THE COLLEGE 2013 – 2015

Welcome to CCCC

Welcome to Central Carolina Community College, a top-rated community college within the North Carolina Community College System.

Central Carolina Community College was established to help you achieve your educational goals, whether finishing high school, learning a valuable vocational skill, or completing the first two years of college–at minimal cost–before transferring to a university or four-year college.

At Central Carolina Community College, you can explore different kinds of job opportunities, identify your personal strengths, and start on the path toward new levels of success.

The foundation of Central Carolina Community College's strength is a competent and caring faculty, staff, and administration. We genuinely want to see the student succeed and are willing to go the extra mile to ensure that success. Another part of our commitment to student success is a comprehensive program of student financial and academic assistance.

We are committed to helping our students become well-rounded individuals, so we offer a diversified program of student activities designed to develop social and leadership skills and to make the learning experience more enjoyable.

College Mission, Vision, & Values

Mission

Central Carolina Community College serves as a catalyst for personal, community, and economic development by empowering people through education and training.

Vision

Central Carolina Community College is the leading force for educational opportunities, economic progress, and cultural enrichment in the communities it serves.

Values

Community – We are committed to active and integral partnerships within the communities we serve. We are dedicated to maintaining positive relationships among our own community of faculty, staff, and students.

Diversity – We are committed to inclusiveness. We value and respect the unique attributes and contributions that enrich our college and its community.

Excellence – We are committed to continuous improvement, working to our full potential, and demonstrating quality at all levels. We demonstrate our excellence by meeting or exceeding our goals and establishing high expectations for achievement by everyone.

Innovation – We are committed to innovation and creativity. We demonstrate our commitment through our leadership in learning, technology, sustainability, and community partnerships.

Integrity – We are committed to fairness, respect, honesty, and accountability. We strive to earn our community's respect through our dedication to high academic and ethical standards.

Student-Centered – We value our students. We provide a student-focused learning environment and a support system that promote the academic and career success of every student.

Sustainability – We are committed to achieving sustainability by implementing best practices in policies and operations and in the identification of priorities. We promote understanding and development of communities that are ecologically, socially, and economically sustainable.

CCCC is an Equal Opportunity College

Central Carolina Community College serves the public without regard to race, sex, color, creed, age, disability, religion, or national origin.

Central Carolina Community College has approved the following policy to guide its delivery of services to students with disabilities: No individual at Central Carolina Community College shall, by reason of disability, be excluded from participation in or be denied the benefits of or be subjected to discrimination within any program or activity for which he is otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interests. For more information, see the "Special Populations Services" section.

Programs

Student success, community service, and educational leadership distinguish Central Carolina Community College. The college takes great pride in its long history of innovative program development to meet the ever-changing educational needs of its students and the communities and businesses it serves.

Curriculum

Central Carolina Community College offers Associate in Arts, Associate in Fine Arts, and Associate in Science degree programs that transfer to four-year colleges and universities, two-year programs that lead to an Associate in Applied Science degree, and one-year programs that lead to a diploma and/or a certificate. Articulation agreements with four-year colleges and universities enable graduates to move seamlessly into additional education, if that is their goal.

Many decisions precede the implementation of any new curriculum program. Surveys are used to determine student interest and the availability of employment. Advisory committees are organized in order that community interest, advice, and counsel may be solicited. Funds must be available for instructors and necessary equipment and instructional space must be available. Only after the approval of the Board of Trustees and the State Board of Community Colleges may a new program be implemented.

A strong asset of the North Carolina Community College System is the flexibility in programs. When the job market no longer provides employment for graduates in

certain areas, programs can be phased out so more critical labor needs may be met. It is not the purpose of the college to adopt a fixed curriculum; rather, its aim is to modify all programs to meet the ever-changing needs in the fields of employment.

The college reserves the right to cancel any course or program in cases of low enrollment or decreased budget. The college reserves the right to change any curriculum, and such changes may be made without prior notice. This handbook is not to be read as part of a contractual relationship between the college and a student or prospective student.

Non-curriculum

The college also offers non-curriculum courses in basic education, technical, vocational, enrichment, and general interest areas. These non-curriculum courses do not count toward a college degree or diploma, but a certificate of completion is given and continuing education units are awarded. The Adult High School/GED program awards a diploma or certificate. Continuing Education classes award a diploma or certificate with continuing education units.

Lee Early College

The college's Lee County Campus is home to Lee Early College, an innovative partnership with Lee County Schools. Students earn both a high school diploma and an associate degree in five years. The student body is diverse, but its members are united by their personal motivation and ability to thrive in a college setting.

Confucius Classroom

Central Carolina Community College offers a Confucius Classroom through an agreement with North Carolina State University's Confucius Institute. An instructor from a Chinese university teaches Chinese language, history, and culture.

Facilities

Central Carolina Community College has full-service campuses in Chatham, Harnett and Lee counties as well as multiple centers that provide environments conducive to learning.

History and Leadership

For more than 50 years, Central Carolina Community College has thrived on an ongoing vision of leadership, service, and success. Over the years, that vision has been transformed into reality by planning, commitment, hard work, and community support.

From a single extension class offered in 1961 in Lee County, the school has grown to a fully accredited community college of high reputation serving the people, businesses, and industries of Chatham, Harnett, and Lee counties. Its distance education programs reach far beyond those physical boundaries to enrich students' lives around the world.

In 1958, the North Carolina State Board of Education

chartered the institution as Lee County Industrial Education Center. The first classes were held in 1961. Two years later, it became a part of the North Carolina Department of Community Colleges.

In 1965, the Center became Central Carolina Technical Institute, with authority to award associate degrees. The name was changed to Central Carolina Technical College in 1979 and then to its current name, Central Carolina Community College, in 1988.

A spirit of leadership spans the college's history. Back in 1965, it was the first community college in the state to offer an Animal Hospital Technician curriculum, now Veterinary Medical Technology. In 2002, it became the first community college in the nation to offer an Associate in Applied Science in Sustainable Agriculture. Leadership is also shown in programs such as Laser and Photonics Technology, which is one of only about a dozen nationwide that trains on high-power lasers. The college is nicknamed "Green Central" for its commitment to environmentally friendly sustainable education.

In 2010, the U.S. Department of Energy recognized Central Carolina Community College as "a strong force for educational opportunities, economic progress and cultural enrichment in the communities it serves." Also in 2010, Central Carolina Community College was ranked among the top 50 community colleges in the nation by Washington Monthly magazine.

The college is committed to sustainability in its programs and on its campuses. It is a signatory to the American College & University Presidents' Climate Commitment (ACUPCC). It was the first North Carolina community college to sign on to the Association for the Advancement of Sustainability in Higher Education STARS rating system on sustainability. In 2011, it received a Silver ranking from AASHE for its achievements in this area. Only 61 colleges and universities in the United States and Canada earned this ranking, which was the highest awarded.

Central Carolina Community College's educational, cultural, and economic impact is far-reaching. Its graduates, both curriculum and continuing education, give back to their communities through myriad careers from which the economic fabric of every community is woven. Many of its graduates continue their education and enter the workforce as highly educated professionals who strengthen their communities, counties, state, and nation.

The Central Carolina Community College family of administrators, faculty, staff, and students are building on the strong foundations laid in the past to achieve even greater accomplishments in the present and future. Welcome to our family!

Accreditations

Central Carolina Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-

4097 or call 404-679-4500 for questions about the accreditation of Central Carolina Community College.

NOTE: The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The college was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools in 1972 and reaffirmed in 1976, 1987, 1997, and 2008.

CCCC is a member of the American Association of Community Colleges. Its trustees are members of the Association of Community College Trustees.

In addition to being accredited by the Southern Association of Colleges and Schools, a number of curriculum programs are approved by various accrediting or licensing agencies:

• The Barbering program is approved by the North Carolina State Barbering Board.

• The Basic Law Enforcement Training program is accredited by the North Carolina Criminal Justice Education and Training Standards Commission.

• The Cosmetology program is approved by the North Carolina State Board of Cosmetic Arts.

• The Dental Assisting program is accredited by the Commission on Dental Accreditation.

• The Dental Hygiene program is accredited by the Commission on Dental Accreditation.

• The Machining Technology program is accredited by the National Institute for Metalworking Skills (NIMS).

• The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs and the American Association of Medical Assistants.

• The Associate Degree Nursing and Practical Nursing Programs are accredited by the North Carolina Board of Nursing.

*The Polysomnography program is accredited by the Commission on Accreditation of Allied Health Education Programs.

• The Radio Broadcasting program is approved by the Federal Communications Commission.

• The Real Estate program is approved by the North Carolina Real Estate Commission.

• The Veterinary Medical Technology program is accredited by the Committee on Veterinary Technician and Educational Activities of the AVMA.

Student Services Department

The purpose of the Student Services Department is to assist students with various aspects of their education, from admissions through graduation and job placement. More specifically, the Student Services Department handles admissions, testing, counseling, registration and records, financial aid, veterans' benefits assistance, job placement, career counseling, assistance to the disabled, graduation ceremonies, transfer assistance, and coordination of student activities.

• The hours of operation for Admissions are Monday through Thursday, 7:30 a.m. to 9:00 p.m., and Friday, 7:30 a.m. to 3:30 p.m.

• The hours of operation for Financial Aid are Monday and Wednesday, 8:00 a.m. to 5:00 p.m., Tuesday and Wednesday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 3:30 p.m.

• Summer hours of operation are Monday through Thursday, 7:00 a.m. to 7:00 p.m. The college is closed on Friday during June and July.

Visitors

Visitors are always welcome at Central Carolina Community College. The three county campuses are open Monday through Thursday from 7:45 a.m. to 9:00 p.m., and on Friday from 7:45 a.m. to 3:30 p.m., excluding holidays. College personnel will provide guided tours for groups or individuals and are always happy to answer questions about the college and its programs. All visitors must report to the vice president of student services on the Lee County Campus or to the provost of the Harnett or Chatham campus. Visitors are not permitted to attend classes or contact students on campus without permission of the vice president of student services, the evening supervisor, or the campus provost.

Intellectual Property Rights/Ownership

Distance education course sites and content, programs, materials, instructional aides, strategies, methods, techniques, devices, artifacts, software, or any item or content that may be classified as "intellectual property" developed as an employee or student of Central Carolina Community College becomes the property of the college. CCCC will be granted a non-exclusive perpetual license to use any part of any category mentioned above without charge to the college. Such developed property includes materials and objects developed for, or as the result of, an instructional exercise.

Employees or students who engage in such development activities will retain their rights to continue to use and profit from the intellectual property even when they are no longer associated with CCCC.

Employees, full-time or part-time, further agree, in consideration upon entering the employment relationship, to grant the college a non-exclusive perpetual license to use distance education course sites and content, programs, materials, instructional aides, strategies, methods, techniques, devices, artifacts, software, or any item or content that may be classified as "intellectual property" developed prior to employment by CCCC.

ADMISSIONS

General Information

All students are admitted to the college without regard to Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or any Health or Genetic Information. Under administrative code 23 NCAC 02C.301(a) students may be admitted as an special credit student to the college if they are over 18 or a high school graduate.

To be admitted to a curriculum program at Central Carolina Community College, applicants must have a high school diploma or an appropriate equivalent (GED).

All admission procedures should be completed at least three working days prior to actual enrollment in a program.

Home-schooled Applicants

Home-schooled applicants must provide the following documentation for admission:

• Proof of listing with the N.C. Division of Non-Public Education (DNPE).

• A copy of the Certificate of Inspection issued by North Carolina.

• A full, final high school transcript (including a list of all courses taken, final course grades, and a final grade point average). The transcript should include the official school name and the principal's signature (usually one of the parents or guardians is the principal). **NOTE:** *All academic instruction in core subjects MUST come from parents, legal guardians, or a member of the household and not from anyone outside the household. (Two household schools are permitted to work together.) Colleges generally assume that a member of the household was the supervising instructor for each of the core subjects unless contrary evidence is presented. The home school may be asked to present a statement that a member of the household was the instructor of the core subjects. The NCDNPE can provide information identifying which subjects are core subjects.*

• A copy of test scores of a nationally standardized test, which measures competencies in verbal and quantitative areas. The home school is permitted to establish its own minimum scores on this test. The home school-established minimum score must be indicated on the transcript and scores must meet or exceed such scores. The State-established North Carolina competency test scores might also be accepted.

Persons home schooled may also elect to take the General Educational Development (GED) exam from their local community college in lieu of a high school diploma. If the student passes this test, the GED is equivalent and can take the place of a high school diploma. The cost of the GED exam is minimal.

GENERAL ADMISSIONS

General Admissions Standards and Procedures

All applicants to CCCC will be provisionally admitted to the college. To be officially accepted into a curriculum program, a student must complete all curriculum program admission requirements. Only students who have been officially accepted into a curriculum program will be eligible to receive federal aid, Veteran's benefits, or third party sponsorship.

1. Complete and return the admission application.

2. Submit a high school transcript, GED scores, and complete college transcript(s). Official transcripts are required. A transcript is an "official transcript" when it is received by the college through the mail directly from the high school, college, or other institution. It is the applicant's responsibility to request that transcripts be sent.

3. Take the placement test. Minimum placement test scores are required to take entry-level curriculum English and mathematics courses. **NOTE:** *Applicants not meeting the minimum required test scores on the placement test may be required to take developmental courses at CCCC, and this may lengthen the time required to complete the degree program. See specific course descriptions and prerequisites. There are four credential options for mathematics, English composition, and other general education courses. (The choice made by the student will depend on the student's goal. The following students will be exempt from taking the CCCC placement test:*

• *Students who have already completed a degree.*

• *Students who have acceptable SAT scores.*

• *Students who have acceptable ACT scores.*

• *Students who have transfer credits for English and Mathematics courses required for the curriculum major. (If students switch to a major requiring additional English and/or mathematics courses for which they do not have transfer credits, they must take the placement test to determine appropriate proficiency level.)*

• *Students who enter CCCC under the terms of an articulation agreement with another college, provided they have completed the English and mathematics courses required for the articulated program.*

• *Students who have acceptable Advanced Placement (AP) credits for required English and mathematics courses.*

4. Supply additional information if requested. For the following programs, an admissions committee consisting of faculty and student development staff makes the admission decision. Because some of these programs have limited enrollment, prospective students are advised to apply early. Please see the individual program curriculum descriptions for information.

• Associate Degree Nursing
• Basic Law Enforcement Training (BLET)
• Cosmetology Instructor Training
• Dental Assisting
• Dental Hygiene

- Licensed Practical Nurse Refresher
- Medical Assisting
- Motorcycle Mechanics
- Paralegal Technology Diploma
- Practical Nursing
- Veterinary Medical Technology

Admissions and the Open Door Policy

All 58 campuses of the North Carolina Community College System operate under an "open door" admissions policy. This means that any person, whether a high school graduate or non-graduate, who is eighteen years old or older and who is able to profit from further formal education, will be served by the institution. An "open door" policy, however, does not mean that an applicant will not have to meet additional admissions requirements set for specific, individual curriculum programs. Such requirements can be found in the College Catalog (available online), a curriculum guide sheet, or from an admissions counselor. Students that withdraw from such programs must meet these specific program admissions requirements, plus any new or modified ones, again should they wish to attempt to re-enter the program. The College reserves the right to limit enrollment in a curriculum program to a number that can be accommodated by the resources of the College and to satisfy accreditation standards.

The College may refuse admissions to applicants who meet at least one of the following exceptions:

1. Admissions may be denied to any applicant during any period of time that he/she is suspended or expelled from any other educational entity.

2. Admission may be denied to any applicant to protect the safety of the applicant, student body, faculty/staff, and library patrons when there is an articulable, imminent, and significant threat by documenting (a) the detailed facts supporting the rationale for denying admission, (b) the time period within which the refusal to admit the applicant shall be applicable, and (c) the conditions upon which the applicant would be eligible to be admitted.

The Dean of Admissions, working through the Admissions staff, will recommend to the Vice president of student services if an applicant should be denied admission based on safety concerns. The Vice president of student services, who is designated as the Chief Admissions Officer of the College, will then notify the applicant in writing of the College's admissions decision. Any appeals of admission denials should be made in writing directly to the Office of the College President.

Communicable Diseases

Neither infected students nor employees will be excluded from enrollment or restricted in their access to college facilities/services unless medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or community.

Students who know that they are infected are to share this information on a confidential basis with the vice president of student services. Employees who are infected should contact the president. The college will then attempt to respond appropriately to health and educational needs.

Students or employees who have reasonable basis for believing that they are infected are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly for the protection of the community.

Communicable diseases may include, but are not limited to, chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, AIDS, and other sexually transmitted diseases.

Career and College Promise

Career and College Promise provides seamless dual enrollment educational opportunities tuition-free for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Central Carolina offers Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education.

International Students

CCCC is not currently accepting international applicants with F-1 non-immigration student visas.

Special Credit Student(s)

A student may enroll as a special student without specifying an educational objective. To be admitted, the special credit student needs only to file an application. It is to the student's advantage to declare an educational objective and to complete all of the admission procedures as soon as possible after enrollment. Special credit students are not eligible to receive financial aid or veteran's benefits and must meet all prerequisite requirements for each course enrollment.

Counseling

Counseling services are available to all enrolled and prospective students. Students are invited to use the services as they plan, upgrade, modify, and/or consider changes in their educational goals. The counselors are highly qualified and are available to discuss concerns that may influence students' educational programs. Counselors will arrange confidential conferences to discuss any concerns, to provide needed guidance, and/or to make individual referrals.

Testing

Student Services administers the North Carolina Diagnostic Assessment and Placement (NC DAP) test to students enrolled in a curriculum program or to special credit students interested in taking English, Mathematics, or other courses that require an English or Mathematics prerequisite/corequisite. The purpose of the test is to assess a student's ability and readiness for the requirements of the

curriculum. Placement test scores are used for academic advisement and course placement, to include developmental courses if needed. Students are highly encouraged to study prior to testing. Please see "General Admission Standards and Procedures" for testing exemptions.

Students enrolled in our Allied Health programs are required to complete additional testing. Please see the program admissions counselor for further information.

The following placement testing policies will apply:

1. Students must present photo identification in order to take the NC DAP.

2. NC DAP scores will be valid to use for placement for five (5) years.

3. Students are permitted to take the NC DAP twice within five (5) years. If a student retests, the highest score on each section will be used for advisement and course placement.

4. Students are not permitted to take the NC DAP if they are currently enrolled in a developmental course.

5. NC DAP scores are transferable to other colleges with permission of the student.

6. Additional testing may be required for students, who based upon placement test scores, are placed into Mastering Mathematics.

7. It is the discretion of the Dean of Admissions and/or the Vice President of Student Services to grant or deny further retesting attempts or testing exemptions.

Career Counseling/Services

Career counseling is available through the Career Center in Student Services. The Career Center assists students in selecting and preparing for a career and setting life goals. The center offers online career assessments, a reference library, Internet research stations, and workshops and individual one-on-one sessions covering areas such as resume writing, cover letters, thank you notes, interviewing techniques, and job searches.

The Career Center maintains partnerships and provides referrals to other agencies such as the Employment Security Commission, Social Security Administration, Social Services, Vocational Rehabilitation, Veterans Office, and County and State Health Departments.

Residence Status for Tuition Payment

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for nonresidents. Chapter 116-143.1 of the N.C. General Statutes covers the requirements for determining resident status for tuition purposes. Chapter 116-143.1(b-d) is quoted as follows: "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his length of residence in the State."

"To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education."

"An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-state tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-state tuition rate."

Information relating to claimed North Carolina residence for tuition purposes will be required from all applicants claiming to be North Carolina residents, and a determination will be made by the vice president of student services or the registrar as to whether or not the applicant qualifies for in-state tuition rates. Should the ruling be contrary to the applicant's expectation, it may be appealed to the Residence Status Committee of the institution. Individuals on active military duty in North Carolina and their dependents are considered in-state for tuition purposes.

The burden of establishing facts, which justify classification of a student as a resident entitled to in-state tuition rates, is on the applicant. Decisions by school officials will be based on the requirements of the North Carolina General Statutes and regulations specified in the Manual to Assist the Public Higher Education Institutions for North Carolina in the Matter of Student Residence Classification for Tuition Purposes.

Applicants with questions not covered by this section should contact the vice president of student services or the college registrar. The Residency Status form is a part of the application; however, applicants will be required to complete a more in-depth form if additional information is needed.

EXPENSES

Business Office

Receipt of tuition and fees, collection of parking fines, receipt of loans, and payment of refunds are major responsibilities of the Business Office. The Business Office is open between 8:00 a.m. and 5:00 p.m. daily, Monday through Thursday, and between 8:00 a.m. and 3:30 p.m. on Friday, excluding holidays. The Business Office is also open during evening hours during the registration period at the beginning of each term.

Tuition

The tuition rate is set by the North Carolina General Assembly and is subject to change for the 2013-2014 academic year. Visit the Business Office website: www.cccc.edu/collegeservices/businessoffice/tuition/ for the most up-to-date information.

NOTE: Persons 65 years of age or over are currently exempt from tuition fees up to six credit hours per semester.

Refund Policy – Tuition

A tuition refund shall not be made except for the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester.

Should a student, having paid the required tuition for a term, die during that term (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased. This is state policy as stated in the North Carolina Administrative Code, Chapter 23 2D.0202.

Bookstores

The Bookstores on the Lee County Campus and the Harnett County Campus are operated by Follett Higher Education Group. Students may come on campus to purchase books and supplies or they may use our website www.centralcarolina.bkstr.com to purchase books and course materials and have them shipped directly to their home.

The bookstore has a rental program that includes many of the books that are used for the classes offered at a savings of up to 50%. Buybacks are conducted daily to give the students an opportunity to sell their books.

The bookstore offers textbooks, course materials, school supplies and clothing, and gift items featuring the college logo.

The hours of operation are posted on the bookstore website listed above and also on the college's website www.cccc.edu. Special hours are observed during registration and from the first day of class through the drop add period of each term.

Follett Higher Education offers a wide variety of options to the students with the introduction of a rental program and the ever increasing number of books that are offered through Cafescribe, the E-book option.

Special Apparel and Equipment

Students enrolled in the Automotive Technician, Barbering, Basic Law Enforcement Training, Cosmetology, Dental Assisting, Dental Hygiene, Esthetics, Industrial Plant Maintenance, Machining, Medical Assisting, Motorcycle Mechanics, Associate Degree Nursing, Practical Nursing, Tool and Die Making, and Veterinary Medical Technology curriculums will be required to purchase special items of apparel and/or equipment, such as uniforms, lab jackets, tools, gloves, etc. Most of these items may be purchased in the college Bookstore.

FEES

Student Insurance

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to ensure safety, it is felt to be in the best interest of all students to provide some measure of insurance protection. All students in healthcare and personal service programs must have malpractice insurance.

The college will maintain a group policy providing insurance protection, and all students will be covered. The cost of accident insurance to the student is included in the student fee for curriculum students. International students are encouraged to secure more complete coverage.

Malpractice Insurance

A $5.00 malpractice insurance fee will be charged for the fall and spring semesters for students enrolled in applicable programs (total fee of $10.00 per academic year). There will be no malpractice insurance charged for the summer semester. For questions regarding the malpractice insurance policy, please contact the Business Office.

Breakage Fee

Breakage, damage, or loss due to student negligence, carelessness, or other mishandling of school supplies, materials, or equipment is the responsibility of the student. The student will be required to pay for such items and may be subject to disciplinary action.

Student Fee

Students registering for credit classes on campus during the fall and spring semesters are charged a student fee of $14 for six hours or less; those taking seven hours or more are charged $28. Summer term student fees are $4 per semester hour.

The student fee provides the revenue necessary for the Student Government Association to provide services and activities for the student body. Typically, the SGA provides the following benefits from the student activity fee: SGA calendar and handbook, parking stickers, activity days, dances, socials, guest speakers, intramural and intercollegiate athletics, as well as other events the Student Government Association might deem appropriate.

The student fee includes the cost of accident insurance. Students are covered for accidents that occur while traveling to and from college.

Persons 65 years of age or over are exempt from the student fee.

Computer Use and Technology Fee

The computer use and technology fee is used to support the procurement, operations, and repair of computer and other instructional technology including supplies and materials that support technology.

Curriculum students enrolled in 12 or more credit hours will be charged $16 per semester. Curriculum students enrolled in fewer than 12 credit hours will be charged $8 per semester. Occupational extension students will be charged $5 per fiscal year.

Distance Education Fee

A $15 distance education fee will be charged for each course taken online. Hybrid, web-assisted, and lab co-requisite courses are exempt from this fee. This fee is used to support the licensing, hosting, and maintenance of online technologies used in distance education including the learning management system, plagiarism detection service, and streaming video content.

While no separate fees or costs associated with verification of student identity are required, students in select distance education courses who reside outside the three-county service area may elect, at instructor permission and their own expense, to utilize the web-based proctoring service offered by ProctorU. More information about the optional ProctorU service can be obtained by contacting the distance education office on the Sanford campus.

Graduation Fee

A $18 graduation fee will be charged to students who participate in graduation exercises. There is no charge to graduates who do not participate in graduation exercises. Graduation fees are used to cover costs for degrees, diplomas, certificates, caps, gowns, honorariums, flowers, etc.

Student Housing

The college does not operate dormitory facilities nor does it assume responsibility for housing and maintenance. The Student Services Department will provide lists of available housing to students on a non-discriminatory basis. Payment for such facilities is the responsibility of the student and must be made directly to the landlord.

Vehicle Registration

Students using the campus parking facilities will be required to register their vehicles with the Business Office. A numbered sticker will be issued for placement on the vehicle. The initial cost of vehicle registration is included in the student fee.

• Students are required to park in the white-lined spaces only.

• Students will be assessed a $5.00 fine when parking in the faculty and staff spaces or other designated, reserved, or no parking area (such as cosmetology patron parking or visitor parking).

Policy on Student Publications

All student publications, including, but not limited to, flyers, posters, memos, newsletters, promotional/publicity materials, and media advertisements, must be submitted to the organization's advisor prior to duplication or publication. The advisor must then sign and date the original and maintain it in the organization's files. Larger posters and flyers also should be signed and dated by the advisor and kept on file.

The advisor is responsible for the content of the student publications and should consult with the vice president of student services if there are any questions or concerns about content. The advisor should also check to verify accuracy (i.e., dates, times, locations) and assure that nothing contained in the publication violates campus policy. Publications considered controversial in the view of the advisor should be cleared by the vice president prior to publication. Media advertisements or publicity (i.e., newspaper, radio station, TV station, billboard, etc.) must be cleared and processed though the CCCC Marketing and Public Affairs Department.

Policy on Solicitation and Fund Raising

Individuals representing college groups, clubs, or associations may solicit funds, in-kind donations, or engage in other types of on-campus fundraising activities only after receiving prior approval of the campus provost where applicable and the vice president of student services. Solicitation and fundraising by any "For Profit" individual or group is prohibited.

All college-affiliated, off-campus fundraising activities require prior approval of the campus provost or the vice president of student services and the college president.

Policy on Internet Acceptable Use

Faculty, staff, students and community patrons are responsible for good behavior on College computer networks. Communications on the network are often public in nature. General College rules for behavior and communications apply. The network is provided for faculty and students to conduct research and communicate with others. Independent access to network services is provided to faculty and students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the institution's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the institution's standards and will honor the agreements they have signed. Users are advised that they may encounter materials which may be considered offensive or objectionable in nature or content. Central Carolina Community College is unable to influence content on the World Wide Web and does not assume responsibility for any of these sources.

Network storage areas may be treated as public space. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the institution's servers will always be private.

RULES:
The following are not permitted:

1. Sending or displaying obscene messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

SANCTIONS:
1. Violations may result in a loss of access.
2. When applicable, law enforcement agencies may be involved.

Policy on Copyright – Computer Software

The college will rigidly comply with all copyright laws including that which applies to computer software. It is against college policy to utilize software in a college-owned or leased computer unless an individual site license, receipt or letter of permission from the copyright owner is on file in the Computer Resource Center.

RULES:
1. College employees and students shall not reproduce copyrighted software without the written permission of the copyright owner nor shall the computer be linked or otherwise configured to circumvent copyright law.
2. College employees and students shall not enter copies of "personal" programs into a college computer without permission from the director of computer services.
3. Purchase receipt or other evidence of compliance with copyright law is required before entering "personal" programs into a college-owned or leased computer.
4. Failure to comply with this policy could result in punitive action by the college and/or the copyright owner.

Policy on Copyright – Printed Material

The college will comply with the copyright limitations set forth in federal legislation for protection of original works of authorship.

DEFINITIONS:
Copyright protection: governs exclusive right of copyright owners to literary works, musical works, dramatic works, pantomime and choreographic works, pictorial/graphic/sculptural works, motion pictures and other audiovisual works and sound recordings. Fair use: (not susceptible to definition) involves the allowance of copying without permission from, or payment to, the copyrighted owner where the use is reasonable and not harmful to the rights of the copyrighted owner.

Brevity:
1. Poetry
    A. A complete poem if less than 250 words and if printed on not more than two pages, or
    B. From a longer poem, an excerpt of not more than 250 words
2. Prose
    A. Either a complete article, story or essay of less than 2,500 words, or
    B. An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words (Each of the numerical limits stated in "a" and "b" above may be extended to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph)
3. Illustration - one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue
4. "Special" works – certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience but fall short of 2,500 words in their entirety. Paragraph "b" above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text, thereof, may be reproduced.

Spontaneity:
1. The copying is at the instance and inspiration of the individual teacher, and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:
1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical column during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

PROCEDURES:
1. Fair use: Single copying for teachers
single copy may be made of any of the following by or for a teacher at his individual request for his scholarly research or use in teaching or preparation to teach a class:
    A. A chapter from a book
    B. An article from a periodical or newspaper
    C. A short story, short essay or short poem whether or not from a collective work
    D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, newspaper.
2. Fair use: Multiple copies for classroom use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that the following three requirements are met:

      A. The copying meets the tests of brevity and spontaneity as defined

      B. The copying meets the cumulative effect test as defined

      C. Each copy includes a notice of copyright

RULES:

    1. Infringement of copyright is subject to the principal remedies of injunction, damages, profits, and attorney's fees.

    2. U.S. Government works are excluded from copyright limitations.

    3. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are "reproduced and used" separately

    4. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

    5. Copying shall not substitute for the purchase of books, publisher's reprints or periodicals.

    6. Copying shall not be directed by higher authority.

    7. Copying shall not be repeated with respect to the same item by the same teacher from term to term.

    8. No charge for copying shall be made to the student beyond the actual cost of the photocopying.

    9. The responsibility of employee and student copyright obligations is the federal legislation, The Copyright Act of 1976.

Policy on Copyright – Video

The college will comply with video copyright limitations set forth in federal legislation for protection of original work of authorship.

DEFINITIONS:

Broadcast programs are television programs transmitted by television stations for reception by the general public without charge. School days are school session days which means one does not count weekends, holidays, vacations, examination periods, or other scheduled interruptions.

PROCEDURES:

A video broadcast program may be recorded off-air simultaneously with broadcast transmission and retained by an educational institution for a period of forty-five (45) consecutive calendar days after the date of recording. At the end of this time, all off-air recordings must be erased or destroyed immediately. Off-air recordings may be (a) used by individual teachers in the course of relevant teaching activities and (b) repeated only when instructional reinforcement is necessary. The use of the recording for instructional purposes must occur during the first ten (10) consecutive school days within the 45 calendar day retention period. After the first ten (10) consecutive school days, the off-air recording can only be used, up to the end of the 45 consecutive calendar days, for teacher evaluation purposes, (i.e., to determine whether to include the broadcast program) in the teaching curriculum and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

    Off-air recordings may:

    1. be made only at the request of an individual teacher

    2. be used only by an individual teacher

    3. not be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy is subject to all provisions governing the original recording. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recording may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

RULES:

Copying and using audiovisual material is governed by specific licensing agreements provided by the seller.

FINANCIAL AID

Financial Aid

Financial aid options are available at Central Carolina Community College for degree-seeking students in qualified programs. CCCC awards federal and state grants, scholarships, and/or work-study employment. Eligible students may receive one or more of these types of financial aid to assist with tuition, fees, books, and other educational related expenses.

The Financial Aid Office utilizes the Free Application for Federal Student Aid (FAFSA) to determine student eligibility for financial aid. All students are encouraged to complete the FAFSA as early as possible each year.

Financial Aid Eligibility Requirements

In order to receive financial aid from federal programs and to continue one's eligibility once aid has been awarded, the following criteria must be met:
- Be a U.S. citizen or eligible non-citizen;
- Not be in default of any prior student loan or owe monies to any Federal Student Aid Program;
- Be enrolled in an eligible degree program;
- Have a valid Social Security number;
- Demonstrate financial need;
- Not have a drug conviction for an offence that occurred while receiving federal student aid;
- Be registered with Selective Service if you are a male;
- Apply for Admissions to CCCC and have ALL Admissions requirements met;
- Provide an official copy of your high school, GED, or Adult High School transcript to the Registrar's Office;
- Provide an official copy of college transcripts to the Registrar's Office;
- Complete placement tests with the Placement Test Office; and
- Financial aid eligibility is also determined EVERY semester by the Financial Aid Office's Standards of Academic Progress (SAP). You can view these standards at: www.cccc.edu/financialaid/policies.

NOTE: Federal student loans must be repaid.

Dependency/Independency Status for Financial Aid

A student will need to determine whose information to report on the FAFSA. An independent student will report income and asset information for self and spouse (if married). A dependent student will report income and asset information for self and parents. Not living with parents or not being claimed by them on tax forms does not determine dependency status for federal student aid. For more information, you may view www.fafsa.gov.

Federal Aid Enrollment Status Determination for Clock Programs

The determination of enrollment status (full, 3/4, 1/2, or less) is, by federal regulations, different for the following programs of study:
- BLET-Basic Law Enforcement Training (C55120)
- Esthetics Certificate (C55230)

The programs are paid based on clock hours, not credit hours. For more information regarding clock hour programs, please see the Financial Aid Office.

Financial Aid Application Process

Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA). To complete the financial aid application process, follow these steps:

1. Obtain a Personal Identification Number (PIN) online at www.pin.ed.gov. This PIN will allow you to electronically sign your FAFSA. If you are a dependent student, your parent will also need to apply for a PIN.

2. Complete the FAFSA application. You have three options to complete the FAFSA:

    A. Login to apply online (Recommended) at www.fafsa.gov

    B. Complete a PDF FAFSA (Must be mailed for processing) at www.fafsa.gov

    C. Request a paper FAFSA by calling 1-800-433-3242; for hearing impaired contact 1-800-730-8913. Make sure you put CCCC's school code: 005449 on your FAFSA!

3. Follow up. After submitting your FAFSA, the federal processor will mail a Student Aid Report (SAR) to you at the address you listed on your FAFSA and/or email the SAR to the email address you listed on your FAFSA. It is YOUR responsibility to check the information carefully and make sure it is correct. The Financial Aid Office will NOT import your SAR until you have been accepted to CCCC. Once you are accepted, the Financial Aid Office will use the SAR data to determine your financial aid eligibility. Students must complete a FAFSA each academic year.

Financial Aid Enrollment Classification

For all semesters of enrollment (fall, spring, summer), full-time credit hours in ONE major for financial aid is 12 or more credit hours. Financial Aid for students registered for fewer than 12 total credit hours in ONE major per semester will be prorated as follows:
- 9 to 11 credit hours = ¾ time or 75% of your award
- 6 to 8 credit hours = ½ time or 50% of your award
- Fewer than 6 credit hours = 25% of your award or less

NOTE: Students who are enrolled for fewer than 6 credit hours in ONE major per semester may be eligible for only a small amount of Pell Grant or no Pell Grant at all. Students enrolled for less than 6 credit hours are NOT eligible to receive certain State and Federal grants. NC Community College Grant (NCCCG) and NC Education Lottery Grant (NCELS) are not awarded to students who are less than

half-time credit hours. NCELS is awarded on a full or half-time amount only. NCELS and NCCCG are not funded in the summer.

Financial Aid Application Procedure

To apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, and scholarships, a student should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. In order to have the results of the FAFSA sent to CCCC, a student should list "CCCC" in the college release section of the application and include CCCC's Title IV Code number of 005449.

Financial Aid Award Process

Students are notified of financial aid award decisions for the academic year once the financial aid file is complete. The first notification will be mailed to student; after the first notification, all additional notifications will be emailed and available on WebAdvisor. To ensure prompt processing of the financial aid application, students must complete the FAFSA early and turn in all required paperwork to the CCCC Financial Aid Office by notated deadlines (available on the web site: www.cccc.edu/financialaid) each semester.

Types of Financial Aid

Financial aid is awarded based on student's individual financial need and eligibility, and may include various types of aid. Financial aid is contingent on maintaining satisfactory academic progress.

Grants: Need based gift aid that do not have to be repaid.
• Federal Pell Grants are awarded by the US Department of Education. Federal Pell Grants are the foundation of federal student financial aid. The amount of a student's Pell Grant award is based on the Expected Family Contribution (EFC), cost of attendance, enrollment status, and whether the student attends school for a full academic year or less. A student may not receive Pell Grant funds at more than one school at a time.
• Federal Supplemental Education Opportunity Grants (FSEOG) is grants for undergraduates with exceptional financial need; that is, students with the lowest estimated family contributions (EFC). Students must qualify for the Federal Pell Grant to be eligible for this program. Funding for this program is limited. Early filing is strongly recommended to see if you qualify.
• North Carolina Community College Grants (NCCCG) are for legal residents of North Carolina who are enrolled at least half time (six semester hours) and are maintaining satisfactory academic progress.
• North Carolina Educational Lottery Grants (NCELS) are awarded to NC residents who enroll for at least six credit hours as an undergraduate at an eligible NC College.
• Federal Work-Study Program offers employment opportunities to eligible students who wish to earn money to assist with educational costs. This grant is administered based on the availability of funds. If interested in this

program, students should indicate this interest when completing the FAFSA and/or contact the Financial Aid Office.

Loans: CCCC does NOT participate in the Direct Loan or Educational Loan Programs.

Other Financial Assistance

Veterans Benefits may be available to eligible active duty, veterans and their dependents. Please see the Veterans Information section of the CCCC catalog on our website for more information.

Child Care Assistance Program Grants are available for students enrolled full-time. Grants are limited and are based on greatest need. Contact the Special Programs Coordinator for additional information.

Scholarships at CCCC are considered gift aid based on academic performance, talent or achievement. For a complete list of scholarships, go to www.cccc.edu/financialaid/scholarships.

Other outside scholarships and funds may be available to assist students. Some of these include employer-paid tuition, the Workforce Investment Act through the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and the NC Veterans Administration. Please see the appropriate agency to determine qualification for any of these programs.

Financial Aid Satisfactory Academic Progress

The Department of Education requires colleges participating in Student Financial Assistance (SFA) Programs to monitor SFA recipients to ensure that they are meeting satisfactory academic progress standards. Satisfactory academic progress will be calculated at the end of each academic term and will include all periods of enrollment.

Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's cumulative grade point average, students are also required to pass a percentage of all attempted coursework and to complete their program of study within the maximum time frame established by the institution. To reasonably measure a student's satisfactory academic progress for financial aid, the student's total academic record must be evaluated whether they received financial aid for periods of enrollment and include credit hours earned at other post-secondary institutions and transferred into the student's program of study at CCCC. This requirement applies to all students who apply for financial assistance from Federal, State, and Institutional aid.

In order to be eligible for financial aid, students must meet the following minimum guidelines:
1. Quantitative Standard: 67% Completion Rate and 150% Maximum Time Frame.
A. Completion Rate Requirement: Students must complete 67 percent of the total cumulative credit hours attempted to meet the minimum requirement. For example,

if a student has attempted 50 credit hours, the student must earn credit for at least 33 hours (50 X .67 = 33). Course grades of AU, W, WF, F, and I are not considered completions and will adversely affect a student's satisfactory academic rate calculations. Course grades of CE and EL are calculated in quantitative standard, but will not be included in the financial aid award calculation. Successful completion is defined as receiving a grade of A, B, C, and D.

B. Maximum Time Frame: Students must complete an eligible program within a time frame not to exceed 1.5 times (150%) the normal published time frame. For example, if the academic program length is 70 credit hours, the maximum credit hours that may be attempted is 105 credit hours (70 X 1.5 = 105). One academic year of credit (30 credit hours) may be added for required remedial coursework.

2. Qualitative Standard: The minimum cumulative grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is 2.0. This includes all degree, diploma, and certificate programs.

Treatment of Selected Grades:

Withdrawals/Drops: Credit hours in which a student receives a grade of "W" and "WF" are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

Incompletes: Credit hours in which a student receives a grade of an "I" are included in the number of attempted hours, but do not count toward successfully completed hours. Student with incompletes may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation, but may request re-evaluation upon completion.

Transfer Credit: Students transferring from another college will be considered making satisfactory progress at the time of enrollment at CCCC. A student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.

Audit and Never Attend: An audit "AU" or never attended "NA" grade is not considered attempted course work. It is not included in the grade point average or completion rate determination. A student cannot receive financial aid for courses that he/she audits or is considered a no show.

Repeat Courses: For financial aid purposes, all hours attempted will continue to be counted in the student's cumulative total of hours. Federal regulations will allow a student to repeat a "passed" course one time and still be eligible for financial aid.

Credit by Exam: While credit by exam "CE" is not included in enrollment status for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard.

Eligibility Status:

Satisfactory: Satisfactory status is achieved when all criteria explained above is net.

Financial Aid Warning: Students who do not have the required grade point average and/or have not successfully completed 67% of their attempted credit hours will be placed on Warning Status for the following enrolled semester. A student may continue to receive financial aid for one semester while on financial aid warning provided they are otherwise eligible. Students should use this opportunity to re-establish satisfactory academic progress. If, at the end financial aid warning period, the student is meeting the minimum requirements for satisfactory academic progress, the financial aid warning is lifted. Students who fail to make satisfactory academic progress after the financial aid warning semester will be placed on probation and will be ineligible for financial aid until satisfactory progress has meet. A student may attend the next semester(s) (at the student's expense) in order to meet the minimum standards for satisfactory academic progress. ***NOTE:*** *Satisfactory progress will be monitored at the end of the semester to determine if the student will meet the standards of progress and will be eligible to continue to receive financial aid.*

Financial Aid Probation: Students on financial aid warning who have not attained at least a cumulative 67% completion rate and/or earned the minimum required grade point average of a 2.0 will be placed on Probation Status and have their financial aid suspended at the conclusion of the warning period. Students who have attempted the maximum allowable credit hours for their program of study will be placed on Probation Status and have their financial aid suspended. A student may attend the next semester(s) at the student's expense.

Notification of Financial Aid Warning and Probation: The Financial Aid Office will send a letter/email of notification to any student who is placed on Warning Status or Probation Status.

Remaining Eligibility: Students who attend CCCC, without Federal Financial Aid, may regain financial aid eligibility by achieving a 67% completion rate and earning the required GPA based on hours attempted. A student may request consideration of eligibility for financial aid by completing an Appeal Form and submitting the required documentation to the Financial Aid Office.

Students who have exceeded the 150% regulation may also appeal by completing an Appeal Form and submitting the required documentation to the Financial Aid Office.

Appeal of Satisfactory Academic Progress Standards: Students who have been suspended from receiving financial aid may appeal to the Financial Aid Office when there are extenuating circumstances beyond a student's control. A student may submit written documentation to the Financial Aid Office by completing the Satisfactory Academic Progress Appeal Request form explaining the circumstances that have affected academic performance and what has changed that will allow him/her to make Satisfactory Academic Progress in a reasonable

period of time prior to program graduation. Supporting documentation must be presented. Circumstances that may be considered include death in the family, accident, illness, military deployment, or other serious personal problems that were beyond the control of the student and can be supported with proper documentation from involved third party sources.

Returning students are evaluated on a continuing basis from the first enrollment at CCCC unless a mitigating circumstance is considered. Returning students who were previously enrolled under an academic progress policy other than the current academic progress policy will be required to meet the standards of the current policy upon returning.

Appeal Process: A student may appeal in writing to the Financial Aid Office using the Satisfactory Academic Progress Appeal Request form explaining why satisfactory academic progress requirements were not met and what has changed that will allow him/her to make Satisfactory Academic Progress. Supporting documentation for the extenuating circumstance is required and specified according to the student's situation on the Satisfactory Academic Progress Appeal Request form. The Financial Aid Appeals Committee will review the appeal and a decision will be rendered within fifteen (15) business days of the next scheduled committee meeting. The student will be informed of the committee's appeal decision by letter. The decision of the Financial Aid Appeals Committee is final.

Return of Title IV/State Funds Policy

Students who withdraw from all classes prior to completing more than 60 percent of the semester will have their eligibility for financial aid recalculated and may be required to repay all or a portion of any federal and/or state financial aid funds received for that semester. This policy applies to all students who withdraw, drop out, or are suspended from CCCC and who have received Title IV/State funds. Students are responsible for paying this debt. Students' records will be placed on hold and he/she will not be allowed to register for classes until the bill is paid in full.

Standards of Progress, Attendance, and Conduct for Students receiving VA Educational Benefits

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (G.I. Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance, and conduct. These standards are as follows:

1. Academic Progress for VA Educational Benefits recipients

Students receiving VA Educational Benefits must maintain a grade point average (GPA) of 2.0 each semester or term in which they are enrolled. Failure to maintain a GPA of 2.0 will result in probation for the subsequent term of enrollment. If, at the end of that probationary term the GPA is still less than a 2.0, VA Educational Benefits will be terminated. Benefits cannot be reinstated until such time as the student regains satisfactory academic progress. Information on CCCC's grade system and GPA calculation is located in the college catalog.

2. Attendance

Classroom attendance requirements are the same for veterans and non-veterans. Policies regarding class attendance are listed in the college catalog and the student handbook. Veterans who receive educational benefits and are dropped from class due to inadequate attendance may be terminated from receiving educational benefits. Failure to notify the veteran's coordinator of any change in classes, including class hours, may result in an overpayment in educational benefits and a debt for the student.

3. Conduct

Student conduct requirements are the same for veterans and non-veterans. Policies regarding student conduct are listed in the college catalog and in the student handbook.

Serviceman's Opportunity College (SOC)

CCCC is a Serviceman's Opportunity College (SOC) and supports the concept that military personnel should be encouraged to begin their post-secondary education while serving their country.

Under the Serviceman's Opportunity College program, servicemen are encouraged to submit evaluations of CLEP test results, DANTES test results, military service school records, Military Occupation Specialty (MOS) evaluations, and prior college coursework for transfer credit. CLEP/DANTES must meet the recommended American Council on Education (ACE) minimum scores. All coursework considered for transfer must be equivalent to CCCC courses appropriate to the student's program of study.

ACADEMIC INFORMATION

Central Carolina Community College offers Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science degrees, as well as diplomas and certificates.

Transfer to Four-Year Institutions

In accordance with the Comprehensive Articulation Agreement and Transfer Assured Admissions Policy between the North Carolina Community College System and the University of North Carolina (UNC) System, CCCC graduates who complete an Associate in Arts or Associate in Science degree are assured admission into one of the UNC system's 16 public universities. CCCC also has transfer agreements with several colleges and universities outside the UNC System. Check with your academic counselor for more information on transfer credits.

Associate in Applied Science Degree (A.A.S.) Transfer

Although the Associate in Applied Science Degree is designed for workforce training, many colleges and universities will accept transfer credit from CCCC Associate in Applied Science Degree students who wish to pursue a four-year degree. Credit that is granted may range from partial to a full two years of credit. A.A.S. students wanting to transfer are encouraged to meet with the CCCC college transfer counselor and with the appropriate admissions officer at the four-year college to discuss transfer credit.

Orientation

All new students are expected to participate in an orientation process that is intentionally planned and guided by administration, the College Success Center, the Student Services Department, the faculty, and the Student Government Association. CCCC's "extended orientation" model consists of: (1) an on-campus orientation that will help students make an initial connection to the campus, administration, faculty, students and services, and policies; and (2) ACA "first-year experience" courses designed with a common core curriculum that help to introduce students to more intensive academic and college-related concepts to encourage persistence and college/career success.

Registration

All curriculum students must register prior to or at the beginning of each term. All students are expected to register during the time specified for that purpose on the college calendar. Each semester, returning students are encouraged to register early for the subsequent semester. Students are expected to pay tuition charges in full by the designated pay date. Failure to do so results in the student losing their schedule.

Course Load

Students enrolled for 12 or more semester credit hours during the fall and spring semesters are designated as full-time students.

No additional tuition is charged for credit hours over and above 16. Normally, the course load range is from 16-19 semester credit hours.

Students may take no more than 19 semester credit hours during fall or spring semester without special permission of their advisor and the executive vice president of instruction or vice president of student services.

Students will not be permitted to register for more than 22 semester credit hours.

Students enrolled for six or more semester credit hours during the summer semester are designated as full-time students. Pell recipients must enroll in at least 12 semester credit hours to receive a full Pell award for a summer semester. Students may take no more than 12 semester credit hours during the summer semester without special permission of their advisor and the vice president Student Services or executive vice president of instruction. Students are not permitted to register for more than 14 semester credit hours during the summer semester.

Students experiencing academic difficulty will be advised to take a reduced course load. Employed students may also be advised to take a reduced course load contingent upon their academic standing.

Double Major

Students wanting to pursue two degrees at the same time may do so by seeing a counselor and completing a Change of Program form. On the form under the question of "New Program," the name of both degrees to be pursued must be indicated. The current college catalog in effect on the date the form is completed will be used to determine the course requirements for the degree(s).

Distance Education

CCCC's comprehensive schedule of distance education courses provides a top-quality, fully-accredited educational alternative for the self-directed, independent learner who values quality, convenience, and flexibility. Distance education courses contain the same basic content, require the same academic rigor, and offer the same semester credits as traditional courses. The major difference between face-to-face courses and distance courses is the instructional delivery method. Courses are offered using three methods: online, hybrid, and web-assisted. Through distance education, travel to campus is minimal or not required at all. Hybrid course delivery reduces on-site sessions but still requires regular on-campus meetings. Distance courses are learner-focused, challenging, and demand as much or more time than traditional courses. Students who are considering enrolling in a distance program or a distance course should work closely with their faculty advisor or counselor.

The Associate in Arts (A.A.); Associate in Science (A.S.); and the Associate in Applied Science (A.A.S.) in Accounting, Business Administration, Human Resources

Management, and Library and Information Technology may be earned entirely through a combination of distance education delivery methods.

Distance Education Online Courses

Online courses use the Internet, e-mail, and other electronic resources to provide opportunities for meaningful student-to-faculty and student-to-student interaction comparable to the traditional college classroom. Additional tools such as software applications, e-texts, and media-enriched digital content are common components. Students must have access to a reliable personal computer (home, office, or college campus) with Internet access and appropriate software and also have the ability to use it proficiently.

Online courses have LN1, LN2, LN3, etc. section numbers. These courses are not self-paced; students followed a structured assignment and exam schedule. Successful students are motivated to learn, have easy access to technology, and are comfortable using computers and the Internet.

At the semester start, students must complete the course-specific orientation including a required orientation quiz by the deadline to remain enrolled in the course. Failure to meet this orientation requirement will result in being withdrawn from the course at the student's expense.

Distance Education Hybrid and Web-Assisted Courses

Hybrid and web-assisted courses blend traditional class meetings on campus with online experiences. In hybrid and web-assisted courses, the Internet, email, software applications, e-texts, and media-enriched digital content are common components. Hybrid courses are designed and facilitated that more time is spent online than in the face-to-face setting while web-assisted courses are the opposite; web-assisted courses require more on-campus than online.

Both delivery methods provide opportunities for student-faculty and student-student interaction. Requirements for these courses include attendance at regularly scheduled on-campus class meetings and access to a reliable personal computer (home, office, or college campus) with Internet access and appropriate software. Students need the ability to use technology for learning. Hybrid courses are denoted by LJ1, HJ2, PJ3, etc. section numbers. Web-assisted courses are coded as LM1, HM2, PM3, etc.

At the semester start students must complete the course-specific orientation including a required orientation quiz by the deadline to remain enrolled in the course. Failure to meet this orientation requirement or demonstrate attendance will result in being withdrawn from the course at the student's expense.

More complete information about course and credential offerings, requirements, and services can be found on the Distance Education webpage at www.cccc.edu/de.

Auditing Courses

A student who desires to take a course without credit may choose to audit the course by completing the Audit Declaration form, having it signed by either the instructor, department chair, or dean, turning it in at registration, and paying full tuition. An audit student cannot change the course from audit to credit or from credit to audit after the last day to register or drop/add a course. A grade of "AU" will be assigned to the student upon completion of the course. *NOTE: Pell and VA students cannot count audited courses for payment purposes*.

Auditing a course is subject to permission of the instructor and is contingent upon space available in the class.

The registrar will ensure that all faculty receive a copy of the completed Audit Declaration Form in order to know who is auditing their classes.

Course Substitution

Under extenuating circumstances, a student may apply to his advisor for approval of a course substitution. A course substitution may be granted upon review and recommendation of the department chair to the dean or provost and in consultation with the executive vice president of instruction.

Consideration of any substitution involving a required core course as stipulated in the curriculum standard must receive additional approval by the North Carolina Community College System office staff. For VA purposes, the VA counselor must be notified of all approved course substitutions.

The course used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course. The substitute course must have relevance to the curriculum and should also have relevance to the course for which the substitution is made.

Independent Study

Under extenuating circumstances, independent study may be scheduled for selected courses with the approval of the subject instructor, department chairperson, and the program dean.

Academic Advisors

Students are assigned to academic advisors and success coaches upon enrollment. The role of the advisor is to serve as the primary contact with the student for his or her total academic activities while enrolled at CCCC. The role of the success coach is to provide additional academic advising/coaching that supports the overall advising process.

The student is expected to confer periodically with his advisor and/or to visit the College Success Center for a success coaching appointment (at least twice each semester) regarding academic standing, early registration, or any other areas of concern.

Alternative Credit

A student may earn alternative credit in the following ways:
- Transfer of credit from one curriculum to another (Resident Credit Transfer)
- Transfer of credit from regionally accredited institutions
- Advanced Placement Examinations (AP)
- College Level Examinations Program (CLEP)
- Defense Activities for Non-Traditional Education Support Systems Examination (DANTES)
- Proficiency demonstrations
- Experience

Amount of Alternative Credit Allowed

At least 1/3 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College.

No more than 20% of credit for a certificate, diploma, or associate degree required for graduation may be earned through credit by experience.

Resident Credit

When a student transfers from one curriculum to another within the college, all courses applicable to the new program for which the student has earned credit will transfer as resident credit depending upon the curriculum guidelines and academic policies in effect at the time of transfer. Some courses may be ineligible for transfer based on time limitations set by specific curriculum programs.

Transfer Credit from Another Institution

CCCC accepts transfer credit from regionally accredited institutions under the following rules:
- Higher education institutions (colleges) transfer credits may be accepted only from regionally accredited institutions.
- A course grade of "C" or better is required for all transfer credit.
- Students must request official transcripts to be sent to the Registrar's Office for evaluation.
- When deemed necessary students must provide course descriptions and/or course syllabi if they are needed to determine credit eligibility.
- Some courses may be ineligible for transfer credit based on time limitations as set by specific curriculum programs.
- Credit will be granted on a course-by course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted. Transferred credit will not be calculated in the grade point average.

Advanced Placement (AP), CLEP, DANTES

Students may request credit for subjects tested under advanced placement exams such as AP, CLEP, and DANTES. Subjects must be applicable to the student's current curriculum program requirements and test scores must meet American Council on Education (ACE) recommendations. Such credit must be supported by official test score reports. The following rules apply:
- Students must request that official score reports to be sent to the CCCC Registrar's Office for evaluation.
- Credit will be granted only for scores earned within the last ten (10) years unless approved by the executive vice president of instruction.
- Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted.
- Such credit will not be calculated in the grade point average.
- An exam score of 3 or better is required to receive credit for an AP course.
- Recommended ACE cut-off scores will be used for CLEP and DANTES.

Credit by Examination

Students with prior proficiency in a course due to previous educational or work experience may apply for credit by examination. This option is available for selected courses as determined by the department chair. A proficiency demonstration may be a written exam, oral exam, shop exercise, or lab exercise. The following rules for the student apply:
- Show evidence of preparedness for a proficiency demonstration (e.g., high achievement in secondary school, military service, and/or work experience) that must be submitted to the department chairperson accompanied by a written request for a review.
- Obtain permission from the appropriate department chairperson or executive vice president of instruction.
- Register and pay tuition for the course.
- Take the Proficiency Test during the first week of the term.
- Earn a grade of "B" (86%) or better.
- Drop the course using the Drop/Add form if an acceptable score is earned and then add the course as Section "OP" (Proficiency) on the Drop/Add form.
- Credit granted through a proficiency exam will not be calculated in the grade point average.
- Proficiency demonstrations may be taken only one time for each course.
- Credit for proficiency demonstration may not be granted for a course being audited by the student.
- The instructor will complete a Student Termination form and assign a grade of "CE" (Credit by Examination). Reason for termination will be "Passed by Proficiency."

Credit by Experience

Students may request credit for work experience or skills that directly correlate with competencies required in a specific course under the following rules:
- Requests for credit by experience must be properly made and acted upon prior to the 10% point of the class and

must be made in writing on the Request for Credit by Experience form.

• Credit by experience may not be granted for cooperative work experience courses.

• The department chairperson or lead instructor will guide the student in determining the appropriate documentation necessary to evaluate the request. Documentation required will vary depending upon the field of study.

• For guidance, the following are examples of the appropriate documentation: official work history with job responsibilities and proficiency ratings verified by supervisors and human resource officers within the company; a completed thesis verified by an official transcript could serve as verification that a student should receive credit for a technical writing course; electronically recorded presentations (taped presentations could be evaluated to determine credit by experience for an oral communications class); and brochures announcing a pottery exhibit and displaying the creations of the student.

• Experiences, which may require a demonstration of one's ability, must be approved by the student's curriculum department chairperson or lead instructor, the subject area department chairperson, and the vice president of Academic Affairs.

• Experiences must be officially documented per the college's request.

• Veterans may apply credit for training received under the armed forces college training programs and some specialized and technical training completed under the auspices of the armed forces. Appropriate documentation must be provided.

• The approved credit recommendation should be submitted to the Registrar's Office.

• The registrar will record a symbol of "EL" on the transcript with credit hours; however, no quality points will be assigned.

• Documentation shall be kept on file for five (5) years in the Registrar's Office.

• Credit granted for experience will not be calculated in the grade point average.

Prerequisites/Corequisites

Prerequisites and corequisites serve as safeguards to successful course and program completion in that they ensure proper knowledge and background for higher-level courses. In the case of corequisites, the goal is to ensure a proper educational experience when two courses depend upon one another for coherence and knowledge application. In rare cases, prerequisites or corequisites may be waived upon review and recommendation by the department chair to the dean or provost and in consultation with the executive vice president of instruction. Permissible reasons for waiver of local prerequisites (course taken prior to another course)/ corequisites (course taken at the same time or prior to another course) are limited to the following:

• Grade of at least "C" in a course judged of similar or higher-level content to that of either the

prerequisite/corequisite or the requested course.

• Demonstrated competency in the content of the prerequisite/corequisite obtained through professional application. In this case, the student must request credit by experience.

• Life experiences that are deemed equivalent to or that supersede the prerequisite or corequisite; a formal review of course level outcomes would occur and be maintained in the student's records.

• Transfer in of a course that has a prerequisite or corequisite (example: a student transferring in with the local prerequisite of RED 090 would not have to take RED 090).

• Satisfactory completion of proficiency exams administered by CCCC (when such exams are available).

• Enrollment in another course deemed suitable to satisfy the corequisite.

• Student engaged in a job experience during the duration of the course that would provide a similar purpose of the corequisite.

• An associate or higher level degree when enrolling in beginning college level courses (e.g. ENG 111; PSY 150).

• For visiting students, written documentation from their college/university to enroll in a specified course that has a prerequisite.

Time Provisions for Completing a Curriculum Program

Students will abide by the college catalog and program of study requirements in place at the time of admission. Students may elect to adopt future college catalogs and program of study requirements if it is beneficial to completing degree requirements in a timelier manner.

Students who request a change of program must adopt the college catalog and program of study requirements in place when the change becomes active. Consequently, older college catalogs cannot be used for degree completion once the change of program is active.

In accordance with CCCC's mission and values, the college quests to educate, train, and graduate students who are competent, capable, and current in their chosen programs. Therefore, students who have not completed their program of study within five years of initial enrollment are subject to new or revised policies, provisions, rules, guidelines, electronic program of study, catalog, etc. in existence once the five-year term expires. **NOTE:** *All students are subject to provisions and guidelines imposed by the state or outside accrediting agencies that impact changes in programs. Such changes are at the discretion of the state or outside accrediting agencies. When such happens, students may be required to adhere to the provisions of the revised program prior to the five-year expiration point.*

This provision applies to all students and all curriculum programs (certificates, diplomas, degrees) and is subject to the following rules:

• When a student does not complete a program of study within five years, the department chair and appropriate faculty members may consider course-by-course credit

within a student's program and grant appropriate substitutions and credit with review by the dean/provost and final approval by the executive vice president of instruction.

> • Requests for transfer credit for courses earned under special credit status or while enrolled in another program are also subject to five-year limitations. Such credit exceeding the five-year limit may be evaluated and considered for credit by the department chair and appropriate faculty members with review by the dean/provost and final approval by the executive vice president of instruction.

Grading System

CCCC operates on a required-subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if the student is to be awarded a certificate of completion, diploma, or degree. This grade system is followed for all subjects in curriculum areas.

A cumulative grade point average is maintained which includes all courses taken. If a course is re-taken, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript.

How to Compute the Grade Point Average (GPA)

Academic quality must be achieved in order to graduate from any program at CCCC. The standard for students' work is determined by the Quality Point system. Under this system, a letter grade is assigned a certain number of quality points (QPs) per credit hour; i.e., an "A" is given four QPs; a "B", three QPs; a "C", two QPs; a "D", one QP; and "F", no QPs. Quality points are computed by multiplying the number of credit hours per course by the value of the grade earned. The grade point average (GPA) is then computed by dividing the total number of quality points by the total number of credit hours attempted.

Letter Grade	Meaning	Quality Points (Per Credit Hr.)
A (90-100)	Excellent	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Below Average	1
F (59 & under)	Failure	0
I	Incomplete	0
W	Withdrew	0
WF	Withdrawal/Failing	0
AU	Audit	0
P/F	Pass/Fail	0
CE	Credit by Exam	0
* (Grade)	Indicates Grade Not Applicable	0
EL	Learning By Experience	0

Example of Computing Grade Point Average

Thirty-eight (38) QPs divided by seventeen (17) credit hours equals 2.235 GPA. ***NOTE:*** *Grade point averages are not rounded up or down for graduation or honor awards.*

Course Earned	Credit Hrs	Grade		QPs
ENG 111	3	C (2)	3x2=	6
BIO 163	5	A (4)	5x4=	20
PSY 150	3	B (3)	3x3=	9
SOC 210	3	D (1)	3x1=	3
BUS 110	3	F (0)	3x0=	0

General Academic Standards

1. If a student does not score the minimum to take the mathematics and English composition course of his choice, he must enroll in the appropriate non-credit developmental course(s) to learn the skills necessary to meet the placement scores for the general education course desired.

2. Students who do not earn a 2.0 GPA for any given term will be placed on academic probation. Probation students, who are seeking a degree, diploma, or certificate, will be required to enroll in and successfully complete ACA 090 College Study Skills, a three semester hour non-credit course. A reduced course load is recommended.

> ***EXCEPTION 1:*** *Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in ACA 090 College Study Skills. A reduced course load is recommended.*

> ***EXCEPTION 2:*** *Probation students who have enrolled in and successfully completed ACA 090 during a previous term will not be required to repeat ACA 090. Students who are placed on academic probation for subsequent terms will only be permitted to enroll in a maximum of 12 credit hours (12 credit hours for a 16 week term, 9 credit hours for a 12 week term, and 6 credit hours for an 8 week term) during the next term of enrollment. Students can enroll in additional credit hours upon obtaining a 2.0 term GPA during the probation term.*

3. Students who have a term GPA below 2.0 for two consecutive terms and an overall GPA below 2.0 will be suspended from all and all college activities for one term with the exception of enrollment in ACA 090.

> ***EXCEPTION:*** *If a student applies to change curriculum programs after two terms with a GPA below 2.0, the suspension may be extended for one term. During this suspension extension term, the student will be required to enroll in and successfully complete ACA 090. This extension of suspension must be approved by the department chairperson of the new curriculum and by the Vice President of Student Services. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.*

4. Students will not be allowed to repeat any curriculum course more than twice.

5. Students must have an overall GPA of 2.0 and a GPA of 2.0 in the program of study to qualify for graduation.

President's/Dean's List Eligibility

A student will be announced as a President's List

student if he is enrolled full-time in a curriculum program (minimum of 12 credit hours), receives all grades of "A" (4.0 GPA), and has no grades of "I" during the term. The required GPA will be determined by computing grades earned only in credit courses.

A student will be announced as a Dean's List student if he is enrolled full-time in a curriculum program, receives a grade point average of 3.50 with no grades lower than a "C," and has no grades of "I" during the term.

A student graduating with an average of 3.5 or higher in major program courses will be announced as an Honor Graduate.

Highest Academic Award

At graduation, the Highest Academic Award will be presented to the graduates who have the highest academic average in four categories: A.A., A.S., A.A.S., and Diploma. These students must have completed 75 percent of their coursework and their last term of study at Central Carolina Community College. Only students with a minimum GPA of 3.5 are eligible to receive this academic award.

Academic Probation Policy

Each student will be notified of his academic status at the end of each term. Students who do not earn a 2.0 GPA for any given term will be placed on academic probation. Academic probation is posted to the student's official transcript for that term. Probation students, who are seeking a degree, diploma, or certificate, will be required to enroll in and successfully complete ACA 090, a three semester hour non-credit course. A reduced course load is recommended. Students may not participate in any athletic events while on academic probation.

EXCEPTION 1: Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in ACA 090 College Study Skills. A reduced course load is recommended.

EXCEPTION 2: Probation students who have enrolled in and successfully completed ACA 090 during a previous term will not be required to repeat ACA 090. Students who are placed on academic probation for subsequent terms will only be permitted to enroll in a maximum of 12 credit hours (12 credit hours for a 16 week term, 9 credit hours for a 12 week term, and 6 credit hours for an 8 week term) during the next term of enrollment. Students can enroll in additional credit hours upon obtaining a 2.0 term GPA during the probation term.

If, upon receipt of grades, a student learns that he is on academic probation, he must schedule an appointment with his advisor/counselor immediately. The purpose of this conference is to assist the student in assessing academic problems and exploring ways of improving the student's academic status. As long as the student remains on academic probation, his advisor/counselor will make recommendations concerning the course load for which the student should register, enrollment in needed developmental courses, or referrals to other college resources.

Academic Suspension Policy

If a student has below a 2.0 term GPA for two consecutive terms and an overall GPA of less than 2.0, that student will be suspended from all coursework and all college activities for one term with the exception of enrollment in ACA 090 College Study Skills. Academic suspension is posted to the student's official transcript for that term. A student may be considered for reentrance after one term of suspension by completing a readmission form and having it approved by the department chairperson, a counselor, and the vice president of student services. ACA 090 will be required during the term of suspension or the term of reentrance.

EXCEPTION: If a student applies to change curriculum programs after two terms with a GPA below 2.0, the suspension may be extended for one term. During this suspension extension term, the student will be required to enroll in and successfully complete ACA 090. This extension of suspension must be approved by the department chairperson of the new curriculum and by the Vice President of Student Services. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

Repeating a Course

A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed, total grade points, and grade point averages. No course may be counted more than once for graduation. No course, except developmental courses, may be repeated more than twice. An exception may be granted for courses that receive a "W" grade. They may be repeated more than twice with approval of the dean.

Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for repeating courses previously passed. It is the student's responsibility to determine status in regard to financial aid.

Removal of Incomplete

Instructors may assign a grade of "I" ("Incomplete") to any student who, due to extenuating circumstances, needs additional time to complete course requirements; however, Incompletes will be assigned with discretion.

For each grade of "I" ("Incomplete"), the instructor must fill out a "Requirements to Remove Incomplete" form indicating what the student must do to earn a final grade, attach a copy to the grade report submitted to the registrar, and send a copy to the appropriate dean. The student must take the initiative to remove the "Incomplete" by the midterm date of the next semester (fall, spring, or summer) as specified in the college calendar.

Unusual and extenuating circumstances may be cause for allowing extended time to remove an "Incomplete." These circumstances must be determined by the instructor

and student with notification of the extended time to the registrar. A student cannot graduate with an "I" on his record if the course is required for graduation.

If the student fails to complete requirements necessary to remove the "Incomplete" when prescribed and/or the instructor fails to turn in a final grade on an "Instructor's Grade Change" report by the midterm date of the next (fall, spring, or summer) semester as specified in the college calendar, a grade of "F" will be assigned by the registrar and computed in the student's cumulative grade point average.

Withdrawal

A student who wishes to withdraw from school or from an individual course during the academic year should complete an official withdrawal form in the Student Services Department. The student's advisor is required to sign the form. This will protect the student's scholastic standing, his right to reenroll, and his transfer credits. The date of official withdrawal (including withdrawal resulting from disciplinary suspension or expulsion) from a course can affect the final grade for that course. Distance education students who cannot physically come to campus can initiate withdrawal from a course by phoning or emailing an admissions counselor or academic advisor.

A student may withdraw within the first 12 weeks of the semester and receive a "W." After the 12-week point as specified in the college calendar, withdrawal from a class results in a final grade of "WF." A grade of "WF" is treated as an "F" and affects the grade point average.

All courses dropped after the first 12 weeks will be dropped with a "WF" except in the case of hardship/medical withdrawal from the college. A hardship/medical withdrawal must be requested from and documented with the vice president of student services.

When a student has not attended class for two consecutive weeks, has not contacted the instructor, and has not completed an official withdrawal form, the faculty will complete and submit to the registrar a "Student Termination" form. The grade assigned to the student on the termination form will be determined by the last day of attendance; i.e., a "W" if the last day of attendance was on or before the 12-week date or a "WF" if the last date of attendance was after the 12-week date.

Readmission

When a student withdraws from the college, he may apply for readmission at the beginning of the next term in which courses are offered and for which he is eligible. A student who is dismissed for unsatisfactory progress may be readmitted after the department chairperson, a counselor, or the vice president of student services has granted approval.

A student reentering must do so under the provision of the catalog in effect at the time of reentry.

Transcript Policy

Official curriculum transcripts may be requested by two methods. In order to request a transcript, a student's written or electronic signature is required and all financial obligations to the college must be fulfilled.

Students may request a transcript online from our website for $3.50 per transcript. Online orders may take up to 72 hours or three business days to process though are usually processed daily. Online requests may be sent via US post or electronically to the email address specified by the student. To order a transcript online, go to CCCC's homepage at www.cccc.edu. At the top of the page, click on the 'Quick Links' drop-down menu. Click 'Request Transcript'. Scroll down to CURRICULUM TRANSCRIPTS. Then click 'Order online now'. All electronic request transcript fees are collected by a third party agency (AVOW/Parchment systems) that provides the transcript management and certification system for transcripts. All students must digitally sign a FERPA waiver before the transcript is released.

On-demand requests may be made to the Records Office in person for a charge of $5.00 per transcript. On-demand transcripts will only be issued to the student. A photo ID is required. On-demand transcripts cannot be mailed or sent electronically. Payment must be made to the Business Office. Please note the Business Office hours for on-demand requests. The business office hours are from 8am until 5pm Monday through Thursday and from 8am until 3:30pm on Fridays for on-demand payment processing.

CCCC does not fax transcripts or accept faxed transcript requests for curriculum transcripts.

Central Carolina Community College retains the right to not issue an official transcript under the following circumstances: (1) the student owes an outstanding balance to the college, and (2) the student owes outstanding materials to the college.

Electronic Transcript Policy (E-transcripts)

Central Carolina Community College certifies that an electronic transcript (e-transcript) issued by AVOW Systems as an official college transcript. The acceptability of an e-transcript will be determined by the receiving institution/recipient in accordance with their policies and procedures.

Acceptance of Electronic Transcripts for Admission Purposes

Central Carolina Community College will accept electronic transcripts for admissions purposes if the following criteria are met regarding the transcript:

1. The transcript is certified as official from the college using a third party agency for the certification process. Approved agencies include AVOW Systems, Docufide, National Student Clearinghouse, and Scrip-Safe.

2. The transcript must be a PDF certified document that has no indication of tampering.

3. A college official must receive the transcript from an approved e-transcript service. CCCC will not accept forwarded transcripts from unaffiliated college sources unless it has been preapproved by the Registrar.

4. CCCC has the right to refuse electronic transcripts or request additional information if there is question about the authenticity of the document.

Graduation

Graduation exercises are held annually at the close of the spring and summer terms. The student must apply for his degree or diploma by the midterm of the term in which coursework is scheduled for completion. A $18.00 graduation fee will be charged to students who participate in graduation exercises. Graduation fees are used to cover costs for degrees, diplomas, certificates, caps, gowns, honorariums, flowers, etc. In compliance with the Student-Right-To-Know and Campus Security Act of 1991, the college's graduation rate and annual crime statistics are available on request from Student Services.

Conduct and Student Due Process

CCCC has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner.

Attendance

Central Carolina Community College values a philosophy that supports the attainment of education, skills, and competencies integrated with a strong awareness of a workplace ethic of responsibility and commitment to excellence. Regular attendance is required and demonstrates a commitment to educational achievement and good workplace ethics. All work missed during absences must be made up to the satisfaction of the instructor, and failure to make up work may adversely affect the student's final grade. The following rules apply:

• Students must attend 80% of the total hours of any class in order to receive a passing grade. At the discretion of the instructor, a student who is absent from class more than 20% of required class meetings may be dropped from the class roster.

Central Carolina Community College authorizes two absences from classes each academic year for religious observances required by the faith of a student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious observance are in addition to allowed absences set forth by 80% attendance requirement.

Students requesting absence from class for religious observance must obtain approval at least two weeks prior to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.

• Students withdrawn for missing more than 20% of the class meetings before the last day to drop a course will receive a grade of "W." Students withdrawn after the last day to drop a course will be assigned a grade of "WF."

• Making up absences is at the discretion of the instructor or may be guided by internal policies determined by individual departments or programs when necessary to

comply with guidelines prescribed by accrediting or licensing agencies. Allied Health, Barbering, Basic Law Enforcement Training (BLET), Cosmetology, and Esthetics are examples of such programs and courses where external agency requirements may influence attendance guidelines.

• At the discretion of the instructor, a student may be referred to the Student Services Department for counseling relative to absenteeism. The visit must be documented prior to reentry to the class.

• In all cases, instructors are required to maintain accurate attendance records. Absences due to late registration shall be counted as regular absences. If a student has been in attendance prior to the 10% census date, but has been absent, the instructor should not initiate student withdrawals except for students who have never attended class. Otherwise, students should be withdrawn once they exceed the 20% absence limit.

• When the instructor decides to withdraw a student, the instructor must process the student withdrawal using appropriate forms within ten (10) working days of the student exceeding the 20% absence limit.

• A student may be suspended from a course for disciplinary reasons at any point during a course.

• If a student wishes to appeal an instructor's decision to withdraw him for absences, the student should consult the instructor's immediate supervisor. Further appeals should be made to the next ranking official up to the executive vice president of instruction. The official to whom the appeal is made may reverse the withdrawal. The decision of the executive vice president of instruction is final.

• Disciplinary withdrawals may be appealed through the procedures outlined under Students Rights (Disciplinary Procedures).

• Students who anticipate an absence should contact their instructor before the class meets. Should this prior notice to the instructor be impossible, the student should expect to explain his absence upon return to class.

• Excessive tardiness will be dealt with in a manner similar to that for absences. Three tardies constitute one (1) absence. Students who are late by 10 minutes or more will be marked absent for that hour of class. *NOTE: A grade of "W" may adversely affect third-party payments (e.g., financial aid, VA benefits).*

• Attendance or participation in distance education courses is defined as completing and submitting academic work. At the semester start, students must complete the course-specific orientation including a required orientation quiz by the deadline to remain enrolled in the course. Failure to meet this orientation requirement will result in being withdrawn from the course at the student's expense.

• Simply clicking into a Blackboard site or related application does not constitute attendance. Students should reference distance education materials and their course-specific syllabi for more detailed requirements for active and appropriate participation in distance education courses. When students do not meet attendance standards in distance education courses as set forth in distance education materials and course-specific syllabi, students will be

dropped from the course with the outcomes as described for traditional students.

Dropping Students from Class Roll

A student will be dropped when the student gives notice of withdrawal or has been absent from class for two consecutive weeks without making personal contact with the instructor indicating intention to continue in the course. Absence must be for a valid reason and the student must make personal contact with the instructor to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor.

A student dropped for two consecutive weeks of absences without contact or for any other reason may be readmitted through the Student Services Department. Permission to reenroll will be given only with approval of the instructor. All work missed must be made up. A student may be dropped from a course for disciplinary reasons.

Student Rights, Responsibilities, and Judicial Procedures

I. Preamble

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, which accrue to them by virtue of this membership. When a student's violation of the law 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.

II. Student Rights

A. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

B. 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. Freedom of expression must conform to generally recognized community standards of decency and morality.

C. 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 officers.

D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. 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. Only directory information will be released without the written consent of the student. Directory information includes name, address, academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the vice president of student services that directory information be withheld. The college will not sell mail address lists of any current students, previous students, or graduates.

E. No disciplinary sanctions other than temporary removal from class or an activity may be imposed upon any student without due process (see Section IV, A.). Due process procedures are established to guarantee a student accused of a student code of conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

F. Grade Appeal–Students have the right to appeal any grade within fifteen (15) business days after the posted date of the grade. Students must follow the student appeal process outlined under Section VI. Student Grievance Procedure and Section VIII. Appeals Procedure—Grade Appeal.

III. Student Code of Conduct

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct is a clear and substantial disruption or clearly threatens to create a substantial disruption to 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 rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V. This code should not be considered an exclusive list of acceptable and unacceptable behavior.

A. Academic Dishonesty–Central Carolina Community College expects every student to be committed to honesty and academic integrity. To ensure that all students understand CCCC's expectations, specific examples of cheating and plagiarism, two common forms of dishonesty, are outlined below. The lists are representative, but not all inclusive of various types of academic dishonesty.

Cheating includes copying tests, assignments, projects,

presentations, and similar work; submitting work that was previously submitted in another course or at another institution without instructor approval; changing grades without the instructor's knowledge; using unapproved sources (print, electronic, or web materials, etc.) during tests; receiving and giving assistance with tests or other assignments without instructor approval; and any action which misrepresents or defrauds.

Plagiarism includes representing others' work (papers, tests, assignments, projects, etc.) in any form, print, electronic, web, etc., as your own; not giving credit to work created or composed by another author (refer to The Publication Manual of the American Psychological Association, the MLA Handbook for Writers of Research Papers, or other approved style guide); or submitting a purchased paper, project, or presentation as your own original work.

Other academic honesty violations include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, and impersonating another by taking their examination.

If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC administrators: receive a zero grade on that assignment, receive an "F" in that course, and/or be suspended or expelled from the college.

B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours are violations of behavior.

C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles is prohibited. Possession, use, or distribution of any illegal drugs, except as expressly permitted by law is prohibited. Any influence, which may be attributed to the use of drugs or of alcoholic beverages, shall not in any way limit the responsibility of the individual for the consequences of their actions.

Furthermore, no one with the smell of alcohol on him, or whose observable behavior leads a college official to believe he is under the influence of alcohol or other drugs, will be allowed at the college or any college activity. *NOTE: Parents are notified when students under age 21 violate drug and/or alcohol laws*.

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or

E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice is prohibited. *NOTE: A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff), will be expelled immediately. Personal combat will not be tolerated*.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment is prohibited.

G. Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises is prohibited.

H. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use is prohibited. In addition to usual disciplinary measures, violation of this rule will result in revocation of all scholarships and grants.

I. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress, or egress of college facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff are prohibited.

J. Possession or use of a firearm, incendiary device, explosive, or any weapon, except in connection with a college-approved activity is prohibited. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment is prohibited.

L. Illegal gambling is prohibited.

M. Smoking (and/or using other forms of tobacco products), eating, or drinking beverages in classrooms, shops, and labs or other unauthorized areas is prohibited.

N. Vehicles must be parked in designated areas and the parking permit must be visible. Vehicles will be operated safely, moderately, and courteously. The speed limit on all campuses is ten (10) miles per hour. Vehicles must be registered with the Business Office (Lee County Campus) or the front office (Chatham and Harnett county campuses) at the first occasion they are used on campus grounds. Violators of traffic and parking regulations are subject to a fine for each violation. Student records may be withheld until fines are paid.

O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive is prohibited.

P. Failure to comply with instruction of college officials acting in performance of their duties is prohibited.

Q. Violation of the terms of disciplinary probation or

any college regulation during the period of probation is prohibited.

R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is prohibited.

S. Violation of local, state, or federal criminal law on college premises or while attending college activities is prohibited.

T. Students are expected to dress appropriately for the occasion. This includes covering the torso and wearing shoes or sandals. Lewd, indecent, or offensive wording on clothing will not be tolerated.

U. Students are not to bring children to the campus while attending classes or other activities or using the library. Children should not be left unattended in cars while parents attend class or campus business.
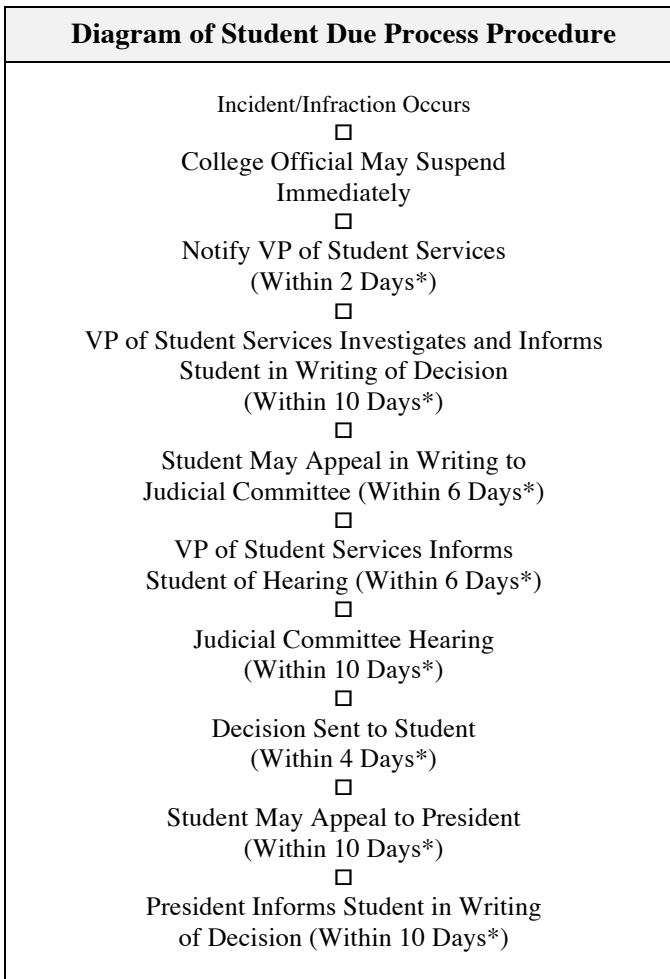
V. Curriculum students are permitted to carry pagers and cellular phones on their persons provided that they comply with all the following:
• No texting or emailing during class.
• Cellular phones must be set to silent or vibrate mode or be turned off completely during class time.
• Students will not exit class to respond to messages or calls. If it is an emergency situation, students must notify their instructor prior to exiting class.
• If a student's pager or cellular phone becomes a classroom disruption, they will be asked to remove the pager or cellular phone from class.

College personnel shall retain the right to remove pagers or persons that become disruptive to the learning process. All students choosing to carry pagers or cellular phones must abide by the policy as outlined above or face disciplinary measures from the college.

W. Library Computer Use Library computers are provided to conduct research and to communicate with others in support of the college's educational mission. Students, faculty, staff, public patrons, and campus visitors are expected to use computer resources in an ethical, legal, and responsible manner. By logging on to library computers, users acknowledge that they are aware of and agree to the CCCC Acceptable Use Policy. Any use of library computers that violates college policy, violates federal, state, or local laws, alters computer and/or network settings, promotes commercial activity, intends harm or distress to others, or is obscene or malicious in nature is prohibited. Computer access is a privilege, not a right. Violations may result in loss of access and/or disciplinary action.

X. Policy on Pets: Pets of any type may not be brought on campus or into any college building. This policy is in no way intended to restrict access to the campus for animals specifically trained to aid individuals with disabilities, police dogs, or those pets that are part of the college's Vet Med program. Pets cannot be left unattended in vehicles while parked on CCCC property.

Diagram of Student Due Process Procedure

Incident/Infraction Occurs

College Official May Suspend Immediately

Notify VP of Student Services (Within 2 Days*)

VP of Student Services Investigates and Informs Student in Writing of Decision (Within 10 Days*)

Student May Appeal in Writing to Judicial Committee (Within 6 Days*)

VP of Student Services Informs Student of Hearing (Within 6 Days*)

Judicial Committee Hearing (Within 10 Days*)

Decision Sent to Student (Within 4 Days*)

Student May Appeal to President (Within 10 Days*)

President Informs Student in Writing of Decision (Within 10 Days*)

Working days, not calendar days

IV. Disciplinary Procedures

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

The instructor or administrative officer invoking such suspension 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 more than two (2) days following the incident. The vice president of student services shall resolve the matter in a timely fashion utilizing the steps outlined in section IV. C. Disciplinary Procedures.

B. Responsibility for Implementation:
The vice president of student services is responsible for implementing student discipline procedures. (Throughout this code, VP of Student Services refers to the vice president of student services).

C. Disciplinary Procedures: 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:

1. Charges: Any administrative official, faculty member, staff member, or student may file charges with the VP of Student Services against any student or student organization for violations of college regulations. The individual(s) making the charge must notify the VP of Student Services in writing stating: name of the student(s) involved, the alleged violation of the specific code of conduct, the time, place, and date of the incident, names of person(s) directly involved or witnesses to the infraction(s), any action taken that related to the matter, and desired solution(s).

2. Investigation and Decision: Within five (5) working days after the charge is filed, the VP 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 VP of Student Services may act as follows:

    a. drop the charges.

    b. impose a sanction consistent with those shown in Section V. Sanctions.

    c. refer the student to a college office or community agency for services.

3. Notification: The decision of the VP 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 VP of Student Services or where the student refuses to cooperate, the VP 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 VP of Student Services' decision, and instructions governing the appeal process (Section VII. Appeals Procedure – Sanctions or Disciplinary Actions).

V. Sanctions

A. Reprimand: This written communication 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 (2) important implications. First, the individual is given a chance to show his capability and willingness to observe the Student Code of Conduct without further penalty; second, if he errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.

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 and/or access to specified college facilities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of

leadership or responsibility within the college or with a student organization, publication, or activity. This probation will be in effect for no less than two (2) terms. Any violation of Restrictive Probation may result in immediate suspension.

D. Restitution: This requires paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.

E. Interim Suspension: This results in exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

F. Loss of Academic Credit or Grade: This is imposed as a result of academic dishonesty.

G. Withholding Transcript, Diploma, or Right to Register: These are imposed when financial obligations are not met.

H. Suspension: This results in exclusion from the college and all 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 VP of Student Services before returning to campus.

I. Expulsion: This is dismissing a student from the college and all activities of the college for an indefinite period. The student loses his student status. The student may be readmitted to the college only with the approval of the president. ***NOTE:*** *A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff), will be expelled immediately.*

J. Group Probation: This 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: This is removing college recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). 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 is 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.

VI. Student Grievance Procedure

A. Purpose: The purpose of the student grievance procedure is to provide a system to channel student complaints against a college employee. Such complaints include academic grades, alleged discrimination, and alleged harassment.

B. Procedures:

1. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is related to an academic grade, the student must follow the steps outlined in the Grade Appeal Form as indicated in

VIII. Appeals Procedure– Grade Appeal. In extreme cases such as alleged sexual harassment, the student may go directly to the VP of Student Services or any other college official with whom the student feels comfortable.

2. If the grievance related to discrimination or harassment is not resolved in step one, the student may appeal to the department chair or dean responsible for the student's curriculum. The department chair or the dean will attempt to resolve the conflict.

3. If the grievance related to discrimination or harassment is not resolved in step two, the student may appeal to the responsible vice president who will attempt to resolve the conflict.

VII. Appeals Procedure—Sanctions or Disciplinary Actions

A student who disagrees with the decision of the VP of Student Services may request a hearing before the Judicial Committee. This request must be submitted in writing to the VP of Student Services within six (6) working days after the receipt of the VP of Student Services' decision. The VP of Student Services shall refer the matter to the Judicial Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student or college employee against whom the charge has been filed, and the relevant facts revealed by the VP of Student Services' investigation.

A. Committee Composition

Membership of the Judicial Committee shall be composed of the following:

1. Three faculty or staff members appointed by the executive vice president of instruction of the college.

2. Three student members who are unfamiliar with the student or the complaint, appointed by the student activities coordinator. New students may be selected for each hearing.

3. A college faculty or staff member appointed by the president to serve as committee chairperson, who will vote only in case of a tie. A new chairperson may be appointed for each hearing.

4. The student activities coordinator is an ex officio, non-voting member serving as an impartial observer to ensure that the student's rights are protected. *NOTE: At least two faculty/staff members and two students plus the chairperson must be present in order for the committee to conduct business.*

B. Procedures for Hearings Before the Judicial Committee

1. Procedural Responsibilities of the VP of Student Services include the following:

The Judicial Committee must meet within ten (10) working days of receipt of a request for a hearing, unless the student (the defendant) requests additional time (not to exceed five (5) days). At least two (2) working days prior to the date set for the hearing, the VP of Student Services shall send a certified letter to the student's last known address providing the student with the following information:

a. A restatement of the charge or charges.

b. The time and place of the hearing.

c. A statement of the student's basic procedural rights.

2. Basic procedural rights of students include the following:

a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. If the student opts to bring counsel, the student must inform the VP of Student Services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the VP of Student Services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing for five (5) working days.

b. The right to request that the committee chairperson disqualify any member of the committee for prejudice or bias. If a member is disqualified the committee must still have five members (see note below VII. A. 4.) to conduct business. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a committee member be disqualified for prejudice or bias.

c. The right to present evidence (including witnesses).

d. The right to face the person(s) bringing the charge(s).

e. The right to hear witnesses on behalf of the person bringing the charges.

f. The right to testify or to refuse to testify without such refusal being detrimental to the student.

g. The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within ten (10) working days of the completion of the hearing.

3. The Conduct of the Committee Hearings is as follows:

a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

(1) The student. (Absence of the student will result in adjournment of the hearing and no further action will be taken.)

(2) The faculty or staff member bringing the charge against the student or being accused by the student.

(3) Counsels (see VII. B. 2. a. The Right to Counsel).

(4) Witnesses who shall:

(a) Give testimony singularly and in the absence of other witnesses.

(b) Leave the committee meeting room immediately after completion of the testimony.

b. The hearings will be tape-recorded. Tapes will become the property of the committee and the president will determine access to them. All tapes will be filed in the vault in the college Business Office and kept for three (3) years.

The VP of Student Services will keep copies of all correspondence and rulings surrounding the hearing for three (3) years.

   c. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

   d. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

   e. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.

   f. Decisions of the committee shall be made by majority vote.

   g. Within four (4) working days after the decision of the committee, the VP of Student Services shall send a certified letter to the student's last known address providing the student with the committee's decision.

   C. Appeal to the President

A student who refuses to accept the findings of the committee may appeal in writing to the president within ten (10) working days after receipt of the committee's decision. The president shall have the authority to:

   1. Review the findings of the proceedings of the committee.

   2. Hear from the student, the VP of Student Services, and the members of the committee before ruling on an appeal.

   3. Approve, modify, or overturn the decision of the committee.

   4. Inform the student in writing of the final decision within ten (10) working days of the receipt of the appeal.

VIII. Appeals Procedure–Grade Appeal

   A.   The purpose of the grade appeal procedure is to provide a system to address student complaints regarding grades awarded for specific assignments and/or courses.

   B.   Procedures

   1. The student initiates the appeal of an individual grade or course grade by completing the biographical and descriptive information prompted on the first page of the Grade Appeal Form. The student then submits the completed form to the instructor of the class in which the grade was assigned.

   2. The instructor reviews the description of the problem and any related supporting evidence documented on the form by the student and then renders a decision to either uphold or amend the grade. The instructor records information related to the decision on the form and reports this information to the student. Based on the instructor's decision, the student indicates on the form whether to accept the instructor's decision or to continue the appeal process.

   3. If the student wishes to continue the appeal process, then the student has the right to appeal the instructor's decision to the appropriate supervising department chair who will, in turn, respond with a decision to uphold the

original grade or to overturn the instructor's decision. If, after completing this step, the student feels that the issue is still unresolved, then the student has the right to appeal the department chair's decision to the appropriate supervising academic dean who will respond with a decision to uphold the original grade or to overturn the department chair's decision. If the issue is still unresolved, the student may continue the appeal process based on the time frames and sequence specified on the Grade Appeal Form.

Distance Education Student Rights and Grievances

Student rights equally apply and extend to distance education students as described above. Likewise, the requirements, guidelines, and procedures for grievances equally apply and extend to distance education students. Distance education students can refer to the College Catalog or the above for more complete information. Students can also contact the distance education staff for direction.

Campus Sex Crimes Prevention Act Information

The Campus Sex Crimes Prevention Act is a federal law that requires institutions of higher education to inform the campus community where law enforcement agency information on registered sex offenders is available. Additionally, the law requires persons registered as sex offenders, and who are employed by the institution, who carry on a vocation at the institution, or who attend classes at the institution, to notify the institutions of higher learning of their presence on campus.

Information regarding individuals on the registered sex offenders' list can be obtained from the sheriff's office in Chatham, Harnett, and Lee counties. Additionally, the North Carolina Department of Corrections website (www.doc.state.nc.us) provides access to search offender information by the offense committed, the county in which the offense was committed, the date of admission into a correctional facility, and the offender's status and release date.

Family Educational Rights and Privacy Act
Protecting Distance Student Privacy

The Family Educational Rights and Privacy Act requirements and guidelines equally apply and extend to distance education students.

Verifying and Protecting Distance Student Identity

Central Carolina Community College ensures the integrity of its courses and programs offered via distance education by verifying the identity of students participating in classes and completing course work. Methods for verification include requiring a secure login and pass code to the learning management system and related resources, proctored examinations, use of technologies like Turnitin, and employing authentic assessments. The distance education department does not share distance education

students' protected and identifying information to third parties.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

• Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee fo copies.

• Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing.

After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

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

• School officials with legitimate educational interest
• Other schools to which a student is transferring
• Specified officials for audit or evaluation purposes
• Appropriate parties in connection with financial aid to a student
•Organizations conducting certain studies for or on behalf of the school
• Accrediting organizations
• To comply with a judicial order or lawfully issued subpoena
• Appropriate officials in cases of health and safety emergencies
• State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, county of residence, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Students may not have access to the following information:

• Parent's financial records (without written consent from the parent)
• Law enforcement records
• Medical, psychiatric records, or similar records in connection with the treatment of the student
• Letters/statements of recommendation

Directory Information is defined by Central Carolina Community College as the following items:

• Name
• Address
• Academic Major
• Enrollment Periods
• Hours Earned
• Degrees Awarded
• Awards Received

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1 (800) 877-8339. Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
NOTE: *Department of Education as retrieved on 09/24/2008*
www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Drug and Alcohol Prevention

Safe and Drug Free Schools and Communities Act of 1994

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

A. Program and Policy

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

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

• To manufacture, sell, deliver, or possess with intent to manufacture, sell, or deliver a controlled substance;
• To create, sell, deliver, or possess with intent to sell or

deliver, a counterfeit controlled substance;
• To possess a controlled substance.
CCCC policies also prohibit:
• Possessing, consuming, or serving alcohol beverages or controlled substances; or use, manufacture, and/or sell of controlled substances at any college location. Applies to all employees and students.
• Possessing, using, transmitting, or being under the influence of any narcotic drug, intoxicant of any kind. Applies to all employees and students.
B. Disciplinary Action
If an employee is convicted of violating and criminal drug statue while in the workplace, he or she will be subject to disciplinary action up to an including termination. Likewise, the violation of the college Alcohol Policy is also subject to disciplinary action. This action may include, but is not limited to, probation, suspension, termination, or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.

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

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

C. Drug Counseling and Rehabilitation Services
CCCC recognizes the effects of drug and alcohol use. For more information about health risks along with legal repercussions please see the back of the student handbook for Drugs: The Risks and the Laws and Alcohol: The Risks and the Laws.

If you need to seek assistance for any reason related to the use/abuse or drugs or alcohol, a member of the CCCC counseling staff will act as a referral source to the following services of Lee, Chatham, and Harnett counties:
• Alcoholic Anonymous (919) 776-5522
• Pinehurst Treatment Center (910) 215-3330
• Holly Hill Hospital (800) 447-1800
• Carolina Behavioral Care (910) 295-6007
• Sandhills Center/Lee (919) 774-6521
• High Point Behavioral Health (800) 525-9375
• Sandhills Center/Harnett (910) 893-2118
• Alamance Regional Medical Center (800) 522-9418
Full texts of all applicable laws and college policies are available in the office of the vice president of student services.

Veterans' Information

Central Carolina Community College's Veterans Affairs Office is available to assist the veterans and their eligible dependents in processing their VA applications to receive educational benefits (G.I. Bill), as well as to help them solve VA problems. CCCC has a veterans' coordinator whose office is located in the Student Services Department.

Students eligible for VA educational benefits should follow the procedures outlined below:
• Notify the veterans' coordinator of intent to apply for VA benefits.
• Select a program and apply for admission to the college. All admission requirements must be completed before VA benefits can be certified.
• Before registration, contact the veterans' coordinator to insure that all enrollment and VA document data are correct and complete. Students must inform the veterans' coordinator of their class schedule each semester. Failure to inform the veterans' coordinator of changes in students' schedules may result in a lapse of educational benefits.

Standards of Progress, Attendance, and Conduct

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (G.I. Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance, and conduct. These standards are the same for all students, veterans, and non-veterans.

I. Unsatisfactory Progress

A final 2.0 cumulative grade point average is required for graduation in all programs, and a student is expected to maintain this average to be considered in good academic standing. (see Academic Probation Policy). Eligible veterans and dependents are expected to meet the satisfactory progress policy to receive VA benefits (See Eligible Veterans or Dependents). Eligible veterans or dependents who have been decertified may be recertified when they meet satisfactory progress (See Eligible Veterans or Dependents). Eligible veterans or dependents can appeal their termination of benefits by completing the appeal form in the Financial Aid Office. This policy is used as the basis for determining a student's status for enrollment certification purposes to the Veterans Administration.

II. Attendance Requirements Classroom Attendance

Classroom attendance requirements are the same for veterans and non-veterans and are covered elsewhere in this handbook. Veterans, who receive educational benefits and are dropped from class due to inadequate attendance, may be terminated from receiving educational benefits. Failure to notify the veterans' coordinator of any change in total semester hours may result in an overpayment in educational benefits and a debt for students.

Serviceman's Opportunity College (SOC)

CCCC is a Serviceman's Opportunity College (SOC) and supports the concept that military personnel should be encouraged to begin their post-secondary education while serving their country.

Under the Serviceman's Opportunity College program, servicemen are encouraged to submit evaluations of CLEP test results, DANTES test results, military service school records, Military Occupation Specialty (MOS) evaluations, and prior college coursework for transfer credit. CLEP/DANTES must meet the recommended American Council on Education (ACE) minimum scores. All coursework considered for transfer must be equivalent to CCCC courses appropriate to the student's program of study.

Student Activities

Central Carolina Community College, in cooperation with the Student Government Association, attempts to enrich the academic and social growth of the student with a wide range of student activities. Students are encouraged to participate in as many activities as time permits. Membership in all student organizations shall be open to all students without regard to race, sex, color, creed, age, disability, religion, or national origin.

Student Centers

Student Centers are located on all three campuses to provide an area for students to relax while not attending class. Students are encouraged to use the centers as places to meet, chat, eat, and relax.
Monday – Thursday, 7:30 a.m. – 9:00 p.m.
Friday, 7:30 a.m. – 3:30 p.m.

Alumni

Alumni are those persons who have successfully completed a certificate, diploma, or degree program at Central Carolina Community College.

The college has an active alumni association. Visit it on Facebook at www.facebook.com/ccccalum.

The Circle for Cougar Graduates was created for loyal students and alumni who want to preserve the CCCC experience for future generations of students. By joining the Circle, students and alumni pledge to do three things:
• be a life-long ambassador for the college
• encourage future students to attend CCCC
• make an annual gift of any amount to the college
For more information, call (919) 718-7230

The college awards an Alumni/Phi Theta Kappa Scholarship.

Ambassador Scholarship Program

The Ambassador Scholarships are awarded to a group of students who have been nominated by faculty and staff to represent the college at special events on campus and in the community. Students are nominated on the basis of grade point average (GPA), leadership potential, and communication skills. All selected Ambassadors receive free tuition and fees, plus all necessary uniforms for that year. Further information may be obtained from the Ambassador advisor in the Student Services Department.

Carolina Student Transfer Excellence Program (C-STEP)

The Carolina Student Transfer Excellence Program, or C-STEP, is an innovative program offered via a partnership between CCCC and UNC-Chapel Hill that identifies talented low- to moderate-income students while they are still in high school or early in their community-college careers and guarantees their eventual admission to the university if they earn an appropriate associate degree and successfully complete the program. It also offers special events and advising, both at their home college and at Carolina, while they are pursuing their associate degrees.

For more information, contact Mark Hall, CCCC lead humanities instructor/C-STEP coordinator, (919) 718-7422 or mhall@cccc.edu.

Student Government Association (SGA)

The Student Government Association (SGA) is the student body's self-government. It is the official voice of the student body. The SGA is committed to promoting the student's personal, social, and academic growth through student activities. The SGA provides the environment for students to create and implement activities as they desire under the direction of the Student Services Department staff.

The SGA's organizational structure consists of an Executive Committee with the officers of president, a vice president for each of the county campuses, a secretary, treasurer, and a Student Senate composed of elected representatives from each curriculum. The SGA president and vice presidents are elected in the spring term of the preceding year. The other officers and representatives are elected during the fall term by the first week in October. The president of the SGA, who serves as a non-voting member of the Board, represents the students on the CCCC Board of Trustees.

The Chatham and Harnett County campuses elect an SGA vice president and senate representatives for their individual campuses and assist the student activities director with student activities on their campuses.

The major portion of the cost for all student activities is financed through the student fee paid by each student. The total amount anticipated is budgeted by the SGA Summer Standing Committee, approved or corrected by the SGA Student Senate at its first meeting, and then submitted by the SGA treasurer to the CCCC Board of Trustees for approval. Any changes in the anticipated amount must be reflected in the budget submitted for approval by the Board.

All student activities are conducted only if student interest and participation are sufficient. The following activities are funded and/or sponsored by the Student Government Association:

1. SGA Student Planner/Handbook

The Student Planner/Handbook is published each year by the SGA with the assistance of the Student Services Department staff. Important dates including registrations, exams, holidays, student activities, and events are listed in the Student Planner/Handbook. The purposes, rules,

regulations, activities, and policies governing student affairs at CCCC are also found in the Student Planner/Handbook. The cost is covered in the student fee.

2. Activity Days

Activity Days are scheduled on each campus during the fall and spring terms of each school year and consist primarily of outdoor activities, games, and sports. Curricula enter teams in each of the athletic major events. The events currently being held are basketball, softball, volleyball, various races, pool shooting, and board games. These activities are normally preceded by a meal for the entire student body and faculty with the expense being covered by the student fee.

3. Athletics

a. Bowling: An intramural league is available to men and women and usually operates for a minimum of ten weeks with trophies presented. Participants pay a small fee per game during league bowling.

b. Basketball: CCCC sponsors intercollegiate men's and women's teams when there is sufficient student interest. Intramural basketball may also be sponsored if sufficient interest is indicated.

c. Volleyball: CCCC sponsors a women's volleyball team in intercollegiate play when interest is sufficient. Financial support comes from the student fee.

d. Golf: CCCC sponsors a golf team in intercollegiate play when interest is sufficient.

e. Other Athletics: Other athletic teams may be formed for men and women's sports as dictated by student interest.

4. Dances/Social Events

Several dances, under the sponsorship of the SGA, are held each year depending upon student interest. The cost of these is covered by the student fee.

5. Special Events

The Student Government Association may sponsor other activities such as socials, films, speakers, and related activities that will be of interest to the students. When such occasions arise, students are notified in advance and encouraged to participate.

6. Other Activities

Various other activities are considered through student suggestions. Some of these, for which non-credit classes or clubs can be set up, include chess, bridge, dancing, drama, chorus, and African-American studies. These or any other activities will be considered if there is sufficient student interest. It is the desire of the Student Services Department staff and the SGA to provide, within budgetary limits and school policy, those activities desired by students, which lead to personal development of the individual.

7. SGA Elections

SGA elections are held twice a year. An election for SGA president and vice president is held in the spring term of the previous school year. The offices of secretary and treasurer are elected by the first week in October. The following rules have been adopted by the SGA to ensure fairness to all candidates:

a. Voting times for each election will be announced at least one week before the election.

b. No campaigning shall be permitted within 25 feet of the voting polls.

c. No campaign poster will be permitted within 25 feet of the voting polls.

d. Voting will be by ballot. Simple majority will elect officers.

e. All currently enrolled curriculum students may vote.

f. In the absence of an Elections Committee, the SGA president and advisor will be responsible for the election process.

g. Any campaign violations should be immediately reported to the SGA advisor in the Student Center.

8. Who's Who

CCCC has been designated an institution which is allocated listings for Who's Who Among Students in American Junior Colleges. The number of listings is usually received by CCCC in early spring. The method of selecting these students is, in part, determined by the National Committee and, in part, by the CCCC SGA. An official statement of the selection process will be published by the SGA prior to the selection. In general, students selected for listing must be scheduled for graduation during that year (spring or summer) and must have demonstrated qualities of scholarship, leadership and participation in school, and/or community activities.

9. Phi Theta Kappa Honor Society

The Phi Theta Kappa Honor Society at Central Carolina Community College serves to promote scholarship, development of leadership and service, and the cultivation of fellowship among its members. To qualify as candidates for membership, students must meet the following requirements:

a. Must have completed 12 semester hours of associate degree coursework.

b. Must have achieved a Grade Point Average of 3.7 on a 4.0 scale and subsequently, maintain a cumulative Grade Point Average of 3.5 on a 4.0 scale.

c. Must adhere to the Student Code of Conduct and be a student in good standing.

Members of Phi Theta Kappa are honored at college commencement exercises by a special designation on their diplomas and special regalia worn with their graduation robes.

10. Clubs

The college maintains a policy, and all clubs operate under the SGA. The student activities director will assist club advisors and students with club functions. Student fee funds may be available to active student clubs. Clubs may be added as students' interests evolve.

Library Services

The CCCC Libraries consist of the Lee County Campus Library (Sanford) , the Harnett County Campus Library (Lillington), and the Chatham Community Library (Pittsboro). The Chatham Campus Library merged with the Pittsboro Public Library in September 2010 to form a joint-use library located on the Pittsboro campus. CCCC is pleased to work with Chatham County in this capacity to provide library services to our students and to the Chatham community. All libraries provide assistance to students, faculty, and community patrons. Library cards are required for everyone to borrow materials. For students, the student ID card is also a library card. Students will need to register and activate their student ID for use as a library card at the circulation desk. Students at the Chatham campus should activate their student ID for use as a library card at the main office on campus. At the Sanford and Lillington campus libraries, community patrons are issued a community card free of charge. Library hours and phone numbers are:

Lee County (Sanford Campus)
Phone: (919) 718-7244
Fax: (919) 718-7378
Hours: Monday through Thursday, 7:30 a.m. to 9:00 p.m.
       Friday, 7:30 a.m. to 3:30 p.m.

Harnett County (Lillington Campus)
Phone: (910) 814-8843
Hours: Monday through Thursday, 7:30 a.m. to 8:00 p.m.
       Friday, 7:30 a.m. to 3:30 p.m.

Chatham Community Library (Pittsboro Campus)
Phone: (919) 545-8084
Hours: Monday through Thursday, 9:00 a.m. to 8:00 p.m.
       Friday, 9:00 a.m. to 6:00 p.m.
       Saturday, 9:00 a.m. to 5:00 p.m.

NOTE: Summer hours and semester break hours at the libraries vary and are posted at each campus library.

Books and audio books may be checked out for 3 weeks. Back issues of periodicals may be checked out for 1 week. Movies may be checked out for 3 days (limit 2 titles). The CCCC libraries do not charge late fines for overdue materials with the exception of eReaders, which are $5.00 per day if late. The replacement cost of the item is charged for items that have been lost. Charges may also be assessed for damaged materials. Grades, transcripts, and diplomas are held until the library record has been cleared. Circulation policies, loan periods, and late fines may vary at the Chatham Community Library.

Library Resources

A variety of print and electronic library resources are available to supplement the curriculum offerings of the college. The CCCC libraries have a combined collection of over 30,000 books, 130 periodicals, and 2,000 audiovisuals. The Lee County (Sanford) campus library also has an extensive law collection, a music CD collection, and a movie collection. Nook Color eReaders are also available for check-out at all campus libraries. The eReaders are pre-loaded with classics and best sellers.

Electronic resources via the Internet include several subscription databases and the NC LIVE collection of approximately 60 databases, providing access to over 16,000 full-text periodicals and over 25,000 electronic books. Students can access all of these electronic resources from home. Contact the library staff about off-campus access and to obtain instruction in the use of these resources.

The online catalog (CCLINC), a central database containing the holdings of CCCC and 48 other North Carolina community college libraries, provides easy and free access to additional resources. Cooperative agreements giving students borrowing privileges exist between the CCCC libraries and the public libraries in Lee, Harnett, and Chatham counties and Campbell University. The library also participates in interlibrary loan services with other types of libraries in North Carolina and throughout the country who have holdings in the OCLC WorldCat database. These services allow us to borrow materials from other libraries for you to check out from our library.

Library staff is available to assist students, faculty, and community patrons with reference questions, research, or other library needs. Assistance is available in person, by phone, by e-mail, and by a 24/7 online chat reference service called NC Knows. Students receive library instruction through curriculum classes or through online tutorials and research guides on the library web page at http://www.cccc.edu/library. Library patrons may request individual instruction when needed.

Computers with Internet access and Microsoft Office applications are available. A scanner and wireless Internet access are also available at all libraries. Printing and photocopying services are available using a debit card system at the Lee and Harnett campus libraries. Costs are 5¢ per page. Printing and copying services at the Chatham Community Library are payable through a coin-operated system or cash at 10¢ per page.

College Success Center

The College Success Center supports students' needs as they persist towards their academic goals and develop into lifelong learners. Students may visit with the College Success Center for individual academic coaching sessions, advising sessions, and/or group advising sessions. All students are encouraged to visit the College Success Center if they have academic issues or experience barriers to their college attendance.

The College Success Center also offers college success courses (ACA 111, ACA 115, ACA 122) that students typically take during their first semester in college. These courses are designed to help students learn to navigate the college process and accomplish their goals. During the class, students will create individualized college success plans helping them to map their path towards a success career.

The College Success Center is located in the Miriello Building on the Lillington Campus, on the second floor of Building 2 on the Pittsboro Campus, and in Hockaday Hall on the Sanford Campus.

Developmental Studies Program

Minimum proficiency requirements have been established in English, math, and reading. If a student's placement test scores are below the minimum requirements, he will take developmental courses designed to help remove deficiencies. The Developmental Studies Program is located in the Guided Studies Building on the Lee County Campus, in the Miriello Building on the Harnett County Campus, and in the Health and Small Business Building on the Chatham County Campus.

Writing and Reading Center

The Writing and Reading Center helps students to develop their writing and reading skills with free services such as one-on-one tutoring, group tutoring sessions, and content-specific workshops. Through these services, students will receive constructive feedback on their writing assignments, various resources to improve writing and reading skills, and a better understanding of why writing and reading really matter.

The Writing and Reading Center tutors will help coach students to refine and revise their work. The Center will not proofread line-by-line, tell you what to write, or tell you what grade you can expect. Instead, tutors will offer guidance, instruction, and resources to help you become a better reader and writer with the ultimate goal of achieving college success.

The Center is located in the Miriello Building on the Lillington Campus, on the second floor in Building 2 on the Pittsboro Campus, and on the Lee Campus in the Science Building.

AVISO

Students can use AVISO to collaborate with their faculty advisors and success coaches to develop a comprehensive academic success plan for current and future semesters. AVISO also provides students with access to transcripts, plans of study, and other important advising information.

Logging in to AVISO

AVISO is an online academic planning tool where CCCC students can:
• Communicate with success coaches and faculty advisors.
• Create academic success plans.
• Plan for upcoming class registration periods to have advising holds lifted.

AVISO can be accessed from its icon located in the lower right column of www.cccc.edu/connect or at http://cccc.avisoapp.com

STEP 1: Open a new tab and go to the AVISO website. The AVISO website can be found on www.cccc.edu/connect or cccc.avisoapp.com

STEP 2: In the Username field, type in your full cougarmail e-mail address: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID (not your social security number) followed by "@cougarmail.cccc.edu ." For example, Jane Smith ID# 1234567 would be username: jsmit567@cougarmail.cccc.edu

STEP 3: In the Password field, type in your cougarmail password.

The Help Desk can be contacted for troubleshooting at (919) 718-7397 or (800) 682-8353 extension 7397.

Academic Assistance Center

The Academic Assistance Center (AAC) is available for students who request additional assistance with their academic studies. The center offers free tutoring, an open computer lab, and other services.
Campus phone numbers:
Sanford: (919) 718-7361
Lillington: (910) 814-8809
Pittsboro: (919) 545-8029
Visit the AAC at:
www.cccc.edu/studentservices/academicassistance

The AAC supports the mission of Central Carolina Community College. By providing computer, testing, and tutorial services in a learner-centered environment, the AAC empowers students to maximize their academic potential.

The Benefit Bank

As a partner of The Benefit Bank of North Carolina, Central Carolina Community College is committed to helping enrolled students, workers, and families get access to educational and federal work support resources.

Through this online service, individuals can complete forms or applications for the following services:
• Federal and State Tax Filing (Up to 3 years back taxes)
• FAFSA (Free Application for Federal Student Aid)
• Food and Nutrition Services (Food Stamps)
• Veterans' Education and Training Benefits
• Medical Benefits (adults and children)
• Work First Family Assistance
• Energy Assistance - Crisis Assistance
• Voter Registration
Please contact the College Success Center at success@cccc.edu or (919) 718-7485 or (800) 682-8353 extension 7485 for assistance in accessing the Benefits Bank.

The Instructional Program

Many decisions precede the implementation of any new curriculum program. Surveys are used to determine student interest and the availability of employment. Advisory committees are organized in order that community interest, advice, and counsel may be solicited. Funds must be available for instructors and necessary equipment and instructional space must be available. Only after the

approval of the Board of Trustees and the State Board of Community Colleges may a new program be implemented.

A strong asset of the North Carolina Community College System is the flexibility in programs. When the job market no longer provides employment for graduates in certain areas, programs can be phased out so more critical labor needs may be met. It is not the purpose of the college to adopt a fixed curriculum; rather, its aim is to modify all programs to meet the ever-changing needs in the fields of employment.

The college reserves the right to cancel any course or program in cases of low enrollment or decreased budget. The college reserves the right to change any curriculum, and such changes may be made without prior notice. This handbook is not to be read as part of a contractual relationship between the college and a student or prospective student.

Continuing Education

Continuing Education provides opportunities for adults, regardless of educational backgrounds, to retrain and update themselves in employment, develop leadership and civic responsibility, improve in-home and community life, expand knowledge in general education, and develop creativity in the fine arts.

The Continuing Education Division awards the Continuing Education Unit (CEU) for appropriate programs. The CEU is a nationally recognized records device for substantive noncredit learning experiences. A CEU is defined as "10 hours of participation in an organized continuing education experience under responsible sponsorship and qualified instruction or direction." The following are continuing education programs for which CEU's may be earned:

Community Service programs are offered as a part of the commitment of the college to serve the total community. Offered on day or evening basis, these courses are designed to meet the educational needs of adults in a variety of areas.

Occupational Extension programs provide pre-employment, on-the-job, and in-service training of personnel for area businesses and industries. Occupational extension courses have been or can be developed for any industrial training need, which can be addressed in a classroom, online, or lab environment. These courses may be offered "on site" or at a college location. Course content can be tailored to meet a particular company's needs. A group of at least 8-10 people is required for most classes.

Emergency Services programs provide courses to meet the training needs of law enforcement, fire, emergency medical, and rescue services personnel. Its programs develop skilled responders, empowering them to act more effectively in emergencies.

College & Career Readiness

The mission of the College & Career Readiness program is to assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and assist adults in the completion of a secondary school education. The North Carolina Community College System provides educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through the following major program components:

1. Adult Basic Education

Adult Basic Education is offered to individuals, 16 years of age or older, who have been out of school at least six months and who desire to improve basic skills in reading, writing, arithmetic, and related subjects. Classes are offered on a non-fee basis in both the day and evening programs at sites throughout Chatham, Harnett, and Lee counties. The intent is to raise the educational standards of individuals to meet the demands of today's world.

Individuals are tested, counseled, and placed in informal classes where they may progress in each subject area at their own individual rate.

2. High School Completion Programs

• Admission: Anyone 16 years of age or older, who has been out of school at least six months, may enroll in the General Educational Development (GED) Program or the Adult High School Diploma Program.

• Purpose of Programs: The General Educational Development (GED) or High School Equivalency Program and the Adult High School Diploma Program provide the opportunity for adults to complete their high school education. Upon completion of the program of their choice, students receive certificates from either the North Carolina State Board of Community Colleges or diplomas from the local school board of the county in which they reside.

A high school diploma or certificate is required for admission to colleges, vocational or technical schools, and for certain employment. Graduates who complete either of the adult high school programs will meet all the requirements for high school completion.

a. General Educational Development (GED): The GED program allows an adult to take a series of tests to demonstrate attainment of the basic skills of the high school graduate without having attended four years of regular high school. Beginning January 2, 2014, the GED will include four tests, will be computer based and will cost a total of $120.00. The tests determine an individual's ability to think clearly and evaluate information critically.

Preparation for the GED – Adults can prepare for the examination by attending classes at sites throughout the three-county service area of Chatham, Harnett, and Lee counties. Each student is evaluated and an educational plan is devised.

There is no required length of time that an individual has to study for the test. A pretest is required to determine the individual's test readiness. GED tests are given on the Chatham, Harnett, and Lee campuses. Effective January 2, 2014, the GED will be restructured to include four tests, in the academic areas of Literacy, Mathematics, Science and

Social Studies, for which the testing fee will be $30.00 per test or a total of $120.00. The current overall GED testing fee until that time remains at $35.00 total.

b. Adult High School Diploma: A student may earn units of credit and receive a diploma that is issued from a local school board. The number of credits to be earned is determined after an evaluation of the transcripts from all previously attended schools. Credit for each course is earned through the use of traditional and nontraditional methods of instruction in the Continuing Education classes organized in Chatham, Harnett, and Lee counties.

3. Basic Skills Plus

Eligible students participating in this program will be concurrently enrolled in AHS/GED classes within College and Career Readiness along with occupational classes. These classes will provide employability, occupational, and technical skills alongside earning a high school diploma, a Career Readiness Certificate (CRC) or equivalent employment certificate. Visit www.cccc.edu/ecd for more information about current career focus areas. These classes are offered tuition free.

4. Compensatory Education

The compensatory education program is designed to meet the needs of developmentally challenged adults over the age of 17. The abilities of those served range from prekindergarten through high-functioning. The program offers educational opportunities that allow them to reach their fullest potential. They are trained in essential life skills, from personal hygiene to cooking. They receive enrichment education with crafts, arts, and music. Community living, consumer education, and vocational education are also an important part of their training.

5. English as a Second Language (ESL)/English Literacy

The ESL program helps adults with limited English proficiency to achieve their desired level of competency in English through a comprehensive program in speaking, reading, writing, listening, and learning the English language through six skill levels. The Workforce Investment Act of 1998 also refers to English as a Second Language programs as English Literacy programs.

Small Business Centers

The college's small business centers support the development of new businesses and the growth of existing businesses through training, counseling, and resources. The college operates three small business centers, one in each of the counties within the college's service area. Through the centers, seminars are offered related to small business operation for entrepreneurs and prospective small business owners. Direct counseling and resources are provided to small business center clients. A special focus of assistance and loan referral is provided, as well as a small business incubator operated in conjunction with a community partner agency. Additionally, the small business centers work in conjunction with other service organizations in the three-county service area to provide resources and support to small businesses.

Industry Services & Customized Training

The customized training program provides education and training opportunities for eligible businesses and industries. Those businesses and industries eligible for support through customized training include manufacturing, technology intensive, regional or national warehousing and distribution centers, customer support centers, air courier services, national headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina. Resources may support training assessment, instructional design, instructional costs, job profiling, and training delivery for personnel involved in the direct production of goods and services. In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

• The business is making an appreciable capital investment

• The business is deploying new technology

• The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations with the state

• The skills of workers will be enhanced by the assistance

In addition to customized training, incumbent workforce development program (IWDP) grants and training are provided to businesses within the four-county local workforce area to include Chatham, Harnett, Lee, and Sampson counties. The primary focus of this grant is to provide layoff aversion for companies. The grant provides training revenue for employees with a one-time maximum of $25,000 and a lifetime maximum of $40,000.

Workforce Development Services

Central Carolina Community College, as the administrator for Triangle South Workforce Development Board programs, is responsible for planning, policy guidance and oversight of the workforce investment system in the four counties. Its goal is to combine area employment, training and supportive services and programs into a consumer based, market driven system that meets the needs of job seekers and employers. Strategies and objectives for accomplishing the WDB's goal are contained in the Workforce Investment Plan.

The WDB oversees the One-Stop Career Center System (JobLink), which is the delivery mechanism for comprehensive services for workforce investment system customers. Through planning, data collection and continuous improvement of programs and services, the WDB seeks to maximize the efficiency of the local labor market, surpass customers' expectations and exceed federally required and state determined performance standards. The mission of the Workforce Development Board is to develop and utilize effective leadership and partnerships among business, labor, government, social

services, local education agencies and other communities of interest to create and support one efficient, customer-centered and market-driven workforce development system. The mission is also to ensure a system of high quality customer service and information that supports the following concepts:

   • The ability of all citizens to obtain employment that provides a livable wage

   • The development of a qualified, competent and globally competitive workforce in the quad-county area

   • The efficient allocation of scarce and idle resources

   • A sustained economic growth and development over time in Chatham, Lee, Harnett, and Sampson counties

2012 PERFORMANCE FUNDING MEASURES REPORT

Central Carolina Community College recognized for 'Exceptional Institutional Performance' by NCCCS

In February 1999, the North Carolina State Board of Community Colleges adopted twelve performance measures for accountability. Recognizing the importance of these measures in the System's public accountability efforts, the System Planning Council decided to designate the twelve measures, which capture the essential elements of the mission of all community colleges in North Carolina, as the core indicators of student success and include them as the first factor of the Critical Success Factors report.

In 2007, the General Assembly of North Carolina approved a proposal from the State Board of Community Colleges to modify the performance measures. Modifications included changing the standards by which colleges qualify for Exceptional Institutional Performance (formerly Superior College), reducing the number of measures from twelve to eight, and changing the criteria and data collection methods for some of the standards.

For the 2012 reporting year, CCCC met all eight Performance Funding Measures, and was one of just 16 community colleges in the system to earn the "Exceptional Institutional Performance" recognition.

In order to receive an Exceptional Institutional Performance (EIP) rating, a college must meet or exceed all eight performance funding measures, cannot have any licensure exam (for which the college controls who takes the exam) with a passing rate of less than 70%, and the performance of students who transfer to four-year institutions must meet or exceed the performance level of students native to UNC institutions.

The full NCCCS Critical Success Factors Report can be accessed at http://www.nccommunitycolleges.edu/Publications/docs/Publications/csf2012.pdf

Measures and standards for both Central Carolina Community College (CCCC) and the North Carolina Community College System (NCCCS) are provided below.

Progress of Basic Skills Students

Basic skills students include all adult literacy students. This is a composite measure that includes the percentage of students progressing within a level of literacy, the percentage of students completing a level entered or a pre-determined goal, and the percentage of students completing the level entered and advancing to a higher level. *Data Year: 2010 – 2011*

Performance Standard – N/A for 2012 due to state-level data collection methodological issues

NCCCS Performance – N/A for 2012 due to state-level data collection methodological issues

CCCC Performance – N/A for 2012 due to state-level data collection methodological issues

Passing Rates on Licensure & Certification Examinations

The percentage of first-time test takers from community colleges passing an examination required for North Carolina licensure or certification prior to practicing the profession. A licensure requirement for an occupation is one that is required by state statute for an individual to work in that occupation. Certification is generally voluntary but may be required by employers or an outside accrediting agency. Purely voluntary examinations are not reported. For privacy and statistical validity, no examination data are reported when the number of first-time test takers was fewer than 10. Depending on the exam, data may be reported on the fiscal or calendar year. *Data Year: 2010 – 2011*

Performance Standard – The performance standard for the aggregate institutional passing rate is 80%. To qualify for Exceptional Institutional Performance, a college cannot have any licensure/certification exams for which the college controlled who was eligible to sit for the exam with a passing rate less than 70%.

NCCCS Performance – 87% aggregate institutional passing rate

CCCC Performance – 84% aggregate institutional passing rate

Performance of College Transfer Students

The performance of community college associate degree students who transfer to UNC universities is compared with students native to the UNC universities. (Colleges may also submit data from other 4-year colleges and universities to be included with the data from the UNC System.)

Performance Standard – 83% of community college associate degree students identified in two cohorts will have a GPA greater than or equal to 2.0 after two semesters at a UNC university or at other 4-year institutions. (See note above.) Cohort 1 includes associate degree recipients at the end of two semesters at the public university (compared to the performance of native juniors). Cohort 2 includes transfer students completing 24 hours or more of articulated college transfer credit hours at a community college but not completing the degree (compared to the performance of native sophomores). To qualify for Exceptional Institutional Performance, the performance of community college transfer students will be equivalent to the performance of students native to UNC institutions: 88% for 2010-11.

NCCCS Performance – 88% (2009 - 2010 NCCCS Students)

CCCC Performance – 94% (2009 - 2010 CCCC Students)
- CCCC Associate Degree Performance – 95%
- CCCC 24+ Hours Cohort Performance – 94%

Passing Rates of Students in Developmental Courses

The percent of students who complete developmental English, mathematics, or reading courses with a grade of "C" or better. Data Year: 2010 - 2011

Performance Standard – 75%
NCCCS Performance – 80%
CCCC Performance – 81%

Success Rate of Developmental Students in Subsequent College-Level Courses

The performance of developmental completers in subsequent college-level courses will be measured. Specifically, performance of students who took developmental English and/or reading courses and subsequently took college-level English courses was assessed. Likewise, the performance of students who took developmental math courses and then took college-level math courses was tracked. The purpose of this measure is to provide evidence that developmental courses equip students with the skills and knowledge necessary for success in their college studies.

Performance Standard – 80% of college level English or mathematics course completers with previous developmental coursework will complete the college level English or mathematics course with a grade of "D" or better.

NCCCS Performance – 87% of the students who completed a developmental English and/or math course(s) had a grade of "D" or better in subsequent college-level English and/or math course(s).

CCCC Performance – 93% of the students who completed a developmental English and/or math course(s) had a grade of "D" or better in subsequent college-level English and/or math course(s).

Satisfaction of Completers and Non-completers

This indicator reports the percent of graduates and early-leavers who indicated that they were "very satisfied" or "satisfied" with the overall quality of the college. *Data Year: 2010 - 2011*

Performance Standard – 90% of the combined respondents will report being "very satisfied" or "satisfied" with the overall quality of the college.

NCCCS Performance – 97% of program completers responded that they were "very satisfied" or "satisfied" with the overall quality of the college, while 93% of program non-completers responded that they were "very satisfied" or "satisfied" with the overall quality of the college. Aggregate percentage – 96%

CCCC Performance – 91% (Aggregate percentage)

Curriculum Student Retention, Graduation, and Transfer

This composite indicator consists of the following:
- The number of individuals completing a curriculum program with a certificate, diploma, or associate degree.
- The number of individuals who have not completed a

program but who are continuing enrollment in either curriculum or occupational extension programs.

• The number of students who transfer to a university or another community college.

This composite indicator will consist of the above three measures, each reported separately for each college. The sum of the three will be divided by the total number of curriculum students in the cohort to compute an indicator of curriculum student progress and success. *Data Year: 2009 - 2010*

Performance Standard – 65% of the fall cohort will either have completed their program, still be enrolled the following fall at the community college, or transferred to a university or another community college.

NCCCS Performance – 67%

CCCC Performance – 67%

Client Satisfaction with Customized Training

The percentage of clients receiving specialized training programs and services through Customized Training and Small Business Centers satisfied with training. *Data Year: 2010 - 2011*

Performance Standard – 90% of clients receiving specialized training programs and services through Customized Training and Small Business Centers will be satisfied with training.

NCCCS Performance – 95% responded that the services and training were excellent, or very good.

CCCC Performance – 92% Responded Excellent or Very Good

CCCC Performance Measures Summary

	Measure	2008	2009	2010	2011	2012
1.	Progress of Basic Skills Students	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
2.	Passing Rates on Licensure	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
3.	Performance of College Transfer Students	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
4.	Passing Rates of Developmental Students	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
5.	Success Rates of Developmental Students in Subsequent College-Level Courses	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
6.	Satisfaction of Completers / Non-completers	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
7.	Student Retention, Graduation, and Transfer	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
8.	Client Satisfaction with Customized Training	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard

INCLEMENT WEATHER POLICY

When it is determined that weather conditions are severe enough to warrant closing the college, the information will be made available as soon as possible. All distance education due dates that do not require face-to-face meetings will be unaltered by inclement weather.

Types of Announcements:
A. CCCC will be closed.
Optional Staff workday. (No classes will be held, but administrators, faculty, and clerical staff are expected to report for work.)
B. CCCC will be closed. (This applies to extreme conditions and no one is expected to report for work.)
C. College will open at announced time (report to classes that begin at that time).
D. In the absence of announcements A, B, or C listed above, classes will be held as usual.
NOTE: Students should not leave a voice mail for instructors about missing class due to bad weather. The phone system cannot handle the volume of calls.
Visit www.cccc.edu for CCCC inclement weather postings.

Announcements will be made on:
Radio Stations:
Raleigh:
   WRAL – 101.5 FM
   WPTF – 680 AM
   WQDR – 94.7 FM
   WTRG – 100.7 FM
Dunn:
   WCKB – 780 AM
Siler City:
   WNCA – 1570 AM
Fayetteville:
   WQSM – 98.1 FM
   WFNC – 640 AM
   WKML – 95.7 FM
   WFLB – 96.5 FM
   WZFX – 99.1 FM
   WUKS – 107.7 FM
   WAZZ – 1490 AM
Sanford:
   WWGP – 1050 AM
   WFJA – 105.5 FM
   WXKL – 1290 AM

TV Stations:
Raleigh:
   WRAL – Channel 5
   WRDC – Channel 28
   WLFL – Channel 22
High Point:
   WGHP – Channel 8
RTP:
   WNCN – Channel 17
Greensboro:
   WFMY – Channel 2
Durham:
   WTVD – Channel 11
Fayetteville:
   WKFT – Channel 40
Sanford:
   WBF – Channel 46

SPECIAL POPULATIONS SERVICES

Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. In 1994, Central Carolina Community College established the Special Populations Office to facilitate the provisions of reasonable accommodations for all students with disabilities. This office coordinates services between the faculty and the special populations students. Our instructors and staff have experience working with students who have disabilities to help them obtain the education they need to enter the workforce or transfer to a four-year institution.

Central Carolina Community College has a commitment to its students to help them succeed. Therefore, Central Carolina Community College has adapted the following policy to guide its delivery of services to students with disabilities:

"No otherwise qualified individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity at Central Carolina Community College. The college will make program modifications in instructional delivery and provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interests."

To Receive Accommodations:
1. Student completes standard admission application.
2. Student must identify himself or herself to the Special Populations Office and request accommodations appropriate for his or her disability. (Please request packet from Special Populations Office.)
3. Student may be referred to Special Populations Office by high school officials, community agencies, parents, Central Carolina Community College faculty or staff, or may self-refer. It is the responsibility of the student to request accommodations. Students requesting support services must register with the Special Populations Office at least thirty (30) days in advance to assure accommodations for the start of class.
4. Student must provide documentation of the disability for which accommodations are requested. Documentation must be within the last three (3) years.

5. Once documentation is received, the student and special populations coordinator will meet to determine necessary accommodations and complete a service contract.

6. Student completes a Student Schedule Request at the beginning of each semester enrolled, giving the special populations coordinator permission to notify instructors of accommodations.

7. Special populations coordinator sends Accommodations Request Form to the student's instructors each term outlining accommodations to which the student is entitled.

Documentation Requirements

It is illegal for an institution to inquire about disability prior to admission. In postsecondary education, it is the responsibility of the student to notify the Special Populations Office of the need for special accommodations. A student generally will not receive accommodations until documentation of the disability is on file in the Special Populations Office. As the law allows, a student undergoing evaluation or awaiting transmittal of documentation may also receive services and accommodations. Acceptable documentation of disability includes: medical report, physician's statement, psychological evaluation, psycho-education evaluation, records from Division of Services from the Blind, Services for the Deaf and Hard of Hearing, and Vocational Rehabilitation. This list is not meant to be totally inclusive, but establishes the tone of accepted documentation.

Academic Standards

Students with disabilities are expected to meet the same level of academic standards as all other students. The purpose of an accommodation is to minimize the impact of the disability, not to "water down" a course or requirement. To do otherwise would decrease the credibility of the institution and would also be unfair to the student.

Available Services

• Academic and career counseling services
• Both individual and group tutoring sessions available through Academic Assistance
• Special equipment like FM systems
• Special testing arrangements for specific courses
• Sign-language interpreters
• Special classroom seating
• Registration assistance
• Financial aid application assistance
• Coordination of services with other agencies providing services for disabled persons: Vocational Rehabilitation, Services for the Blind, etc.
• Use of computers with spell check, Zoomtext, and Jaws

This is a partial listing of available services. If an unlisted service is needed, contact the Special Populations Office coordinator on the Lee County Campus.

CAMPUS SECURITY

All security officers are First Aid and CPR Certified. If you are calling 911 for a medical emergency, also contact Campus Security so they can respond.

All student vehicles must have a CCCC parking decal displayed. See the Vehicle Registration section and the parking map in this handbook for details on where to park.

Emergency Call Boxes are located around the campuses. In case of emergency, press the red button on the Call Box and Security personnel will answer. Speak clearly and the officer will give you instructions and respond to your location.

Lee County

Lee Campus Security is in the Business and Mailroom section in the Library Building.
The phone number is (919) 718-7512.

Wicker Lifelong Learning Center – Campus Security (919) 770-4169

Harnett County

For security issues contact the Provost at (910) 814-8895.

Chatham County

For security issues contact the Provost at (919) 545-8011.

Security Tips

• Be aware of your surroundings
• Always carry your CCCC issued student ID on your person
• Do not leave valuables, book bags, or electronics unattended
• Keep your car doors locked
• Do not leave valuables visible in your vehicle
• Have your car keys in hand before you reach the car door.
• Report suspicious person(s) or behavior, threats, or harassing phone calls immediately to faculty/staff, Security, or Provost contact the Director of Campus Security and Safety at (919) 718-7211 with concerns or suggestions.

Tobacco-Free Campus Policy

Central Carolina Community College is committed to providing its employees and students with a safe and healthful environment. CCCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. CCCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599. Therefore, CCCC has set the following 100% tobacco free campus policy to be implemented on January 1, 2009. The use of tobacco and tobacco products is prohibited by students, staff, faculty or visitors:

• in all campus buildings, facilities, and outside areas of the campus.

• on campus grounds, or in vehicles that are the property of the college

• at lectures, conferences, meetings, social and cultural events held on campus

• for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

Enforcement

Student Enforcement of all College policies and procedures is the responsibility of all faculty and staff members.

First Offense

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

Second Offense

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

Third Offense

Faculty and staff members will follow the procedures identified in "First Offense. When the Director of Campus Security determines that this is the third reported offense for a student, the Director will give the student's name to the Vice President of Student Services. The Vice President of Student Services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period.