learning courses and programs for any applicant residing in a state where the college is not authorized to provide post-secondary education. State authorization does not affect the cost of attending the college. Tuition requirements, including those for out-of-state students, still apply.

IV. Criminal Justice Education and Training

The college requires students enrolled in courses mandated under N.C.G.S. § 17C and 17E, the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriffs’ Education and Training Standards Commission to be sponsored by law enforcement agencies until completion of the program.
The student must be sponsored by a law enforcement agency to be admitted into the program. Failure to have such sponsorship shall result in an admission’s denial.

Reference Procedure

V. Health Science Programs

Health Science programs have additional admissions requirements for admission. Interested students should contact the Coordinator of Health Science Admissions for additional information. Clinical space limits the number of students accepted each year.

Reference Procedure

VI. High School Enrollment

The college provides seamless opportunities for high school students to get a head start with their college education by enrolling in eligible pathways through Career and College Promise (“CCP”). Enrollment in identified courses is available to students enrolled in public and private schools (including home schools) through articulation agreements between the school system and the college and approved by the North Carolina Community College System Office.

Reference Procedure

VII. International Students

CCC&TI is authorized by the U.S. Citizenship and Immigration Services to admit international students. This permission was granted on July 12, 1966, with authorization number WAS 2141562. International students must meet admission requirements set forth by CCC&TI as well as requirements specified by the U.S. Citizenship and Immigration Services.

Reference Procedure

VIII. Readmissions

The college reserves the right to refuse readmission to a former student who has unsettled financial obligations at the college or who has not complied with previous disciplinary requirements.

IX. Appeal for Admissions Denials

If an applicant is denied admissions to the college for any of the reasons specified in Section II-VIII, the student may file a grievance as outlined in the Policy 5.28 – Student Grievance.

Legal Reference:
1D SBCCC 200.95 and 400.2; NC Community College Written Memoranda CC10-026 (issued 7/12/10)
5.2 General Admissions Procedures

Admission to the college does not guarantee immediate acceptance to the curriculum program desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete transitional or developmental level courses before being accepted into their desired academic curriculum program.

The director of enrollment management in conjunction with the vice president of student services (“vice president”) administers all admissions requirements and enforces all college admission policies and procedures.

I. Curriculum Programs

A. Certificate, Diploma, and Degree Seeking Applicants
Curriculum programs are organized sequences of courses leading to an associate degree, a diploma or a certificate. All curriculum programs are designed to provide education, training, or retraining for the work force.

For curriculum certificate, diploma and degree seeking applicants, all applicants must:

1. Complete the North Carolina Residency Determination process online by visiting http://ncresidency.cfnc.org. Students who have previously received a Residency Classification Number (RCN) from the Residency Determination Services (RDS) from another college should bring their number to Student Services upon applying to the college.

2. Submit a completed application for admission. The electronic application for admission is available online at www.cccti.edu.

3. Provide an official high school transcript or official high school equivalency scores from a regionally accredited institution. These transcripts must include the date the diploma was awarded and the unweighted high school GPA of the student. It must be mailed or electronically transferred from the issuing institution or agency to CCC&TI. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation, and before enrollment, to be fully accepted.

4. The Reinforced Instruction for Student Excellence (RISE) Assessment computerized tests are given to all students who are entering a major/program without a State Board of Community Colleges approved GPA or who are taking courses with a requisite if the high school graduation occurred over ten years ago. The tests include reading, English, writing, and math. Students take certain tests, or the whole sequence,
depending upon their program or course choices. Other forms of assessment that may demonstrate college readiness may include:

a. Transfer credits in English, math and one college-approved reading intensive course
b. Satisfactory SAT, ACT, or Accuplacer scores
c. Completion of NC DAP tests at a regionally accredited higher education institution
d. Completion of developmental coursework at a regionally accredited higher education institution with a grade of “P,” “C,” or higher

B. Returning Students
Returning students who are eligible for readmission and who have not been enrolled at the college for two (2) academic semesters (excluding summer) must submit a new admission’s application and update residency classification prior to registration. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current College Catalog.

Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the vice president requesting readmission.

C. Special Studies
Special Studies applicants are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of “C” or better prior to registering.

An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the college placement test requirement. Students may not register for courses in a program that has a waiting list or restricted admission (such as nursing).

Special Studies students are not eligible for federal financial aid. Students interested in utilizing their veterans benefits should contact the Coordinator of Special Populations for program eligibility.

Students seeking to change to a degree-seeking status must complete an Application for Admissions and follow admissions procedures for the certificate, diploma, or associate degree.

D. Provisional Admissions
In certain situations, an applicant may be provisionally accepted by the college and permitted to register prior to completion of all admissions requirements.
Students who are admitted on a provisional basis must complete all admission requirements within the first semester of attendance. Failure to complete the provisional requirements could result in the student being denied continued admissions for the next semester.

II. Continuing Education Programs
Continuing education programs provide education and training opportunities for targeted audiences. Courses are non-curriculum credit, short-term, and are offered in a variety of methods and locations. Students wanting to register for a continuing education program will complete a Continuing Education Registration Form indicating the course selected and pay registration and institutional fees.

Continuing Education students are not eligible for federal financial aid. Students interested in utilizing their veteran’s benefits should contact the Coordinator of Special Populations for program eligibility.

Students seeking to change to a degree-seeking status must complete an Application for Admissions and follow the admissions procedures for the certificate, diploma, or associates degree.

5.2.1 HIGH SCHOOL STUDENT ENROLLMENT PROCEDURE

I. Enrollment of High School Students
The college provides seamless dual enrollment opportunities for high school students to get a head start with their college education by enrolling in eligible pathways through Career and College Promise (CCP). Enrollment in identified courses is available to students enrolled in public and private schools (including home schools) through articulation agreements between the school system and the college and approved by the North Carolina Community College System Office.

The college offers the following CCP pathways aligned with the K-12 curriculum, career and college ready standards adopted by the State Board of Education:

A. College Transfer Pathways (CTP) requires the successful completion of at least thirty (30) semester hours of college transfer courses including English and mathematics, for qualified junior and senior high school students;

B. Career and Technical Education Pathway (CTE):
1) a curriculum Career and Technical Education Pathway leading to a certificate or diploma aligned with a high school Tech Prep Career Cluster;
2) a Workforce Continuing Education Pathway (WCEP) leading to a state or industry recognized credential aligned with a high school career cluster.

C. Cooperative Innovative High School Pathway (CIHSP) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.
High school students taking college courses under Career and College Promise provisions are exempt from applicable tuition for certain classes. Activity fees as well as applicable textbooks and supplies may be charged to students enrolled through Career and College Promise, Caldwell Early College High School, and Caldwell Career Center Middle College.

The college will follow specific admission’s criteria and program requirements for CCP enrollment as outlined in the NCCCS Curriculum Procedures Reference Manual Section 14 Career and College Promise.

II. Exclusive College Programs for Minors
Unless they are participating in a CCP program, the college cannot offer enrollment options for students who are under the age of sixteen (16) unless they have earned a high school diploma.

Legal Reference:
N.C. Session Law 2011-145, § 7.1A(a)-(l); Article 15, Part 9, Chapter 115C of the N.C.G.S. – Cooperative Innovative High School Programs; 1D SBCCC 200.95

5.2.2 HEALTH SCIENCES PROGRAMS PROCEDURE

The Health Sciences Programs identified in the following chart are designated as limited enrollment programs. Factors for admission include, but are not limited to: clinical space availability, instructor-to-student ratios specified by the applicable accrediting/approving agencies and/or other limited instructional resources. In addition, Health Sciences Programs may have additional student enrollment criteria including, but not limited to: 1) successful completion of required developmental courses; 2) minimum GPA requirements; 3) successful completion of clinical enrollment requirements (i.e., criminal and drug background checks); and 4) other content criteria.

Specific requirements for Health Sciences Programs are available from the Health Sciences Admissions Office, the college website, and in the current College Catalog.

<table>
<thead>
<tr>
<th>Programs with additional entrance requirements</th>
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<tbody>
<tr>
<td>Cardiovascular Sonography</td>
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<tr>
<td>Medical Sonography</td>
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<tr>
<td>Nuclear Medicine Technology</td>
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<tr>
<td>Associate Degree Nursing</td>
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<tr>
<td>Practical Nursing</td>
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</table>
5.2.3 BASIC LAW ENFORCEMENT TRAINING PROCEDURE

The North Carolina Basic Law Enforcement Training (BLET) is a State accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs.

To be accepted into CCC&TI’s BLET program, students must meet the following criteria:

1. Must complete a BLET application.
2. Must be at least 20 years of age or older.
3. Must be a citizen of the United States of America.
4. Must be a high school graduate or have earned a high school equivalency (high school diplomas earned through correspondence enrollment are not recognized toward educational requirements).
5. Must provide to the BLET Director a medical examination report, properly completed by a physician licensed to practice medicine in North Carolina, a physician's assistant, or a nurse practitioner, to determine the applicant’s fitness to perform the essential job functions of a criminal justice officer.
6. Must take a standardized reading comprehension test and score at the tenth grade level or higher within one year prior to entrance into the BLET program.
7. Must provide the BLET Director a certified criminal record check for local and state records for the time period since the applicant had become an adult and from all locations where the applicant has resided since becoming an adult. An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check will satisfy this requirement.
8. Must have not been convicted of a felony or:
   i. a crime for which the punishment could have been imprisonment for more than two years; or
   ii. a crime or unlawful act defined as a “Class B misdemeanor” within the five year period prior to the date of application for employment unless the applicant intends to seek certification through the North Carolina Sheriffs' Education and Training Standards Commission; or
   iii. four or more crimes or unlawful acts defined as “Class B Misdemeanors” regardless of the date of conviction; or
   iv. four or more crimes or unlawful acts defined as “Class A Misdemeanors” except the trainee may be enrolled if the last conviction occurred more than two years prior to the date of enrollment; or
v. a combination of four or more “Class A Misdemeanors” or “Class B Misdemeanors” regardless of the date of conviction unless the individual intends to seek certification through the North Carolina Criminal Justice Education and Training Standards Commission.

9. Every individual who is admitted as a trainee in the BLET program shall notify the BLET of all criminal offenses which the trainee is arrested for or charged with, pleads no contest to, pleads guilty to or is found guilty of, and all Domestic Violence Orders (N.C.G.S. § 50B) which are issued by a judicial official and which provide an opportunity for both parties to be present.

The notifications must be received by the college within thirty (30) days of the date the case was disposed of in court.

Legal Reference:
NCDOJ Basic Law Enforcement Training
5.2.4 INTERNATIONAL STUDENTS PROCEDURE

CCC&TI is authorized by the U.S. Citizenship and Immigration Services to admit international students. This permission was granted on July 12, 1966, with authorization number WAS 2141562. International students must meet admission requirements set forth by CCC&TI as well as requirements specified by the U.S. Citizenship and Immigration Services. In addition to the application, the Test of English as a Foreign Language (TOEFL), with a minimum acceptable score of 500 (paper) or 173 (computer-based), is required as evidence of adequate proficiency in English. The TOEFL scores must be no more than two years old at the time of application for admission. Students must request that an official high school transcript from an appropriate agency be sent directly to CCC&TI certifying the equivalency of a United States high school credential. All official high school transcripts must show a graduation date.

Transcripts of course work completed at a college or university located outside the United States must be accompanied by a certified English translation and a course-by-course evaluation. Transfer credit from foreign colleges or universities will be reviewed on a case-by-case basis. Course descriptions, a comprehensive course-by-course evaluation and/or a catalog-match evaluation may be required if transfer credit is being requested for certain courses.

Applicants must use one of the following official evaluation organizations to have their transcripts officially evaluated and sent directly to CCC&TI.

Educational Credential Evaluators, 414-289-3400 or www.ece.org

Educational Perspectives, nfp., 312-421-9300 or www.edperspective.org

Global Credential Evaluators, 800-707-0979 or www.gcevaluators.com

WES Organization Evaluators, 800-937-3899 or www.wes.org
5.3 Student Classification Procedure

Student Classifications

Full-Time Student – A student enrolled for 12 or more semester credit hours

Part-Time Student – A student enrolled for fewer than 12 semester credit hours

Provisional Student – A student whose admissions requirements are not complete when classes begin. (Refer to current College Catalog)

Audit Student – An audit student is enrolled in a course with the understanding that no credit or final grade will be assigned. The student is expected to attend class regularly but does not take tests or examinations. The audit grade cannot be changed later to credit. Audits must be declared at time of registration.

Special Studies Student – A special studies student is one enrolled in one or more curriculum courses but who is not enrolled in a degree, diploma, or certificate program. For admission, a special studies student need only complete the application. A special studies student may register for any course provided he/she course prerequisite(s) meets the prerequisite requirements for the course(s).

Transfer Student – A transfer student is a student entering CCC&TI who has earned credit at another institution and wishes to apply these credits toward a CCC&TI degree, diploma, or certificate. Students desiring to transfer credits must have all official transcripts sent to CCC&TI by the institutions that originally granted the credit. If applicable credit has been accepted from another institution, transfer students may be exempt from some of the admission placement tests.

High School Student – A high school student is enrolled in high school and simultaneously enrolled in college courses. A high school student may enroll in a course provided the student meets the requirements of Career & College Promise and meets the prerequisite requirements for the course.
5.4 Acceptance of Credit Policy

I. General Transfer Credit

A. Course work transferred or accepted for credit toward a degree, diploma or certificate must represent collegiate course work relevant to the credential with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the college’s undergraduate degree program.

B. Any such earned credit must meet the minimum college academic standards of a grade of “C” or better and must parallel the content of similar courses offered. Transfer credit will not be awarded for courses in which a student has received a grade for credit by exam or has been granted credit for proficiency placement exams. The maximum amount of credit allowed to be transferred is seventy five percent (75%) of the college’s curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein.

For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

1. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.

2. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student’s responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.

3. Use of recognized guides, such as those published by the American council on Education, the American Association of Collegiate Registrars and Admissions Officers and the National Association of Foreign Student Affairs.

4. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Once a course is approved for transfer from a particular school, the course will be entered on a master list maintained by Student Services. Courses will be re-evaluated at least once every two years. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and dean, in consultation with the vice president of instruction.

C. The responsibility for determining transfer credit from other colleges and universities rests with the registrar and program director or coordinator. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the vice president of instruction or designee, whose decision will be final.
D. When a student transfers from a postsecondary institution to the college, the following steps will be implemented:

1. The student fills out an application for admission and is responsible for providing an official high school transcript and an official transcript from any other postsecondary institution.

2. The registrar’s office staff evaluates the transcript and credit is accepted in accordance with the college's program offerings and the procedure stated herein. No credit for a course with a grade lower than a “C” may be transferred. The transcript evaluation is conducted in cooperation with the appropriate faculty member(s) and dean, as applicable.

3. The student is given placement test(s), if applicable.

4. The student continues with registration procedure.

5.4.1 ACCEPTANCE OF CREDIT PROCEDURE

The college recognizes the following additional opportunities for awarding academic credit:

II. Advanced Placement
The college grants credit for the Advanced Placement Examinations conducted by the College Board. By scoring 3 or higher on the appropriate Advanced Placement Examination, students will be awarded credit for approved courses. The grade of AP will be posted on the transcript, and credit hours will be granted, but no quality points will be given.

III. Articulated Credit
CCC&TI awards college credit for identified high school courses based on criteria outlined in the North Carolina High School to Community College Articulation Agreement. All criteria below must be met for college credit to be awarded.

- Grade of “B” or higher in the course.
- A converted score of 93 or higher on the standardized CTE post assessment.
- Students must enroll at CCC&TI within two years of high school graduation date.
- Students must provide official high school transcript and CTE post assessment scores.

See the Student Services website for more information on local articulation opportunities. A grade of AC will be posted on the transcript. Credit hours will be granted, but no quality points will be given.

IV. CLEP/DSST
CCC&TI offers college credit for the subject area examinations included in the College Level Examination Program (CLEP) and DSST (DANTES). The student must provide an official copy of test scores before credit is granted. Credit must be applicable to the student’s current degree or diploma requirements. If CLEP (CL) or DSST/DANTES (DT) credit is granted, credit hours will be noted on the student’s transcript, but no quality
points will be awarded. Information on the acceptance scores is available in Student Services.

V. **Proficiency Examination**
Students enrolled at CCC&TI who are qualified to accelerate their studies because of their demonstrated abilities may receive proficiency credit by examination for some of their curriculum courses. The proficiency examination process is used for a student desiring credit for prior learning. Students may not use this examination to repeat a course, nor may the student repeat the examination.

The student wishing to receive credit must petition the dean under whom the course is offered. If the dean deems the course suitable for proficiency credit, the student may receive permission to take the examination developed by the dean and appropriate instructors. For those students in their last semester prior to fulfilling the qualifications for graduation, application for proficiency credit must be made at least 20 calendar days prior to the end of the semester. The test must be taken within the next 15 calendar days. Appeals for exception may be made to the vice president of instruction.

The dean will decide the appropriate score demonstrating competence in the course and, in all courses, the final score must equal a “C,” or better. If the examination is passed, the student will earn credit hours toward graduation but no quality points. A grade of “CR” (Credit by examination) will be indicated on the student’s transcript. If the examination is not passed, no notation will be made on the transcript.

Note: “CR” credit is not guaranteed to transfer and does not meet Comprehensive Articulation Agreement (CAA) requirements.

VI. **Military Credit**
Educational experiences in the Armed Services may be submitted for transfer credit evaluations. One semester hour of Physical Education credit will be granted for any Armed Service personnel who have completed basic training. To request an evaluation of military service schools, the student must complete the following steps:

1. Submit official copies of Military Transcripts, which can be obtained from the various service branches through the [American Council on Education transcript services webpage](http://www.americancouncil.edu).  
2. Attach documentation of successful completion of course. Documentation may include:
   - DD Form 295 Application for the Evaluation of Educational Experiences During Military Service  
   - DD Form 214 Armed Forces of the United States Report of Transfer or Discharge, and any of the following that may be applicable:
     - course completion certificates,  
     - AARTS (Army/ACE Registry Transcript System) transcripts,  
     - SMART (Sailor/Marine/ACE Registry Transcript System) or  
     - MOS (Military Occupational Specialty) Evaluation Score Reports.  
3. Submit applicable documents to the Admissions and Records Office.
Military educational experiences are evaluated using the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student’s current degree or diploma requirements. Only hours earned are awarded.
5.5 Credit for Prior Learning Policy

In cases where the learning outcomes of a current, CCC&TI continuing education course or industry-recognized credential/prior learning experience align with the learning outcomes of a curriculum course(s), credit may be given. These courses and credentials must be pre-approved by the appropriate program coordinator/director, dean, and chief academic officer. Students wanting to receive credit for industry-recognized credentials or CCC&TI continuing education courses should contact Student Services to determine if a credential or continuing education course qualifies for academic credit.

Students who receive continuing education training at CCC&TI may request curriculum credit for approved courses under certain conditions as listed below.

1. The continuing education course requires at least the same student learning outcomes as the curriculum course as documented on the course syllabus.
2. The continuing education course is comparable in hours of instruction to the curriculum course as documented on the course syllabus.
3. The credentials of the continuing education course instructor meet the CCC&TI Faculty Credential Policy for the equivalent curriculum course.
4. The continuing education course requires assessment of course work using metrics comparable to the equivalent curriculum course, evaluation of performance by exam, and attendance as documented on the course syllabus.
5. Only CCC&TI continuing education courses that have been pre-approved by the appropriate academic department will be considered for curriculum credit equivalency. Only continuing education units with a satisfactory or equivalency to a grade of “C” that have been earned within the last five years as documented on a CCC&TI transcript will be considered.
6. No more than 75 percent of a degree, diploma, or certificate may be earned with continuing education units that have been accepted for curriculum credit; the final 25 percent of any credential must be earned by completing curriculum education credit courses.
7. Students requesting curriculum credit must meet admission requirements, be admitted into an associate in applied science degree, diploma, or certificate program of study, and be currently enrolled in at least one curriculum course in the degree program past the census date (10 percent date of the semester).
8. No course substitutions are permitted. These continuing education courses will only be applied to their curriculum equivalent and may not be used to substitute for required coursework in any program.
5.5.1 CREDIT FOR PRIOR LEARNING PROCEDURE

Continuing Education to Curriculum Credit Procedure

1. Students who register for curriculum courses will pay curriculum tuition and fees. Students who register for continuing education courses will pay continuing education tuition and fees. Students may not change their registration type beyond the posted schedule adjustment period.

2. Students who register for curriculum credit may be eligible for federal financial aid and/or veterans benefits. In most cases, students who register for continuing education units are not eligible for federal financial aid and/or veterans benefits. Students will not be awarded financial aid for continuing education courses converted to curriculum credit retroactively.

3. When continuing and curriculum education classes meet simultaneously with the same instructor, the instructor will complete and submit both continuing education and curriculum education attendance and final grade rosters. Continuing education students will earn a grade that represents satisfactory completion of all course work at a level corresponding to a “C” or higher in the equivalent curriculum course. Curriculum students will earn letter grades as detailed in the College Catalog and outlined in the course syllabus.

4. When continuing education students are participating in a continuing education course that is approved for potential curriculum credit equivalency, instructors will assign a grade that represents satisfactory completion of all course work at a level corresponding to a “C” or higher in the equivalent curriculum course.

5. Students who attempt the curriculum course and fail may not request articulated credit for the comparable continuing education course.
5.6 Graduation Policy

Graduation exercises will be held in May. All candidates are expected to be in attendance. A student is eligible for graduation when the following requirements have been completed:

- The student must have filed an application for degree/diploma/certificate and pay the applicable fee by the published deadline. In order to participate in the May graduation exercises, students must apply for graduation by the established deadline and complete all graduation requirements by the end of the spring semester. The graduation fee will be waived for certificate graduates not attending graduation exercises.
- All the requirements for a degree/diploma/certificate in a particular program must be satisfactorily completed with a program grade point average of at least 2.0.
- Health Science graduates must follow graduation requirements as stated in their program manual received upon acceptance into the program.
- Students transferring from other colleges and schools are required to complete at least 25 percent of the course hours in their program of study in residence at CCC&TI. “In residence” denotes credit hours earned at CCC&TI.
- The student must take care of all financial obligations to CCC&TI prior to commencement or distribution of credentials.

5.6.1 GRADUATION WITH HONORS

A graduating student who has earned a program grade point average of 3.5 or better during studies at CCC&TI will receive the degree, diploma, or certificate “with honors.” Diplomas will be denoted with a gold seal.

5.6.2 COLLEGE CATALOG REQUIREMENTS

Candidates for a degree, diploma or certificate may meet graduation requirements as outlined in either (1) the College Catalog for the year they initially entered their program of study provided continuous enrollment is maintained (fall and spring semester) and no more than 10 years have elapsed or (2) in the College Catalog for the year of their graduation. Students who have not enrolled in two consecutive semesters (excluding summer semester) are not considered as continuously enrolled and must reapply for admission to CCC&TI. Requests for exceptions may be filed with the registrar.
5.7 Financial Aid Types Policy

The purpose of the financial aid program at CCC&TI is to provide financial assistance to those who would benefit from further education but who, without such help, could not do so. The financial aid program is administered according to the institutional principles and the guidelines established by the U.S. Department of Education.

The college provides the opportunity for all students to apply for certain types of financial aid programs. The college administers these programs in accordance with all applicable laws, rules and regulations. Requirements and critical dates for receiving financial aid are outlined in the College Catalog and on the college’s website.

The vice president of student services is directly responsible for supervision of the student financial aid program. The director of financial aid is responsible for evaluating the financial circumstances of the applicant based on a needs analysis, for packaging aid, and for providing the business office with proper authorization for disbursement of aid awards. The Executive Director of the Foundation responsible for overseeing the investment of scholarship funds, and the vice president of finance and administration is responsible for assuring that proper business and accounting procedures are maintained in the administration of federal, student, and local funds.

5.7.1 SCHOLARSHIPS

Scholarships provided by clubs, individuals, industries, businesses, etc. are available. Scholarships criteria are established by the donor and administered by the foundation office.

5.7.2 FEDERAL PELL GRANT

This is a federal grant program administered by the institution with needs analysis provided by a federal contract agency. All students seeking assistance must complete the FAFSA. The program is generally available to all students who do not already have a baccalaureate degree, who are high school graduates or have an equivalency diploma, who are enrolled in an eligible program, and who are United States citizens or permanent residents. Male applicants born after December 31, 1959, must be registered with the Selective Service, unless on active military duty.

5.7.3 FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM

These funds are disbursed to Pell Grant recipients on a first come, first serve basis.

5.7.4 Federal College Work Study Program

Students who demonstrate sufficient need, meet program eligibility requirements and interested in a job to help pay school expenses, may be eligible for employment under this program. The Federal College Work Study Program is funded by federal and matching local funds.

5.7.5 NCCCS GRANT
Students who are NC residents and who are eligible under guidelines determined by the State Education Assistance authority may receive aid from this grant if they otherwise meet eligibility requirements for a Federal Pell Grant.

5.7.6 NCELS – NORTH CAROLINA EDUCATION LOTTERY SCHOLARSHIP

NC legal residents who are enrolled full-time and who demonstrate exceptional financial need may qualify for this grant.

5.7.7 LOANS

Private loan costs vary depending upon interest rates, repayment schedules, opportunities to apply. CCC&TI currently participates in the NC Forgivable Education Loans for Services (FEELS) Program. CCC&TI does not participate in the Federal Direct Student Loan Program.

5.7.8 VOCATIONAL REHABILITATION

Students with a disability may obtain grants and aid covering tuition, fees, and books, through the NC Vocational Rehabilitation office.

5.7.9 VETERAN’S ADMINISTRATIVE PROGRAMS

Veterans who have served on active duty for more than 180 days may be eligible for educational benefits to attend college. Benefits are also available for current members of NC National Guard. Veteran’s Dependents Educational Assistance Act Children 18–26 years old and spouses of deceased veterans or totally disabled veterans are eligible for educational benefits to attend college provided the death or disability occurred as a result of service in the armed forces.

Many scholarship and loan programs are available for veterans and/or their dependents. Eligibility for each of the programs varies. Students are encouraged to visit the Office of Financial Aid or their local Veteran's Affairs Office to find out more about these programs.

The following programs are for veterans and/or their dependents to assist with educational expenses:

1. Montgomery GI Bill – Active Duty (MCGIB/Chapter 30)
2. Post 9/11 GI Bill – Must have active duty after 9/11/2001. (Chapter 33)
3. Montgomery GI Bill – Selected Reserve (MCGIB/Chapter 1606)
4. Survivors’ and Dependents’ Educational Assistance Program (DEA/Chapter 35)
5. Tuition Assistance “Top Up” Program
6. Veterans Educational Assistance Program (VEAP/Chapter 32)
7. Vocational Rehabilitation for Veterans with Service Connected Disabilities (Chapter 31)

For more information regarding these programs please see the Veterans Coordinator in the Financial Aid Office or contact the local Veteran’s Affairs Office.

5.7.10 CHILD CARE SCHOLARSHIP
Funding to assist student-parents with child care expenses is available to eligible students who are enrolled in a curriculum program. Eligibility is determined in part from the data received from the FAFSA. Applications for child care assistance can be found on the Financial Aid webpage or by visiting the Office of Financial Aid.
5.8 Emergency Assistance Policy

The Student Emergency Assistance Fund (available for all students) was established to aid students facing critical emergency situations. Any faculty or staff member may initiate action for a student once they have determined there is a true emergency situation. Once that has been determined, the faculty or staff member must give the student a note indicating the need and send it with the student to the vice president of student services on the Caldwell campus or the director of student services on the Watauga campus. These funds are contingent upon funding availability.
5.9 Financial Aid Eligibility Procedures

Students may apply for a scholarship, grant, loan, works-study, or any combination of these aid opportunities. The total combined sum of the award must not exceed the student’s total unmet need. Eligibility requirements:

1. Be a U.S. citizen or eligible non-citizen.
2. Be registered with Selective Services, if required.
3. Have not previously been awarded a Baccalaureate degree (for most aid programs).
4. Be older than compulsory age of secondary school attendance.
5. Maintain Satisfactory Academic Progress (SAP) as defined for aid recipients by the U.S. Department of Education (See Satisfactory Academic Progress Policy).
6. Not owe an overpayment on a previous grant or be in default on a student loan.
7. Be enrolled in a Title IV eligible program of study.
8. Have a high school diploma or equivalent.

To determine eligibility, the student files a Free Application for Federal Student Aid (FAFSA). The financial aid office then receives an electronic report from federal central processing. Next, financial aid staff evaluates the Institutional Student Information Record (ISIR) and determines the types and amount of aid, creates the recipient’s award file, and notifies the recipient electronically using the Data Management Information System. The award notification is then sent to the students’ official college email account.

Financial aid staff informs the business office of appropriate dates to allocate funds to the recipient’s account and to prepare checks. Financial aid payment checks will be prepared by the business office in accordance with the schedule of payment determined by the director of financial aid and the business office staff. The business office will distribute the checks to the student via U.S. post upon approval of the director of financial aid.

All major changes in the financial situation of students receiving financial aid must be reported to the director of financial aid to permit reevaluation of the adequacy of existing financial assistance.
5.10 Financial Aid Student Responsibilities Policy

It is the responsibility of the student to be aware of the following as it directly has an effect on their awards and continued eligibility to receive federal, state and/or institutional funds.

- Be familiar with CCC&TI’s Satisfactory Academic Progress (SAP) policy.
- Understand the college’s Refund Policy and the Return to Title IV Refund Policy.
- To satisfactorily perform the work agreed upon in a Federal Work Study job.
- Notify the college of any change in name, address, or attendance status.
- Frequently check official student email, WebAdvisor, or Self Service for eligibility notifications and/or changes in eligibility.
- Read, understand, and keep copies of all forms they are asked to sign.
- Notify the Office of Financial Aid Office when planning to take coursework at another college while receiving aid at CCC&TI.
- Provide all additional documentation, verification, corrections and/or new information requested by the Office of Financial Aid in a timely manner.
- Meet all deadlines for applying/reapplying for aid or submitting SAP appeals.
- Understand that aid cannot be received from two separate schools for the same term of enrollment.
- Understand aid cannot be used to pay for remedial coursework taken at another college.
5.11 Calculation of Federal and State Aid Procedures

I. Calculation of Pell Grant (Title IV) Funds

Calculation of eligibility for Pell Grant funds is based on the amount of credit hours in which the student is enrolled. Verification of enrollment is verified by the Office of Financial Aid prior to the disbursement of funds.

Adjustments that effect aid eligibility can be made to student financial aid records at any time for the following reasons:

- Notification of a never attended class.
- Late enrollment update.
- Notice that the student has received federal funds from another institution for the same semester.
- Enrolled in a program not eligible for TITLE IV funding.
- Taking classes outside the identified TITLE IV eligible program of study.
- Exceeding the maximum amount of remedial class eligibility of 30 credit hours.
- Repeating passed courses more than the maximum allowable two attempts.
- Notification from the Department of Education indicating the student is no longer eligible for additional disbursements or the student's eligibility status has changed.

Return to Title IV (R2T4): In the event that a student receiving aid withdraws from the institution prior to the 60 percent point of the term, the student will be responsible for any return of Title IV funds. Students are given 45 days to repay or make arrangements to repay the overpayment. Should this not occur, the debt will be turned over to the Department of Education, and the student will not be eligible for any Title IV funds anywhere until the debt has been repaid.

II. Calculation of State Grant/Scholarship Funds

North Carolina State Education Assistance Authority (NCSEAA) has provided guidelines on elective coursework as it relates to State Grant/Scholarship eligibility.

- If a student’s academic program requires completion of a certain number of elective courses to receive a degree, diploma, or certificate, those elective courses are considered part of the student’s program when determining enrollment status and cost of attendance for the purposes of awarding state grants.

- Once a student has satisfied the number of elective courses required by the program of study, any additional electives in which the student enrolls are not considered part of the student’s program of study and may not be included when determining the student’s enrollment status or cost of attendance for the purposes of awarding state grants.

- If a student takes additional coursework beyond the courses that are required for graduation, even if those additional courses are within the program of study, they may not be included when determining the student’s enrollment status or cost of attendance for the purposes of awarding state grants. For example, if a student has exceeded the number
of hours required for a degree and has already completed their major/divisional/basic requirements, additional courses must be excluded for the purposes of awarding state grants.
5.12 Satisfactory Academic Progress Policy

Federal regulations require that students receiving Federal financial aid must make satisfactory progress as defined by the college. CCC&TI has elected to apply the standards set forth below to all students who receive aid from any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study Program, North Carolina Community College Grant, and North Carolina Education Lottery.

Financial aid satisfactory academic progress (SAP) is determined by three standards of measurement: qualitative, quantitative, and maximum time frame.

A. Qualitative Measurement-Grade Point Average (GPA) Rule
   The qualitative measurement for financial aid shall be a cumulative grade point average of 2.0.

B. Quantitative Measurement-Completion Rate (PACE)
   The quantitative measurement will be a completion rate of 67% of all cumulative) attempted credit hours to meet the minimum standards. Successful completion is defined as receiving a grade of A, B, C, D and P. All classes dropped/withdrawn from outside the official drop/add period will be included in the Completion Rate (PACE) calculation.

C. Maximum Time Frame Measurement
   The maximum time frame measurement requires students to complete their primary program of study within 150% of the published length of the program. Example: if a program of study requires 64 credit hours to complete a degree, the student may attempt a maximum of 96 hours before the student exceeds his or her eligibility for financial aid (64 X 1.5 = 96).

   Up to 30 credit hours of required remedial course work will not be calculated as a part of the attempted hour count. Students who reach maximum time frame SAP status, are not eligible to receive additional federal or state aid unless they successfully appeal their Satisfactory Academic Progress status.

D. Lifetime Eligibility Used
   In addition to the three standards above, there is a lifetime limit to the amount of federal aid students can receive, which differs from the maximum time frame measurement. Students are eligible to receive the Federal Pell Grant for the equivalent of six years or 12 full-time semesters of combined enrollment at all institutions. However, state grants typically have a more restrictive timeframe than Federal Pell Grants. If students fail to meet one of the SAP criteria listed above, they will no longer be eligible to receive additional federal or state aid.

5.12.1 EVALUATING SAP

The Academic Progress and the Financial Aid Satisfactory Academic Progress (SAP) Evaluation are two processes occurring at similar times at the end of each term. Students will receive
separate notifications regarding each status. The Financial Aid Satisfactory Academic Progress (SAP) Evaluation from the Office of Financial Aid notifies students of their eligibility to receive financial aid for the upcoming term. It is possible for a student to continue enrollment from the Academic Evaluation, but due to an unsatisfactory Financial Aid evaluation not be allowed to continue to receive financial aid. Students should pay close attention to the source of their notification and the status they have been assigned from each area.

Satisfactory Academic Progress is calculated based on all credit hours attempted, including transfer credit, at the end of each term in which the student is enrolled regardless of aid eligibility or use.

The first time a student fails to meet the minimum SAP standards (minimum cumulative 2.0 GPA and/or minimum cumulative 67% Completion Rate (PACE)), the student will be assigned a “Warning” SAP status. Students can continue to receive aid for one additional term on “Warning” SAP status. If the student does not meet minimum SAP standards after the “Warning” SAP status term, their status will be moved to “Suspended/Appeal Required” SAP status. At that time, students cannot receive additional federal or state aid unless a SAP appeal has been submitted and approved.

5.12.2 SATISFACTORY ACADEMIC PROGRESS PROCEDURE

Reinstatement of Aid/Appeal
Students who are no longer eligible for aid because of GPA, Completion Rate (PACE), or max time may appeal their SAP status.

The director of financial aid will convene the Appeal Committee who may reinstate aid eligibility after reviewing the SAP appeal. If the appeal is approved, the student's SAP status will be moved to “Probation on Appeal” SAP status. Reinstatement of aid will remain in effect for as long as the student meets the terms of the appeal as described in the SAP Appeal Plan of Action. The SAP appeal Plan of Action is the finalized agreement between the Financial Aid Office and the student that addresses what steps the student is required to take to address any deficiencies regarding their SAP status.

If the student does not meet the terms of the SAP Appeal Plan of Action, in which they are on a probationary status, the student will then be placed on a “Terminated” SAP status.

Restrictions
Individual SAP Appeal Plan of Actions can include the restriction of aid eligibility and/or registered credit hours. Restriction recommendations can be made by one or more of the following: the Director of Financial Aid, Financial Aid Committee Members, Advisors, Counselors, or Student Success Coaches.

Funding while on Appeal
Students must secure an alternative source of funding to cover their educational expenses if their SAP status is unsatisfactory. If students are continuing on a SAP Plan of Action, they must plan secure an alternative form of payment or utilize the payment plan option until grades are verified and SAP has been calculated for the prior term.
**Review of Program of Study**

If a student chooses to appeal their SAP status, he or she must meet with either their faculty advisor or Student Services advisor to discuss their Program of Study. During this meeting, the student and the advisor will review their current program of study. If necessary, the student may change their current program of study before appealing in order to become academically successful. In all instances, the program of study in which the appeal was approved must not be changed as long as the student is receiving aid while on an appeal status.

All SAP Appeal determinations are final.

All SAP information is available on the CCC&TI webpage and in the *College Catalog*. 
5.13 Attendance Policy

I. ATTENDANCE REQUIREMENTS

The following attendance requirements shall apply to all college students:

A. Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to the 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.

B. 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 in which ten percent (10%) of the class has passed will be reported by the instructor as “never attended” (NA). The student is no longer considered 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 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.

C. 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 accreditations. A grade of “W” will be assigned for any course from which the student is administratively withdrawn.

D. 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.

E. Absences for Military Service Members

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 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.

Legal Reference:
N.C.G.S. § 115D-5(u); 1B SBCCC 500.99; 1G SBCCC 200.93; 1B SBCCC 500.1
5.14 Withdrawal from Courses Policy

Students who withdraw from a class or from the college should first consult with a member of Student Services. A student may withdraw from a course and receive a grade of “W” up until sixty percent of the class contact hours have elapsed. After that point, all drops will be initiated by the instructor who may assign a grade of “W” or “F” at the end of the semester. Students who do not attend class by the 10% point of a class will be dropped from the class as a never attend.

Veterans should check with the veterans’ coordinator in the Student Services department for specific VA regulations concerning withdrawals and class repeats.

Financial aid recipients should be aware that withdrawals will affect their “Financial Aid Satisfactory Academic Progress Requirements” and may require a portion of unearned aid to be repaid. Therefore, financial aid recipients should seek advisement from the Financial Aid Office before making any withdrawals.

Veterans should check with the veteran’s coordinator in student services for specific financial aid regulations concerning withdrawals.
5.15 No Show Reporting Procedure

Attendance is reported using the Colleague Web Attendance function. Faculty should begin entering their class attendance on the first day of the term. The vice president of student services (vice president) is responsible for setting the report due date and communicating that information to faculty each semester. The due date falls shortly after the ten percent (10%) date of the semester or course (if the course begins later in the semester).

A. Once you have accessed your account, click on the Faculty tab.

B. Click on the Attendance Tracking option under the Faculty menu.

C. Enter the Form Start Date (form start date = first class meeting day).

D. Select the specific course to report attendance and click submit.

E. Faculty should enter an attendance type of “E” in the corresponding date column to reflect the first day of attendance for each student. Absences that occur after a student has entered the class should be documented by entering an “A” in the corresponding date column.

F. Students who have not attended by the census date of the course [ten percent (10%) period] should be reported as a “Never attend” by clicking in the “No Show” box next to the students’ names. (Course census dates are displayed on the top of the web form under the course name and meeting information.)

G. Submit the report by clicking in the appropriate electronic signature box and click “Submit.” This report is subject to review by State Program Auditors; therefore, it must be accurate and submitted on time. Failure to report attendance correctly could result in significant costs to the student and the college. The vice president will work with the deans to ensure attendance reports are completed by the deadline.
5.16 Auditing Courses Policy

Any individual may audit a college class based on the following:

A. The individual pays the normal tuition and fees. However, any person who is at least 65 years old may audit non-self-supporting basis courses without the payment of tuition provided the individual meets the other criteria listed herein.

B. Auditing is subject to open seats in the course, and a student who audits a course shall not displace other students seeking to enroll in the course.

C. Auditing students do not take tests or examinations; do not receive grades, academic credit, continuing education units, or certificate of completion; and cannot later change the “audit” to credit. Title IV (Federal Pell Grant) funding cannot include credit hours of an audited class in determining award amounts.

D. Students auditing a course must meet the same course corequisite/prerequisite, including placement tests. Auditing a course will not meet the prerequisite of any sequential or higher-level course.

E. Students who audit a course and withdraw or are dropped from the course will be issued a grade of “W”.

F. Students who desire to audit must indicate their intent at registration. Audits appear on the grade report as “AU”.

Legal Reference:
1D SBCCC 700.1; S.L. 2017-57
5.17 Grading Scale Policy

Grading Scale
Students enrolled in curriculum courses and continuing education courses that are 96 hours and above will be graded by the scale below:

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\begin{align*}
A &= 90 – 100 \\
B &= 80 – 89 \\
C &= 70 – 79 \\
D &= 60 – 69 \\
F &= 59 \text{ and below}
\end{align*}
\]

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 (obsolete August 2013)
DT    | DANTES – no quality points
I     | Incomplete – indicates failure to complete certain course requirements because of extenuating circumstances
NA    | Never Attended
NG    | No grade available
P     | Pass – no quality points, reflects competence of “C” level or better
P1    | Pass – level 1
P2    | Pass – level 2
P3    | Pass – level 3
R     | Repeat
S     | Satisfactory
SR    | Senior Audit
TR    | Transfer Credit
U     | Unsatisfactory
W     | Student withdrew from the course

Grades of I (Incomplete)
An “I” grade in a course indicates the student is making satisfactory progress at the end of the semester but, because of extenuating circumstances, is unable to complete the course requirements. When an incomplete is given, a form outlining the work to be completed must be signed by the instructor and the appropriate dean. Instructors will record “I” on their grade roster in WebAdvisor and record the expiration date for the following term. All work must be completed by the end of the following semester (by the end of the following fall semester for an incomplete received during spring semester). At that time, the incomplete must be changed to a letter grade by the instructor. Veterans should check with the veterans’ coordinator in the Student Services department upon receiving an “I” grade. Incompletes are automatically converted to F’s if not resolved by the required deadline.
5.18 Academic Progress Policy

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. 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.

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 WebAdvisor.

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 
credited 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.

Legal Reference: 
1D SBCCC 400.8
5.19 Repeating Courses and Course Substitutions Policy

I. REPEATING COURSES

A. Curriculum Courses

When a student repeats a course, the best grade is recorded as the final grade for the course and is used in the student’s grade point average. Students may take a course a total of three times, including transfer credit, withdrawal, and audit. Exceptions to this policy must be approved by the appropriate departmental dean or vice president of instruction. Exceptions to this policy include:

1. Special disabling condition
2. Change in technology
3. Student failure of course or to improve grade
4. Additional student improvement and learning opportunity

Veterans are advised that they cannot receive VA benefits for courses previously passed. Financial Aid will only pay for two attempts at a class.

B. Continuing Education Courses

Students may enroll in continuing education courses as many times as necessary to accomplish their individual educational/training goals provided they continue to show progress, do not prohibit others from participating, are willing to pay fees, and do not violate North Carolina Community College System policy. Continuing Education programs/courses are designed to enable participants to progress, at their individual achievement rates, in gaining knowledge and skills in specific educational areas.

II. COURSE SUBSTITUTIONS

When it is determined to be in the best interest of the student’s declared educational objective, appropriate courses may be substituted for other courses for graduation purposes.

Under special circumstances, a course substitution may be made in a program. Any course substitution must have written approval of the dean and the vice president of instruction. Once approved, substitution forms must be submitted to the registrar. In the event a course has been deleted from a particular program, a course substitution may be used to meet the requirement.
5.20 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 educational process of the college. However, when a student’s violation of the law also adversely affects the college’s pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student’s behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

Student Rights

- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.

- Student 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.
5.21 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 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
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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.

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 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.

VII. 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:
5.22 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. Services 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 use 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
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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, 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.

• **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, 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:
- the person has a concealed handgun permit that is lawfully issued;
- the handgun is in a closed compartment or container within the person’s locked vehicle;
- a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and
- the vehicle is locked at all other times.

Legal Reference:
Communicating Threats N.C.G.S § 14-277.1
Cyberstalking N.C.G.S. 14.196.3
Hazing N.C.G.S §14-35
Stalking N.C.G.S §14-277.3A
Tampering with a Fire Alarm N.C.G.S §14-286
Weapons on Campus N.C.G.S §14-269.2

5.22.1 **Student Code of Conduct Sanctions Procedures**

**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

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.

5.22.2 Student Code of Conduct Procedures

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

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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 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.
5.23 Unlawful Discrimination and Harassment Policy

The college is fully committed to providing a learning and work environment that is free from prohibited discrimination. The college does not practice or condone discrimination based on race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation or veterans’ status in the administration or in any of its academic programs and employment practices.

For issues related to all other types of unlawful discrimination and harassment, see Procedures 5.23.1 – Unlawful Discrimination and Harassment.

For issues related to sexual and gender-based harassment, discrimination and sexual misconduct see Policy 5.24 and Procedures 5.24.1 – Gender-Based Harassment, Discrimination, and Sexual Misconduct.

Legal Reference:
5.23.1 UNLAWFUL DISCRIMINATION AND HARASSMENT PROCEDURE

The college is fully committed to providing a learning and work environment that is free from prohibited discrimination. The college does not practice or condone discrimination based on race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation or veterans’ status in the administration or in any of its academic programs and employment practices.

I. DEFINITIONS

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

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 or 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, 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
     - jokes, name calling, or rumors based upon an 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, 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 responding party either “responsible” or “not responsible” for violating these procedures.

II. **STATEMENTS OF PROHIBITION**

A. **Prohibition of Retaliation**

Retaliation is strictly prohibited by law against anyone who in good faith reports a suspected violation of campus policy, who assists in making such complaint, or who cooperates in the investigation. Retaliation means taking any adverse action in response to a complaint being made. Written complaints of retaliation should be brought directly to the attention of the Title IX coordinator, the vice president, student services, or the director, human resources.

The written complaint should specify the following:

1. Name of alleged offender(s)
2. Date, time, and place of the incident
3. Description of the incident
4. Names of witnesses to the incident

Such complaints will be promptly investigated in a separate investigation from the initial complaint of misconduct. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, in cases involving employees, or in the case of a student up to and including suspension and/or expulsion.

B. **Prohibition of Providing False Information**

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 employment termination. 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.

III. **REQUESTING ACCOMMODATIONS**

A. **Students**

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact CCC&TI’s Office of Disability
Services. 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.

B. Employees

Employees with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the Office of Human Resources located at H.E. Beam Hall (A-building). Information provided by employees is voluntary and strictly confidential.

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

IV. REPORTING OPTIONS

A. Student Complaints

Any student wishing to make a report relating to Unlawful Discrimination and Harassment may do so by reporting the concern as outlined in Policy 5.28 – Student Grievance

For unlawful discrimination and harassment incidents between students and employees, the vice president for student services will work in partnership with the director of human resources to investigate and resolve the allegations.

B. Employee Complaints

Any employee wishing to make a report related to Unlawful Discrimination and Harassment may do so by reporting the concern as outlined in the Employee Grievance Policy.

For unlawful discrimination and harassment incidents between employees and students, the director of human resources will work in partnership with the vice president for student services to investigate and resolve the allegations.
5.24 Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy

CCC&TI is fully committed to providing a learning and work environment that is free from prohibited discrimination. The college does not practice or condone discrimination based on race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation or veterans’ status in the administration or in any of its academic programs and employment practices.

I. INTRODUCTION

The college strives to make its campuses inclusive, safe and a welcoming learning environment for all members of the college community, visitors, and guests. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex or gender in any federally funded education program or activity. Under Title IX, the college prohibits discrimination in all of its activities, services and programs based on sexual misconduct, gender, sexual orientation, and gender identity. Examples of which acts are included in sexual misconduct are as follows: sexual harassment, domestic violence, non-consensual intercourse, sexual assault, sexual battery, sexual coercion, dating violence, and stalking.

The college will process all Title IX complaints regardless of where the conduct occurred to determine whether the conduct occurred in the context of its educational programs, or had continuing effects on campus or in an off-campus program/activity. The college’s policies and procedures that cover Title IX apply to all complaints carried out by employees, students, and third-parties.

- For procedures involving sexual and gender-based harassment, discrimination and sexual misconduct, see Procedures 5.24.1 – Gender-Based Harassment, Discrimination, and Sexual Misconduct.

- For issues related to all other types of unlawful discrimination and harassment, see Policy 5.23 and Procedures 5.23.1 – Unlawful Discrimination and Harassment.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college believes in zero tolerance for gender-based harassment, discrimination, and sexual misconduct. Zero tolerance means that when allegation of misconduct is brought to an appropriate coordinators attention, protective, and other remedial measures will be used to reasonably ensure that the conduct ends, is not repeated, and the effects on the reporting party and community are remedied, including sanctions when a responding party has violated this policy.

The college’s gender-based harassment, discrimination, and sexual misconduct policy is not meant to inhibit or prohibit educational content or discussion inside or outside of the classroom that includes controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.
II. TITLE IX COORDINATOR

The college’s Title IX coordinator oversees compliance with the applicable federal and state laws and regulations. Questions about these procedures should be directed to the Title IX coordinator. The following persons have been designated to handle and investigate inquiries of the gender-based harassment, discrimination, and sexual misconduct. Anyone wishing to make a report relating to gender-based harassment, discrimination, and sexual misconduct may do so by reporting the concern to the Title IX coordinator, investigator(s), or a responsible employee.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Ledford</td>
<td>Vice President, Instruction</td>
<td>828.726.2241</td>
<td>Caldwell Campus, H-124</td>
<td><a href="mailto:rledford@cccti.edu">rledford@cccti.edu</a></td>
</tr>
<tr>
<td></td>
<td>Title IX Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dena Holman</td>
<td>Vice President, Student Services</td>
<td>828.726.2737</td>
<td>Caldwell Campus, F-127</td>
<td><a href="mailto:dnholman@cccti.edu">dnholman@cccti.edu</a></td>
</tr>
<tr>
<td></td>
<td>Title IX Investigator</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dr. Kim Van Wie</td>
<td>Director, Student Services – Watauga Campus</td>
<td>828.297.2185 x5206</td>
<td>Watauga Campus, W270-103</td>
<td><a href="mailto:kvanwie@cccti.edu">kvanwie@cccti.edu</a></td>
</tr>
<tr>
<td></td>
<td>Title IX Investigator</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Pamela Romano</td>
<td>Director, Human Resources</td>
<td>828.726.2269</td>
<td>Caldwell Campus, A-122</td>
<td><a href="mailto:promano@cccti.edu">promano@cccti.edu</a></td>
</tr>
<tr>
<td></td>
<td>Title IX Investigator</td>
<td></td>
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<tr>
<td>Matt Anderson</td>
<td>Athletic Director, Title IX Investigator</td>
<td>828.726.2606</td>
<td>Caldwell Campus, E-125A</td>
<td><a href="mailto:manderson@cccti.edu">manderson@cccti.edu</a></td>
</tr>
</tbody>
</table>

If the complaint is an employee-employee complaint, the Title IX coordinator will work with the director of human resources to investigate the complaint. If the complaint is a student-student complaint, the Title IX coordinator will work with the vice president of student services to investigate the complaint. If the complaint is a student-employee complaint, the Title IX coordinator will work with the vice president of student services and the director of human resources to investigate the complaint.

Additionally, anonymous reports can be made by reporting party and/or third parties using the online reporting form at [http://www.cccti.edu/ConsumerInfo/TitleIX.asp](http://www.cccti.edu/ConsumerInfo/TitleIX.asp). These anonymous reports may prompt the need for the college to investigate.

Individuals experiencing harassment and/or discrimination also have the right to file a formal grievance with government authorities:

The Office of Civil Right (OCR) office for North Carolina is located at:

Office of Civil Rights  
Washington DC (Metro)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1475

Telephone: 202-453-6020  
Fax: 202-453-6021  
TDD: 800-877-8339
III. PREPONDERANCE OF THE EVIDENCE

The college will use the preponderance of the evidence (also known as “more likely than not”) as a standard of proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt,” “innocence,” and “burdens of proof” are not applicable, but the college never assumes a responding party is in violation of college policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available from all relevant sources.

IV. DEFINITIONS

The following definitions shall apply to this Policy, and 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 the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. **Student** – Any individual that is currently enrolled in a curriculum, continuing education, or Adult Education course at CCC&TI.

B. **Employee** – Any individual who is hired by CCC&TI to provide services in exchange for compensation. Employees are obligated to report to the Title IX Coordinator all incidents of gender-based harassment, discrimination, and sexual misconduct.

C. **Confidential Employee** – Is not obligated to report incidents of gender-based harassment, discrimination, and sexual misconduct to the Title IX Coordinator if confidentiality is requested by the student. Campus counselors are considered Confidential Employees. If the reporting individual is unsure of someone’s duties and ability to maintain privacy, the reporting individual should ask the employee before speaking to him/her.

D. **Investigator** – An employee who has been trained and certified to investigate violations of the gender-based harassment, discrimination, and sexual misconduct policy.

E. **Reporting Party** – The individual who reports cases of policy violations.

F. **Responding Party** – The individual who is accused of engaging in conduct prohibited by policy.

G. **Third Party Reporter** – The individual who reports cases of policy violations, but is not the recipient of the unwelcome behavior.
H. **Consent** – In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don’t want. Consent to some forms of sexual activity cannot be automatically taken as consent to any other forms of sexual activity. Silence, without action demonstrating permission, cannot be assumed to show consent. Previous relationships or prior consent cannot imply consent to future sexual acts.

**In order to give effective consent, one must be of legal age. In North Carolina, the legal age of consent is 16 years of age.**

For more information on North Carolina’s General Statutes related to Consent, refer to statute §14-27.1 at [www.ncga.state.nc.us](http://www.ncga.state.nc.us).

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex. When individuals make it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Alcohol and/or other drugs can place the capacity to consent in question. When alcohol and/or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. This policy also covers a person of whose capacity to consent is altered due to mental disability, sleep, involuntary physical restraint, or from taking date rape drugs (Rohypnol, GHB, Ketamine, Burundanga, etc.).

**Under this policy: “No” means “No” and “Yes” may not always mean “Yes.” Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a “No.”**

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegation under this policy.

**Please be aware that CCC&TI has minors and persons with disabilities on all campuses.**

I. **Consensual Relationships** – There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (instructor/student, staff/student, and/or supervisor/employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each party, particularly in retrospect. Circumstances may change, and conduct that was previously welcomed may become unwelcome. When both parties have
consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory role or evaluative role over the other party are unethical; therefore, romantic or sexual relationships between college employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any college activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the college. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

Romantic or sexual relationships between college employees and students not in an academic relationship that impairs the college employee’s effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the college will be subject to disciplinary action up to and including termination of employment or expulsion from the college.

J. **Sexual Harassment** – Sexual harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate or benefit from the college’s educational programs and/or activities. Sexual harassment is based on power differentials (quid pro quo), which can create a hostile environment, and/or be retaliatory in nature.

Types of Sexual Harassment:

1. **Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it alters the conditions of employment, or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim’s viewpoint) and objective (reasonable person’s) viewpoint.

The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include, but not limited to:

a. The frequency of the conduct;
b. The nature and severity of the conduct;
c. Whether the conduct was physically threatening;
d. Whether the conduct was humiliating or perceived as humiliating;
e. The effect of the conduct on the reporting party’s mental or emotional state;
f. Whether the conduct was directed at more than one person;
g. Whether the conduct arose in the context of other discriminatory conduct;
h. Whether the conduct unreasonably interfered with the reporting party’s educational or work performance;
i. Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;

j. Whether the speech or conduct deserves the protection of academic freedom or the 1st Amendment.

2. **Quid pro quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment actions.

3. **Retaliatory harassment** is an adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

Examples include:

a. Attempting to coerce an unwilling person into a sexual relationship;
b. Repeatedly subjecting a person to egregious, unwelcome sexual attention;
c. Punishment for refusal to comply with a sexually based request;
d. Conditioning a benefit on complying with sexual advances;
e. Sexual violence, intimate partner violence, dating violence, stalking, and gender-based bullying.

K. **Force** – Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not defined by force.

L. **Non-Consensual Sexual Contact** – Non-consensual sexual conduct is any intentional sexual touching, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force.

For more information on North Carolina’s General Statutes related to Non-Consensual Sexual Contact, please refer to statutes §14-27.4, §14-27.4A, §14-27.5, and §14-27.5A at www.ncga.state.nc.us.

M. **Non-Consensual Sexual Intercourse** – Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force.

N. **Sexual Exploitation** – Sexual exploitation occurs when a person takes a non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

O. **Domestic Violence** – As defined by the Office on Violence Against Women, US Department of Justice, domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

- **Physical Abuse**: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc. are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

- **Sexual Abuse**: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to: marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

- **Emotional Abuse**: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

- **Economic Abuse**: Is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

- **Psychological Abuse**: Elements of psychological abuse include—but are not limited to—causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

For more information on North Carolina’s General Statutes related to Domestic Violence, please refer to statute §50B-1 at [www.ncga.state.nc.us](http://www.ncga.state.nc.us).

P. **Stalking** – As defined by the Office on Violence Against Women, US Department of Justice, stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

1. Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email.
2. Repeatedly leaving or sending victim unwanted items, presents, or flowers.
3. Following or laying in wait for the victim at places such as home, school, work, or recreation place.
4. Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets.
5. Damaging or threatening to damage the victim's property.
6. Harassing the victim through the Internet.
7. Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
8. Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.

For more information on North Carolina’s General Statutes related to Stalking, please refer to §14-277.3A at www.ncga.state.nc.us.

Q. **Dating Violence** – As defined by the Office on Violence Against Women, US Department of Justice, violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence.

The existence of such a relationship shall be determined based on a consideration of the following factors:
- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in the relationship

The North Carolina General Statute §50B-1 for Domestic Violence also includes dating violence within the statute.

R. **Discrimination** – any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their age, race, color, creed, religion, gender, gender identity, gender expression, national origin, sexual orientation, genetic information, veteran status, or disability. Discrimination may be intentional or unintentional.

S. **Harassment** (for Sexual Harassment, see specific definition) – 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, 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;
- jokes, name calling, or rumors based upon an individual’s protected status.
• ethnic slurs, negative stereotypes and hostile acts based on an individual’s Protected status.

V. CONFIDENTIAL REPORTING

A. The college will make reasonable efforts to preserve the privacy of both the reporting party and responding party. Although all reports will be treated with sensitivity, when a report is made to the Title IX Coordinator or Investigator(s), the college shall be required to act on those reports.

B. Privacy and Confidentiality

Privacy generally means that information related to a report under this policy will only be shared with a limited number of employees that “need to know” in order to provide support for the individuals involved in the report and to ensure the safety of the individuals and the college community. While not bound by confidentiality, these employees will be discrete and respect the privacy of all individuals in the process.

Confidentiality means information shared by an individual with designated campus or community professionals cannot be revealed to any other entity without the express written consent of the individual, unless required by law. These campus and community professionals include mental health and health care providers (within established patient-client privilege), ordained clergy, and attorneys (within established professional-client privilege), all of whom must keep information confidential by virtue of their professional role.

C. Requesting a Confidential Report

The reporting party can seek confidential guidance, counsel, or advice from one of the following people:

<table>
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<th>Title</th>
<th>Phone</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Boone</td>
<td>Counselor</td>
<td>828.726.2729</td>
<td>Caldwell Campus, B-144</td>
<td><a href="mailto:bboone@cccti.edu">bboone@cccti.edu</a></td>
</tr>
<tr>
<td>Shannon Brown</td>
<td>Director, Counseling and Advising Services</td>
<td>828.726.2288</td>
<td>Caldwell Campus, F-107</td>
<td><a href="mailto:csbrown@cccti.edu">csbrown@cccti.edu</a></td>
</tr>
<tr>
<td>Movita Hurst</td>
<td>Counselor</td>
<td>828.297.2185 x5200</td>
<td>Watauga Campus, W270-108</td>
<td><a href="mailto:mhurst@cccti.edu">mhurst@cccti.edu</a></td>
</tr>
<tr>
<td>Donovan Kirby</td>
<td>Counselor</td>
<td>828.297.2185 x5263</td>
<td>Watauga Campus, W270-101</td>
<td><a href="mailto:drkirby@cccti.edu">drkirby@cccti.edu</a></td>
</tr>
<tr>
<td>Kimberly Lackey</td>
<td>Director, Student Activities</td>
<td>828.726.2301</td>
<td>Caldwell Campus, E-121</td>
<td><a href="mailto:klackey@cccti.edu">klackey@cccti.edu</a></td>
</tr>
<tr>
<td>Jodie Overstrom</td>
<td>Counselor</td>
<td>828.726.2620</td>
<td>Caldwell Campus, F-124</td>
<td><a href="mailto:joverstrom@cccti.edu">joverstrom@cccti.edu</a></td>
</tr>
<tr>
<td>Tuesday Sigmon</td>
<td>Coordinator, Counseling and Disability Services</td>
<td>828.726.2716</td>
<td>Caldwell Campus, F-108</td>
<td><a href="mailto:tsigmon@cccti.edu">tsigmon@cccti.edu</a></td>
</tr>
</tbody>
</table>
If the reporting party reports an incident, but requests confidentiality, the college will evaluate the request in terms of the college’s ability to provide a safe and nondiscriminatory environment for students and employees. The college will take all reasonable steps to investigate and respond to the allegations while keeping the confidentiality of the reporting party and all parties involved, but it may limit the response by the college.

If the reporting party decides not to pursue the allegations, the college will determine if the alleged incident impairs the ability of the college to provide a safe and nondiscriminatory environment for students and employees. The college may decide to proceed with an investigation, even though the reporting party decides not to pursue the allegations, if it determines the incident impairs the ability of the college to provide a safe and nondiscriminatory environment.

If the college decides to proceed with an investigation, or it cannot ensure confidentiality of the reporting party, it will notify the reporting party and all parties involved.

The college will assist any individual who reports conduct incidences to find confidential support services on campus and/or in the community. Such services include advocacy, counseling, academic support, medical support and/or mental health services. Some sources of confidential support can happen without triggering an investigation by the college.

VI. SANCTIONS

The following sanctions may be imposed for those who have violated this policy.

A. Students

1. Verbal or Written Warning
2. Probation
3. Administrative withdrawal
4. Required Counseling
5. No Contact Directive
6. Suspension
7. Expulsion (president must impose)
8. Other consequences deemed appropriate

B. Employees

1. Verbal or Written Warning
2. Performance Improvement Plan
3. Required Counseling
4. Required Training or Education
5. Demotion (president must impose)
6. Suspension with or without Pay (president must impose)
7. Termination (president must impose)
8. Other consequences deemed appropriate to the specific violation
SECTION FIVE: STUDENT SERVICES

VII. 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.

VIII. PROTECTION AGAINST RETALIATION

Retaliation is strictly prohibited by law against anyone who in good faith reports a suspected violation of campus policy, who assists in making such complaint, or who cooperates in the investigation. Retaliation means taking any adverse action in response to a complaint being made. Written complaints of retaliation should be brought directly to the attention of the Title IX coordinator, the vice president, student services, or the director, human resources. The written complaint should specify the following:

A. Name of alleged offender(s)
B. Date, time, and place of the incident
C. Description of the incident
D. Names of witnesses to the incident

Such complaints will be promptly investigated in a separate investigation from the initial complaint of misconduct. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, in cases involving employees, or in the case of a student up to and including suspension and/or expulsion.

IX. PROVIDING FALSE INFORMATION

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 employment termination. 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 gender-based harassment, discrimination, and sexual misconduct.

X. LIMITED IMMUNITY

The college encourages the reporting of discrimination, harassment, and sexual misconduct. It is in the best interest of the college community that as many reporting parties as possible choose to report to the Title IX coordinator, investigator(s), or responsible employees and that witnesses come forward to share what they know. The college does not condone underage drinking or the use of illegal drugs; however, to encourage reporting, an individual who reports, either as a reporting party or a third party witness, will not be subject to disciplinary action by the college for his/her own personal consumption of alcohol or drug use at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The college may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

XI. JURISDICTION
A. Time Frame

There are no time limitations for reporting an alleged incident of gender-based or sexual misconduct. However, if the alleged incident is not reported in a timely manner, the college may have difficulty in responding. The college will always provide support for the reporting party regardless when the complaint is made.

B. Location

The college will respond to alleged incidents of gender-based or sexual misconduct when the misconduct occurs on campus, or during a college sponsored event (regardless of location), or when the reporting party or the responding party is a student or an employee. If the responding party is unknown or is not a member of the college community, the Title IX Coordinator will assist the reporting party in identifying appropriate campus resources and/or local authorities if the student would like to file a report.

XII. SEXUAL MISCONDUCT AWARENESS AND RISK REDUCTION

While victim-blaming is never appropriate and CCC&TI fully recognizes that only those who commit sexual misconduct are responsible for their actions, CCC&TI provides the suggestions that follow to help individuals reduce their risk of being victimized and their risk of committing acts of sexual misconduct.

A. Reducing Your Risk of Victimization

1. Make any limits/boundaries you may have known as early as possible.
2. Clearly and firmly articulate consent or lack of consent.
3. Remove yourself, if possible, from an aggressor’s physical presence.
4. Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
5. Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability to sexual victimization.
6. Look out for your friends, and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

B. Reduce Your Risk of Being Accused of Sexual Misconduct

1. Show your potential partner respect if you are in a position of initiating sexual behavior.
2. If a potential partner says “no,” accept it and don’t push. If you want a “yes,” ask for it, and don’t proceed without clear permission.
3. Clearly communicate your intentions to your potential sexual partners, and give them a chance to share their intentions and/or boundaries with you.
4. Respect personal boundaries. If you are unsure what’s OK in any interaction, ask.
5. Avoid ambiguity. Don’t make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the
individual is physically and mentally able to consent. If you have questions or are unclear, you don’t have consent.

6. Don’t take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others’ loss of control does not put you in control.

7. Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn’t want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.

8. Respect the timeline for sexual behaviors with which others are comfortable, and understand that they are entitled to change their minds.

9. Recognize that even if you don’t think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.

10. Do not assume that someone’s silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.

11. Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.

12. Understand that exerting power and control over another through sex is unacceptable conduct.

C. Bystander Intervention

In order to stand up against sexual harassment/sexual violence, one can:

1. Believe violence is unacceptable and say so
2. Treat all people with respect
3. Say something when someone blames the victim
4. Talk with friends about confronting violence
5. Encourage friends to trust their instincts
6. Be aware of campus and community resources
7. Not laugh at sexist or racist jokes
8. Look out for friends at parties and bars
9. Educate yourself and friends
10. Use campus resources
11. Attend awareness events
12. Empower victims to tell their stories

In addition, one can:

1. Report the incident to a school official immediately
2. Ask a friend in a potentially dangerous situation if he/she wants to leave
3. Make sure the friend gets home safely
4. Ask the victim what he/she needs
5. Provide the victim with options
6. Call the campus counselors, community counseling agency, or community crisis center for support
XIII. STUDENT EDUCATION AND ANNUAL TRAINING

A. Students

All students will be offered prevention and awareness seminars on gender-based harassment, discrimination, and sexual misconduct during their CCC&TI orientation. Additional wellness activities are offered during the course of the school year. Such topics include, but are not limited to the bystander effect, bystander intervention, campus contacts, consent, date rape drugs, discrimination, gender stereotypes, men as allies, realities of alcohol, relationships, rights, risks of drugs, sexual misconduct definitions, sexual orientation, signs and signals, and survivor options.

B. Employees

The Title IX Coordinator and investigators will be trained annually on how to appropriately remedy, investigate, render findings, and determine appropriate sanctions in reference to gender-based harassment, discrimination, and sexual misconduct. Responsible employees will be trained on the college’s policies and procedures, and how to respond to incidences involving gender-based harassment, discrimination, and sexual misconduct.
5.24.1 GENDER-BASED HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT PROCEDURE

The college is fully committed to providing a learning and work environment that is free from prohibited discrimination. The college does not practice or condone discrimination based on race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation or veterans’ status in the administration or in any of its academic programs and employment practices.

I. INTRODUCTION

This process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy has been violated. If the policy has been violated, the college will initiate an investigation that is thorough, reliable, impartial, prompt and fair. This investigation determines whether the policy has been violated. If the policy has been violated, then the college will promptly implement an effective remedy designed to end the gender-based harassment, discrimination, and sexual misconduct, prevents its recurrence and address its effects.

II. REPORTING

A. Reporting to Local Law Enforcement

Individuals may report sexual misconduct directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue college disciplinary action 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 misconduct 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 take interim measures when necessary to protect the alleged reporting party and/or the college community.

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

B. Reporting to College Officials

Individuals are encouraged to complete an Incident Form and report incidents of gender-based harassment, discrimination, and sexual misconduct to the Title IX Coordinator or Investigator(s). A report to any of these individuals is official notice to the college. Employees shall immediately report complaints of gender-based harassment, discrimination, and sexual misconduct to the Title IX Coordinator to be investigated.

When formally reported, the college shall investigate and properly resolve the complaints. Formal reporting means that only people who need to know will be told, and
SECTION FIVE: STUDENT SERVICES

information will be shared only as necessary with investigators, witnesses, and the responding party.

If the Title IX coordinator is the responding party, the reporting party may make the report to the president:

Dr. Mark Poarch  
President, Caldwell Community College and Technical Institute  
2855 Hickory Boulevard  
Hudson, NC 28638  
Phone: 828.726.2211  
FAX: 828.726.2300  
Email: mpoarch@cccti.edu

III. FORMAL COMPLAINTS OR REPORTS

Individuals are encouraged, but not required, to make every effort to resolve a dispute informally and may attempt to do so directly with the other party. The college’s goal is to find solutions at the lowest possible level and to keep proceedings as informal, fair, and confidential as possible. Both the reporting party and the responding party, have the right to end the informal process and begin the formal process at any time. In circumstances where an informal process fails or is inappropriate due to the nature of the complaint, such as in the cases of gender-based harassment, discrimination, and sexual misconduct, the individual should file a formal complaint with the college’s Title IX coordinator. Sexual misconduct will not be mediated between the reporting party and the responding party.

IV. INVESTIGATION

A. After receiving the formal complaint, the Title IX coordinator will assign an appropriate Investigator to begin an investigation of the accusations, regardless of whether a related criminal matter is pending. The Title IX Coordinator shall make every effort to conclude the investigation as soon as possible, but no later than sixty (60) calendar days. If the nature of the investigation requires additional time, the Title IX coordinator may have an additional ten (10) calendar days to complete the investigation. The Title IX coordinator shall notify the parties of this extension. If the complaint is an employee-employee complaint, the Title IX coordinator will work with the director of human resources to investigate the complaint. If the complaint is a student-student complaint, the Title IX coordinator will work with the vice president of student services to investigate the complaint. If the complaint is a student-employee complaint the Title IX coordinator will work with the vice president of student services and the director of human resources to investigate the complaint.

B. During the course of the investigation, the Title IX Coordinator may consult with other relevant college administrators and the college attorney.

C. The investigation process will be prompt, reliable, and impartial. If either the reporting party or the responding party has a concern regarding conflicts of interest
by those handling the investigation, either party should contact the Title IX coordinator as soon as the conflict arises. In the event the conflict is with the Title IX coordinator, either party should contact the college’s president, Dr. Mark Poarch.

D. During the investigation process, the Investigator(s) shall meet with the reporting party and the responding party and give each party an equal opportunity to provide evidence, including informing the Investigator(s) of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.

E. During the investigation process, the Title IX coordinator 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 directives that include no contact between the involved parties.

F. The Title IX coordinator shall maintain a confidential file regarding the complaint. If appropriate, incidents are recorded in a Student Complaint Log to comply with the Clery Act and SACSCOC. 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 proceeding alleging sexual harassment or sexual-based violence.

G. Upon making the complaint, the reporting party alleging gender-based harassment, discrimination, and sexual misconduct the Title IX coordinator will inform the reporting party of the right to contact law enforcement and have the right to seek, among other things, judicial no-contact, restraining, and protective orders.

H. Both the reporting party and the responding party will also be notified of available counseling services and their options of changing academic situations.

V. PREPONDERANCE OF THE EVIDENCE
The college will use the preponderance of the evidence (also known as “more likely than not”) as a standard of proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt,” “innocence,” and “burdens of proof” are not applicable, but the college never assumes a responding party is in violation of college policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

VI. DETERMINATION AND DISCIPLINARY ACTION
A. The Title IX coordinator shall prepare a report of the investigation and shall implement any corrective and/or disciplinary sanctions based on the preponderance of the evidence. Written notification shall be provided to both the reporting party and the responding party, without undue delay between the notifications to the parties and to the extent permitted or mandated by law. The reporting party and the responding party will receive written notification including the finding, any resulting sanctions, rationale for the decision, options for appeal, and any changes to the results that could occur before the decision is finalized. This does not constitute a violation of FERPA and all parties must keep this information confidential.
B. Appropriate disciplinary sanctions shall depend upon the seriousness of the misconduct as outlined by the Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy.

VII. RECOMMENDATION AND APPEAL
A. After the investigation is complete, the Title IX Coordinator will put forward a recommendation of finding, based on the preponderance of the evidence, and sanctions, if warranted. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Title IX Coordinator will submit to each party a final outcome letter that will include, but not limited to, the following:
1. Determination if the responding party is responsible or not responsible for violating this Policy.
2. Sanction(s), if appropriate.
3. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Title IX Coordinator will assist in this process).
4. Short-term college counseling services available to each party.

B. If the Title IX Coordinator’s recommendations are not accepted by either the reporting party or the responding party, both may appeal and request a formal hearing with CCC&TI’s Grievance Committee as outlined in Step III of Policy 5.28 – Student Grievance.

VIII. STATEMENT OF RIGHTS OF THE REPORTING PARTY
A. The right to a thorough, reliable, and impartial investigation and appropriate resolution of all credible reports or notice of gender-based harassment, discrimination, and sexual misconduct made in good faith to the Title IX Coordinator.
B. The right to be treated with respect by college officials.
C. The right to be informed in advance of any public release of information regarding in the incident.
D. The right not to have any personally identifiable information released to the public, without his or her consent.
E. The right to have the college’s policies and procedures followed without material deviation.
F. The right to not be pressured to informally resolve any reported gender-based harassment, discrimination, and sexual misconduct.
G. The right to not be discouraged by the Title IX Coordinator from reporting gender-based harassment, discrimination, and sexual misconduct to either on or off campus authorities.
H. The right to be informed by the Title IX Coordinator of options to notify law enforcement and to be assisted by campus authorities; this includes the right not to report.
SECTION FIVE: STUDENT SERVICES

I. The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services assistance, both on and off campus.

J. The right to a campus no contact order when someone has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the reporting party or others.

K. The right to notification of and assistance with change in academic situations after an alleged gender-based harassment, discrimination, and sexual misconduct incident, if such changes are reasonably available.

L. The right to review all documentation available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law.

M. The right to an appeal hearing and adequate time for preparation.

N. The right not have irrelevant prior sexual history admitted into evidence in a campus hearing.

O. The right to review all documentation available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law.

P. The right to regular updates on the status of the investigation and/or resolutions.

Q. The right to bring an advocate or advisor to all phases of the process. The advocate may not present on behalf of the reporting party unless otherwise instructed. If the advocate is an attorney, notice must be made to the Title IX Coordinator at least five (5) business days prior to any meeting. In this case, the college’s attorney will also be present in any meetings.

R. The right to a fundamentally fair resolution and a disciplinary process that is prompt, effective, and equitable.

S. The right to be informed of the outcome and sanction in writing, without undue delay between the notifications to the parities.

T. The right to have the college impose remedies to end the conduct, prevent recurrence, and remedy effects upon the reporting party and the community.

IX. STATEMENT OF RIGHTS OF THE RESPONDING PARTY

A. The right to a thorough, reliable, and impartial investigation and appropriate resolution of all credible reports or notice of gender-based harassment, discrimination, and sexual misconduct made in good faith to the Title IX Coordinator.

B. The right to be treated with respect by college officials.

C. The right to be informed in advance of any public release of information regarding in the incident.

D. The right not to have any personally identifiable information released to the public, without his or her consent.

E. The right to have the college’s policies and procedures followed without material deviation.

F. The right to be fully informed of the policies and procedures of the campus resolution process, and to timely written notice of all alleged gender-based
harassment, discrimination, and sexual misconduct, including the nature of the violation and possible sanctions.

G. The right to an appeal hearing and adequate time for preparation.

H. The right not have irrelevant prior sexual history admitted into evidence in a campus hearing.

I. The right to review all documentation available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law.

J. The right to bring an advocate or advisor to all phases of the process. The advocate may not present on behalf of the responding party unless otherwise instructed. If the advocate is an attorney, notice must be made to the Title IX Coordinator at least five (5) business days prior to any meeting. In this case, the college’s attorney will also be present in any meetings.

K. The right to a fundamentally fair resolution and a disciplinary process that is prompt, effective, and equitable.

L. The right to be informed of the outcome and sanctions in writing, without undue delay between the notifications to both parties.

M. The right to be informed in writing of when a decision of the college is final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the college’s established standard of appeal.

IX. VICTIM AND EDUCATIONAL RESOURCES

<table>
<thead>
<tr>
<th>COUNSELING AND COMMUNITY RESOURCES</th>
<th>COUNSELING AND COMMUNITY RESOURCES</th>
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<tbody>
<tr>
<td>CCC&amp;TI Counseling Services</td>
<td>CCC&amp;TI Counseling Services</td>
</tr>
<tr>
<td>2855 Hickory Blvd.</td>
<td>372 Community College Dr</td>
</tr>
<tr>
<td>Hudson, NC 28638</td>
<td>PO Box 3318</td>
</tr>
<tr>
<td>Phone#: 828-726-2288</td>
<td>Boone, NC 28607</td>
</tr>
<tr>
<td><a href="http://www.cccti.edu/Students/CounselingAdvising.asp">http://www.cccti.edu/Students/CounselingAdvising.asp</a></td>
<td>Phone#: 828-297-2185 x5263</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.cccti.edu/Students/CounselingAdvising.asp">http://www.cccti.edu/Students/CounselingAdvising.asp</a></td>
</tr>
<tr>
<td>Shelter Home of Caldwell County</td>
<td>Oasis</td>
</tr>
<tr>
<td>PO Box 426</td>
<td>PO Box 1591</td>
</tr>
<tr>
<td>Lenoir, NC 28645</td>
<td>Boone, NC 28607</td>
</tr>
<tr>
<td>Phone#: 828-758-0888</td>
<td>Phone#: 828-262-5035 (24 hours)</td>
</tr>
<tr>
<td>FAX#: 828-758-8949</td>
<td><a href="http://www.oasisinc.org">www.oasisinc.org</a></td>
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<tr>
<td><a href="http://www.shelterhomecc.org">www.shelterhomecc.org</a></td>
<td></td>
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<tr>
<td>Smokey Mountain Center</td>
<td>Caldwell UNC Memorial Hospital</td>
</tr>
<tr>
<td>Phone#: 800-849-6127 (24 hours)</td>
<td>321 Mulberry Street SW</td>
</tr>
<tr>
<td><a href="http://www.smokymountaincenter.com">www.smokymountaincenter.com</a></td>
<td>Lenoir, NC 28645</td>
</tr>
<tr>
<td></td>
<td>Phone#: 828-757-5100</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.caldwellmemorial.org/">http://www.caldwellmemorial.org/</a></td>
</tr>
<tr>
<td>Appalachian Regional Healthcare</td>
<td>Women’s Resource Center</td>
</tr>
<tr>
<td>System</td>
<td>125 3rd Street NE</td>
</tr>
<tr>
<td>336 Deerfield Rd</td>
<td>PO Box 1608</td>
</tr>
<tr>
<td>Boone, NC 28607</td>
<td>Hickory, NC 28601</td>
</tr>
<tr>
<td>Phone#: 828-262-4100</td>
<td>Phone#: 828-322-6333 x 202</td>
</tr>
<tr>
<td>Rape Crisis Center of Catawba, Inc.</td>
<td></td>
</tr>
<tr>
<td>848 Highland Avenue NE</td>
<td></td>
</tr>
<tr>
<td>Hickory, NC 28601</td>
<td></td>
</tr>
<tr>
<td>Phone#: 828-322-6011</td>
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</tr>
<tr>
<td>FAX#: 828-322-1704</td>
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<tr>
<td><a href="http://www.rapecrisiscenter.com/">http://www.rapecrisiscenter.com/</a></td>
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# SECTION FIVE: STUDENT SERVICES

## COUNSELING AND COMMUNITY RESOURCES

### LAW ENFORCEMENT AGENCIES

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone#</th>
<th>Fax#</th>
<th>Website</th>
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<tbody>
<tr>
<td>Caldwell County Sheriff’s Department</td>
<td>2351 Morganton Blvd SW</td>
<td>828-758-2324</td>
<td>828-757-8685</td>
<td><a href="http://www.caldwellcountync.org/sheriff">sheriff</a></td>
</tr>
<tr>
<td>Lenoir Police Department</td>
<td>1035 West Avenue</td>
<td>828-757-2100</td>
<td></td>
<td><a href="http://www.cityoflenoir.com">cityoflenoir.com</a></td>
</tr>
<tr>
<td>Watauga County Sheriff’s Office</td>
<td>184 Hodges Gap Road</td>
<td>828-204-3761</td>
<td></td>
<td><a href="http://www.wataugacounty.org/App_Pages/Dept/Sheriff/contact.aspx">wataugacounty.org/App_Pages/Dept/Sheriff/contact.aspx</a></td>
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<tr>
<td>Blowing Rock Police Department</td>
<td>1036 Main Street</td>
<td>828-295-5200</td>
<td></td>
<td><a href="http://www.townofboone.net">townofboone.net</a></td>
</tr>
<tr>
<td>Hudson Police Department</td>
<td>5 Falls Avenue</td>
<td>828-396-3358</td>
<td></td>
<td><a href="http://www.granitefallspolice.com">granitefallspolice.com</a></td>
</tr>
<tr>
<td>Lenoir Police Department</td>
<td>1035 West Avenue</td>
<td>828-757-2100</td>
<td></td>
<td><a href="http://www.cityoflenoir.com">cityoflenoir.com</a></td>
</tr>
<tr>
<td>Boone Police Department</td>
<td>1500 Blowing Rock Road</td>
<td>828-268-6900</td>
<td>828-268-6919</td>
<td><a href="http://www.townofboone.net">townofboone.net</a></td>
</tr>
<tr>
<td>Granite Falls Police Department</td>
<td>5 Falls Avenue</td>
<td>828-268-6900</td>
<td>828-268-6919</td>
<td><a href="http://www.granitefallspolice.com">granitefallspolice.com</a></td>
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### NATIONAL GOVERNMENTAL RESOURCES

<table>
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<th>Website</th>
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<tbody>
<tr>
<td>US Department of Education, Office of Civil Rights</td>
<td>Lyndon Baines Johnson Department of Education Building</td>
<td>800-421-3481</td>
<td><a href="mailto:OCR@ed.gov">OCR@ed.gov</a></td>
<td><a href="http://www.ed.gov/ocr">ed.gov/ocr</a></td>
</tr>
<tr>
<td>US Department of Justice, Office on Violence Against Women</td>
<td>145 N Street, NE, Suite 10W.121 Washington, DC 20530</td>
<td>202-307-6026</td>
<td></td>
<td><a href="http://www.justice.gov/ovw">justice.gov/ovw</a></td>
</tr>
<tr>
<td>National Sexual Assault Hotline</td>
<td>800-656-HOPE(4673)</td>
<td></td>
<td></td>
<td><a href="http://www.rainn.org">rainn.org</a></td>
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<tr>
<td>National Domestic Violence Hotline</td>
<td>800-799-SAFE(7233)</td>
<td></td>
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<td><a href="http://www.thehotline.org">thehotline.org</a></td>
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<tr>
<td>National Sexual Violence Resource Center</td>
<td>877-739-3895</td>
<td></td>
<td></td>
<td><a href="http://www.nsvrc.org">nsvrc.org</a></td>
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<tr>
<td>National Teen Dating Abuse Helpline</td>
<td>866-331-9474</td>
<td></td>
<td></td>
<td><a href="http://www.loveisrespect.org">loveisrespect.org</a></td>
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<td>Stalking Resource Center</td>
<td>202-467-8700</td>
<td></td>
<td></td>
<td><a href="http://www.breakthecycle.org">breakthecycle.org</a></td>
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<tr>
<td>NO MORE</td>
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<td><a href="http://www.knowyourix.org">knowyourix.org</a></td>
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<tr>
<td>Not Alone: Together Against Sexual Assault</td>
<td></td>
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<td><a href="http://www.thenotalone.gov">thenotalone.gov</a></td>
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### STATE GOVERNMENTAL RESOURCES

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<tbody>
<tr>
<td>NC Coalition Against Sexual Assault</td>
<td>811 Spring Forest Rd. Suite 900</td>
<td>919-871-1015</td>
<td></td>
<td><a href="http://www.ncccasa.org">ncccasa.org</a></td>
</tr>
<tr>
<td>NC Victim Assistance Network</td>
<td>5700 Six Forks Road, Suite 101</td>
<td>800-348-5068</td>
<td></td>
<td><a href="http://www.nc-van.org">nc-van.org</a></td>
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</tbody>
</table>
5.25 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 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.

Legal Reference:
21 CFR Part 1308; 34 CFR 86; N.C.G.S. 90-86, et seq.
5.26 Student Computer Usage Policy

I. PURPOSE
The purpose of this document is to define the policies and procedures for using the administrative systems, computer resources, and network systems at CCC&TI.

II. ACCEPTABLE USE

A. Acceptable Activity
The college's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all college computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the college’s computer resources.

B. Unacceptable Activity
Unacceptable activity includes, but is not limited to, the following:
1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the college’s network.

2. Destroying or modifying directory structures or registries or interfering or tampering with another individual’s data or files.

3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.

4. Attempting to obtain unauthorized computer access or privileges or attempting to trespass in another individual’s work.

5. Using hardware or software sniffers to examine network traffic.

6. Using another person’s username/password or sharing of one’s own username/password.

7. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.

8. Consuming food and/or beverages in computer labs, computer classrooms, or in any other areas restricted to protect systems.

9. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading music, television shows, software programs, and/or movies.
10. Connecting personal network devices on the college’s wired network. Connecting unsanctioned products (software or hardware) to the college network or installing products for personal use. The college assumes no responsibility for configuration of or damage to non-college equipment.

11. Using the college's computer resources and network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Student Code Conduct.

12. Disclosing confidential student or personnel information to unauthorized third parties.

13. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright;

14. Other activities that interfere with the effective and efficient operation of the college or its network or activities that violate the college's policies and procedures.

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 or the vice president of student 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.

III. **RESERVATIONS OF RIGHTS AND LIMITS OF LIABILITY**

A. The college reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.

B. The college makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the college network or college-owned hardware.

C. The college is not responsible for the accuracy, content or quality of information obtained through or stored on the college network.
D. The college and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.

E. The college reserves the right to limit the allocation of computer resources.

F. The college makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.

G. The college shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the college’s network or college’s computers.

IV. WIRELESS INTERNET ACCESS

The college provides free wireless Internet access. Connection to the wireless network at any given time is not guaranteed. The college does not accept liability for any personal equipment that is brought to the college and, therefore, may not assist with configuration, installation, trouble-shooting or support of any personal equipment.

V. ELECTRONIC MAIL

The college provides free electronic mail accounts to all students. The use of college provided electronic mail accounts should be related to academic pursuits.

The college will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the college cannot assure the privacy of an individual’s use of the college’s electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The college does not monitor electronic mail routinely but may do so as the college deems necessary. Students should not have any expectation of privacy regarding their electronic mail addresses provided by the college. Any user of the college’s computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate college authority. The college reserves the right to access and disclose the contents of students’ and other users’ electronic mail without the consent of the user. The college will do so when it believes it has a legitimate business or need including, but not limited to, the following:

A. In the course of an investigation triggered by indications of misconduct or misuse;

B. As needed to protect health and safety of students, employees or the community at large;

C. As needed to prevent interference with the college’s academic mission;
D. As needed to locate substantive information required for college business that is not more readily available;

E. As needed to respond to legal actions; and

F. As needed to fulfill the college’s obligations to third parties.

Electronic mail, including that of students, may constitute “educational records” as defined in the Family Educational Rights and Privacy Act (“FERPA”). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The college may access, inspect and disclose such records under conditions set forth in FERPA.

North Carolina law provides that communications of college personnel that are sent by electronic mail may constitute “correspondence” and, therefore, may be considered public records subject to public inspection under the North Carolina Public Records Act.

Electronic files, including electronic mail, that are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by college policy 7.3.

V. ELECTRONIC SIGNATURES

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

College user accounts are to be used solely by the student or employee assigned to the account. Users may not allow access to their accounts by other persons, including relatives or friends. All users are responsible for protecting the confidentiality of their account and for adhering to all college policies.

VII. PRIVATE WEBSITES AND OTHER INTERNET USE

When creating or posting material to a webpage or other Internet site apart from the college's website or approved ancillary external site or page, students should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the college’s name in an official capacity or use the college’s marks, logos or other intellectual property, without prior approval of the vice president of technology and instructional support services.

Most online social networking sites and resources require an email address and personal profile information. Personal accounts should not be used to officially represent or...
promote the college, a college organization, department, division, athletic team, group, official business, campus activity or event. When representing the college, or entity of the college, an approved campus representative account must be used. Individuals or groups are not permitted to freely create campus representative accounts on social networking, blog, wiki, or other social media sites. Only college employees specifically authorized by the Marketing and Communications Department may create online accounts and/or post official college (departmental, divisional, athletic, organizational) information, media files, documents, resources, calendars, and events.

VIII. VIOLATIONS

Each individual is ultimately responsible for his/her own actions. Students may be sanctioned according to procedures described in the Student Code of Conduct and may be barred permanently from using college computers and network access and suspended or expelled.

Certain activities violate federal and/or state laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.
5.27 Grade Appeal Policy

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

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

- 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)
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 first ten business days of the next semester. The instructor should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Step 2: Consultation with the program coordinator/director
If the student and the instructor fail to reach a mutual agreement, the student may 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 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.

IV. 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.
5.28 Student Grievance 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, national origin, religion, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation or veterans’ status.

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 gender-based harassment, discrimination, and sexual misconduct. Gender-based harassment, discrimination, and sexual misconduct will not be mediated between the reporting party and the responding party. These cases will be handled through Policy 5.24 and Procedures 5.24.1 – Gender-Based Harassment, Discrimination, and Sexual Misconduct. If the Title IX coordinator’s recommendations are not accepted by either party, both may appeal and request a formal hearing with the college’s Grievance Committee as outlined in Step III. Persons involved in the grievance procedures shall not be coerced, intimidated, or suffer any reprisal.

I. Informal Procedure – Step One
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 – Step Two

a. A written formal grievance must be filed with the vice president of student 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 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 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.

III. Appeal – Step Three

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.
5.29 Student Activities and Organizations Policy

CCC&TI believes that student participation in extracurricular activities contribute to total development of the individual. The college encourages a wide range of student activities that contribute to the development of students. 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, and promote self-governance within the student body in order to support students’ rights, responsibilities and code of conduct and lead the student body in extracurricular and student-life activities. SGA takes responsibility in promoting various activities and opportunities for out of class learning, social contacts, entertainment, and self-governance. A copy of the SGA Constitution can be found in Student Services and on the college website.

All clubs must be organized in a manner consistent with the requirements of the student government association. Students wishing to initiate new clubs or student activities should contact the director of student activities for assistance. 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 and administration. Activities designed to raise funds and requests for using those funds must be approved by the director student activities/coordinator, the vice president of student services, executive director of the foundation, and the vice president of finance and administration. Receipt and disbursement of funds shall be in accordance with provisions of the North Carolina State Board of Community College Code, the state auditor’s office, and CCC&TI.

The College Executive Council retains final authority to approve, modify, or discontinue student activities or clubs.
5.30 Intercollegiate Student Athletics Policy

CCC&TI is committed to providing an organized athletic program in order to enhance the personal development of students. The college considers athletics an integral part of the total educational program with equal opportunities offered to all students. The purpose and objectives of athletics comply with the college’s purpose and goals. The college president retains final authority to approve, modify, or discontinue, athletics, clubs, or student activities.

Students participating in the college intercollegiate athletic programs shall satisfy the same admissions criteria and academic retention policies as outlined for all students. Participating students must satisfy the eligibility requirements of the National Junior Collegiate Athletic Association (NJCAA) to participate in the athletic program and must meet the same standards of eligibility for financial aid as other students. Student athletes are expected to abide by all college policies and procedures and athletics rules and regulations. Violations may result in suspension from the college’s athletic program, depending the offense, further disciplinary action pursuant to college policy.

The college shall maintain membership in good standing with the NJCAA. No state funds shall be used to create, support, maintain or operate an intercollegiate athletics program. Financial support for the college’s intercollegiate athletic programs shall be provided from student activity fees and college discretionary funds. Except for temporary room and board associated with specific athletic events, the college shall neither provide, nor offer, room and board as part of an intercollegiate athletic program to any student athlete. The athletic director has the responsibility for organizing and administering the athletic program, hiring coaches and scheduling games and matches. The athletic director reports to the vice president of student services who supervises all student extracurricular activities. The director shall prepare and submit budget requests annually to the college executive council.

All athletic activities shall be conducted in accordance with NJCAA rules and regulation.
5.31 Student Athletics Drug Testing Procedure

All students participating in athletics at CCC&TI will submit to drug testing at the beginning of the season. Student athletes may be randomly tested throughout the season of participation. A random test will mean that the student athlete must submit to a drug test within a 24 hour period immediately following notification. Failure to participate in a required drug screening shall be considered a “positive” test, and the student athlete will be subject to the action as described below.

If an athlete fails a drug test, the individual will be immediately suspended for 20% of competition according to their respective sport. For example, 6 contests out of 30 in basketball.

During this suspension, the athlete is allowed to practice and travel but is not allowed to dress for any contest. The player may be randomly tested during this suspension as well as at the end of the suspension. The student athlete will be required to attend a drug assessment session with a member of the Counseling Department during this suspension. The athletic director will notify the vice president of student services of the violation. Additionally, the athletic director will verbally inform the parents and/or guardians of the student athlete about the positive test results and the suspension.

If an athlete fails a second test, the individual will be suspended from 40% of competition according to their respective sport. For example, 12 contests out of 30 in basketball.

During this suspension, the athlete is allowed to practice but is not allowed to dress for any contest or travel with the team. The player may be randomly tested during this suspension as well as at the end of the suspension. The student athlete will be required to attend an additional counseling session during this suspension. The athletic director will notify the vice president of student services of the violation. Additionally, the athletic director will verbally inform the parents and/or guardians of the student athlete about the positive test results and the suspension.

If an athlete fails a third test, the individual will be declared ineligible from any athletic participation at CCC&TI for the remainder of the academic year. The athletic director will notify the vice president of student services of the violation. The college will provide the student athlete with a recommendation for external counseling. Additionally, the athletic director will verbally inform the parents and/or guardians of the student athlete about the positive test results and the suspension.
SECTION SIX: BUSINESS SERVICES

6.1 Tuition

6.1.1 TUITION AND FEES

I. TUITION AND FEES GENERAL REQUIREMENTS

Tuition and fees shall be charged in accordance with state statutes and according to schedules established by the North Carolina State Board of Community Colleges ("State Board") and/or the college’s Board of Trustees. The State Board establishes a general and uniform semester tuition rate for curriculum classes and class fees for non-curriculum classes. The State Board establishes both a North Carolina resident rate and a nonresident rate. Whether a student is a resident for tuition purposes shall be established in accordance with N.C.G.S. § 116-143.1 and -143.3 (for purposes of Armed Forces personnel and their dependents). For more information concerning residency requirements, see Policy 6.1.2 – Tuition Residency Requirements. The rate for auditing a course is the same as taking the course for credit (an exception for senior citizens has been created at 1E SBCCC 1000.2 Special Provisions for Senior Citizens.

II. TUITION AND REGISTRATION FEE WAIVERS

The North Carolina General Assembly and the State Board have promulgated statutes and administrative regulations dealing with authorized groups of students with respect to tuition and registration fee waivers. Tuition and registration waivers are codified in N.C.G.S. §§ 115B-2, 115D-5b, and 1E SBCCC 800.2. The North Carolina Community Colleges Tuition and Registration Fee Waiver Reference Guide provides an official, all-inclusive guidance document for waiver procedures.

To obtain a tuition and registration fee waiver, individuals must establish proof of eligibility as a member of an authorized group. The college shall not grant tuition and registration fee waivers to students enrolled in self-supporting courses. The college shall charge the student the self-supporting fee or use institutional funds to pay for the self-supporting fee on the student’s behalf.

The college shall report annually, to the State Board, the amount of tuition and registration fees waived by the college on behalf of individuals who are members of authorized groups.

III. LOCAL FEES

A. Authorization

Pursuant to 1E SBCC 700.1, the Board adopts the following local fees. The college shall deposit receipts derived from local fees in an unrestricted institutional account. The college will only use the local fee receipts for the purposes for which the local fee was approved. The president shall annually report all required local fees to the State Board.

B. Authorized Local Fees
1. **Student Activity Fee**

Pursuant to 1E SBCCC 700.2, the Board establishes a Student Activity Fee as follows: $7 per course up to a maximum of $28 per semester (fall and spring) for all curriculum students; $3 per course up to a maximum of $9 per semester (summer).

The Student Activity Fee receipts shall be used for the permissible activities and expenses listed in 1E SBCCC 700.2.

2. **Campus Service Fee**

Pursuant to 1E SBCCC 700.4, the Board establishes a Campus Service Fee at a rate of $2 per curriculum class and $1 per continuing education class up to a maximum of $10 per each academic semester (fall, spring and summer) for students. The fee receipts shall only be used to support costs of acquiring, constructing and maintaining the college’s parking facilities, parking enforcement and security of college property.

3. **Required Specific Fees**

Pursuant to 1E SBCCC 700.5, specific fees will be charged to students for select courses to cover academic costs for consumable goods or services that are specifically required for that course. Such academic costs include, but are not limited to: tools, uniforms, insurance, certification/licensure fees, e-text, labs and other consumable supplies. The specific fee rate must be based on the estimated cost of providing the good or service.

4. **Other Fees**

Pursuant to 1E SBCCC 700.6, other fees may be charged to students to support costs of goods or services provided by the college that are not required for enrollment. Examples include, but are not limited to: student health and other insurance fees; graduation fees; transcript fees; optional assessment fees; library/equipment replacement fees and fees to participate in a specific event or activity.

A list of all approved specific fees will be maintained by the college and the president shall provide an annual report to the Board regarding such specific fees.

C. **Local Fee Waiver**

The following groups are exempt from the following local fees:

1. **Student Activity Fee** – Continuing education students; high school students taking college curriculum courses at the high school location; and transitional students.
2. Campus Service Fee – Continuing education students taking courses at off-campus locations, high school student taking college curriculum courses at the high school location, and transitional students.

3. Individuals who participate only in meetings and seminars organized by the college (i.e., a group of people gathered for a one-time basis primarily for discussion under the direction of a leader or resource person) are exempt from all local fees.

All students will be required to pay applicable Specific Fees and Other Fees.

IV. TUITION AND FEE DEFERMENT

All students, after registering for courses for the specific term, must pay or establish a payment plan through a provider approved by the college on or before a specific date prescribed by the college that is on or before the first date of the course section. Students applying for financial aid that completed their application before the established deadline, and appear to be eligible for assistance, will be allowed to remain in their courses until their financial aid is processed. Students that did not apply for financial aid prior to the established deadline may establish a payment plan.

A. Students wanting to enroll but lacking funds to pay tuition and fees must meet one of three criteria to defer their payment beyond the payment deadline set by the registrar’s office:

1. Must have applied for financial aid by the application deadline set by the financial aid office and, through preliminary review, appear to qualify for assistance;

2. Must provide (or have their sponsor provide) documentation in writing from a valid third party agency that the student may be sponsored by the third-party agency once a final review is complete; or

3. Must enroll in a payment plan to satisfy the outstanding balance through a third-party provider contracted by the college. All balances must be paid before the last day of the semester.

B. Students who have not completed all requirements by the financial aid office, not supplied a final authorization from their third-party agency or who fail to pay the balance owed by the end of the semester will be subject to the following restrictions until payment in full has been received or until assistance is granted to satisfy the account balance:

1. Grades for the term shall be withheld;

2. Transcripts shall not be released;
SECTION SIX: BUSINESS SERVICES

3. Registration for future terms shall not be permitted; and

4. Permission to participate in graduation shall be denied.

C. Students with outstanding balances shall be notified by a Statement of Account showing the account balance and the nature of the charges and shall be dealt with pursuant to Policy 6.7.1 – Debt Collection.

Legal Reference:
N.C.G.S. §§ 115B-1 et al., 115D-5, -39, 116-143.1 and -143.3; 1E SBCCC 200.2, 700.1 – 700.6, 800.2; NC Community College Tuition and Registration Fee Waiver Reference Guide – FY 2015-17 Edition

6.1.2 TUITION RESIDENCY REQUIREMENT

I. DEFINITIONS

A. **Domicile**: a person’s fixed, and permanent home and place of habitation of indefinite duration (for an indefinite period of time); it is the place where he or she intends and is able to remain permanently and to which, whenever the person is absent, he or she expects to return. Domicile may be established by birth, law and/or choice.

B. **Nonresident**: is a person who does not qualify as being domiciled in North Carolina.

C. **Residence**: a place of abode, whether permanent or temporary. A person may have many residences but only one permanent residence.

1. **Permanent Residence**: the legal residence or domicile.

2. **Temporary Residence**: one’s abode for an undetermined or temporary duration.

D. **Resident**: is a person who qualifies as being domiciled in North Carolina.

For more complete definitions of these and other terms, consult the North Carolina Residency Determination Service (“RDS”) Guidebook. All the definitions contained in the RDS Guidebook are incorporated herein by reference.

II. RESIDENCY STATUS

A. **Establishing Residency**

Residency status of all applicants must be determined for the purpose of tuition assessment. Nonresidents are admitted under the same admission requirements as residents but are required to pay out-of-state tuition except for courses classified as self-supporting curriculum courses or continuing education courses.
To qualify as a resident, an applicant must have established a permanent residence in North Carolina and maintained that permanent residence for at least 12 uninterrupted months immediately prior to his or her classification as a resident. The applicant must maintain his/her residence for purposes of maintaining a bona fide domicile rather than maintaining a mere residence for purposes of enrollment in an institution of higher education. All applicants for admission shall be required to make a statement as to his/her length of residence in the state. An applicant shall not be classified as a resident until s/he provides evidence related to his/her legal residence and its duration.

To determine whether a student has established a domicile in North Carolina, as opposed to a mere temporary residence, one must first determine if the student has capacity to establish residency and then reach a conclusion about the intent of the student, as measured by objectively verifiable conduct of the student. The conduct of the student, taken in total, must demonstrate an intention to make North Carolina his or her permanent dwelling place. The determination of domicile does not depend on one fact or a required combination of certain circumstances. The determination is made based on all the facts and circumstances taken together and viewed as a whole showing by a preponderance of evidence (more likely than not) that some particular location is the student’s domicile. Oftentimes, this evidence will include personal statements provided by the student regarding his/her intention to make a residence his/her domicile. While such statements are appropriate evidence to consider, there is no requirement that they be accepted at face value. Student’s personal statements should be considered carefully but also cautiously even if there is no concrete evidence that the student is being untruthful. The student’s conduct and actions taken toward establishing a domicile are generally of greater evidentiary value than personal statements, especially when the student’s conduct and actions are inconsistent or in conflict with the student’s statements of intent. Statements of a student’s intent to take actions towards establishing domicile at some time in the future generally are not considered sufficient.

For a student to be classified as a resident, the balancing of all the evidence must show that there is a preponderance of evidence supporting the student’s claim of domicile. To satisfy this requirement, more of the evidence than not must consist of a cluster, focus or accumulation of favorable information that the student established a domicile in North Carolina at a point in time at least 12 months prior to the domiciliary classification. Because there is almost always variation among cases and individuals, the domiciliary inquiry is more a function of reasonable review and balancing of the total circumstances of each individual case rather than a formulaic computation.

Each applicant for admission is required to complete the RDS application for initial consideration concerning residency before, during or after submitting an application for admission.

B. Special Rules for Domicile
In addition to establishing a person’s domicile as noted above, the determination of domicile and residence status for tuition purposes is also affected by special rules set out in North Carolina statues. For some, but not all, of these special rules, eligible nonresidents remain classified as out-of-state students and are charged in-state tuition rates. For more specific information regarding these special rules, consult the Manual.

These special rules impact the following categories of students:

1. Minors;
2. Members of the Armed Forces and their families,
3. Non-military federal personnel, volunteers and missionaries;
4. Non-U.S. citizens;
5. Prisoners/inmates;
6. Married persons; and
7. Special Exemptions for certain community college students:
   i. **Business-sponsored students** – When an employer (other than the armed services) pays tuition for an employee to attend a community college and the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.
   
   ii. **Business and military transferred families** – A community college may charge in-state tuition to up to one percent (1%) of its out-of-state students (rounded up to the next whole number) to accommodate the families transferred into North Carolina by business or industry, or civilian families transferred into North Carolina by the military. A student seeking this benefit shall provide evidence of the following:

   - Relocation to North Carolina by the student and if applicable, the student’s family, within the 12 months preceding enrollment;
   - Written certification by the employer on corporate letterhead that the student or some member of the student’s family was transferred to North Carolina for employment purposes;
   - Certification of student’s compliance with the requirements of the Selective Service System, if applicable; and
   - If a family member of the transferred individual is applying for this benefit, the family member must also establish the familial relationship with the transferred individual; live in the same residence as the transferred individual; and provide evidence of financial dependence on the transferred individual.
iii. **Students sponsored by a nonprofit entity** – A lawfully admitted nonresident of the United States who is sponsored by a North Carolina nonprofit entity is eligible for the in-state resident community college tuition rate. The student is considered to be “sponsored” by a North Carolina nonprofit entity if the student resides in North Carolina while attending the community college and the North Carolina nonprofit entity provides a signed affidavit to the community college verifying that the entity accepts financial responsibility for the student's tuition and any other required educational fees. A North Carolina nonprofit may sponsor no more than five nonresident students annually under this provision. This provision does not make a person a resident of North Carolina for any other purpose.

iv. **NC public school graduates** – Any person lawfully admitted to the United States who satisfied the qualifications for assignment to a public school under North Carolina law (G.S. 115C-366) and graduated from the public school to which the student was assigned shall be eligible for the state resident community college tuition rate.

v. **Refugees** – A refugee who lawfully entered the United States and who is living in this state shall be deemed to qualify as a domiciliary of this state under G.S. 116-143.1(a)(1) and as a state resident for community college tuition purposes. While the refugee must live in North Carolina to be eligible for in-state tuition, the refugee is not required to be domiciled in North Carolina for the 12-month qualifying period.

vi. **Nonresidents of the United States** – A nonresident of the United States who has resided in North Carolina for a 12-month (365 days) qualifying period and has filed an immigrant petition (Forms I-130, I-360, or I-140) with the United States Citizen and Immigration Service (USCIS) shall be considered a North Carolina resident for community college tuition purposes.

vii. **Federal law enforcement officers, firefighters, EMS personnel and rescue and life-saving personnel** – Federal law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel whose permanent duty stations are within North Carolina are eligible for the state resident community college tuition rate for courses that support their organizations’ training needs. The State Board of Community Colleges must approve the courses designed to support law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel's training needs prior to the college awarding the state resident community college tuition rate.
C. Loss of Resident Status

If a person has been properly classified as a resident for tuition purposes and enjoyed that status while enrolled at an institution of higher education in this state, a change in that person’s state of residence does not result in an immediate automatic loss of entitlement to the in-state tuition rate. Students in this situation are allowed a “grace period” during which the in-state rate will still be applicable even though the student is no longer a legal resident of North Carolina. The grace period can apply under certain circumstances both to currently enrolled students as well as to students who are no longer enrolled or who have graduated.

1. Currently Enrolled Students

To qualify for the grace period if the student is currently enrolled, the student must satisfy the following conditions:

i. The student must have been properly classified as a resident for tuition purposes on the basis of a valid finding that the student in fact was domiciled in North Carolina and had been for the required 12-month period prior to classification; and

ii. At the time of change of legal residence to a state other than North Carolina, the individual must have been enrolled in an institution of higher education in North Carolina. “Enrolled” shall include both persons who are actually attending the institution during an academic term as well as those whose consecutive attendance of academic terms has been interrupted only by institutional vacation or summer recess periods. A person whose change in legal residence occurred during a period while not enrolled is not entitled to the benefit of the grace period.

The grace period extends for 12 months from the date of the change in legal residence, plus any portion of a semester or academic term remaining at the time the change in legal residence occurred. No change in applicable tuition rates resulting from the expiration of the basic 12-month grace period will be effective during a semester, quarter, or other academic term in which the student is enrolled; the change in tuition rates are effective at the beginning of the following semester, quarter, or other academic term. Once perfected, the grace period is applicable for the entire period at any institution of higher education in the state.

2. Students Who Are No Longer Enrolled

To qualify for the grace period if the student is no longer enrolled, the student must satisfy the following conditions:
i. The student must have been properly classified as a resident for tuition purposes at the time the student ceased to be enrolled or graduated from an institution of higher education in this state; and

ii. If the student subsequently abandons his/her domicile in North Carolina and then reestablishes domicile in this state within twelve (12) months of abandonment, the student may reenroll at an institution of higher education in this state as a resident for tuition purposes without having to satisfy the 12-month durational requirement so long as the student continuously maintains his/her reestablished domicile in North Carolina at least through the beginning of the academic term for which in-state tuition status is sought.

It is important to note that a student may benefit from this particular grace period only once during his/her life. There is no such limitation on the grace period available to students who experience a change in residence status while still enrolled at an institution of higher education in this state.

III. RECONSIDERATION AND APPEAL OF RESIDENCY DECISIONS

If the student does not agree the initial consideration concerning his/her residency status, the student may seek a reconsideration or appeal with RDS. For more information concerning the reconsideration and appeal process and deadlines, the student should consult with the RDS Guidebook.

Legal Reference:
N.C.G.S. §§ 115D-39; 116-143.1; N.C. Session Law 2015-241, Section 11.23; 1E SBCCC 300.2; North Carolina Residency Determination Service Guidelines (November 2016)

6.1.3 SELF-SUPPORTING COURSE FEES

I. AUTHORITY TO CHARGE SELF-SUPPORTING FEES

Pursuant to State Board of Community Colleges Code 1E SBCCC 600.2, the college is authorized to offer curriculum and continuing education course sections on a self-supporting basis and charge self-supporting fees to students who enroll in self-supporting course sections.

II. SELF-SUPPORTING FEE RATES

A. Differing Rates

The college may adopt different self-supporting fees for different courses and activities.

B. Curriculum Self-Supporting Fee Rates
The college must determine self-supporting fees for curriculum courses using one of two methods:

1. **Pro-Rata Share Method.** The amount charged to each student shall approximate the pro-rata share of the direct and indirect costs associated with providing self-supporting instruction. Unless the college can demonstrate a need for a higher rate, the college may estimate indirect costs by applying its federal indirect cost rate or a rate up to twenty-five percent (25%), whichever is higher, to the direct costs of providing the self-supporting activity. The amount charged to the student shall be calculated based on either: 1) the estimated costs of an individual self-supporting course section divided by the number of students expected to enroll in the course section; or 2) the estimated costs of a set of self-supporting course sections divided by the number of students expected to enroll in the set of course sections. Each student must pay the self-supporting fee even if the sum of the curriculum tuition and self-supporting fees charged to the student for the academic term exceeds the maximum tuition rate set by the State Board and academic term.

2. **Transparent Rate Method.** The college shall charge each student an amount consistent with the curriculum tuition rate based on residency status. The transparent rate method shall only be used if the receipts generated through this method can adequately support the direct and indirect costs of the self-supporting instruction.

### C. Continuing Education Self-Supporting Fee Rates

The college shall set self-supporting fees for continuing education course sections at a level at or below the local market rate for the type of continuing education instruction provided.

### III. USE OF SELF-SUPPORTING FEES

#### A. Deposit of Self-Supporting Fees

The college shall deposit self-supporting fee receipts in an institutional unrestricted general ledger account. Any course section initially designated as self-supporting cannot be changed to a state-funded designation after the college collects any receipts for the course section.

#### B. Use of Self-Supporting Fee Receipts

Self-supporting fee receipts shall be used to support the direct and indirect costs of the self-supporting course sections. The college shall not use state funds for direct costs of self-supporting course sections. If a full-time curriculum instructor teaches a self-supporting course section, the college shall either: 1) pro-rate the instructor’s salary based on the time allocated between state-funded and self-supporting course sections in the instructor’s course load; or 2) reimburse state
funds an amount equal to the number of instructional hours associated with self-supporting course section multiplied by the instructor’s hourly rate of pay.

C. **Excess Receipts**

If self-supporting receipts exceed expenditures for the fiscal year, colleges shall use excess receipts to either support the costs of future self-supporting course sections or to support costs authorized by 1E SBCCC 700.7 as noted below.

a) Excess receipts shall only be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g., scholarships, grants, and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.

b) Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.

Legal Reference:
N.C.G.S. §§ 115D-5; -39; 1E SBCCC 600.1 – 600.4

6.1.4 TUITION AND FEE REFUNDS

I. **DEFINITIONS**

A. *Academic period* – an academic term or subdivision of an academic term during which the college schedules a set of course sections.

B. *Non-regularly scheduled course section* – is any of the following: a) a class where a definitive beginning and ending time is not determined; b) a class offered in a learning laboratory type setting; c) a self-paced class; d) a class in which a student may enroll during the initial college registration period or at any time during the semester; or e) any class not meeting the criteria for a regularly scheduled class.

C. *Off-cycle course section* – a regularly scheduled course section that is not offered consistent with an academic period.

D *Officially withdraw* – the removal of a student from a course section by one of the following methods:

1. The student notifies the authorized college official, as defined by the college’s published procedures for withdrawal, of the student’s intent to dis-enroll in a course section as outlined in the college’s published procedures for withdrawal; or
2. The college removes the student from the course section because the college cancels the course section or for any other reason authorized by written college policy.

E. *On-cycle course section* – a regularly scheduled course section that is offered consistent with an academic period.

F. *Regularly scheduled course section* – is a class that meets any of the following criteria: a) assigned definite beginning and ending times; b) specific days the class meets is predetermined; c) specific schedule is included on the college’s master schedule or other official college documents; d) class hours are assigned consistent with the *College Catalog*; or e) identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience.

II. CURRICULUM TUITION/FEE REFUNDS

The college shall issue tuition refunds, using state funds, and fees only in the following circumstances:

A. **Refunds for On-Cycle Course Sections**

1. The college shall provide a one hundred percent (100%) refund to the student for both tuition and fees 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.

2. The college shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the college cancels the course section in which the student is registered.

3. After an on-cycle course section begins, the college shall provide a seventy-five (75%) percent refund to the student for tuition only if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the ten percent (10%) point of the academic period.¹

B. **Refunds for Off-Cycle Sections**

1. The college shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the college prior to the first day of the off-cycle course section.

¹ Alternatively, for on-cycle courses, the college could use the ten percent (10%) of the course section.
2. The college shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the college cancels the course section in which the student is registered.

3. After an off-cycle course section begins, the college shall provide a seventy-five percent (75%) refund to the student for tuition only if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the ten percent (10%) point of the course section.

C. Non-Regularly Scheduled Course Sections

1. The college shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the college prior to the first day of the non-regularly scheduled course section.

2. The college shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the college cancels the course section in which the student is registered.

3. After a non-regularly scheduled course section begins, the college shall provide a seventy-five percent (75%) refund to the student for tuition only if the student officially withdraws or is officially withdrawn by the college from the non-regularly scheduled course section prior to or on the tenth (10th) calendar day after the start of the course section.

III. CONTINUING EDUCATION TUITION/FEES REFUNDS

The college shall issue tuition refunds using state funds only in the following circumstances:

A. The college shall provide a one hundred percent (100%) refund to the student for tuition and fees if the student officially withdraws or is officially withdrawn by the college from the course section prior to the first course section meeting.

B. The college shall provide a one hundred percent (100%) refund to the student for tuition and fees if the college cancels the course section in which the student is registered.

C. After a regularly scheduled course section begins, the college shall provide a seventy-five percent (75%) refund of tuition only upon the request of the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the ten percent (10%) point of the scheduled hours of the course section. This section applies to all course sections except those course sections that begin and end on the same calendar day. The college shall not provide a student a refund using state funds after the start of a course section that begins and ends on the same calendar day.
D. After a non-regularly scheduled course section begins, the college shall provide a seventy-five percent (75%) refund of tuition only upon the request of the student if the student withdraws or is withdrawn by the college from the course section prior to or on the tenth (10th) calendar day after the start of the course section.

IV. OTHER REFUND CIRCUMSTANCES

A. Death of a Student

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

B. Military Refund

Upon request of the student, the college shall:

1. Grant a full refund of tuition and fees 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

2. Buy back textbooks through the colleges' bookstore operations to the extent allowable under the college’s buy back procedures.

3. 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.

C. Self-Supporting Tuition and Fees

Refunds to students enrolling in self-supporting curriculum courses and self-supporting continuing education courses shall be regulated in the same manner as stated in Sections II and III.

Legal Reference:
N.C.G.S. §§ 115D-5; -39; 1E SBCCC 900.1 – 900.5
6.2 Budgeting Processes

6.2.1 FISCAL YEAR AND BUDGETING PROCESSES

I. Fiscal Year and Financial Statements

In accordance with the North Carolina State Board of Community Colleges, the college’s fiscal year will be July 1 through June 30.

The president or designee shall prepare and submit annual financial statements to the Board of Trustees and, if otherwise required, to the appropriate state and county agencies.

II. Budgeting Process

A. Local Budget Requests

The college will submit a budget request to the county commissioners of Caldwell and Watauga counties at a time and in a format requested by the counties. The amount allocated by the county commissioners will be included in the institutional budget submitted to the College Board of Trustees for approval.

B. Preparation and Submission

The vice president of finance and administration is responsible for the preparation of the college’s annual budget. The president shall develop procedures for soliciting budget recommendations from the appropriate college administrators and stakeholders. The president shall submit the proposed budget to the Board who shall approve the proposed budget.

The Board shall submit its proposed budget to the State Board in the format established in N.C.G.S. § 115D-54(b) on such date as determined by the State Board.

Upon final approval by the State Board and Commissioners, the Board shall adopt its final budget. In the event that the final budget has not been adopted by the new fiscal year beginning on July 1, the Board, pursuant to N.C.G.S. § 115D-57, shall authorize the president to pay salaries and the college’s other ordinary operating expenses for the interval between the beginning of the new fiscal year and the adoption of the new budget.

C. Budget Amendments and Budget Transfers

The Board hereby delegates to the president the authority to make inter-budget transfers as authorized in N.C.G.S. § 115D-58(c). Any such transfer shall be reported to the board at its next regular meeting and entered into its minutes.

D. Budget Management
The vice president, finance and administration is responsible for the overall management of the college budget system. The vice president will periodically review all budgets and meet with senior administrators to answer questions and discuss potential problems.

Budget managers are responsible for periodically reviewing their budgets and for making any necessary adjustments. Adjustments will be made according to guidelines developed by the vice president, finance and administration. Requisitions may only be prepared if sufficient budget is available in the account number assigned to the requisition.

Legal Reference:
N.C.G.S. §§ 115D-54 through -58

6.2.2 INSURANCE

I. Fire and Casualty Insurance – College Buildings

As required by N.C.G.S. §§ 115C-58.11, the Board of Trustees, in order to safeguard the investment in institutional buildings and their contents, shall:

1. Insure and keep insured each building owned by the institution to the extent of the current insurable value, as determined by the insured and insurer, against loss by fire, lightning, and the other perils embraced in extended coverage.
2. Insure and keep insured equipment and other contents of all institutional buildings that are the property of the institution or the state or which are used in the operation of the institution.

Caldwell and Watauga counties shall provide to the college the funds necessary to purchase such fire and casualty insurance.

All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina.

II. Liability Insurance

A. The Trustees may purchase liability insurance to adequately insure the Trustees against any and all liability for any damages by reasons of death or injury to person or property proximately caused by the negligence or torts of the college’s agents and employees when acting within the scope of their authority or the course of their employment.

B. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina or from other qualified companies to sell insurance as determined by the NC Department of Insurance.

C. The Trustees are authorized to pay as a necessary expense the lawful premiums of the retained liability insurance.
6.2.3 SURETY BONDS

The following categories of employees shall be bonded by a surety company authorized to do business in North Carolina at an amount, to be determined by the president, which sufficiently protects the college’s property and funds:

1. All employees authorized to draw or approve checks or vouchers drawn on local funds;
2. All employees authorized or permitted to receive college funds from whatever source; and
3. All employees responsible for or authorized to handle college property.

The college shall provide the funds necessary for the payment of the premiums of such bonds.

Legal Reference:
N.C.G.S. § 115D-58.10

6.2.4 FACSIMILE SIGNATURES

The Trustees may provide by appropriate resolution the use of facsimile machines, signature machines, signature stamps or similar devices in signing checks and drafts. The Trustees may charge the president or some other bonded employee with the custody of the necessary machines, stamps, plates or other devices, and that person and the sureties on the official bond are liable for any illegal, improper or unauthorized use of them.

Legal Reference:
N.C.G.S. § 115D-58.8
6.3 Deposits

6.3.1 DAILY DEPOSITS

The objectives of cash management over receipts are to use diligence in collecting funds owed to the college, to provide internal control over cash and cash equivalents and to expedite the movement of monies collected into interest bearing accounts. To accomplish these objectives:

1. Except as otherwise provided by law and approved by the Board of Trustees, all funds belonging to the college, and received by an employee of the college in the normal course of their employment shall be deposited as follows:
   
   a. All funds received that belong to the state shall be deposited with the State Treasurer pursuant to G.S. 147-77 and G.S. 147-69.1. All county and institutional funds received shall be deposited to the appropriate bank account under the same rules established for state funds.
   
   b. Monies received in trust for specific beneficiaries for which the employee-custodian has a duty to invest shall be deposited with the State Treasurer under the provisions of G. S. 147-69.3.

Funds received shall be deposited daily in the form and amounts received, except as otherwise provided by law and approved by the Board of Trustees. Deposits may be required only when the funds on hand amount to as much as $250.00, but in any event, a deposit shall be made on the last business day of the month.

The primary point for the collection and deposit of receipts is the Caldwell Business Office. All checks received by mail are routed to the Caldwell Business Office for receipt. Funds are also received regularly at the Business Office on the Watauga campus, the Continuing Education offices on the Caldwell and Watauga campuses, the Campus Stores on the Caldwell and Watauga campuses and the J. E. Broyhill Civic Center.

Funds collected in the Continuing Education office on the Caldwell campus and the Campus Store on the Caldwell campus will be delivered to the Business Office on the Caldwell campus at the close of business each day.

Funds collected at the Watauga Business Office, the Watauga Campus Store and the Watauga Continuing Education office will be deposited directly by those locations. The deposit slip and cashier reports for those locations will be sent to the Caldwell Business Office using the courier the next business day.

All funds received by the cashier will be secured in the Business Office vault until deposited.

In the rare event that it is impracticable for payment to be made at the locations noted above the vice president, finance and administration may approve the receipt of funds at a remote location. Receipt books will be issued by the cashier for use at any remote site. The receipt books will be tracked, logged and archived by the Business Office. Funds from remote sites will be sent daily to the Business Office on the Caldwell campus.
The college reconciles the prior day’s receipts by 9:00 a.m. the following business day. The deposit is prepared by an employee who is not involved in receipting or accounts receivable. The deposit is then taken to the bank by the courier.

Tuition and all revenues declared by law to be state funds or otherwise shall be deposited pursuant to the rules of the State Treasurer.

Legal Reference:
N.G.C.S. §§ 115D-58.9; 147-77

6.3.2 STUDENT CLUB DEPOSITS AND EXPENSES PROCEDURE

A. Club Advisors or designee are responsible for collecting funds and bringing to the Business Office to deposit in accordance with Policy 6.2.5 – Daily Deposits. All funds collected must be delivered by the end of the business day in which it was collected.

B. The college will not accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).

C. The Club Deposit Form shall be used with all deposits and given to the Cashier. The Cashier will verify the deposit and print a receipt.

D. Club Advisors or designees must verify that cash is available prior to spending.

E. When making purchases, a Colleague requisition must be completed and approved by the Advisor. The requisition shall then be submitted to Purchasing for a Purchase Order.

F. Once items have been received, a signed copy of the Receiving Report shall be forwarded to Accounts Payable for payment.
6.4 Audits

The college shall be audited a minimum of once every two years. The college may use state funds to contract with the North Carolina State Auditor or with a certified public accountant to perform the audit. The college shall submit the results of the audit to the State Board.

Additionally, all state fund reports are submitted monthly to the North Carolina Community College System’s finance office. These reports are reviewed and reconciled prior to the release of state funds for the subsequent months.

Nothing herein would prohibit the president, if he/she deemed it necessary, from requesting a special audit of the college’s accounting records by an outside agency. The president is also authorized, as needed, to develop procedures regarding internal controls to ensure that there are adequate controls in place to promote efficiency and protect the college’s assets.

Legal Reference:
N.C.G.S. § 115D-58.16

6.5 Official Depositories and Investments

I. Selection of Depository

A. Deposits

The Board shall designate one or more Official Depositories for the college’s use. The college may deposit at interest all or part of the college’s cash balance of any fund in an Official Depository. Funds may be deposited at interest in any Official Depository in the form of such deposit accounts as may be approved for county governments. In addition, funds may be deposited in the form of such deposit accounts as provided for a local government or public authority. Public funds may also be deposited in Official Depositories in Negotiable Order of Withdrawal accounts where permitted by applicable federal or state regulations.

B. Deposit Security

The amount of funds on deposit in an Official Depository or deposited at interest shall be secured by deposit insurance, surety bonds, letters of credit issued by a Federal Home Loan Bank, or investment securities of such nature, in a sufficient amount to protect the college on account of deposit of funds made therein, and in such manner, as may be prescribed by rule or regulation of the Local Government Commission. When deposits are secured, no public officer or employee may be held liable for any losses sustained by the college because of the default or insolvency of the depository. No security is required for the protection of funds remitted to and received by a bank, savings and loan association, or trust company acting as fiscal agent for the payment of principal and interest on bonds or notes, when the funds are remitted no more than sixty (60) days prior to the maturity date.
II. Investments

The college's investment objective is to realize the highest earnings possible on invested cash. Pursuant to N.C.G.S. § 115D-58.6, the college may deposit all or a part of the Cash Balance of any fund in an Official Depository and shall manage the investments subject to the Board’s restrictions. The investment program shall be so managed that investments and deposits can be converted to cash when needed. All investments shall be secured as provided in N.C.G.S. § 159-31(b). The Board shall appoint a Finance Committee (“Committee”) which shall consist of a minimum of three (3) people who have sufficient financial background to review and evaluate the college’s investment options. These individuals should have experience in institutional or retail investment management with knowledge of fixed income and public equities. The Committee shall make recommendations to the Board on those investment options as well as monitor the performance of investments once made. With respect to investments, the Board shall discharge their duties with respect to management and investment of college funds as follows:

A. Investment decisions shall be solely in the interest of the college and the students, faculty and staff.

B. Investments shall be for the exclusive purpose of providing an adequate return to the college.

C. Investments shall be made with the care, skill and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.

D. Investment decisions shall be made impartially, taking into account the college’s best interest, with special attention to conflict of interest or potential conflicts of interest.

E. Investments shall incur only costs that are appropriate and reasonable.

Legal Reference:
N.C.G.S. §§ 115D-58.6 and -58.7; 159-31(b).
6.6 Disbursement of Funds

The objective of managing disbursements is to maintain funds in interest-bearing accounts for the longest appropriate period of time. This allows the college and the state to recognize the maximum earning potential on their funds. This is not intended to encourage late payment or have a negative impact on relationships with firms who, in good faith, supply goods and services to the college.

I. Disbursement of State Funds

The deposit of money in the state treasury to credit the college shall be made in monthly installments as requested by the college in its monthly Certification Requests. Additional deposits may be made as necessary, at such time and in such manner as may be convenient for the operation of the community college system. Before an installment is credited, the college shall certify to the Community College System Office the expenditures to be made by the college from the State Current Fund during the month.

Funds deposited with the State Treasurer remain on deposit with the State Treasurer until final disbursement to the ultimate payee.

State funds expended by the college shall be disbursed through a disbursing account that the State Treasurer has established for the college. The signature of college officials that are authorized by the college’s president to sign vouchers issued on state funds shall be maintained on file with the State Treasurer and the State Board. The State Treasurer will furnish signature cards for this purpose.

The Community College System Office shall determine whether the funds requisitioned are due the college and, upon determining the amount due, shall cause the requisite amount to be credited to the college. Upon receiving notice from the Community College System Office that the amount has been placed to the credit of the college, the college may issue state warrants up to the amount so certified. Funds in the State Current Fund and other funds made available by the State Board of Community Colleges shall be released only on warrants drawn on the State Treasurer, signed by the president and the vice president of finance and administration.

II. Disbursement of Institutional and Local Funds

All other public funds received by or credited to the college shall be disbursed on checks signed by the president and the vice president of finance and administration. The officials so designated shall authorize the issuance of a check only if the funds required by such check are within the amount of funds remaining to the credit of the college and are within the unencumbered balance of the appropriation for the item of expenditure according to the college’s approved budget.

Cash disbursements for all funds are made from original invoices only. Vouchers are prepared using a three-way match for payments for materials and equipment and a two-way match for other purchases. Receiving reports are submitted to accounts payable by the user department.
when the goods are received. Vendors are instructed to send invoices directly to accounts payable. All vouchers are approved by the Controller prior to payment. The Controller ensures that vouchers are paid when due and that sufficient cash is available prior to payment.

The college reconciles its local and institutional bank accounts on a monthly basis. The state disbursing account is reconciled by the System Office.

The order in which appropriations and other available resources are expended shall be subject to the provisions of Chapter 143C of the General Statutes regardless of whether the state agency disbursing or expending the funds is subject to the State Budget Act.

Federal and other reimbursements of expenditures paid from state funds shall be paid immediately to the source of the state funds.

Billings to the state for goods received or services rendered shall be paid neither early nor late but on the discount date or the due date to the extent practicable.

The college’s disbursement cycle is intended to maximize the overall efficiency of the disbursement system while maintaining prompt payment of bills due.

The college typically writes checks weekly. Checks are generated from vouchers entered by Accounts Payable. Vouchers are reviewed and approved by the Controller. Checks are normally mailed within two business days of writing. In order to avoid disbursing account overdrafts, warrants are not released before adequate funds have been requisitioned by the college and approved and deposited to the applicable disbursing account. Qualified employees perform routine, random audits of all disbursements. The college’s bank statements are reconciled monthly by the Controller and reviewed and approved by the vice president of finance and administration. Any discrepancies in deposits or disbursements are handled immediately and are resolved prior to the following month’s reconciliation process.

Electronic Funds Transfer (EFT) are used for certain payments to state and federal governments and employees when it is determined to be mutually beneficial. The college electronically transfers funds for contributions to the Retirement System and for federal withholding payments. The college pays all full-time employees and most part-time employees by direct deposit. The college does not make electronic payments to vendors. Electronic transfers are verified during the bank reconciliation process.

The college does not currently participate in the state administered procurement card program. The “Delegation of Disbursing Authority” required by the Office of State Controller is kept current.

**Petty Cash**

The college has established a petty cash fund to reimburse employees using personal funds for the purchase of low-cost items (less than $25.00) when approved by the department head or supervisor. Petty cash purchases are not to be used as a means of circumventing normal procurement procedures. Pyramiding (multiple invoicing by the vendor/claimant for the purpose of exceeding the prescribed dollar limit) is not allowed.
Petty cash funds are maintained by the cashiers on the Caldwell and Watauga campuses.

**Procedure**

1. Obtain approval from department head/supervisor for purchase.
2. Purchase item with personal funds and get a receipt for the purchase.
3. Present a signed/approved petty cash reimbursement form (with original receipt attached) to the petty cash custodian in the business office.
4. Receive reimbursement (cash) from the petty cash custodian.

Expenditures will be charged to the appropriate unit in the month of purchase.

The head of each department is responsible for controlling expenditures by departmental personnel. Any questionable items should be cleared, in advance of purchase, with the business office.

**Restrictions**

1. All items must be itemized on a petty cash reimbursement form with original receipts attached. (No photocopies will be accepted.) The receipt must list only those items being reimbursed. (No personal purchases may be listed on the same receipt.)
2. The petty cash fund may not be used to cash checks of any kind.
3. The petty cash reimbursement form must be submitted as soon as possible after the purchase. In no case will reimbursement be made more than 90 days after the date of purchase.
4. Items normally acquired from Faculty/Staff supplies, through contractual arrangements or routine purchasing procedures should not be procured using the petty cash fund.
5. The following purchases/transactions may not be authorized from the petty cash fund. The list is not inclusive.
   - advertisements
   - subscriptions
   - drugs or alcohol
   - honoraria or fees for services
   - travel expenses

The business office will reject any requisition that does not meet the guidelines for petty cash purchases. In the event that reimbursement is made for a purchase that is subsequently disallowed the employee who received the reimbursement must repay the petty cash fund within 72 hours. The individual(s) concerned may appeal such disallowance to the vice president of finance and administration.

Legal Reference:
N.C.G.S. §§ 115D-58.3 and -58.4

**6.6.1 PROHIBITED EXPENDITURES**

1. Athletics
The college shall not use state funds to create, support, maintain, or operate an intercollegiate, club, or intramural athletics program. Athletic programs may only be supported by student activity fees or other non-state funding sources that are authorized for that purpose.

2. Promotional Giveaways

The college shall not use state funds to purchase promotional giveaway items or other gifts for any reason, including promotional giveaway items purchased for college marketing and advertising. “Promotional giveaway items” are items given to an individual or entity for less than fair market value that do not serve an instructional or institutional purpose. Items that serve “an instructional or institutional purpose” are those used for classroom instruction and daily, routine operations of the college not associated with marketing, advertising, recruiting, or fundraising.

3. Other Prohibited Expenditures

The Account Procedures Manual maintained by the System Office will occasionally list other prohibited expenditures in the description of each object code.

4. County Funded Items

Unless otherwise authorized by law, the colleges may not use state funds for those budget items listed in N.C.G.S. § 115D-32 that are the County’s responsibility to fund.

Legal Reference:
N.C.G.S. § 115D-32; -58.3; 1H SBCC 200.3 through 200.11
6.7 Payments

6.7.1 DEBT COLLECTION

I. Student Debt Collection

Tuition and fees for all college students are due and payable prior to the beginning of each term. A student’s registration will be subject to cancellation when prior term, past due charges have not been resolved before the current term. Students not paying or deferring current term charges by the due date may be subject to cancellation. Any unpaid balance on a student's account may prevent registration. In addition, transcripts and diplomas may be withheld until outstanding balances are paid.

Students who leave the college with unpaid balances are subject to collection actions. These actions will begin with a letter that details the date, purpose and amount of the debt and encouraging immediate payment, payment arrangements or other action to resolve the debt and avoid additional action. If the student fails to respond satisfactorily, the account may be turned over to the college attorney who will write a collection letter. Alternatively, the college may send a second collection letter. If this step fails, the college will refer the debt to the NC Setoff Debt Collection Program run by the Department of Revenue. The college will send a final letter to the student informing them that the college intends to submit the debt owed to the Department of Revenue.

Uncollected student debts will be written off and offset against revenue once collection efforts have been exhausted. Writing off the account balance does not relieve the student’s legal obligation to pay the debt. A record of the debt and the related student account holds are maintained along with Setoff Debt Collection Act and State Employee Debt Collection Act reporting until the debts are paid or collected. If the write-off debt is later collected, then the resulting funds will be recognized as a recovery of the write-off.

The president is hereby authorized to develop procedures consistent with this Policy.

II. Non-Student Debt Collection

Accounts receivable or uncollected billings that may be submitted for collection include, but are not limited to: salary overpayments, contract work completed by the college for which the college has not received payment, fees owed to the college, deposited checks returned unpaid for insufficient funds, and nonpayment for goods or services purchased from the college.

The president is hereby authorized to develop procedures consistent with this Policy.

III. Year-End Procedures

The business office will analyze accounts receivable balances annually to establish a reserve for bad debts and to identify accounts that are uncollectible and should be written off. The board must approve the listing of accounts to be written off. Even when accounts have been written off for financial statement purposes, the account will remain in the
setoff debt collection program and a restriction will be placed on the account so the student cannot register or receive other services until the debt is paid.

IV. Other Write-Offs

Death – If a debtor dies their balance will be written off.

Bankruptcy – If a debtor’s debt is discharged through bankruptcy their balance will be written off.

Legal Reference:
N.C.G.S. §§ 105A-1; 115D-5; -39

6.7.2 METHOD OF PAYMENTS

I. Methods of Payment

The president is hereby authorized to create procedures regarding the method of payment accepted by the college.

II. Tuition & Fees

A. In Person – Tuition and fee payments can be made in person using cash, check, money order, MasterCard, or Visa, at the Business Office.

B. Online – Secure online payments can be made using MasterCard or Visa.

C. By Mail – Payments by check or money order can be mailed to:

Caldwell Community College and Technical Institute
Attn: Cashier
2855 Hickory Blvd
Hudson, NC 28638

The college cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks). Please make checks payable to Caldwell Community College and Technical Institute. Checks must be written for the amount due. Checks may not be postdated.

When paying by check or money order by mail, include student’s name on the check to ensure proper credit. Payments mailed are not considered received until posted to your account.

D. By Phone – To protect student’s financial security, the college will not accept credit card payments by phone or mail.

III. Bookstore
Payments can be made using cash, check, money order, MasterCard or Visa. The college cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).

Please make checks payable to Caldwell Community College and Technical Institute. Checks must be written for the amount due. Checks may not be postdated.

IV. Returned Checks

State Deposits – Amounts deposited to the state bank account are reported to the community college system office daily. When a check included in the state deposit is returned the college will write a check to replace it since the deposit reported to the state cannot be reduced.

Upon notification that a check was returned, the business office will write a replacement check from the institutional returned check account. This check will be exchanged at the bank for the one that was returned.

When the person who wrote the returned check pays the college for the returned check, the payment will be receipted into the institutional fund from which the replacement check was written. Returned checks may only be redeemed with cash, certified check, money order or credit card. The college will not accept checks from the maker of a returned check for three years.

Other Deposits – Returned checks deposited to non-state bank accounts will not be replaced by the college, but will be allowed to chargeback against the bank account. When the college receives notice of a returned check the college will reverse the receipt so that the original balance is restored. The college will notify, by certified mail, the maker by of the check that their check has been returned.

Returned checks may only be redeemed with cash, certified check, money order or credit card. The college will not accept checks from the maker of a returned check for three years. The college does not charge a fee for returned checks.

6.7.3 CHECK CASHING

The college store will cash checks for students and employees written for $10.00 or less. No more than one check may be cashed by any individual in one day. Students and employees must put their Colleague ID number on their checks.

6.7.4 FINANCIAL REIMBURSEMENTS

For all financial reimbursements, the college follows the North Carolina Community College System Accounting Procedures Manual and Reference Guide, Section 1: Fiscal Procedures (the “APM”). The Board hereby incorporates the Manual.
Consistent with the Manual, the Board of Trustees hereby delegates to the president the authority to establish the IRS business standard mileage rate as the reimbursement rate for official business travel or establish a rate lower than the maximum as a result of limited budget availability for travel.
6.8 Grant Funded Projects and Programs

6.8.1 REVIEW OF GRANT FUNDED PROJECTS AND PROGRAMS POLICY

The college is responsible for ensuring that external or grant-funded projects adhere to all program regulations as established by the funding source or agency and to all college policies regarding management of restricted funds.

6.8.2 REVIEW OF GRANT FUNDED PROJECTS AND PROGRAMS PROCEDURE

A. Each quarter, the college shall conduct a review of all grant-funded projects or programs to ensure that they are effectively and efficiently administered by the college.

B. The Project Director, supervisor, or other pertinent personnel will meet with a Grants Administrator to review:

1. Program activity since the last review.
2. Program activity planned for the next quarter.
3. Progress toward satisfying the project or program goals as approved in the funded grant proposal. Specifically:
   a. Are there actual or anticipated changes in project or program activity that might affect the ability to satisfy objectives? If yes, what recommendations can be made to correct the situation? Should the funding agency be notified of a program modification request? If yes, agree on a procedure to follow.
   b. If changes are anticipated, what will be the impact on the project or program budget? Should the funding agency be notified and a budget modification requested? If yes, agree on a procedure to follow.

C. Fiscal questions relating to administration of grant. Specifically:

1. Determine the rate and nature of expenditures are appropriate. Review billing, accounts receivable, and encumbered funds to ensure understanding and agreement between program personnel and the Business Office.
2. Status of cash or in-kind match expenditures, if relevant.

D. Status of program reports required by funding agency including confirmation of due dates, information requested, personnel responsible for completing reports. Specifically,

1. Narrative program progress or final reports.
2. Fiscal reports, interim and final.
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E. Status of multi-year funding and application for continued funding, if relevant, including due dates, information requested, and procedures for submitting application.
6.9 College Store Procedures

I. Bookstore Operations

All financial transactions pertaining to bookstore operations shall be accounted for in a proprietary institutional account and kept separate from all of the college’s other activities. At least every four years, the Board shall review the college’s mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board.

The director of the college stores reports to the vice president, finance and administration.

Book Adoptions

The director of college stores will establish the deadline for book adoptions for each semester. The need to post book titles, ISBNs and price estimates in time for student registration for the coming semester drives the deadline. Posting is required by the Higher Education Opportunity Act. Additionally, this deadline will allow for the ordering and delivery of necessary textbooks for each semester. Books are ordered for one semester at a time.

Ordering Textbooks

Instructors will submit title recommendations to their dean for their course and section. The dean will review each request and, if approved, will send a listing of approved texts to the director of college stores by the adoption deadline set by the director of college stores.

Textbooks adopted for a specific course should remain the adopted text for that course for a minimum of two years, unless the material becomes outdated or the edition changes. No textbook changes will be made without permission of the dean. Textbook adoptions should be submitted for all courses. Courses that have no required text should also be noted. The director of college stores will review the listing, contacting the dean or specific instructors if questions arise. The vice president of instruction may be consulted by the director if adoptions are not turned in or if complications arise throughout the process.

When the information is available in Colleague, the director will import a course list into the text management system. The textbook information (book adoptions) will be added to the course list and estimated sales per text will be calculated based on past sales and expected sales; this will create an open to buy quantity per title. Items expected to be purchased as “used” will also be marked, and a list will be generated at the end of the current term. If used book goals are not met via the end-of-term buyback hosted by the bookstores, the director will generate a used book want list or auto generate purchase orders by vendor. Book wholesalers will be contacted as needed to fill the remaining used book need. If used books are not available, the college store will order new books to supply the number of books needed.
Requests received by the director will be processed in a timely manner. The director will inform the requestor if the text is not available or the shipment is delayed.

The director should be informed as soon as possible of changes in textbook adoptions so the bookstore can return any new books on hand. This information is also needed to determine which used textbooks will be purchased at the book buy back.

The director or bookstore technician will order supplies, soft goods, gift items, computer programs, and computer supplies.

**Cancellation of Orders**

The dean may request that the director cancel an order. The director will determine if cancellation is possible and inform the dean. If cancellation is not possible the director and the dean will decide how to handle the order.

**Receiving Orders**

When goods are received, bookstore personnel match the items received against the packing list or purchase order. If the order is complete, the packing list will be checked, dated, and initialed by the employee and given to the director. The director will proceed to “receive” the books in the bookstore POS system.

The director will process invoices for payment in a timely fashion by creating vouchers in Colleague. The original invoice and any applicable notes will be forwarded to the business office for payment.

The director will investigate any incomplete purchase orders by contacting the vendor/publisher, tracking orders or cancelling items as needed to clear out the purchase orders. Vendors will be notified as needed regarding incomplete shipments and /or damaged items and the director will record credits received.

**Receiving Items Not On Order**

If the store receives merchandise not ordered from the vendor, the director will take necessary action to return the items, first notifying the vendor of the incorrect shipment. If the vendor is in error, the director will request a return authorization and shipping labels from the vendor and will return the items.

**Returning Items**

The director may return items that are only used certain times a year to reduce store investment and risk. Based on the return policy of each vendor, the director may need to call or fax vendors for return authorization.

If permission is granted, the director will proceed with the return procedure. The director will keep copies of the on file until a credit memo is received. Items will be deducted
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from inventory when shipped and credit memo information will be recorded in the POS system when the credit is received.

If permission is not granted the director will attempt to sell unreturnable or old edition books to various wholesale vendors or may discuss with the department chair other means of action. After appropriate efforts have been made to sell “no return/no buyback” items, the bookstore may remove items from inventory and send them to be recycled.

**Physical Inventory**

The college store will conduct a physical inventory of all items for resale at June 30. An inventory detail report will be printed before freezing items on-hand. All items for resale in the stores will be scanned, counted and uploaded into the POS where perpetual inventory amounts will be adjusted to actual. Any discrepancies will be investigated and corrections made. A final priced inventory listing will be printed and sent to the business office along with a list of any unused credit memos. The controller will record the bookstore inventory on the general ledger.

**Extending Credit**

Students who receive financial aid or are sponsored by a financially responsible third-party may charge books and supplies. The financial aid award must be posted to the student’s account or the student must be designated as sponsored in Colleague before charges may be made. Students must provide their student ID number and show a proper photo ID. Charges will be allowed during designated dates and times as advertised by the bookstores. Students who choose to pay their tuition using the deferred payment plan may not charge books.

**Salespersons**

Book salespersons or reps may consult directly with the director or with members of the faculty. Faculty members are not to be interrupted by salespersons or visitors while they are teaching.

**Check Cashing**

The college store will cash checks for students and employees written for $10.00 or less. No individual may cash more than one check per day. Students and employees must put their Colleague ID number on their checks.

**Bad Checks**

Writing a bad check is a crime subject to both criminal and civil penalties. The college reserves the right to pursue all legal remedies available.

If a check is returned to the store for any reason (e.g., insufficient funds or account closed) other than verifiable bank error, the person writing the check will be prohibited
from writing checks to the college. For additional procedures regarding bad checks see the Returned Checks portion in this section of this manual.

II. Use of Bookstore Operating Revenues

A. Bookstore receipts shall first be used to support bookstore operating expenses including, but not limited to: salaries and benefits of bookstore personnel, purchase of inventory, marketing, supplies, travel, and equipment associated with the operation of the bookstore, enhancement of the bookstore and bookstore facility support costs, such as, utilities, housekeeping, maintenance and security.

The amount of mark-up charged on new textbooks is 25 percent. The mark-up on used textbooks varies depending on the cost of used books and whether additional components like access codes are required separately. Most used books have a mark-up of 30 percent and the mark-up for other items varies. The college reserves the right to charge less than 20 percent on items of major purchases (e.g., computers and associated equipment) as well as to have a variable mark-up on incidental items (e.g., pencils, pads, and pens).

B. Receipts in excess of the above operating expenses shall be transferred to the appropriate account and expended consistent with the following provisions:

1. Funds may be used to support instruction, student support services, student financial aid (e.g., scholarships, grants, loans, Work Study), student refunds, student activities, giveaways to students, curriculum development, program improvement, professional development, instructional equipment, and capital improvements related to facilities associated with the bookstore and student activities.

2. Funds shall not be used to support any supplemental salary, benefit or other form of compensation for the college’s president. Funds shall not be used to support administrative costs, promotional giveaways to individuals other than students, entertainment expenses, fundraising expenses, and capital improvements not allowed under (B) (1) above.

Legal Reference:
1H SBCCC 300.3
6.10 Vending and Concessions

The college will deposit funds generated through vending facilities, vending machines and other concession activities into an unrestricted institutional account. Profits received from these operations may be expended for the following purposes:

A. To support enterprises;
B. Supporting activities, programs, and services;
C. Matching student aid funds and for other forms of student financial aid;
D. Other expenditures of direct benefit to students; and
E. Other similar expenses approved by the president.

These profits shall not be used to supplement the president’s salary or benefits.

Legal Reference:
N.C.G.S. § 115D-58.13; 1H SBCCC 300.4
6.11 Travel, Transportation, and Allowances

Purpose

Statutory regulations for per diem, transportation, and subsistence allowances for state travel are contained in G.S. 138-5, 138-6, and 138-7 and apply to anyone traveling on official college business. It is the intent of this section to outline policies to reimburse allowable travel expenses pertaining to travel and subsistence for official college business. Official college business occurs when an employee or other person is traveling to attend approved job related training, work on behalf of, officially represent, or provide a service related to the college. Travel that does not directly benefit the college is not reimbursable.

All college employees and non-employees who travel on official college business are subject to these regulations. All travel is contingent upon the availability of funds in the proper budget line.

Employee Responsibility

Anyone traveling on official college business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services for the convenience or personal preference of the employee are prohibited. If more than one trip is scheduled back to back, each trip should be accounted for separately.

Definitions of Terms

For purposes of these regulations, the following definitions apply:

Blanket Authorization for College President Only – G.S. 115D-20(1) requires college presidents to report to the college’s Board of Trustees. Therefore, the board shall pre-authorize the president’s routine travel in the manner they see fit and determine the level of detail they require before authorizing travel, subject to State Board of Community Colleges guidelines. In addition, in the interest of fiscal responsibility, it is the board’s responsibility to examine the president’s travel at their discretion.

Travel– all activities involving expenses for transportation, subsistence and/or registration.

Transportation – the means of moving from one physical location to another. The cost of transportation includes reimbursement paid for the use of private or public motor vehicles, the fare paid on public conveyance, tolls, and parking fees.

Subsistence – lodging, meals, registration, phone calls and all other items allowed that are not defined as transportation

Duty Station – the job location assigned by the college at which the employee spends the majority of his or her working hours
Conference – a formal gathering for the purpose of conducting business and exchanging information. Registration fees may be paid for the actual amount expended for such meetings as shown by a valid receipt or invoice.

Common Carrier – commercial scheduled airplane, train, or bus

In-State – within the borders of North Carolina

Out-of-State – all of the continental United States except North Carolina. Travel is determined to be out-of-state if the ultimate destination of the travel is out-of-state. For coding purposes, this designation applies to all expenses for that trip. The employee should make no effort to segregate mileage or other charges incurred before reaching the state border. However, in-state allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the same travel period.

Stipends – Employees of the college who are on payroll cannot receive additional compensation for attending conferences and/or workshops. Employees of the college who are off payroll, but are to return to work (such as nine-month instructors who are off payroll during the summer), may receive compensation for attending conferences and/or workshops during the time when they are off payroll.

**Authorization Procedure**

In order to travel on college business, all employees must first complete the Travel Request Form. All travel on official college business, except for mileage reimbursement for routine local trips, must be authorized by the president or his designee prior to commencement of travel. Any travel begun prior to the approval of a Travel Request Form may not be reimbursed by the college.

The form may be obtained from the mail room, purchasing office or the office of an administrative assistant for the employee’s area. Request should be accompanied by a copy of brochures, fee schedules, or other material listing the costs included in the registration fee.

The employee, supervisor, and the divisional vice president or president must sign the Travel Request Form to authorize the travel. This gives permission for the employee to be away from campus on college business and is required for insurance purposes. The president or his designee must specifically approve requests for excess subsistence.

The Travel Request Form is also used for requesting advance payment of travel expenses. It is expected that all travel on college business will be accomplished on a reimbursement basis. In unusual cases in which it would be a financial hardship for an employee to pay the cost of the travel and then be reimbursed, the college president may authorize an advance of funds which does not exceed the estimated out-of-pocket travel expense. Advances may be made for registration and subsistence. Advances will not be made for estimated mileage. All advances will be deducted from the employee’s travel reimbursement.
In the event that the advance exceeds the cost of the trip, the excess advance must be paid back within 30 days of the completion of the travel. Regardless of the date of travel, all advances must be settled no later than June 15.

Advance checks written to the employee will not be prepared and issued earlier than one week prior to the beginning of travel. A log of advances and repayments will be maintained in the purchasing office.

Payment of registration fees must be approved in advance by the president or his designee. Registration fees may be paid directly by the college or the employee may pay the fee and then be reimbursed. Employees may not claim separate reimbursement for meals included in registration fees.

The travel request form should be completed substantially in advance of the planned date of travel. The form is subject to the normal approval process. If approved, the form will be forwarded to the purchasing office where it will be filed until the travel has been completed. The traveler will obtain reimbursement by submitting a colleague reimbursement requisition with the actual travel expenses and appropriate backup.

Travel reimbursements must be reconciled and finalized within two weeks of returning from the trip. Not doing so could result in the denial of reimbursements. Reimbursements of travel funded with state funds may not be available until the end of the month.

**Prospective Professional Employees**

Approval for reimbursement of transportation expenses of prospective professional employees visiting the college for a call back employment interview may be approved by the college president or the president’s designee. These expenses are limited to transportation and subsistence for three days at the in-state rate. Amounts in excess of $1,000.00 must be approved by the NCCCS president and the Office of State Budget and Management.

**Students**

Students who travel on official college business are subject to these regulations, including statutory subsistence allowances, to the same extent as college employees. Travel by students for the purpose of participating in athletic events and activities of student organizations must be paid from funds supporting the particular organization or activity, not state funds. In addition, state funds shall not be used to charter transportation for student field trips, unless the trip is a mandatory course requirement and was part of the course outline from inception.

**Penalties and Charges Resulting From Cancellations**

Penalties and charges resulting from the cancellation of travel reservations (including airline, hotel reservations, and/or conference registration) shall be the college’s obligation if the employee’s travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the college. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee’s obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee’s
immediate family or other critical circumstances beyond the control of the employee, the college may pay the penalties and charges.

**Subsistence**

**24-Hour Period, Lodging, and Meal Allowance**
The System Office establishes the maximum amount of subsistence that may be reimbursed per day. These amounts are listed in the Accounting Procedures Manual on the System Office website and will be emailed to college employees when changed.

**Lodging**
Reimbursement of actual costs of overnight lodging must be documented by a receipt of actual lodging expense from a commercial establishment. Lodging costs may not exceed the maximum listed above unless approved by the president or his designee. This documentation must be sent to the purchasing office to support the online requisition. Daily hotel allowances are to be reported as incurred on the date on which the night’s lodging begins.

**Meals**
Reimbursement for meals shall not exceed the amounts established by the System Office.

Employees may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return. The employee must meet travel criteria to be eligible for reimbursement for the following meals:
- Breakfast – depart duty station prior to 6:00 a.m.
- Lunch – depart duty station prior to noon (day of departure) or return to duty station after 2:00 p.m. (day of return)
- Dinner – depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return)

The time of departure and/or arrival must be stated on the travel reimbursement request.

**Limitations on Meal Allowances** *(when overnight travel is not required)*
A college employee may be reimbursed for meals, including lunches, when the employee’s job requires attendance at the meeting of a board, commission, committee, or council in the employee’s official capacity and the lunch is pre-planned as part of the meeting for the entire board, commission, committee, or council. This provision does not apply to conferences, seminars, or workshops unless the lunch is a pre-planned part of the formal agenda, and/or is included as a part of the registration fee.

Employees claiming reimbursement under this provision shall be allowed actual cost of lunch and are limited to the statutory rates for breakfast and dinner if travel does not involve an overnight stay.

A college employee may be reimbursed for meals, including lunches, when the meal is included as an integral part of a congress, conference, assembly, convocation, etc. Such congress must involve the active participation of persons other than the employees of a single state department,
institution, or agency; the employee’s attendance is required for the performance of his or her duties, but must not be part of that employee’s normal day-to-day business activities; the congress must be planned in advance with a formal agenda; and the congress must provide written notice or an invitation to participants.

Employees claiming reimbursement under this provision shall be allowed the statutory rates. Cost of meals furnished with other related activities (registration fees, conference costs, in a transportation charge such as an airline fare, etc.) may not be duplicated in reimbursement requests. Employees are allowed to claim reimbursement for meals even though they are shown and offered as part of a flight schedule on a commercial airline.

**Excess**

No excess will be allowed for meals from state funds unless such costs are included in registration fees and/or there are predetermined charges or the meals were for out-of-country travel. The college president or his designee may grant excess subsistence for meals while traveling out-of-country.

When it is anticipated that, due to extraordinary circumstances and that more economical accommodations are not available, the daily cost of total subsistence will exceed the maximum amounts established herein, a request for reimbursement for this excess which sets forth, in detail, the nature of such extraordinary circumstances may be approved by the college president or his designee. Reimbursement to employees sharing a room with a member of his or her family will be limited to the single occupancy rate.

**Reimbursement for Other Costs**

*Tips and Gratuities*

Reimbursable gratuities or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. For further guidance, the following information is provided when calculating a tip:

- Airports Baggage Handling/Skycaps no more than $2 per bag;
- Shuttle Drivers no more than $2 per bag.
- Valets = $2 per car when collecting the car;
- Taxi Drivers = 15% of the fare and $1-$2 a bag.

Tips for handling baggage at common carrier terminals and/or when arriving at or departing from the place of lodging are allowed and must be itemized under “other expenses.” Baggage tips are not counted toward the authorized subsistence maximums, but may be claimed as miscellaneous and excessive tips must be documented with a receipt. Tips for room service and other hotel services are not reimbursable. The costs of laundry, entertainment, alcoholic beverages, “set-up,” between-meal snacks or refreshments, and other personal expenses are not reimbursable.

*Telephone Calls*
Official business phone calls are not reimbursable from state funds. Official business calls may be reimbursed from non-state funds up to $5.00 without the point of origin and destination being identified. If the cost of the call is greater than $5.00, the origin and destination of the call must be identified.

While traveling, employees are not allowed to charge long distance phone calls to state funds. All long distance phone business calls must be paid from non-state funds.

An employee who is in travel status for two or more consecutive days is allowed one personal long distance telephone call for each two days of travel. The reimbursement may not exceed $3.00 for each in-state call or $5.00 for each out-of-state call. Reimbursement must be made from non-state funds.

Employees may be reimbursed for a personal long distance call if such call is of an emergency nature as determined by the college. Appropriate documentation and justification must be filed with the reimbursement request. Reimbursement must be made from non-state funds.

Registration Fees

All registration fees must be approved in advance by the president or his or her designee. Convention or conference registration fees must be included on the travel authorization request prior to departure. Registration fees for webinars or other online training that does not involve travel should not be requested on a travel authorization, but should be processed using the college’s normal purchasing procedures. The president or designee must reduce the cost by unrelated items that are not a direct part of the official convention or conference, such as tours or social activities.

Registration fees may be paid by the college or the authorized traveler. An assembly must involve the active participation of persons other than the employees of a single college or agency and must be necessary for conducting official college or state business. When a registration fee includes the cost of one or more meals, it is the responsibility of the college to ensure that reimbursements for such meals are not approved on the travel authorization.

Authorized travelers may not claim reimbursement for meals included in registration fees. To reimburse an authorized traveler for a paid registration fee, the employee must provide documentation of the expense by a receipt. It is the authorized traveler’s responsibility to obtain the receipt, not the college’s responsibility. A copy of a cancelled check used to pay a registration fee cannot be used as a valid receipt for reimbursement purposes. The employee will have to exercise due diligence to obtain a receipt in order to be reimbursed.

If the registration fee is paid by the college directly to the vendor through the accounts payable process, the proper registration fee documentation (i.e., brochures, invoices, etc.) must be received for payment to be processed and filed with the expense voucher as other accounts payable invoices. Registration fees shall be distinguished from tuition fees. Tuition expenses which generate continuing professional education credits must be coded to expenditure object 53980X–Employee Education Expense.
6.12 Transportation

General Policy
Authorization of the mode of travel is to be made by the college president or his designee, subject to these regulations.

Transportation by Personal Vehicle
Travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the college. With regard to passenger vehicle travel, whether in-state or out-of-state, the college shall:

- Maximize utilization of college-owned vehicles,
- Make use of state term contracts for short-term rentals (State Term Contract 975B Vehicle Rental Services), and
- Reimburse for use of personal vehicles on a limited basis.

When a college-owned vehicle is not available, the college may procure vehicles through the state’s term contracts or reimburse use of personal vehicles. If a college employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return).

An authorized traveler who has been approved for reimbursement for the use of a personal vehicle shall be reimbursed the standard business mileage rate set by the Internal Revenue Service or a lower rate approved by the Board of Trustees when using their personal vehicle for official college business and the round trip does not exceed 100 miles per day that the traveler is in travel status. Mileage reimbursement rates will be set by the board annually and communicated to employees by email.

However, if an authorized traveler chooses to use a personal vehicle and the round trip exceeds 100 miles the college will reimburse the authorized traveler at .33$ per mile. If the round trip does not exceed 100 miles the college will reimburse at the IRS mileage rate as adopted by the college. Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained (see Parking). Fines for traffic and parking violations are the responsibility of the employee.

Reimbursement shall not be authorized for expenses which exceed the established rate of travel or actual air-coach rate when:
- A college-owned vehicle is available.
- Railroad, airplane, or other alternate transportation is feasible and would be more economical, considering transportation, subsistence, and salary costs.

Reimbursement may be made to College Board of Trustees for their commute from their home to their duty station to conduct official College Board meetings.

Transportation by a Rental Vehicle
For both in-state and out-of-state travel, rental vehicles shall be obtained through State Term Contract 975B, Vehicle Rental Services, when available.
Differences in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle must be approved in advance by the college president or his or her designee. Without such approval, the authorized traveler must pay the difference in the cost.

Authorized travelers should choose the most economical means of refueling the rental vehicle, which is typically to refuel the rental vehicle before returning it to the rental agency. Gas receipts for refueling the rental vehicle from a commercial gas station or rental agency are required for reimbursement. No reimbursement will be made for rental insurance purchased because college employees are covered under the college’s auto insurance program. However, reimbursement for automobile rental insurance will be permitted for individuals engaged in official college business during travel to international destinations.

_Tranportation Reimbursements_
Tolls and parking are reimbursable to employees when using personal vehicles. Actual costs of tolls and parking are reimbursed with a receipt.

Reimbursement may not be made for commuting between an employee’s home and his or her duty station.

Reimbursement for travel between the employee’s duty station or home (whichever is less) and the nearest airline terminal and for appropriate parking may be made for travel under the following circumstances:

- **Taxi or airport shuttle** – actual cost when supported by a receipt
- **Private Car** – See Transportation by Personal Vehicle. Receipts are required for airport parking claims.
- **Use of public transportation** – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts $5 for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission or receipts.

Reimbursement for travel to and from the airline terminal at the employee’s destination may be made under the following circumstances:

Use of public transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts $5 for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission or receipts.

- **Taxi or airport shuttle** – actual cost when supported by a receipt

_Parking_
Parking expenses are reimbursable while in the course of conducting official business as long as such expense are determined reasonable and clearly show that there was care taken to keep the costs to the college as low as possible. Any parking rates considered excessive and only for the convenience of the employee will not be reimbursable. An example of excessive or inappropriate parking would be the use of an airport’s hourly parking lot for an overnight trip.
SECTION SIX: BUSINESS SERVICES

**Commercial Airlines**
Tickets for commercial air travel may be purchased by the college or by the traveler. If tickets are purchased by the traveler, the traveler should file for reimbursement as with any other expense. Airline tickets should be the most economical possible. Exceptional conditions requiring the use of first class accommodations may warrant reimbursement provided a statement of the condition is attached. A receipt is required for reimbursement. Flight insurance is not reimbursable.

**Non-Commercial Air Travel**
Request for all travel as passengers on non-commercial (charter flights) aircraft are made and approved in the same manner as transportation by other means.

The actual cost of coach fare for rail and bus service on college business is reimbursable, as is the actual cost of coach fare when overnight trips are required.

**Taxis and Limousines**
The actual costs of taxi and limousine fares are reimbursable when required for college business. Taxi fares are not reimbursable for inner city transportation except in emergencies when no less expensive mode of transportation is available within a reasonable period.

**Travel and Allowances for Part-Time Instructors**
Temporary full-time or part-time instructors who travel more than 15 miles to or from a duty station for the purpose of teaching courses may be paid mileage expense in justified cases approved in writing by the college president or his designee. This policy is not intended to reimburse normal commuting expenses.

Subsistence and lodging for temporary full-time or part-time instructors may be paid when it is deemed more economical for the employee to stay overnight rather than to charge transportation costs on successive days.

If part-time employees are required to travel to a conference, seminar, etc. beyond the times stated in their instructional contracts, salary can be paid for the part-time employee to attend the conference, seminar, etc. A new contract must be generated and the new contract shall include written justification stating that the college requires the part-time employee to travel. The new contract costs must include driving time to and from the conference, seminar, etc. as well as the time spent attending the conference, seminar, etc. The new contract salary costs shall not include time spent each day before the conference, seminar, etc. convenes nor time spent each day after the conference has adjourned (i.e., time spent each evening in their hotel room or participating in events that state funds normally would not support). Salary will only be calculated according to a formal, printed, preplanned agenda according to the day’s activities. Salary will be expended from a part-time salary object.

**Request for Reimbursement**
Employees may request reimbursement for their travel when they return from the trip. Reimbursement requests should be submitted to purchasing using an electronic Colleague requisition. In certain areas of the college, requisitions are prepared by designated administrative
assistants. These areas are free to adopt policies for the transfer of information from the traveler to the administrative assistant including paper reimbursement forms. Paper reimbursement forms may be used as a convenience in those situations but cannot be used as a substitute for the Colleague requisition when submitting a reimbursement request to the purchasing office.

The requisition should list, on separate lines, all reimbursable items such as mileage, meals, lodging, etc. When the requisition is complete, the requisition number is written on each piece of the documentation and submitted together to the purchasing office.

**Timely Filing**
Employees are responsible for their own requests for reimbursement. All reimbursement requests shall be filed for approval and payment within 30 days after the travel period has ended. “Travel period” is defined as the calendar month during which the travel occurred.

**President’s Travel**
Written authorization for the college president’s travel while performing official duties for the college must be secured and approved by the college’s Board of Trustees or a senior administrator designated by the board. Approval may be secured annually to cover the fiscal year in which travel will occur, or approval may be secured as the need arises. Reimbursement procedures must be followed as outlined above.

**Guests of the President**
The president of the college may be reimbursed from state funds for meals for himself and non-college employees who are his official guests, when accompanying them in the course of conducting official college business. Non-college employees include but are not limited to board members, college advisory board members, and curriculum advisory board members. Such meals are not subject to the daily maximum limitations on amounts contained in these procedures, and the limitations pertaining to minimum distance from duty station do not apply. Cost of meals and other expenses for family members of college employees and/or non-college employees conducting official college business are not reimbursable from state funds.
6.13 Chart of Accounts

For all accounting procedures, the college follows the North Carolina Community College System Accounting Procedures Manual and Reference Guide, Section 2: Chart of Accounts (the “APM”). The Board hereby incorporates the Manual.
6.14 Contracting Authority

The Board is the official legal entity for the college. Unless otherwise delegated, the power to contract on the Board’s behalf is solely vested with the Board. The college’s size and complexity, however, is such that individual review by the Board of every agreement is neither feasible nor in the college’s best interest. Therefore, certain delegations of contracting authority are appropriate within the following specified guidelines.

A. Contacting Authority Delegation – The president is hereby expressly authorized and empowered to contract in the Board’s name as follows:

1. Personnel – All employment contracts shall be signed by the president.

2. Capital Improvement Change Orders – The president or his designee may approve a capital improvement change order.

3. Service Agreements – The president shall have authority to execute service agreements on the Board’s behalf.

4. Instructional Agreements – The president is expressly authorized to sign all instructional agreements on the Board’s behalf.

5. Cooperative Agency Agreements – The president is authorized to sign all cooperative, interinstitutional, and interagency agreements on the Board’s behalf.

B. Signatory Authority – Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on the Board’s behalf by either the Board Chair or the president.

C. Custody of Contracts – The president is hereby designated as custodian of all Board contracts. He/she shall maintain on file in either the President's Office or the Business Office one of every contract to which the Board is a party.

Legal Reference:
N.C.G.S. § 115D-14
6.15 Purchasing Policy

I. NC Community College Purchasing and Equipment Procedures Manual

The Board hereby incorporates the NC Community College Purchasing and Equipment Procedures Manual (“Manual”). The Manual shall control in the event of any inconsistencies with this Policy or any of the college’s purchasing procedures.

II. Processing Requisitions and Purchase Orders

The following procedures should be followed in ordering supplies, material, equipment, or services for use by the college. Procedures are designed to comply with the rules and regulations adopted by the state of North Carolina, the General Statutes and the Purchasing Manual of North Carolina – Division of Purchase and Contract. This procedure applies to all organizational elements and employees. It is applicable to the Student Government Association and clubs. These procedures apply regardless of the source of funds.

Definitions of Terms

Capitalized Assets – property, such as land, buildings and equipment, with a cost equal to or greater than $5,000 and a useful life of two or more years. Capitalized fixed assets are acquired for use in normal operations and are not for resale. These assets may be subject to depreciation. All capitalized assets should be entered into the Fixed Asset System. The college will also enter assets with a cost of at least $1,000 and less than $5,000 into the fixed asset system for tracking purposes only. These assets will not be capitalized for financial statement purposes. Assets categorized as “High Risk” are entered into the fixed asset system for tracking regardless of cost. Capitalized assets will be purchased using the appropriate equipment general ledger codes.

Non-Capitalized Assets – for financial reporting purposes, assets costing less than $5,000 are expensed; they are neither capitalized nor depreciated. Items costing less than $500 are considered supplies and will be purchased using supply object codes. Non-capitalized equipment costing at least $500 and less than $1,000 will be purchased using the expense object code “555100” (Non-capitalized equipment). Object code “555100” will be used with current operating purpose codes (1XX, 220, 3XX, 4XX, 510). Note that certain items designated high risk will be accounted for as noted below regardless of cost.

High Risk Assets – will be purchased using the expense object code “555200” (Non-capitalized Equipment–High Risk). The Community College System considers the following equipment to be high risk:

- data processing and networking equipment
- servers
- computers
- portable projectors
- iPads and other tablets
- guns
In addition, all equipment items costing at least $1,000 and less than $5,000 will also be purchased using the object code “555200” and will be added to the fixed asset system. These items will be added to the fixed asset system using a fund source of “9.”

Supplies – items that will wear out or be consumed within a period of one year during normal use or that cost less than $500. These items will not be added to the fixed asset system in Colleague.

Purchases for Resale – items that are procured specifically for resale rather than use by the college.

State Contract – the state of North Carolina Division of Purchase and Contract enters into contracts with vendors to supply a variety of items. As a component unit of the state of North Carolina, the college is required to use these contracts when purchasing goods and services.

Colleague – the information system used by the college. Colleague collects information from and sends information to the state e-procurement system.

E-Procurement – a web-based purchasing system operated by the state for the use of state agencies. E-procurement must be used for the creation of requisitions and purchase orders. E-procurement is interfaced with the college’s Colleague information system. The creation of a requisition in e-procurement leads to the automatic creation of a Colleague requisition.

Responsibilities

The originator of the requisition is responsible for creating the requisition in e-procurement and ensuring that the requisition is created properly in Colleague, that the Colleague requisition is complete and accurate, and that the requisition is approved in Colleague. The originator is responsible for determining the proper budget line and for ensuring that adequate funds are available.

The purchasing staff will conduct a final review of requisitions prior to approving them. Once this final approval has been entered, the purchase order will be created in e-procurement.

The controller and purchasing staff are responsible for monitoring compliance with internal and state purchasing procedures.

Procedures

To create a requisition, the originator must be established as a user of the e-procurement system and a user of Colleague. Employees should contact the purchasing agent for a user name and password for the e-procurement system and the system administrator for a user name and password for Colleague.

Once a requisition is created in e-procurement, that system will interface with Colleague.
and a requisition will be created in Colleague. The originator will be notified by email. The originator should then review the Colleague requisition to see that it contains all the necessary information and submit it for the approval process.

The final approval on all requisitions is entered by the purchasing staff. Once the requisition has received final approval, the information is passed to e-procurement and a purchase order is created. The purchase order is sent to the vendor using the method (mail, email, or fax) requested by the vendor when they registered with e-procurement.

A receiving report is sent to the originator by the purchasing staff. The originator is required to sign the receiving report and return it to the purchasing office when the goods or services are received. Failure to do so will delay payment to the vendor and may adversely affect the college’s ability to continue to procure goods and services.

Purchases may only be initiated if sufficient budgeted funds are available. Proper approvals must be obtained prior to purchase. Since state law permits the use of funds by authorized persons, payment for unauthorized purchases is the responsibility of the employee placing the order.

Materials may only be purchased from vendors who have registered with the e-procurement system. Contact the purchasing agent to assist vendors with registration.

The time frame between placing an order to the actual receipt of goods varies, depending on the items purchased. It is the responsibility of the originator to begin the process in sufficient time for all purchasing requirements to be met.

Requirements

If an item is on state contract, it must be purchased from the vendor specified on the state contract. To determine if an item is on state contract, visit the purchase and contract website. Contracts are listed numerically by contract and alphabetically by commodity.

It is the responsibility of the originator to document that the item is not on state contract. If the item is not on state contract, the following procedures must be adhered to when ordering supplies, equipment, services, and materials. The dollar limits refer to the total amount of the invoice, including freight and sales tax, not the line item.

- **Less than $2,500**: Obtain the best source at the best price, no quotes are required.
- **$2,500 to $4,999**: Obtain at least three quotes and document using the Request for Telephone Quotes (CCC-279). Quotes may be obtained by phone, email, or Internet. No documentation is required if the lowest price is chosen. However, if the lowest price is not chosen, the reason must be documented. Valid reasons include, but are not limited to quality, timeliness, and service.
- **$5,000 to $9,999**: Obtain three written quotes using the Request for Written Quotes (CCC-140). No documentation is required if the lowest price is chosen. However, if the lowest price is not chosen, the reason must be documented. Valid reasons include, but are not limited to quality, timeliness, and service.
- **$10,000 or greater**: Purchases of $10,000 or more must be submitted to the
Office of Purchase and Contract in Raleigh. The college’s purchasing office will assist in preparing and submitting formal bids in accordance with the guidelines of the State Purchasing Manual.

The dollar thresholds may not be circumvented by piecemealing the orders. Piecemealing is defined as preparing multiple requisitions at the same or nearly the same time so as to make it appear that the orders are smaller than they actually are. The purpose of competitive bidding is to obtain the best goods at the lowest price. It is the obligation of all faculty and staff to make the best and most efficient use of the public funds with which the college is entrusted. The college is committed to observing the spirit as well as the letter of the competitive bidding rules. Any attempt to evade the competitive bidding rules is prohibited. These rules apply to funds from all sources. (Requests for textbooks to be purchased by students should be forwarded directly to the director of college stores. Books, films, AV supplies, and other LRC materials are ordered directly by the LRC).

The originator should follow up on all orders that are outstanding for longer than 30 days. Orders that are outstanding on June 30 of each year will be canceled automatically unless the vice president of finance and administration authorized payment from the ensuing year in which case the purchase order is closed, but the order is not cancelled.

Purchase Approvals

Good purchasing procedures require that purchases of goods and services are approved by the appropriate level of management. This policy defines the minimum approval levels for the purchase of goods and services.

A requisition will not be considered approved and a purchase order will not be issued until the requisition is approved by the appropriate level of management. The appropriate level of approval is determined by the total amount of the requisition and, in some cases, by the items being purchased. Requisitions may not be broken into smaller amounts to avoid higher level of approvals. All approvals will be online in the Colleague system. No paper requisitions will be processed.

Anyone with access to the REQM process in Colleague may prepare a requisition. Only persons who are designated as budget managers and given access to the APRN screen may approve requisitions.

Minimum Required Level of Approval

<table>
<thead>
<tr>
<th>Amount of Requisition</th>
<th>Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>$499 or less</td>
<td>dean/director</td>
</tr>
<tr>
<td>$500 to $4,999</td>
<td>vice president</td>
</tr>
<tr>
<td>$5,000 to $9,999</td>
<td>president</td>
</tr>
<tr>
<td>Over $10,000</td>
<td>Division of Purchase and Contract</td>
</tr>
</tbody>
</table>

This does not mean that deans/directors would not approve requisitions greater than $500 for their areas. It does mean that their approval is not sufficient. The normal procedure for a $5,000 requisition, for example, would be for the dean/director to approve the requisition and then forward it to the vice president who will approve and forward to the
Requisitions for data processing equipment and software must also be approved by the vice president, technology and instructional support services. Certain requisitions may require other approvals not covered here.

This procedure outlines the minimum approval requirements. Individual departments may set guidelines that are more stringent. For example, a vice president may wish to approve all requisitions for his or her department. If so, the vice president may instruct the budget managers who report to him to route all requisitions to him for approval. This procedure will be internal to the department and will not be reflected in Colleague’s approval settings or the requirements of purchasing.

Equipment may only be purchased if sufficient budgeted funds are available. Proper approvals must be obtained by creating a requisition prior to purchasing. Orders submitted without proper prior approval are unauthorized and payment for unauthorized purchases is the responsibility of the employee placing the order.

III. Purchasing and Bidding

Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5.

A. State Contract Items – Items on state contract may be ordered directly from the vendor subject to any restrictions on the contract certification.

B. Non-Contract Items – Non-contract items of less than $10,000 total order may be placed by the college without the oversight or approval of the Division of Purchase and Contract. Good purchasing practices mandate that competition is to be sought for all purchases.

C. Competitive Bid Items – Non-contract items over $10,000 must be sent to the Division of Purchase and Contract for competitive bids.

Legal Reference:
N.C.G.S. 115D-58.5; 1H SBCC 500.1 – 500.2
6.16 Equipment and Inventory Control Procedure

All items with a purchase price equal to or greater than $1,000 and a useful life of more than one year are added to the equipment inventory. Items categorized as high risk are added to the inventory regardless of cost.

The college shall conduct an annual equipment inventory. Spot checks may be made at intervals when deemed necessary or advisable. The vice president of finance and administration shall be responsible planning and administering the inventory.

Definitions of Terms

Depreciation— the allocation of the cost of an asset over the course of its useful life. The college uses the straight-line method of depreciation for all depreciable assets.

Custodian – the employee who is responsible for an equipment item. This is usually the person who uses the equipment. If you have a computer on your desk, you are the custodian of that computer. Custodians are responsible for safeguarding and accounting for the assets under their control.

Equipment Inventory – the college will verify all items on the equipment inventory annually. The verification requires the physical observation of each inventory item. The business office will send inventory managers a listing of all inventory items in their areas. Inventory managers should locate each item on their list as well as inspecting their areas for equipment that does not appear on the inventory listing.

Excess Property– property not required by a particular segment of the college. This property is available for transfer to another segment that can utilize the property.

Inventory Tag – an inventory tag numbered in sequence placed on equipment items by the equipment specialist. The serial number will be recorded on the computer printout by the business office.

Surplus Property – property not required by the institution. This property will be reported to the business office on the Inventory Transactions form (CCC-275) for appropriate action.

Equipment Specialist – business office employee designated by the vice president of finance and administration to coordinate inventory transactions.

Responsibilities

The vice president of finance and administration is responsible for supervising the operation of the equipment/property control system and for updating this policy as required. The vice president will recommend any action needed to adjust accounting records to the president.

Senior administrators are responsible for designating an employee in each area to coordinate the equipment inventory process. This employee will be known as the inventory manager. Each senior administrator will review and take appropriate action on inventories conducted within the
administrator’s area of responsibility. Appropriate action includes notifying the equipment specialist in writing of all equipment that should be removed from inventory for whatever reason.

The president is accountable for all college property. He or his designees will approve the acquisition, use, and disposal of all college property.

Inventory custodians maintain physical and administrative control of property assigned; assist in the maintenance of departmental inventory printouts; assist in performance of inventory; prepare written documentation required to substantiate loss, damage, or destruction of property assigned; and recommend in writing the removal of equipment from inventory due to cannibalization, exhaustion, loss, etc.

The equipment specialist maintains the equipment inventory ensuring that new items are added to the inventory and entering the transaction forms submitted by the custodians.

**Use of Equipment Off-Campus**

State policy does not permit individuals to remove equipment from campus for personal use. Any removal of equipment from campus for business purposes must be approved by the vice president of finance and administration. Each instance must be evaluated individually. Requests to move equipment off campus should be initiated by completing Form CCC-185 located in the business office. Phones, laptops, iPads and other mobile computing items issued to employees may be removed from campus without special permission for business use only.

**Relocation of Equipment**

All items entered on the equipment inventory are identified with an asset tag. The tag displays the number assigned to that item on the equipment management system. The location of that item is noted in the system. The inventory tag should not be removed from the equipment. If the tag becomes damaged or the number becomes illegible, notify the equipment specialist. If any tagged equipment is moved an Inventory Transaction form must be submitted with the new location.

**Procedures for Annual Inventory**

The dates for the fixed asset inventory will be determined each year based on the operational requirements of the college. The inventory will normally be scheduled in the early spring so that it can be completed prior to the fiscal year-end on June 30. The equipment specialist will meet with the inventory managers from each area prior to beginning the inventory process.

An inventory listing for their areas will be given to the senior administrators. The senior administrators will work with the appropriate inventory managers to ensure that the inventory is conducted efficiently and completed by the designated date. Inventory managers may conduct the inventory themselves, or they may coordinate the efforts of the custodians in their area.
Any discrepancies should be noted on the inventory printout. Discrepancies would include inventory on the printout, but not in the location, inventory in the location, but not on the printout or inventory in a different location than the one listed on the printout.

The inventory will be completed within 30 working days from the receipt of the inventory printout. Printouts and notations will be returned to the equipment specialist.

The inventory manager for each area will complete the program report—internal equipment audit form (DCC 4-13) certifying that each area has been inventoried and identifying any items not located. The manager should record the date of the inventory and enter the name and title of the individual completing the inventory. The manager should rate the security, identification and utilization of the inventory items by assigning a grade of excellent, good, fair or poor. Ratings of fair or poor require a written explanation in the comments section of the form.

A listing of equipment in each area that is not shown on the printout should be prepared and attached to form DCC 4-13. This listing should be itemized by inventory number, item description, and room number. This information will be useful in resolving any missing items in other areas.

The equipment specialist will review the inventory printouts for discrepancies. Those requiring adjustments will be referred to the vice president of finance and administration. The following actions will be undertaken:

1. An investigation of the loss or suspected loss will be made to collect information pertaining to the loss.
2. A report of the findings and recommendations will be made to the president by the vice president of finance and administration.
3. The president will approve the report or indicate his decision with respect to responsibility for the loss.
4. The vice president of finance and administration is responsible for the submission of form DCC 4-13 to the state coordinator of equipment. The report of investigation indicating the president's decision will be attached.

**Reporting Damage, Theft or Misuse of State Funds/Property**

The damage, theft, embezzlement or misuse of state-owned personal or real property by institutional officials or employees should be reported to the vice president of finance and administration. The vice president will be responsible for reporting to The Director of the State Bureau of Investigation in accordance with G.S. 114-15.1.
6.17 Equipment

6.17.1 REPORTING LOST OR STOLEN EQUIPMENT

Any damaged, stolen or missing materials or equipment owned by the college must be reported to the vice president of finance and administration as soon as the discovery is made. A written report must be filed within twenty four (24) hours of discovery of the loss. Conditions and circumstances leading to damage or loss should be included in the report, as well as actions proposed or taken to eliminate future losses.

Pursuant to N.C.G.S § 143b-920, the president shall report possible violations of criminal statutes involving misuse of state property to the State Bureau of Investigation.

6.17.2 SALE TRADE, OR DISPOSAL OF EQUIPMENT PROCEDURE

When the college’s equipment reaches the end of its useful life, becomes inoperable, becomes obsolete or is replaced, the Board, without the approval of the State Board of Community Colleges, may use any of the following to dispose of said equipment:

1. Transfer the equipment to another community college.
2. If no college requests the equipment, the college may then sell or donate the equipment to public schools or other governmental agencies.
3. Dispose of the equipment through the State Surplus Property Agency.
4. Sell or exchange the equipment (i.e., personal property) to another governmental unit within the United States, or a nonprofit organization pursuant to Article 12, Chapter 160A of the North Carolina General Statutes.
5. Cannibalize or recycle the equipment (see page 73 of the NC Community College Purchasing and Equipment Procedures Manual entitled “Cannibalization of Equipment”).

Should the capitalized asset be determined to have no useful value and cannot be traded, sold, cannibalized or recycled, it may then be discarded.

Legal Reference:
N.C.G.S. §§ 115D-15; 160A-266 through -271
6.18 Historically Underutilized Business

The Governor and General Assembly created the Office for Historically Underutilized Businesses to advocate and promote the utilization of HUB firms in the purchase of goods and services. Hub vendors are companies that have the following groups as a principal or majority owner, or one who owns a majority of stock/shares:

- American Indian,
- female,
- disabled/handicapped,
- African American,
- Hispanic/Latino,
- Asian American.

The college affirms the State of North Carolina’s commitment to encourage participation of historically underutilized businesses in the college’s purchase of goods and services. The college prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, gender, disability or religion.

It is the policy of the college to encourage and promote equal opportunities for Historically Underutilized Businesses (HUBs) in order to foster more diverse participation in all aspects of procurement and contracting opportunities. The college is committed to procuring at least 10 percent of goods and services from HUB vendors. All requisitioners should make a “good faith effort” toward securing a HUB vendor for purchases.

To further these objectives, the college has adopted the “College Plan to Increase Participation by Historically Underutilized Businesses in the Procurement of Goods and Services” dated September 25, 2001. A copy of the plan is included in this manual (see Appendix B).

Legal Reference:
N.C.G.S. §§ 143-128.2 through -128.4; City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989)
6.19 Payment Card Security

Credit card processing at the college shall comply with the Payment Card Industry Data Security Standards (PCIDSS). The following security requirements have been established by the payment card industry and adopted by the college to ensure compliance with the payment card industry. These requirements apply to all employees, systems and networks involved with credit card processing, including transmission, storage or electronic and paper processing of credit card numbers.

I. Authorized Employees

Credit card processing for official college business is restricted to authorized cashiers only. No other college employees are authorized to process such information for any reason. College employees who process credit card information or who have access to this information will complete annual data security training.

II. Procedures

A. Each college employee who processes credit card information must strictly adhere to the following:

1. Access to credit card information is restricted to authorized cashiers.
2. System and desktop passwords must be regularly changed.
3. Accounts should be immediately terminated or disabled for employees who leave employment with the college.
4. Credit card information should not be stored in any format.

B. Credit card information, including the card number, cardholder name, CVV code and expiration date should not be retained for any reason.

C. Employees may not send or process credit card data in any insecure manner including transmitting such data via email, courier or instant messaging. Credit card information may not be left exposed to anyone.

D. The college’s Computer Services Department shall maintain additional procedures to ensure compliance with PCIDSS including:

1. Configuration of card processing procedures, including segmentation of local area networks and protection through deployment of firewalls.
2. Logging control procedures.
3. Wireless use procedures.
4. Encryption procedures.

Legal Reference:
NC Community College Written Memoranda CC10-029 (issued 7/21/10)
6.20 Identity Theft

I. POLICY OVERVIEW

This Policy is intended to meet the requirements of the FTC “Red Flag Rule.” Identity theft is a fraud committed or attempted using the identifying information of another person without that person’s authority. The college shall undertake reasonable measures to detect, prevent, and mitigate identity theft in connection with the opening of a “covered account” or any existing “covered account,” and to establish a system for reporting a security incident.

II. DEFINITIONS

A. Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made by a borrower periodically over time such as a tuition or fee installment payment plan.

B. Creditor – A creditor is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal, or continuation of credit. Examples of activities that indicate a college is a “creditor” are:
   1. Participation in the Federal Perkins Loan program;
   2. Participation as a school lender in the Federal Family Education Loan Program;
   3. Offering loans to students, faculty or staff;
   4. Offering a plan for payment of tuition or fees throughout the semester rather than requiring full payment at the beginning of the semester.
   5. Maintaining an account for students from which the student can authorize payments for goods and services like books and food.

C. Identifying Information – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet protocol address, routing code or financial account number such as credit card number, in combination with any required security code, access code, or password that would permit access to an individual’s financial account.

D. Red Flag – A red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.
E. **Security Incident** – A collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

III. **IDENTIFICATION OF RED FLAGS**

Broad categories of “Red Flags” include the following:

A. **Alerts** – alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies.

B. **Suspicious Documents** – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied.

C. **Suspicious Personal Identifying Information** – such as discrepancies in address, Social Security Number or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; personal information of others already on file; and/or failure to provide all required information.

D. **Unusual Use or Suspicious Account Activity** – such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.

E. **Notice from Others Indicating Possible Identity Theft** – such as the college receiving notice from a victim of identity theft, law enforcement or another account holder reports that a fraudulent account was opened.

IV. **DETECTION OF RED FLAGS**

College employees shall undertake reasonable diligence to identify Red Flags in connection with the opening of covered accounts as well as existing covered accounts through such methods as:

A. Obtaining and verifying identity;

B. Authenticating customers; and

C. Monitoring transactions.

A data security incident that results in unauthorized access to a customer’s account record or a notice that a customer has provided information related to a covered account to someone fraudulently claiming to represent the college or to a fraudulent website may heighten the risk of identity theft and should be considered Red Flags.

V. **SECURITY INCIDENT REPORTING**
College employees who believe that a security incident has occurred shall immediately notify his/her appropriate supervisor and the vice president of finance and administration. Upon review of the incident, the vice president of finance and administration and shall determine what steps may be required to mitigate any issues that arise in the review. In addition, referral to law enforcement may be required.

If there is a security breach, the college shall comply with all notice requirements contained in N.C.G.S. § 75-65.

VI. TRAINING

All college employees who process any information related to a covered account shall receive annual training and this policy shall be reviewed annually.

Legal Reference:
Fair and Accurate Credit Transactions of 2003; FTC Regulations – Red Flag Rule; N.C.G.S. § 75-65
6.21 Foreign National Compliance

I. Definitions

A. A foreign national is a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and has not become a naturalized United States citizen under United States law. This includes legal permanent residents.

B. Foreign nationals are classified as either “Nonresident Aliens” or “Resident Aliens.” Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to Nonresident Aliens are subject to different tax withholding, reporting and liability requirements.

1. A Resident Alien's income is subject to tax in the same manner as a U.S. citizen. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of Resident Aliens is subject to the graduated tax rates that apply to U.S. citizens.

2. A Nonresident Alien’s income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. Nonresident Aliens are taxed according to special rules contained in certain parts of the Internal Revenue Code.

II. Policy

All North Carolina agencies, universities, community colleges and institutions have been tasked with the responsibility of withholding and reporting on payments to foreign national individuals and vendors in accordance with the IRS Code Regulations Section 1441 and policies established by the NC Office of the State Controller.

When the college identifies a foreign national or foreign vendor that will be compensated via payroll, accounts payable or student services, the appropriate department shall maintain a copy of evidentiary and supporting documentation such as I-9, W-8BEN, I-20, I-94, I-797, passport, and/or employment authorization card. The evidentiary and supporting documentation shall be provided to the Business Office. The Business Office will submit the supporting documentation to the Systems Office before payment is made.

If the Systems Office determines that payments made by the college to a foreign national or foreign vendor are taxable, the college shall withhold federal and/or state taxes as instructed by the System Office.

Legal Reference:
Office of State Controller’s Policy and Procedures Regarding Foreign Nationals;
NC Community College Foreign National Compliance Program; NC Community College Written Memoranda CC12-10 (issued 4/17/12); NC Community College Accounting Procedures Manual and Reference Guide: Fiscal Procedures
6.22 Companies that Boycott Israel and Iran Divestment List

For all purchases and contracts valued at one thousand dollars ($1,000) or more (“Impacted Contracts”), the Board is prohibited from purchasing and contracting with the following:

A. Companies identified on the list of restricted companies, developed by the State Treasurer, that are engaged in a boycott of Israel (“Boycott List”).

B. Companies identified on the list of restricted companies, developed by the State Treasurer, that are engaging in investment activities in Iran (“Iran List”).

Prior to awarding an Impacted Contract, the college will check the Boycott List and Iran List on the State Treasurer’s website to ensure that the company is not a restricted company. Any Impacted Contract made by the college with a restricted company on the Boycott List and/or the Iran list is void.

Legal Reference:
N.C. Session Law 2017-193; N.C.G.S. 147, Articles 6D and 6E
6.23 Live Projects

Live projects are defined as:
- educational programs in which students as part of their educational experiences and as part of the instructional course requirements, repair or remodel equipment not owned by the college; or
- educational programs that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.

If the college elects to engage in a live project the procedures for administering the project will include, at a minimum, the following elements:
- definition of criteria that will be used to select project clientele
- methodology for determining client charges
- management of liability issues for student participation in off-campus projects
- assignment of liability for the integrity of the finished product or service
- required administrative approval prior to beginning a live project

Clientele shall be selected and client charges established through an objective process that prevents private individual or entities from accruing excessive or unjustifiable benefits from live projects. The college will not engage in live projects that repair or remodel multiple pieces of privately owned equipment that are intended for private resale.

The owner of any equipment repaired through a live project must supply or pay for all parts required. The college must charge all clientele for the value of the goods and services provided through a live project. Live project receipts will be deposited into an unrestricted institutional account. The college will decide if live projects are accounted for in separate institutional accounts or in one account used for multiple live projects.

All costs that otherwise would not have been incurred absent the live project shall be paid from the institutional account that receives the live project receipts and may not be supported from state funds. These costs include, but are not limited to, supplies and materials used in producing the good or service, additional personnel required to serve clients, specialized equipment, liability insurance and other costs directly related to the live project as distinguished from an instructional program that does not produce income. Receipts may also be used to supplement normal instructional costs of those programs engaging in the live project.

If the college decides to discontinue live project activities, any unexpended funds in the live project account shall be used consistent with the following provisions:

1. The fund balance may be used to support instruction, student support services, student financial aid, student activities, curriculum development, program improvement, professional development and instructional equipment.

2. The fund balance may not be used for supplemental salaries or benefits of any personnel, administrative support of the college beyond allowable indirect costs, entertainment expenses, functions in which the primary purpose is fundraising or any other activity that does not directly benefit students.
6.24 Fines

6.24.1 PARKING FINES

The college policy for charging parking fines is described in the Facilities section of this manual. All parking fines are remitted to the Civil Penalty and Forfeiture Fund through the Office of State Budget and Management within ten days after the end of the month in which the fines were collected.

6.24.2 LIBRARY FINES AND FEES

Collections in the library for overdue books, copy machine use, lost books, etc. should be turned in to the Business Office whenever the receipts total more than $25.00, but not less than once monthly.

The cashier should count the cash and verify the count against the documentation provided by the library. Receipts for lost books and library fines should be receipted into state funds as a refund of expenditures. Receipts for copier use should be receipted to the institutional fund established for that purpose.
6.25 Overhead Receipts

Many financial aid programs provide for an administrative allowance that colleges can use to offset overhead costs of administering the program. These financial aid receipts shall be divided into two parts:

*Unrestricted*

25 percent of the total amount received each year may be used for instruction, student support services, student financial aid, student refunds, student activities, curriculum development, program improvement, and professional development. The college may also use this portion for costs associated with financial statement audits or any other audits required by the state or federal government. If the college is required to payback funds as a result of audit findings, the college may use this portion to meet that obligation.

These purposes shall be approved by the Board of Trustees only once, unless the purposes are changed. If equipment was permitted by the grant through which the indirect cost allowance was earned, equipment may be purchased with the unrestricted portion only. Funds cannot be approved for capital improvement projects.

*Restricted*

The remaining 75 percent of the total amount received each year may only be used for the following:

1. Publications containing financial aid and other student services information.
2. College Work Study matching or continuation of the College Work Study Program after regular funds have been exhausted.
3. Salaries and related fringe benefits in financial aid, business office, grants administration or student services, which are necessitated by grants earning overhead receipts. (Supplements to regular salaries are not permitted.)
4. Supplies and materials for use in either the financial aid office, business office, grant administration, or student services which are related to the grants providing the overhead receipts.
5. Travel of persons in the financial aid office, student services or others who are responsible for administration of grants providing overhead receipts.
6. Membership dues or fees paid to financial aid and student services associations.
7. Service fees paid to billing and collection services.
8. Contractual services which are related to supporting the grants providing the overhead receipts.
9. Costs associated with financial statement audits, OMB Uniform Guidance (2.CFR.200 subpart F) audits, or any other required audits by the state or federal government.
10. Required payback of funds as a result of audit findings.
11. Student financial aid (e.g., scholarships, grants, and loans).
12. Other purposes related to supporting the grants providing the indirect cost receipts, upon receipt of written approval from the North Carolina Community College System Chief Financial Officer.

*Special Provisions*
The fund balance that accumulates from year-to-year in overhead receipts is restricted, and is available for uses as described in the second part above. Funds should be transferred out of the overhead receipts fund to other appropriate funds to be expended.
SECTION SEVEN: INFORMATION TECHNOLOGY

7.1 Technology Services

I. OVERVIEW

The college’s technology systems include technology hardware, electronic mail and other forms of electronic communications, Internet access and use of computing devices. As the owner of property and services, the college has the right to monitor activities and to access information on the college’s technology systems stored, sent, created or received by faculty, staff, students or other users. Any individual using the college’s technology systems should not expect individual privacy in their use of the technology systems including, but not limited to, the use of the college’s electronic mail system.

When using the college’s technology systems, all users shall adhere to the college’s information technology policies and procedures.

II. PUBLIC AND CONFIDENTIAL RECORDS

Unless otherwise confidential by law, records generated using the college’s technology systems are considered public records and must be maintained as public records pursuant to the college’s policies and procedures. Student education records and certain personnel information are protected by law and are confidential. For more information concerning student records, see Policy 5.21 – Student Records and for information concerning personnel records, see the Personnel Files Policy.

III. EMPLOYEE USE OF TECHNOLOGY SERVICES

Employees using college technology, hardware, software, or systems should adhere to the following guidelines.

A. Employees shall adhere to Policy 7.2 – Internet and Network Acceptable Use Policy.

B. All computing devices, including portable computing devices such as laptops or tablets, shall

1. Use encryption or other measures to protect confidential information, including personal information, from unauthorized disclosure;

2. Be labeled with a college approved inventory ID tag identifying the device as the college’s property;

3. Be used in compliance with all applicable security requirements for the college’s computers; and
C. The college’s mobile technology equipment, such as laptops and tablets, may be used at home by college employees provided:

1. Use of the equipment at home will not interfere with the college’s operational needs;

2. Supervisor approval;

3. The employee returns items to campus upon request for system maintenance, upgrades, inventory, and verification;

4. Return of equipment upon separation of employment with the college.

D. The college’s Computer Information Services (“CIS”) department maintains all of the college’s technology equipment. CIS does not support the use and setup of the college’s technology equipment on Internet, network and computing resources that are not owned and maintained by the college.

E. Students (or other non-employees) are not allowed to check out or take college-owned equipment off campus for any reason. Any employee responsible for college-owned equipment should take the necessary precautions to ensure equipment is secured and not left unattended in unlocked areas.

F. The college recognizes that employees may occasionally receive personal email on college computers, use college equipment to complete an online course and for other personal reasons. Personal use of college computers and equipment is acceptable provided that employees adhere to the following:

1. Personal use may not interfere with the college’s operational needs;

2. Equipment may not be checked out solely for the purpose of personal use;

3. Users understand that data stored on college equipment or sent using college email or other communication methods is not private;

4. Users will adhere to all state and federal laws and the college’s policies and procedures;

5. Equipment or information resources are not used for illegal, malicious or obscene purposes;

6. Equipment or information resources are not used to seek or exchange electronic information or software unrelated to one's job duties and responsibilities;

7. The college's data and information are not shared with unauthorized individuals;
8. All software copyright and licensing laws are followed;
9. Not use college passwords for non-college sites (e.g., social networking sites);
10. Not share sensitive college information or student details on social networking sites.
11. Equipment is not used for any political purposes, including nonprofit activities of a political nature.
12. Equipment is not used for private or personal for-profit activities. This includes personal use for marketing or business transactions, advertising of products or services, or any other activity intended to foster personal gain. Employees may not use college equipment or information resources in pursuit of private businesses operated by the employee or in pursuit of work for other agencies, colleges or businesses.

7.1.1 NEW EMPLOYEE ACCESS

Before access to the administrative system is granted, a Colleague Access Authorization Form will be submitted by the user’s supervisor or vice president to the System Administrator. This form can be obtained from the MyCCCTI Portal.

The System Administrator will maintain a copy of all access forms both electronic and/or hard copies.

If a user is terminated for any reason, the system administrator should be notified immediately by the supervisor or human resources so that access to college system services can be removed.

7.1.2 PURCHASING AND INVENTORY OF TECHNOLOGY RESOURCES

I. Purchasing Technology Resources

Requests for purchase of technology software or equipment should be submitted to the vice president of technology and instructional support services. If funding is available and the request is approved through the planning process and/or executive council, the requisition will be generated in computer services and submitted to the Business Office for issuance of a purchase order.

The vice president of technology and instructional support services will compile a list of annual technology needs including new computing equipment and software for faculty and staff with the assistance of the computer services staff. Technology equipment, software, supplies and other resources will be ordered based on funds available and individual need. Once approved, a requisition will be generated in computer services and submitted to the Business Office for issuance of a purchase order.
II. Inventory of Technology Resources

When it is necessary to relocate computer equipment, phones, or peripherals, computer services staff should be notified by completing an online work order request located on MyCCCTI Portal. Computer services staff will complete the necessary transaction form and relocate items once the request is approved by the business office.

7.1.3 EMPLOYEE PERSONAL COMPUTER USE

Any college employee who wants to use personally owned laptops on campus can do so through wireless public access. Personally owned laptops and equipment will not be set up for access to the campus LAN and internal resources.
7.2 Internet and Network Acceptable Use

I. PURPOSE

The college strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the college’s research, educational and administrative purposes. College owned or operated computer resources are for the use of college employees, students and other authorized individuals. This policy's purpose is to protect the college’s technology users and computer resources and to ensure equitable access and proper management of these resources.

II. ACCEPTABLE USE

A. Acceptable Activity

The college's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations. Users are expected to exercise responsible, ethical behavior when using all college computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the college’s computer resources.

B. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the college’s network.

2. Destroying or modifying directory structures or registries or interfering or tampering with another individual’s data or files.

3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.

4. Attempting to obtain unauthorized computer access or privileges or attempting to trespass in another individual’s work.

5. Using hardware or software sniffers to examine network traffic, except by appropriate college personnel, to diagnose the network for bottlenecks or other problems.

6. Using another person’s username/password or sharing of one’s own username/password.
SECTION SEVEN: INFORMATION TECHNOLOGY

7. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.

8. Consuming food and/or beverages in computer labs, computer classrooms, or in any other areas restricted to protect systems.

9. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading music, television shows, software programs, and/or movies.

10. Connecting personal network devices on the college’s wired network. Connecting unsanctioned products (software or hardware) to the college network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the vice president of technology and instructional support services. Computer services support staff can offer assistance in gaining network access under these special circumstances, but the college cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment.

11. Using the college's computer resources and network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.

12. Disclosing confidential student or personnel information to unauthorized third parties;

13. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright;

14. Other activities that interfere with the effective and efficient operation of the college or its network or activities that violate the college's policies and procedures.

III. RESERVATIONS OF RIGHTS AND LIMITS OF LIABILITY

A. The college reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.

B. The college makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the college network or college-owned hardware.
C. The college is not responsible for the accuracy, content or quality of information obtained through or stored on the college network.

D. The college and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.

E. The college reserves the right to limit the allocation of computer resources.

F. The college makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.

G. College funds may not be used to purchase personal network access or products.

H. The college shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the college’s network or college’s computers.

IV. WIRELESS INTERNET ACCESS

The college provides free wireless Internet access. Connection to the wireless network at any given time is not guaranteed. The college does not accept liability for any personal equipment that is brought to the college and, therefore, may not assist with configuration, installation, trouble-shooting or support of any personal equipment.

V. ELECTRONIC MAIL

The college provides free electronic mail accounts to all college employees and students. The use of college provided electronic mail accounts must be related to college business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the college or otherwise violate the provisions within this policy.

The college will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the college cannot assure the privacy of an individual’s use of the college’s electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The college does not monitor electronic mail routinely but may do so as the college deems necessary. Students and employees should not have any expectation of privacy regarding their electronic mail addresses provided by the college. Any user of the college’s computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate college authority. The college reserves the right to access and disclose the contents of employees’, students’ and other users’ electronic mail without the consent of the user. The college will do so when it believes it has a legitimate business or need including, but not limited to, the following:
A. In the course of an investigation triggered by indications of misconduct or misuse;

B. As needed to protect health and safety of students, employees or the community at large;

C. As needed to prevent interference with the college’s academic mission;

D. As needed to locate substantive information required for college business that is not more readily available;

E. As needed to respond to legal actions; and

F. As needed to fulfill the college’s obligations to third parties.

Electronic mail, including that of students, may constitute “educational records” as defined in the Family Educational Rights and Privacy Act (“FERPA”). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The college may access, inspect and disclose such records under conditions set forth in FERPA.

North Carolina law provides that communications of college personnel that are sent by electronic mail may constitute “correspondence” and, therefore, may be considered public records subject to public inspection under the North Carolina Public Records Act.

Electronic files, including electronic mail, that are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by college policy 7.3.

VI. ELECTRONIC MAIL GUIDELINES

Employees should follow these guidelines when using email and configuring settings:

A. Profile Picture: Each employee has the opportunity to display a photograph of him/herself. The photograph must be a current, professional, head-and-shoulders shot, thereby, providing a uniform appearance for all email profile photographs. Personal photos with a professional appearance are acceptable. The email profile picture is optional and can be used at each employee’s discretion.

B. Email body and signatures: Email signatures will be uniform in appearance to ensure that college email meets professional standards. Employees will adhere to the following guidelines:
   1. Simple fonts such as Arial, Veranda, Times New Roman, and Calibri will be used. Script and cursive fonts should be avoided due to accessibility issues.
   2. Black is the recommended text color for signatures and email body. Other colors should not be used due to accessibility issues.
3. Images and stationary will not be used in the body of the email. This includes background images. Images can hinder email deliver and consume storage space.

4. The following signature template has been deemed appropriate for employee use:

Jane Doe (Employee First Name, Last Name, Academic Title)
Director, Student Services (Title, Department)
Caldwell Community College and Technical Institute (Institution Name)
2855 Hickory Blvd, Hudson, NC 28638 (Institution Address, Caldwell or Watauga) **optional
828-726-0000 (Phone Number)
jdoe@cccti.edu (Email Address)
http://www.cccti.edu (Web Address)

5. Quotations, sayings or any other information unrelated to the college are not permitted for use as an add-on to email signatures.

VII. PRIVATE EMPLOYEE WEBSITES AND OTHER INTERNET USE

When creating or posting material to a webpage or other Internet site apart from the college's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the college’s name in an official capacity or use the college’s marks, logos or other intellectual property, without prior approval of the vice president of technology and instructional support services.

Employees are to maintain an appropriate relationship with students at all times. Having a public, personal website, online networking profile, or allowing access to a private website or private online networking profile is considered a form of direct communication with students. Any employee found to have created and/or posted content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community or that otherwise disrupts the efficient and effective operation of the college may be subject to disciplinary action up to and including dismissal. These types of online communication include but are not limited to:

- Dissemination of confidential or inappropriate college information or data;
- Inaccurate, distasteful, or defamatory commentary about the college, its employees or its students;
- Material that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious, illegal or a violation of college policies and procedures;
- The college's intellectual property and confidential records for students and personnel;
- Any online communication regarding the college’s financial data;
• Any online communications regarding proprietary information such as strategic
decisions, or other college-sensitive announcements deemed inappropriate for
uncoordinated public exchange.

VIII. VIOLATIONS

Each individual is ultimately responsible for his/her own actions. For employees, failure
to exercise responsible, ethical behavior will result in disciplinary action up to and
including dismissal. Students may be sanctioned according to procedures described in the
Code of Student Conduct and other users may be barred permanently from using college
computers and network access and suspended or expelled.

Certain activities violate federal and/or state laws governing use of computer systems and
may be classified as misdemeanors or felonies. Those convicted could face fines and/or
imprisonment.
7.3 Electronic Record Retention

I. INTRODUCTION

This Policy governs the college’s retention of electronic records, including electronic mail (“email”) and instant messages. The Policy is intended to provide guidance on the need for retention of electronic records and messages sent and received by college employees. The college will retain and destroy electronic records, including email and instant messages, in accordance with this Policy and the approved Record Retention and Disposition Schedule (“the Schedule”) for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina Department of Community Colleges. For the purposes of this Policy, the term “electronic records” is defined to include electronic mail and instant messages.

II. NORTH CAROLINA PUBLIC RECORDS ACT

Electronic records made or received in connection with the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 et seq. Examples of electronic records that are public records include, but are not limited to: messages that include information about policies or directives, official business correspondence, official reports, or material that has historic or legal value.

Public records, including electronic records, may not be deleted or otherwise disposed of except in accordance with the Schedule. The content of the electronic record determines its retention requirement.

The content of the email, not the method or device in which it was sent, dictates whether the email is a public record. For example, if an employee has work email on his private, personal email account, that email remains a public record. For this purpose, employees are strongly encouraged to use only their work email address for work emails. In the event that an employee, however, does have work emails on their personal email accounts, they are responsible to properly maintain the email and, if necessary for retention purposes, transfer the email to another medium for proper retention.

III. ELECTRONIC RECORDS CUSTODIAN

Because electronic messages can be sent and forwarded to multiple people, copies of the messages may exist in the accounts of multiple users. In most cases, the author, or originator, of the electronic message is the legal custodian and is responsible for maintaining the “record” copy. However, cases in which the recipient has altered the message (made changes, added attachments, etc.), or when the message is coming from outside the college; the recipient is the one responsible for retaining the message.

When the custodian of an electronic message leaves the employment of the college, it is the responsibility of computer services to ensure all public records remaining on the computer and in the messaging account are retained or disposed of appropriately.
The college additionally stores all email and instant messages as a fail-safe archive in the event of system failure or unlawful tampering. All messages which are sent or received using the college’s email and instant messaging system are copied and retained by this system for (5) five years. This storage mechanism is intended as a safety measure and does not replace the individual employee’s legal responsibility for retaining and archiving electronic messages in accordance with the state of North Carolina’s record retention laws.

IV. TYPES OF ELECTRONIC MESSAGES

For retention purposes, email messages generally fall into the following two categories:

A. Email of limited or transitory value. For example, a message seeking dates for a meeting has little or no value after the meeting. Retaining such messages serves no purpose and takes up space. Messages of limited or transitory value may be deleted when they no longer serve an administrative purpose.

B. Email containing information having lasting value. Email is sometimes used to transmit records having lasting value. For example, email about interpretations of an agency's policies or regulations may be the only record of that subject matter. Such records should be transferred to another medium and appropriately filed, thus permitting email records to be purged.

V. PROCEDURES FOR COMPLIANCE

While the methods for reviewing, storing or deleting electronic records may vary, compliance with the retention requirements may be accomplished by one of the following:

A. Retention of Hard Copy. Print the record and store the hard copy in the relevant subject matter file as would be done with any other hard-copy communication.

B. Electronic Storage of records and email. Electronically store the record or email in a file, on a disk or a server so that it may be maintained and stored according to its content definition under this Policy.

VI. LITIGATION HOLD

A litigation hold is a directive not to destroy electronic records, including email, which might be relevant to a pending or imminent legal proceeding. The president may establish a committee to oversee and monitor litigation holds; such committee may contain a member of the Technology Department, the college’s legal counsel and a member of the Administrative Team. In the case of a litigation hold, the committee shall direct employees and the Technology Department, as necessary, to suspend the normal retention procedure for all related records.

Legal Reference:
N.C.G.S. §§ 121-5; 132-1 et seq; Records Retention & Disposition Schedule (July 1, 2016)
7.4 Electronic Signatures

It is the college’s intent to provide efficient services for its employees, students and also for the public. The Board of Trustees encourages college officials and students to use electronic means, especially electronic mail, when conducting college business when those means result in efficient and improved service.

The Board encourages the acceptance of electronic signatures in emails from college campus accounts. An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc. Employees may use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the college, etc.

College user accounts are to be used solely by the student or employee assigned to the account. Users may not allow access to their accounts by other persons, including relatives or friends. All users are responsible for protecting the confidentiality of their account and for adhering to Policy 7.2 – Internet and Network Acceptable Use.
7.5 Website and Social Media

A. COLLEGE WEBSITE

The primary function of the college website is to conduct the college’s business on the Internet as provided in the mission of the college. The Marketing and Communications department of college will maintain the college’s website. It will be the only official website representing the college and the Webmaster and the Public Information Officer have final responsibility for all content relating to the college’s web presence.

All requests for content to be added to the college website will be reviewed and evaluated by the Marketing and Communications department. All content must be accurate, current, and appropriate for online use. The Marketing and Communications Department may develop procedures in-line with this policy. Please direct any requests, questions or suggestions concerning the website to webdev@cccti.edu.

It is unlawful to download, upload, or distribute in any fashion, a copyrighted work without permission or a license to do so from the owner. The college does not endorse or encourage the unauthorized use of copyrighted works. Anyone submitting material to be published on the college website for which the copyright is held by another person or entity, must secure written permission in advance and keep it on file for the duration of the usage. Permission may be required for the following: text, images, graphic designs, audio files, video files, tables, charts, and graphs. The copyrighted work may be used only for the purpose and duration authorized by the owner.

B. OFFICIAL COLLEGE SOCIAL MEDIA

The college recognizes that social media sites are useful technologies in communicating with college constituencies and in enabling transparent communication. All of the college’s social media shall follow established procedures and shall be registered with the Marketing and Communications Department. Individuals or groups are not permitted to freely create campus representative accounts on social networking, blog, wiki, or other social media sites. College employees shall exercise good, professional judgment when using official college social media sites to ensure that communications are appropriate, professional, maintain the security of the college’s network and comply with local, state and federal laws and with the college’s technology security procedures. All content generated on a college-operated social media site should support the mission of the college.

College employees whose responsibility it is to operate a social media account on behalf of the college shall be responsible for monitoring discussions and content added by third-parties, including comments. The Marketing and Communications Department may remove any post or comment on any social media account operated by the college.

Social media accounts controlled by the college are subject to records retention regulations.
7.6 Peer to Peer File Sharing

I. PURPOSE

The Digital Millennium Copyright Act of 1998 (“DMCA”) legally protects a copyright holder from the unauthorized use of his or her digital content. Unauthorized use means violating the user agreement or terms of use for the digital content. Illegally sharing and/or reproducing copyrighted materials such as music, videos, documents, software and photos is considered copyright infringement. The Higher Education Opportunity Act (“HEOA”) includes a provision directly related to DMCA.

HEOA holds higher education institutions accountable for student illegal peer-to-peer (“P2P”) file sharing occurring on college networks. Illegal P2P file sharing is downloading, also known as copying and/or saving, copyrighted material to a hard drive or any other storage device and/or sharing or making it available to other people without the consent of the copyright holder.

P2P applications are used to legitimately share digital content. However, P2P applications can expose the college to legal liabilities when illegal file sharing occurs. P2P applications can also present a security risk because a downloaded file may actually contain a virus or a malicious program that could target and infect other machines on the network, impact the performance of the network and compromise sensitive/confidential information.

The purpose of this Policy is to inform the college community on preventive measures that will help avoid legal liability and security risks resulting from illegal file sharing. This Policy applies to any individual using the college’s computer network.

II. POLICY

Individuals using the college’s computer network will be held accountable for adhering to the following terms and conditions:

A. Read the user agreement or terms of use for the following digital content in order to make sure you do not use nor share digital material illegally: documents, videos, and games located on the Internet; social networking sites (i.e., YouTube); purchased digital content (i.e., music, software); and peer-to-peer file sharing applications;

B. Delete unauthorized copyrighted material from electronic devices or equipment.

C. Use a legal alternative to unauthorized downloading. The college does not endorse a particular product or service nor is it responsible for any cost or any technology related issues resulting from the use of the legitimate sources;

D. Disable the file sharing feature for P2P software if you do not have permission to share the digital material (i.e., documents, movies, games, etc.) legally; contact the software vendor for technical support;
E. Follow the P2P vendor’s best practices for securing the computer used for P2P activity (i.e., anti-virus software, a vendor supported operating system, personal firewall, current version of P2P application, etc.); the Federal Trade Commission has P2P best practices at http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt128.shtm;

F. For college-owned assets, P2P software can only be used to promote the college’s mission, academic and business needs. P2P software is not allowed on machines that process and/or store confidential/sensitive data. The personal use of P2P applications on college-owned assets for recreational and leisure purposes is prohibited.

III. ENFORCEMENT

Enforcement of Information Technology Policies shall include:

A. Publication of policies both online and hard copy;

B. Monitoring network traffic and limiting network bandwidth; and

C. Implementing other technology-based deterrents as needed.

In addition to employment and student discipline issued by the college in accordance with applicable policies and procedures (up to and including dismissal/suspension), individuals cited for unauthorized use may be subjected to civil and/or criminal damages such as monetary damages and potential prison time. According to the US Copyright Office, monetary damages can range from $200 to $150,000 for each act (https://www.copyright.gov/title17/92chap5.html#504). Criminal prosecutions may result in a fine of up to $250,000 and a prison term of up to 5 years (http://www.fbi.gov/ipl/) for each act.
SECTION EIGHT: FACILITIES OPERATIONS

This section is under revision.
Please follow this link to the current version of the Facilities Operations Section of the Policy and Procedure manual.
SECTION NINE: INSTITUTIONAL EFFECTIVENESS, RESEARCH, AND GRANTS

9.1 Office of Institutional Effectiveness, Research, and Grants (OIERG)

The mission of the Office of Institutional Effectiveness, Research, and Grants (OIERG) is to support and fulfill the mission of Caldwell Community College and Technical Institute (CCC&TI) by directing and coordinating institutional planning, evaluation, policy and procedures analysis, institutional research, and grants.

The OIERG, reporting directly to the president, serves as the administrative support unit responsible for carrying out the functions of institutional effectiveness, assessment, compliance, research, and grants at the institution.

Resources related to institutional effectiveness, research, and grants are located on the OIERG site on MyCCCTI Portal under Teams. There are also resources and published documents available to the public on the college’s website.

9.1.1 CYCLE OF INSTITUTIONAL EFFECTIVENESS

CCC&TI’s institutional effectiveness (IE) process is a continuous quality improvement process guided by the institution’s mission, vision, and values and the most current strategic plan. The strategic plan is reviewed and updated every five years and is based on the goals and objectives identified by the college, including input from the surrounding community, resulting in a framework for CCC&TI's ongoing planning and assessment efforts that demonstrate how well CCC&TI is accomplishing its mission.

The entire IE cycle at CCC&TI, as illustrated in Figure 1 below, demonstrates a logical progression of planning and assessment for continuous quality improvement that supports the mission of the college. Faculty and staff are involved in all stages of the IE process, which is designed to build institutional planning and assessment up from the program, department, and divisional levels. CCC&TI's IE process ensures that the college is engaged in ongoing and integrated planning and evaluation for continuous improvement as depicted in the Figure 1: Cycle of Institutional Effectiveness.
Figure 1: Cycle of Institutional Effectiveness
9.2 Institutional and Program Planning

The CCC&TI planning process is a ground-up approach to planning that focuses on the needs of individual programs while still supporting the institutional mission and the five-year strategic plan. The goals of CCC&TI's planning process include:

Goals of Planning
1. Utilizing assessment results and other supporting data to
   a. Identify needs for program, departmental, divisional, and institutional improvement; and
   b. Support funding requests at the program, departmental, divisional, and institutional level.
2. Fostering a culture of data-informed decision making.
3. Maintaining an ongoing system to that demonstrates institutional effectiveness.

9.2.1 ANNUAL PLANNING PROCESS

Program Level Planning

The annual planning process at CCC&TI begins in the spring semester when individual faculty and staff identify program-specific needs for improvement and meet with the program coordinator and/or director to discuss program strategies for improvement. After meeting with the faculty/staff and conducting a review of the institutional strategic plan, the current program plan of action, advisory committee recommendations, and applicable assessment results, the program director collects and prioritizes these strategies for improvement to develop a new program plan of action for implementation in the upcoming planning year. Directors are encouraged to submit all strategies for improvement, including those that do not require funding, in their program plan of action for consideration.

Department Level Planning

Program plans of action are then reviewed and prioritized at the departmental level in a meeting with program directors and deans, resulting in departmental strategies for improvement. These prioritized strategies for improvement are called departmental priorities and are included in the departmental plan of action. To complete the planning cycle, directors/deans “close the loop” by reviewing planning strategies, entering or updating results, and revising any upcoming strategies to keep program priorities in line with program needs.

Divisional Level Planning

Departmental plans of action are then reviewed by deans and the divisional vice president to develop a final divisional plan of action which is presented at the annual CCC&TI planning retreat held each May and documented in the Institutional Effectiveness Plan.

Institutional Level Planning and the Annual CCC&TI Planning/Budget Retreat

The results of the program, departmental and divisional level planning are presented at the annual planning retreat. The retreat is a full day meeting, facilitated by the OIERG, and held each May during which executive council (EC) members determine by vote the institution's priorities for the next planning year. The meeting begins with a review of the current planning
cycle, institutional accomplishments, budget expectations, and any aspirations or concerns for the upcoming year. Following a review of the current year, divisional vice presidents present their new plans of action that are a collection of strategies for improvement to be implemented in the upcoming year. The executive council members vote on these strategies for improvement to prioritize them, which results in the basis for the institutional plan of action for the upcoming year.

After the annual planning retreat concludes, the president and vice president of finance and administration produce a summary of the retreat and a list of institutional priorities, including budget priorities, for the next planning cycle. The OIERG compiles the institutional plan of action, a comprehensive and detailed list of the prioritized divisional strategies for improvement. This information is then disseminated electronically to all faculty and staff from the office of the president, is used to update the IE Plan in June, and is posted on the CCC&TI website and the OIERG team site on MyCCCTI Portal to begin the new planning year.

Institutional Effectiveness Plan

The institutional effectiveness plan (IEP) describes and documents the planning, assessment, and program review processes through which CCC&TI fulfills its mission and vision. The IEP is reviewed and updated annually and serves as a resource for the institution and its commitment to continuous improvement.

While the institutional effectiveness process at CCC&TI encompasses all divisions and services and encourages participation across the college, the IEP focuses on planning and assessment at the institutional level. All information and documentation is managed through the Office of Institutional Effectiveness, Research, and Grants.

North Carolina Community College System (NCCCS) Guidelines

According to the North Carolina General Assembly, and the State Board Code (1B SBCCC 400.2), each member college of the North Carolina Community College System shall maintain an ongoing planning process which provides for development of a college plan. As a minimum, college plans shall address program and facility needs; shall include the college's mission, goals and objectives, consistent with the mission of the System and with the State Board's priorities; and shall provide for evaluation of results.
9.3 Strategic Planning

Strategic planning at CCC&TI is an in-depth, all-encompassing process culminating in a five-year long-range plan and strategic plan. The goals, initiatives, and objectives outlined by the plan guide annual planning through five years in an effort to meet the institutional mission and respond to the needs of the community.

The strategic planning process is completed over two years and is directed by the OIERG and supported by the College Planning Council. Beginning with a review of the current institutional mission, vision, core values and strategic plan, an initial environmental scan and data collection is conducted and faculty, staff, and students are surveyed to determine future critical issues in education and the community. Analysis of this data provides the base for CCC&TI Future Search, which invites board of trustee members, faculty, staff, students and community partners to contribute to the building of a new strategic plan.

Institutional Achievement Plan

Each year, CCC&TI assesses the extent to which it is achieving the goals of its strategic plan during the annual planning retreat through the institutional achievement plan status report and is updated to document how CCC&TI is achieving its strategic goals and institutional mission. (More details are provided in the Institutional Achievement Plan Status Report section.) Using the completed strategic plan, faculty and staff from across the institution determine improvement objectives relating to appropriate strategic initiatives and specific to their division. These objectives are refined by the OIERG and approved by College Planning Council to create the institutional achievement plan. These objectives will be the main focus of institutional planning and ensure that all plans of action are guided by the current strategic plan.

The institutional achievement plan is reviewed annually in conjunction with divisional plan of action reports and updated to document how CCC&TI is achieving its strategic goals.
9.4 Institutional and Program/Support Services Assessment

Assessment at CCC&TI is a natural extension of the institution’s commitment to excellence in teaching and learning. It is a process of critical self-examination with the aim of continuous improvement.

All assessment efforts begin at the program level with the outcomes, measures, and criteria identified by faculty and staff. Assessment, above all things, should be useful in facilitating improvement. Therefore, faculty and staff in programs and support services need to claim ownership of assessment and use the process to match their needs.

Goals of Assessment

- Gain insight into student learning so that we can speak with authority about the value of a CCC&TI education
- Support the efforts of faculty and staff to identify those activities that have the greatest potential for success in fostering student learning
- Develop a process for encouraging and maintaining a culture of data-based decision making
- Establish an ongoing system to demonstrate institutional effectiveness of the type required by programmatic and regional accrediting bodies

College Planning Council and Executive Council review assessment data continuously throughout the year to ensure institutional priorities align with the current needs of the college. Assessment data are collected by the OIERG throughout the year from all areas of the institution.

Accountability

CCC&TI’s sound assessment practices provide the college with the information needed to speak authoritatively to its stakeholders about the impact of continuous improvement efforts at the program, department, and institution that demonstrate an ongoing process of planning and assessment for improvement.

Program Improvement

CCC&TI's academic and support programs are charged with developing and assessing outcomes each year. The academic programs address that which is most important to student learning and programming in their respective disciplines, while the support programs are charged with addressing the impact of their respective core services. Also, it is expected during this process that faculty and staff will identify areas that need improvement, address them by taking the appropriate actions, and continue to reassess them until the program is functioning in alignment with expectations and best practices. This gives faculty and staff documented evidence of where improvement is needed and allows them to track their efforts and the impact of improvements over a period of time.

This process of program improvement is best depicted in Figure 2: The Assessment Process.
General Education Assessment

As an open door community college, general education (GenEd) is an important part of the curriculum. In addition to being crucial for ongoing improvement of core learning requirements for all graduates, a mature GenEd assessment program is necessary for a reaffirmation of our accreditation by SACSCOC. CCC&TI has identified the core GenEd competencies and related student learning outcomes and assesses these outcomes in core courses annually.
9.5 Program Review

The North Carolina State Board of Community Colleges Code (1B SBCCC 400.3) requires the 58 member colleges to complete a comprehensive program review of every program every five years.

(a) Each college shall monitor the quality and viability of all its programs and services. Each curriculum program, each program area within continuing education, including transitional studies, occupational extension, and community service, and each service area shall be reviewed at least every five years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.

Purpose of the program review:

The purpose of the CCC&TI program review process is to provide a systematic process for studying the vitality of programs and support services. The program review will provide information on program relevance, currency, effectiveness, and efficiency through a collection of measurements that indicate the health of programs and support services. The review will also serve as a vehicle for proaction, which will allow faculty and staff to identify trends, recognize strengths and weaknesses within programs and support services, compare stated goals with real outcomes as reported by employers and graduates, and take timely, planned corrective action as appropriate.

The comprehensive program review is a measurement of program effectiveness, which is an institutional commitment to students and community. This review will allow administration, program coordinators, faculty and staff to continually move programs forward by recognizing areas of improvement and celebrating areas of strength.

Goals of the program review

1. Provide a thorough review of the program, program data, and program documents to speak with authority about the college’s program and services.

2. Identify program areas for improvement and program needs to include in program planning and assessment.

3. Support the efforts of faculty and staff to identify those activities that have the greatest potential for success in fostering student learning.

4. Develop a process for encouraging and maintaining a culture of data-based decision making.

5. Demonstrate ongoing institutional effectiveness of the type required by programmatic and regional accrediting bodies, as well as other CCC&TI stakeholders.

9.5.1 PROGRAM REVIEW AND ADMINISTRATIVE COMMITTEE
The program review document is a vehicle for expressing not only what challenges the program faces, but also for informing the institution of program success.

Instructional and support service programs will conduct program reviews to address student learning, academic success, program growth, and projections. Support programs will address the impact of their core services in the past, present, and going forward. It is also expected that during the program review process, programs will find areas that need improvement, address them, and report the status of programmatic efforts to the administrative committee and college planning council.

OIERG will serve as a resource for program and support services directors and provide support to those participating in the review process. The Director of IERG will review the final comprehensive program review report and supporting documentation to identify areas that need further attention or more information. Then, directors will be able to work one-on-one with the Director of IERG to discuss findings and improve the program review report before meeting with the administrative committee.

The administrative committee will review the finalized program review. Each director will meet with the administrative committee to discuss program areas of improvement and identify program needs to include in the planning process. The administrative committee will make final recommendations to improve the program going forward. These recommendations will be presented to College Planning Council in a memorandum outlining each finding and recommendation. College Planning Council will review recommendations and directors will update the status of each recommendation in their program review by May 15th of the following year.

Use of Results

The final program review report, once approved by College Planning Council, will be used as part of the college’s planning processes. The recommendations that require institutional commitment (budget, facilities, faculty development, personnel and student support services) will become part of the annual planning cycle. The recommendations that affect curriculum or faculty development become a priority for implementation. Finally, the program director will incorporate the final report into departmental and individual plans of action. Changes to curriculum and/or courses will go through Academic Affairs for inclusion in the next fall catalog.

The program review process includes intensive study of the entire curriculum over several years and is intended to advance the program based on the on-going study and research. This review allows administration, program directors, faculty, and staff to continually move program and support services forward by recognizing areas of improvement and celebrating areas of strength. OIERG will produce a Did You Know Highlight at the end of each cycle, once approved by the administrative committee, and publicize the Highlight via email.

The Administrative Committee includes those with supervisory responsibility over the program: coordinator or director’s supervisor, dean, and vice president. College Planning Council will evaluate the effectiveness of institutional program review on an annual basis.
9.6 SACSCOC Institutional Accreditation

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional accrediting agency for CCC&TI. SACSCOC uses the accreditation process to introduce and foster a culture of learning outcomes assessment and institutional effectiveness within its member institutions. Regardless of the requirement, standard, policy, or guideline, SACSCOC expects assertions to be backed up with supporting evidence. Much of this evidence is provided through effective planning and assessment processes.

9.6.1 PROCEDURE FOR IDENTIFICATION AND NOTIFICATION OF SUBSTANTIVE CHANGE

Definition

Substantive change, according to SACSCOC, is a “significant modification or expansion of the nature and scope of an accredited institution.”

Purpose

In accordance with North Carolina General Statutes and State Board of Community College (SBCC Code) mandates, CCC&TI seeks to maintain institutional accreditation and membership in the Southern Association of Colleges and Schools Commission on Colleges.

In keeping with the college’s mission to “provide accessible, quality instruction to enhance student learning,” CCC&TI is committed to the continuous improvement of its academic programs. With the development of new programs and the expansion of course delivery options, CCC&TI is committed to full compliance with all policies and procedures mandated by the Southern Association of Colleges and Schools Commission on Colleges.

As a SACSCOC member institution, CCC&TI is eligible to provide federal funding for qualifying students and facilitate the transferability of CCC&TI courses to other regionally accredited institutions. As a SACSCOC requirement for membership and accreditation, CCC&TI must comply with the SACSCOC’s policy statement Substantive Change for Accredited Institutions of the Commission on Colleges by taking the appropriate measures to ensure timely, accurate, and complete notification to the SACSCOC of any significant modification or expansion in its nature and scope and, when required, seek approval prior to the initiation of changes. The SACSCOC’s policy statements may be reviewed on their website at www.sacscoc.org.

Procedure for Identification and Notification of Substantive Change Academic program administrators, the SACSCOC liaison, and other administrators within the college community whose duties involve them with substantive changes will work cooperatively to

• share knowledge and information regarding actions and proposed actions that may constitute substantive changes
• prepare and submit to SACSCOC all materials required for compliance with the SACSCOC substantive change policy
follow up on any recommendations or requirements from SACSCOC that are required for compliance.

As part of the ongoing planning process, College Planning Council will review all potential issues involving substantive change and make recommendations to Executive Council regarding the substantive nature of these changes. Recommendations regarding substantive change will be approved by Executive Council as needed and notification will be sent to the Commission on Colleges after this approval has been granted.

Documentation of Compliance

College Planning Council and the SACSCOC liaison will monitor and document any substantive change activity for the prior fiscal year.

Revision

Executive Council will review this procedure annually on or before August 1.
9.7 Federal and State Regulations and Reporting

The OIERG monitors federal and state regulations related to reporting and disclosure, including consumer information, gainful employment, etc. While the office is not directly responsible for completing most reports or disclosing consumer information or college data, it acts as a centralized location for support and assistance. The director of institutional effectiveness, research, and grants is responsible for staying up to date with changes in regulations to ensure institutional compliance.
9.8 NCCCS Performance Measures and Standards

The North Carolina Performance Measures Report is the major accountability document to inform colleges and the public of the performance of students in each of the 58 colleges in the system. Additionally, colleges receive performance funding based on institutional success rates and is a set component of the overall state budget. All community colleges are required to publish performance on the identified measures annually in their electronic catalog or on the Internet, and in its printed catalog each time the catalog is reprinted. The Performance Measures for Student Success Report is published by the NCCC System Office in late-spring or early-summer.

The most current Performance Measures and results can be found at: www.nccommunitycolleges.edu/performance-measures

The OIERG is responsible for reviewing and distributing the Performance Measures for Student Success Report draft, sent out in late spring. Once approved, the OIERG analyzes the results and presents to College Planning Council and other interested areas of the institution.
9.9 Surveys

9.9.1 SURVEYS AND DATA REPORTS

The OIERG is responsible for managing survey instruments, processes, and data for the institution. Individual departments and programs can and do handle their own internal surveys, however, to ensure consistency in representation of the institution and access to data for accreditation and state reporting, OIERG encourages survey instruments and data be sent for reference.

9.9.2 REQUESTING A SURVEY

New survey requests are initiated by the completion of the survey request form. These forms, located in Portal or upon request, are then submitted to OIERG for processing. Revisions to existing surveys can be made by contacting the Director of IERG.

9.9.3 NATIONAL AND INSTITUTIONAL SURVEYS

The OIERG handles national and institutional surveys required for accreditation or reporting or requested and used by administration. OIERG administers institutional surveys such as

- Community College Survey of Student Engagement (CCSSE)
- Community College Faculty Survey of Student Engagement (CCFSSE)
- Survey of Entering Student Engagement (SENSE)
- Course Evaluations
- Graduate Survey
- Climate Surveys (Support Services and Student Satisfaction Surveys)

9.9.4 DEPARTMENTAL AND SPECIAL REQUEST SURVEYS

The OIERG also handles departmental surveys (upon request) and any special surveys requested by internal or external clients. OIERG administers departmental surveys such as

- Advising and Registration Surveys (annual continuous)
- New Student Orientation Survey
- Capstone and Follow-up Graduate Surveys
- North Carolina Information Highway (NCIH) Survey

All departmental surveys follow the same request process, requiring completion or updating of the survey request form. Clients for recurring semester or annual surveys will be sent the past request form and survey prior to the beginning of the survey process for review and revision.
9.10 Data Requests and Reporting

The OIERG is responsible for institutional data coordination and reporting, query writing, and data quality. Requests for data are made by completing and submitting the Request for Data form. These forms are managed and prioritized by IERG. Some data requests may require approval from Executive Council based on the nature and scope of the request.
APPENDIX A

- Full-Time Instructor Evaluation Form (5 pages)
- Part-Time Instructor Evaluation Form (1 page)
Caldwell Community College and Technical Institute
Job Description and Performance Evaluation

<table>
<thead>
<tr>
<th>Employee Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Instructor</td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract period</th>
<th>Hepatitis Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014: 9 months</td>
<td>_____</td>
</tr>
</tbody>
</table>

**Position Requirements**

Knowledge of:
- Principles and techniques of classroom instruction.
- The mission, goals and objectives of CCC&TI.
- Principles and procedures of record keeping.
- Principles and techniques involved in test development and administration.
- Safe work practices and procedures.
- Operational characteristics of equipment and tools used in the area of work assigned.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment.
- Current trends, research and development in the area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

**Education**

- In the case of faculty teaching courses designed for transfer, a masters degrees from an accredited college or university with major coursework (18 gsh) in a discipline within the area of instructional assignment.
- Among faculty teaching in AAS/certificate/diploma programs, a bachelor’s degree, or an associate’s degree with demonstrated competencies, or other exceptional qualifications

**Experience**

- Experience teaching at the college level.
- Experience teaching in the area of (or in an area related to) the teaching assignment.
### Performance Expectations

<table>
<thead>
<tr>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>S, N or NA</td>
<td>Emp Coor/Dir Chair</td>
</tr>
</tbody>
</table>

#### Work Experience/Specia Skills

<table>
<thead>
<tr>
<th>Quality, quantity, timeliness, manner of performance, and adherence to procedures:</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>S, N or NA</td>
<td>Emp Coor/Dir Chair</td>
<td></td>
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</tbody>
</table>

#### Primary responsibilities and tasks (Teach 15-22 hours per week):

- Provide supervisor with objectives and course outlines for each class the first week of class.
- Be well prepared before each class.
- Make recommendations to supervisor regarding supply and/or equipment needs.
- Assist in curriculum development and revision, revising course content and objectives as necessary.
- Prepare objectives, assignments, grading standards, attendance policies and course syllabus to be distributed at first class meeting.
- Begin and end each class on time.
- Keep accurate attendance and grade records.
- Enters final grades electronically and turns in attendance reports to faculty administrative assistants.
- Return homework assignments and exams on a timely basis.
- Retain major exams for one year.
- Use various and innovative teaching techniques where applicable.
- Revise course content and objectives as required.
- Evaluate and recommend textbooks and materials.
- Develop new courses in field as required.

#### Advise assigned students and others when called upon

- Maintain scheduled office and conference hours.
- Be available during non-scheduled hours by appointment.
- Assist with day and evening registration sessions.
- Work closely with probationary advisees.
- Advise students in academic and employment planning (goals).
- Attend advisement workshop.
- Keep up-to-date records for each advisee and have knowledge to find student information in Datatel.
- Keep current on graduation and transfer requirements, as relevant.
- Participate in orientation sessions for students.

#### Participate in professional development activities:

---

**Ratings:**

- **S** - Satisfactory
- **N** - Needs Improvement
- **NA** - Not Applicable
## Performance Expectations

<table>
<thead>
<tr>
<th>Quality, quantity, timeliness, manner of performance, and adherence to procedures:</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain contacts with business, industry, and professional organizations for the purpose of keeping instructional programs current with occupational or academic field.</td>
<td>S, N or NA</td>
<td></td>
</tr>
<tr>
<td>Maintain liaisons with relevant community agencies, the public schools, senior institutions, businesses and industries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend at least one workshop/conference/seminar each year as funding is available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep abreast of new developments in field, professional literature, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Fulfill general college responsibilities:

- Provide leadership in the orientation for new full and part-time faculty members.
- Participate in the development and delivery of public information efforts (i.e., news articles, brochures, speeches, etc.) as needed.
- Support college functions/cultural activities.
- Participate in Faculty Senate
- Attend graduation ceremonies.
- Attend departmental meetings.
- Meet workload policy.
- Assist in the placement of students (i.e., senior institutions and employment).
- Attend program advisory committee meetings.
- Assist in recruiting for programs in discipline.
- Conduct inventory of program equipment, as relevant.
- Assume responsibility for labs, shops and other facilities designed primarily for division programs, as relevant.
- Participates in assessment process.
- Adhere to college policies and procedures.
- Perform other reasonable job-related tasks as assigned.

### Secondary Job Description (Special assignments, activities, and tasks)
# Performance Evaluation Summary

<table>
<thead>
<tr>
<th>Employee Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>Instructor</td>
</tr>
<tr>
<td>Supervisors/Titles</td>
<td></td>
</tr>
<tr>
<td>Evaluation period</td>
<td>2013-2014</td>
</tr>
</tbody>
</table>

## Coordinator Comments:

## Department Chair Comments

## Employee Comments

Employee has the right to request a review of this evaluation with the evaluator’s supervisor.

## Employee Development Plan

List task/assignment goals (primary or special) for the coming year that will require additional attention and/or time. These items may include areas of new knowledge, skills for improvement, or other pursuits related to job performance, outcomes, and satisfaction. These activities should be monitored at a mid-year evaluation session.

## Recommendation for Re-employment:

- □ yes, with no conditions
- □ yes, with conditions, stipulated in Supervisor’s Comments on Summary Sheet
- □ no

---

Employee Signature/Date

Director Signature/Date

Employee signature indicates only that the employee is aware of the contents of this appraisal summary.

Dean Signature/Date

Vice President Signature/Date
Performance Evaluation Addendum for

In order to provide a more complete picture of your professional involvement at CCC&TI, please provide the following information for the current year. Feel free to attach additional pages.

A. **Professional Development Activities** (Please include any presentations, workshops, conferences attended, additional coursework, professional responsibilities outside CCC&TI, etc.)

<table>
<thead>
<tr>
<th>A. Professional Development Activities</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

B. **Teaching and Learning Innovations** (Please list or describe the development and/or implementation of successful teaching and learning strategies.)

<table>
<thead>
<tr>
<th>B. Teaching and Learning Innovations</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

C. **Service to the College Community** (Please list college activities, committee assignments, special projects or initiatives you have been involved with in the past year.)

<table>
<thead>
<tr>
<th>C. Service to the College Community</th>
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</thead>
<tbody>
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<td></td>
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</table>

D. **Professional Goals and Objectives**

<table>
<thead>
<tr>
<th>D. Professional Goals and Objectives</th>
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<td></td>
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</table>

Initials
Instructor _______________________
Supervisor _______________________
<table>
<thead>
<tr>
<th>Areas to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Demonstrates professionalism</td>
</tr>
<tr>
<td>● Uses good voice quality and verbal skill</td>
</tr>
<tr>
<td>● Well-prepared for class</td>
</tr>
<tr>
<td>● Well-organized coverage of course material</td>
</tr>
<tr>
<td>● Stimulates and encourages discussion through varied techniques</td>
</tr>
<tr>
<td>● Responds appropriately to student questions</td>
</tr>
<tr>
<td>● Effectively uses technology or other instructional aids</td>
</tr>
<tr>
<td>● Maintains proper behavior and orderliness</td>
</tr>
</tbody>
</table>

**Clinical/Lab/Shop Instructors only:**

- Demonstrates safe environment
- Demonstrates responsibility for physical setting (cleanliness, security)
- Effective and efficient student interaction
- Demonstrates skills and techniques appropriate to subject matter

**Coach Comments:**

**Part-Time Instructor Comments:** (Please also suggest ways that a department representative might provide assistance to you in your teaching):

**Signature:**

**Date:** / / 

**Supervisor:** Assign a rating for each item listed below in accordance with the following scale:

<table>
<thead>
<tr>
<th></th>
<th>S - Satisfactory</th>
<th>N - Needs Improvement</th>
<th>NA - Not Applicable</th>
</tr>
</thead>
</table>

- Provides supervisor with objectives and course outlines
- Prepares objectives, assignments, grading standards, attendance policies and course syllabus to be distributed at first class meeting.
- Covers course material as described in the course description and syllabus
- Meets class as scheduled.
- Makes recommendations to supervisor regarding supply and/or equipment needs.
- Enters final grades electronically, turns in attendance reports to faculty administrative assistants, returns textbooks and other materials to dept. chair/program director when applicable.
- Participates in the assessment process.
- Returns homework assignments and exams on a timely basis.
- Keeps accurate attendance and grade records.
- Maintains office hours.
- Student evaluations of instruction reviewed.
<table>
<thead>
<tr>
<th>Employee Signature/Date</th>
<th>Director/Coordinator Signature/Date</th>
<th>Dean Signature/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>White: Curriculum Vice President</td>
<td>Yellow: Department Chair</td>
<td>Pink: Coordinator/Director</td>
</tr>
</tbody>
</table>
APPENDIX B

CALDWELL COMMUNITY COLLEGE AND TECHNICAL INSTITUTE

COLLEGE PLAN

TO INCREASE PARTICIPATION BY HISTORICALLY UNDERUTILIZED BUSINESSES IN THE PROCUREMENT OF GOODS AND SERVICES

September 25, 2001
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<td>2</td>
</tr>
<tr>
<td>Women Business Enterprise (WBE)</td>
<td>2</td>
</tr>
<tr>
<td>Disabled Owned Business Enterprises (DBE-O)</td>
<td>2</td>
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MISSION STATEMENT

It is the intent of the Board of Trustees of Caldwell Community College and Technical Institute to encourage and promote equal opportunities for Historically Underutilized Businesses (HUBs) in order to foster more diverse participation in all aspects of procurement and contracting opportunities at Caldwell Community College and Technical Institute (hereinafter “CCC&TI”).

Further, it is the policy of Board of Trustees of CCC&TI (hereinafter Board) to prohibit discrimination against any person or business on the basis of race, color, sex, religion, or national origin.
DEFINITIONS OF TERMS

Historically Underutilized Businesses (HUBs)
(For purposes of this Plan)

A Historically Underutilized Business is a business:
In which at least 51 percent of the business, or of the stock in the case of a corporation, is owned by one
or more minority persons, women, or disabled persons, and
Of which one or more minority persons, women, or disabled persons control the management and daily
business operations.
[Reference Executive Order Number 150]

Minority Business Enterprise (MBE)

A Minority Business Enterprise is a business that is owned and controlled (as defined above in the HUB
definition) at a minimum of 51 percent by one or more minority persons. The term “minority person”
means a person who is a citizen or lawful permanent resident of the United States and who is:

Black, that is, a person having origins in any of the black racial groups in Africa.
Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central
America, or the Caribbean Islands, regardless of race.
Asian-American, that is, a person having origins in any of the original peoples of the Far East, Southeast
Asia and Asia, the Indian subcontinent, or the Pacific Islands.
American Indian or Alaskan Native, that is, a person having origins in any of the original peoples of
North America.
[Reference GS 143-48b(2) and GS 143-128(f)(2)(a-d)]

Women Business Enterprise (WBE)

A Women Business Enterprise is a business that is owned and controlled (as defined above in the HUB
definition) at a minimum of 51 percent by a non-minority woman or women.

Disabled Owned Business Enterprises (DBE-O)

A Disabled Owned Business Enterprise is a business owned and controlled (as defined above in the HUB
definition) at a minimum of 51 percent by a non-minority handicapped person or persons. Handicapped
persons shall include those individuals with physical, mental and visual disabilities.
[Reference GS 143-48b(3) and GS 168-1]
OBJECTIVES

The objectives of this plan are

To procure at least 10 percent of the college’s goods and services from HUB vendors while maintaining sound financial practices and complying with state purchasing and contracting laws and policies.

To accurately report the participation by HUB vendors and contractors in procurement and construction contracts at the college.

To comply with state laws and procedures related to participation by HUBs in construction, service, and procurement contracts.

To establish procedures to accomplish these objectives that will not increase the cost of the college’s purchasing and contracting programs.

To accomplish these objectives utilizing the limited staffing and funding resources available to the college.
ADMINISTRATION

The president of Caldwell Community College and Technical Institute (hereinafter president) is responsible for the implementation of this plan. The vice president of finance and administration or his or her designee(s), shall carry out the day-to-day management of the plan. This will include reporting results relative to the plan to the President and providing required reports to the North Carolina Community College System Office (hereinafter System Office), General Assembly, HUB Office, and other interested parties.
ACTION PLAN

Internal Staff Training

CCC&TI’s purchasing personnel (hereinafter “purchasing personnel”) will conduct training for the college staff to educate them on the purpose of this HUB plan, the implementation of the plan, and the role that each staff member will play. This will include training to familiarize college staff on how to locate HUB vendors and service providers. This may include familiarization with the Division of Purchase and Contract’s (hereinafter P&C) “Vendor Link” which may be used to locate HUB vendors and contractors. Vendor Link can be found through P&C’s website or at www.ips.state.nc.us/vendor/SearchVendor.aspx

Purchasing Process

The college will publish the names of purchasing personnel who will be the college’s primary contacts with vendors. These personnel will answer purchasing questions for vendors.

The college will provide college requisitioners with information and training to ensure that barriers do not exist that reduce the participation of HUB vendors and service providers in procurement opportunities at the college.

Purchasing personnel, prior to issuing a purchase order, will review each purchase requisition and service agreement to assure that the requisitioner has made a “good faith effort” toward securing a HUB vendor/contractor.

For the purchase of items that are on a State Term Contract, purchasing personnel should consider selecting a HUB vendor, when available, as long as the commodities meet the college’s needs. Purchasing personnel will always take into consideration the best value in terms of price, quality and service.

For the purchase of items that are not on a State Term Contract, purchasing personnel will solicit quotes from HUB vendors, when available, in an effort to increase participation by HUBs.

For purchases that exceed the college’s purchasing delegation, purchasing personnel will submit the requisition to the state purchasing agency (Office of Information Technology Services or the Division of Purchase and Contract) responsible for the formal bidding of our request. If purchasing personnel, as part of their outreach efforts, are aware of any HUB vendors that can provide the goods or services, they may alert these vendors of the bidding opportunities.
Purchasing personnel will evaluate and report the percent of participation by HUBs in purchasing and contracting activity to the HUB Office via the Quarterly Historically Underutilized Business Purchasing Report (hereinafter “Quarterly HUB Report”).

Purchasing personnel will maintain records of bid solicitations and bid responses from HUB vendors to provide back-up information and documentation for Quarterly HUB Reports. This will assist in identifying or explaining variances in the participation by HUBs at the college.

Capital Improvement Process

The Capital Project Coordinator for CCC&TI (hereinafter “CPC”) will:

Publish the name of the Capital Project Coordinator (CPC) who will be the college’s primary contact person for construction related issues and answer any questions that construction contractors may have.

Provide a form (Payments to Historically Underutilized Businesses) to be completed by all contractors, subcontractors, and designers to collect data on their actual monthly expenditures for HUB contractors, subcontractors, and material suppliers. The collection of this contractor information on HUB participation has been mandated for all projects (large or small) funded with the 2000 state bond funds, but will be completed for all projects including those small construction projects that utilize funds other than the 2000 state bond funds, are under $100,000 in cost, and are not subject to the review and approval process with the State Construction Office (Hereinafter “SCO”). This data should be collected for all tiers of contracting within the project, including subcontractors to the subcontractors. This data will show a breakdown of the expenditures by the three HUB categories. Contractors and designers will submit this data to the CPC with each pay request. These forms will be maintained in a file by the college.

Aggregate the contractor’s monthly HUB expenditure data on a NCCCS 3-6 form (Quarterly Summary of HUB Construction Expenditures) to be provided by the System Office. This report will be submitted quarterly to the System Office, but only for those construction projects (large or small), that utilize any amount of the 2000 state bond funds. Included in this report will be expenditures made to HUBs by category for the quarter and the total expenditure to the contractor for the quarter. The System Office is required to report to the General Assembly on the participation by HUBs utilizing the proceeds of the state bond funds. The System Office will not report this HUB utilization to the HUB Office for the colleges as part of the colleges’ Quarterly HUB Report that is required by G.S. 143-48.
Report on the Quarterly HUB Report (Section V), all participation by HUBs for small capital improvement projects that are not subject to the review and approval process with the SCO. This includes all small projects, regardless of whether the funding is from state bonds or non-state bonds. (Note: The SCO only reports to the HUB Office on the HUB construction activity for the large projects that are subject to their approval and review.)

Encourage the Board of Trustees to consider qualified design firms (architectural and engineering) that are HUBs.

Encourage the Board of Trustees to select the most qualified design firm that is committed to increasing the participation of HUB contractors and material suppliers on construction projects.

Remain alert during the planning process to areas of work that may be of particular interest for HUB firms.

Become familiar with and follow the requirements of the SCO’s “Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts.” These can be found under “Forms” on the SCO webpage, or at (n).

Strive, for projects over $100,000, to allow a minimum of four weeks between the advertisement for bids and the opening of bids, and to conduct a prebid conference. The date of the prebid conference will be included with the advertisement for bids. The purpose of the prebid conference will be to acquaint contractors and subcontractors with the project requirements and bidding opportunities and give subcontractors an opportunity to meet and interact with prime contractors.

Ensure that the designer, as the agent for the owner, will comply with the requirements of the SCO’s “Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts.”

Ensure that the designer, as the agent for the owner, will send individual notices to potential HUB bidders to solicit interest on all projects. If there are more than three certified HUBs in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the designer shall notify three, but may contact more, if the designer so desires.

Maintain documentation of any contacts, correspondence or conversations with HUB firms made by the designer and the college in an attempt to meet the goals.

Ensure that prospective HUB contractors or subcontractors have access to project bidding documents. This can be accomplished by establishing an area at the college where bidding documents can be reviewed. This is in addition to the contractor associations’ plan rooms where the designer will place bidding documents.

Review, for state bond projects whose cost is between $100,000 and $250,000 that are not subject to the review and approval process with the SCO, the contractors’ bid documents prior to recommending the acceptance of the bid. This review will be to determine if the contractor shows they made a “good faith effort” to seek HUB subcontractors.

Request a list from each prime contractor of all of the subcontractors they intend to use. (This information is required under Article 16 of the “General Conditions to the Contract.”) The CPC may then compare this list with the information reported on the form “Payments to Historically Underutilized Businesses”
submitted monthly by the contractors and subcontractors. The CPC may further compare this list with P&C’s Vendor Link to determine which subcontractors are classified as HUBs.

Outreach

CCC&TI’s staff will

Increase their efforts to locate additional HUB vendors, service providers, and construction contractors that can provide goods and services for the college.

As they locate HUB construction contractors, compile and maintain a listing of the names, addresses, and phone numbers of these HUB construction contractors within their bidding area. This list will provide an avenue for prime contractors to locate HUBs and will be a means for HUBs to keep their data current and visible.

Maintain a listing of those projects, both large and small, for which they will be seeking bids during the next three months. This listing will be in addition to any requirement to publish an advertisement in a newspaper.

Strive to identify additional HUB resource entities such as regional HUB trade organizations, HUB advocacy organizations, etc.

Notify the HUB Office and other HUB resource entities about upcoming purchasing and contracting opportunities.

Participate in regional seminars sponsored by the HUB Office and other HUB advocacy organizations to network with HUB vendors and provide information sessions that will instruct vendors on “how to do business” with the college.

Strive to attend HUB outreach training workshops at the Business and Finance Conferences, Association of Community College Business Officers’ Conferences, and elsewhere as identified.

Offer information to the Board of Trustees regarding the college’s HUB plan and discuss opportunities for ways in which the Board of Trustees can be an advocate of the college’s HUB plan.

Follow-up

The college staff will analyze each Quarterly HUB Report and submit their findings to the vice president of finance and administration. This review will show the progress toward attaining the state goal. If a marked increase toward the goal is not achieved, the findings will be further reviewed to determine if a more suitable course of action is warranted.
PROCEDURES FOR RESOLVING COMPLAINTS

Any complaints regarding the vendor selection practices for procuring or contracting that are handled by the college should be in writing and addressed to the college president. A review will be conducted of the procurement process and award to ensure that no barriers existed in the award of the contract. When the review is complete, a written response will be sent to the complainant with the findings of the review.

If the college is made aware of a construction contractor that is not making timely or proper payments to subcontractors, in violation of G.S. 143-134.1, they will investigate the allegations and take whatever steps they can, within the law, to resolve the situation. It should be noted that the college is not a party to the contract with the subcontractor.

HUB/College Sample Plan
8-15-01