



## 2017 – 2018 Catalog

# THE COLLEGE

*Central Carolina Community College is a tax-supported, public, non-profit educational institution under the control of its board of trustees. The College is a member of the North Carolina Community College System, which is governed by the State Board of Community Colleges. The College is governed in accordance with the NC General Statutes and State Board of Community Colleges Code. The College serves Chatham, Harnett, and Lee counties as assigned by the authority of the State Board of Community Colleges. The College's Board of Trustees is responsible for ensuring that the College's financial resources are adequate to provide a sound educational program.*

*The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. 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. The College offers university transfer and career/technical programs as described in its catalog, which is available electronically at <http://www.cccc.edu/catalog/>. Each program has appropriately qualified faculty and a program coordinator who reports through an instructional dean to the Chief Academic Officer. The College's operations are guided by its mission to "serve as a catalyst for individual, community, and economic development by empowerment through accessible lifelong learning."*

## 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 individual, community, and economic development by empowerment through accessible lifelong learning.

### *Vision*

Central Carolina Community College is a nationally recognized, world-class leader providing learning opportunities that contribute to economic progress and cultural enrichment for the students and communities we serve.

### *Values*

**Learning**—We commit to providing learning opportunities for the ongoing, voluntary, lifelong and self-motivated pursuit of knowledge for either personal or professional reasons among the citizens in our service area.

**People**—We commit to creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, share their successes, and encourage others.

**Excellence**—We set, expect and maintain high educational standards consistent with the needs of the students, region and changing workforce.

**Integrity**—We are accountable, honest, and transparent while adhering to the highest ethical standards in all that we do.

**Communication**—We commit to effective, open and proactive communication among faculty, staff, students, and the external community of which we are an integral part.

**Community**—We commit to active and integral partnerships within the communities we serve, and are

dedicated to maintaining positive relationships among our own community of faculty, staff, and students.

**Access**—We ensure access to higher education by offering clear pathways to academic success and transformative opportunity for the diverse populations we serve.

**Innovation**—We cultivate resourcefulness, creativity and innovation in all we do.

**Stewardship**—We honor the trust placed in us by the community, and are accountable for the efficient and effective use of the resources entrusted to us.

## CCCC is an Equal Opportunity College

Central Carolina Community college serves the public 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.

## Services to Students with Disabilities

Central Carolina Community College serves the public without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

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 "Student Accessibility 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 of Engineering, 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, the State Board of Community Colleges, and the Southern Association of Colleges and Schools (SACSCOC) 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.

### ***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 Main 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.

### ***Harnett County Early College***

The college's Dunn Center is home to HCEC which encourages access to and completion of a college degree by year 13 with opportunities for transferability to senior institutions and options for accelerated coursework in the four areas of business, culinary, early education, and information technology.

### ***Chatham County School of Science & Engineering***

CCSSE is an innovative opportunity that includes a focus in Science, Math, Engineering, and advanced course options. Enrolling 9<sup>th</sup> graders have the opportunity to earn a high school diploma and an Associate Degree and transfer credits within the UNC system of colleges and universities. CCSSE is housed primarily at the Chatham Center for Innovation in Siler City with students visiting the Chatham Main Campus for most college coursework.

### ***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 55 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 Commission on Colleges, 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 Computer-Integrated Machining with an emphasis in Tool, Die, and Mold Making program is accredited by the National Institute for Metalworking Skills (NIMS). NIMS is the nation's only ANSI accredited developer of precision manufacturing skill standards and competency assessments. NIMS certifies individual skills

against standards and accredits programs that meet its quality requirements.

- The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs and the American Association of Medical Assistants.
- The Nursing Education program is accredited by the North Carolina Board of Nursing.
- The Radio Broadcasting program is approved by the Federal Communications Commission.
- The Veterinary Medical Technology program is accredited by the Committee on Veterinary Technician Educational Activities (CVTEA) of the American Veterinary Medical Association AVMA.
- The Polysomnography program is accredited by the Commission on Accreditation of Allied Health Education Programs.

## Student Services Division

The purpose of the Student Services Division is to assist students with various aspects of their education, from admissions through graduation and job placement. More specifically, the Student Services Division 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 8:00 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, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 3:30 p.m.
- The hours of operation for the Registrar's Office: Monday through Thursday 7:30 a.m. -5:30 p.m., Friday 7:30 a.m.-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 between spring and fall semesters.

## Visitors/Children on Campus

CCCC welcomes visitors to our various campus locations. Visitors must comply with all CCCC policies, including policies regarding free speech, public assembly, and solicitation.

Visitors may be required to provide personal identification to college officials or campus security. Visitors who do not comply with requests for identification or who interfere with normal college operations/environment will be asked to leave. Individuals who refuse to leave will be considered trespassing and will be subject to arrest. CCCC shall not be held responsible for accidents or injuries to visitors who are in violation of these policies.

In order to protect health, safety, and security of our

educational environment, children under eighteen years of age are not permitted on campus unless accompanied by a parent/legal guardian or enrolled in a college-sponsored program. Children accompanying employees, students, or visitors of CCCC must be under the constant supervision of a responsible adult while on CCCC property. Children of employees, students, or visitors are not permitted in classes, labs, shops, or other learning environments, unless sanctioned and authorized by college administration. CCCC assumes no responsibility or liability for children, or for any accidents or injuries to children.

## **Intellectual Property**

Central Carolina Community College supports and values an educational climate that promotes the development of innovative, creative approaches to teaching, learning, and scholarship. The College recognizes that through the pursuit of teaching and learning, employees and students may create work which is potentially copyrightable or patentable. This policy is intended to encourage innovation and to clarify and protect the intellectual property rights of employees, students, and the College.

Intellectual property is defined as any creative work which qualifies for protection under the copyright or patent laws of the United States of America. Intellectual property includes, but is not limited to: all inventions, improvements, software, instructional aides, strategies, methods, techniques, devices, artifacts, videos, programs, distance education sites and content, musical work, and tangible research materials produced by employees and students of Central Carolina Community College.

Intellectual property that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with, the College and that is produced or brought about in any fashion with the aid of the College's facilities, staff, resources, or through funds administered by the College shall be considered to be the property of the College. The College will not collect revenue derived from the creation and production of intellectual property.

Central Carolina Community College may release or share its rights of ownership of Intellectual Property. However, Central Carolina Community College will retain a royalty-free license to use this Intellectual Property for research and education. Central Carolina Community College will be granted a nonexclusive 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 the intellectual property even if when they are no longer associated with Central Carolina Community College.

Prior to the development of Intellectual Property, an employee or student who plans to develop the product may enter into a written agreement with the College. The President or designee, with approval from the Board of Trustees, may enter into a written agreement with an employee or student for an equitable arrangement for joint ownership or reimbursement to the College for its costs and support. In all such cases, the agreement shall provide that the College will have a perpetual license.

Intellectual property created by an employee or student of the College when the employee or student created the intellectual property outside of the course or scope of his/her employment and without the support or resources of the College is considered independent work. This work is the result of an individual initiative, not a product of the employee's job duties, produced on time outside of the employee's job responsibilities, and without the funds, resources, or facilities of the College.

In the case of students, Intellectual Property produced through individual initiative without the use of significant resources as a part of a student's coursework in a Central Carolina Community College class for which the student has paid tuition and fees ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. In situations when student works are made during the course of employment at Central Carolina Community College, or significant use of college resources were used, the ownership of such work is assigned to the College.

Any work which could result in a challenge to intellectual property rights must be reviewed by the College President or designee, if necessary, a written agreement must be filed. Disputes about the ownership of intellectual property requires the parties to first endeavor to negotiate in good faith. Disputes that cannot be resolved are to be addressed by the due process policies of the Central Carolina Community College Board of Trustees.

## **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. Admission policies are in accordance with 1D SBCCC 400.2. To be admitted to a curriculum program, applicants must have a high school diploma or a high school equivalency. Exceptions to admissions policies may be determined after a conference between the applicant and the Vice President of Student Services or his or her designee.

### **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 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 administrator's signature (usually one of the parents or guardians is the administrator).

- NC requires 20 credits for high school graduation for students who entered ninth grade between 2000-2009.

Required Courses (College Prep Diploma)

English - 4 units (I, II, III, and IV)

Foreign Language - 2 units (Both must be in same language)

Mathematics - 4 units (Algebra I, II, Geometry, and one beyond Algebra II)

Science - 3 units (A physical science, Biology, and Earth Science)

Social Studies - 3 units (Civics and Economics, United States History, World History)

Health and Physical Education - 1 unit

Electives - 4 units

- NC requires 21 credits for high school graduation for students who entered ninth grade between 2009-2011.

Required Courses (Future Ready Core Diploma)

English – 4 units (I, II, III, and IV)

Mathematics – 4 units (Algebra I, II, Geometry, and one beyond Algebra II)

Science – 3 units (Civics and Economics, United States History, World History)

Health and Physical Education – 1 unit

Electives – 6 units (2 units must be Foreign Language in same language for UNC admission, 4 units recommended from same concentration of CTE, JROTC, Arts Education)

- NC requires 22 credits for high school graduation for students who entered ninth grade between 2012 and later.

Required Courses (Future Ready Core Diploma)

English – 4 units (I, II, III, and IV)

Mathematics – 4 units (algebra I, II, Geometry, and one beyond Algebra II)

Science – 3 units (A physical science, Biology, and Environmental Science)

Social Studies – 4 units (Civics and Economics, United States History, World History, additional social studies unit)

Health and Physical Education – 1 unit

Electives – 6 units (2 units must be Foreign Language in same language for UNC admission, 4 units recommended from same concentration of CTE, JROTC, Arts Education)

**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 for the last two years of home school instruction 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.

Failure to meet all transcript verification requirements may result in the college's inability to certify the secondary school's validity for the purpose of Title IV funding.

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

## Correspondence Schools for High School Diplomas

Central Carolina Community College will accept any correspondence school registered with the state of North Carolina's Department of Non-Public Education for admission to the college. However, the college may be unable to certify the validity of some schools for the purpose of Title IV funding.

While Central Carolina Community College does not endorse any of the following schools, successful completion of one of these programs will fulfill the high school graduation admissions requirement for the college. This is not an exhaustive list.

- American School
- A Becka Academy
- Continental Academy - degree must have been received after July 2006
- Keystone National High School
- Penn Foster, formerly Thompson Educational Direct - degree must have been completed after November 1, 2002
- Ashworth High School (part of Ashworth University) formerly James Madison High School

If you have questions about another correspondence school, please contact the Registrar's Office.

Correspondence schools must have regional accreditation at the time of graduation for the college to accept the diploma. For more information about regional accreditation, please go to [distancelearn.about.com/od/accreditationinfo/a/regional.htm](http://distancelearn.about.com/od/accreditationinfo/a/regional.htm) or [www.chea.org/Directories/regional.asp](http://www.chea.org/Directories/regional.asp)

## Undocumented Immigrant Applicants

Under the State Board of Community Colleges' rule "Admission to Colleges," undocumented immigrants will be admitted if the following requirements are met:

- Must be a graduate of an United States public high school, private high school, or home school that operates in compliance with state or local law
- Must pay the out-of-state tuition rate

- Undocumented immigrants are not permitted to pursue a Health Science program or any program that has an admissions wait list.

- Undocumented immigrants will be permitted to register for classes once the late registration period begins.

### **Deferred Action for Childhood Arrivals (DACA) Applicants**

Applicants who have been granted deferral under the DACA program are responsible for presenting documentation to establish that they have DACA classification. This documentation includes the I-797, Employment Authorization Document (EAD), and social security card. DACA students are held to the general admission standards and procedures and pay the out-of-state tuition rate. Students with DACA classification are not permitted to pursue a Health Science program or any program that has an admissions wait list.

### **Students Needing State Authorization**

Students needing state authorization must follow the general admission standards and procedures. If an institution is offering postsecondary education through distance or correspondence education to students in a state in which it is not physically located or in which it is otherwise subject to state jurisdiction as determined by the state, the institution must meet any state requirements for it to be legally offering postsecondary distance or correspondence education in that state. An institution must be able to document to the Secretary of Education the state's approval upon request. As part of the State Authorization process, the College is pursuing reciprocity with multiple states. Students who live in states or pursue programs of study other than those for which we are approved will be admitted to CCCC, but will not be allowed to register until authorization has been obtained from the student's physical state of residence. Students are encouraged to consult with their state prior to enrolling in programs that require licensure or certification.

## **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 an official high school transcript or high school equivalency. Official transcripts are required. A transcript is an "official transcript" when it is received by the college through the mail or secure electronic document provider directly from the high school, college, or other

institution. It is the applicant's responsibility to request that transcripts be sent.

3. Students who desire to have the Registrar's Office evaluate any previous coursework for transfer credit evaluation must request transcripts from previously attended institutions of higher education. If transcripts are not requested by the student and received by the college, the student is therefore forfeiting any potential credit and must take all of the prescribed courses in their chosen program of study here at the college.

4. Students must satisfy the placement testing requirement by meeting the state-required waiver, submitting official placement test scores, or taking the placement test.

**NOTE:** *Applicants who take the placement test, but do not meet the minimum required test scores may be required to take developmental courses. These courses may lengthen the time required to complete the credential. See specific course descriptions and prerequisites/ corequisites. The following students may be exempt from taking the placement test at CCCC:*

- *Students who have graduated high school within the last five years with a qualifying unweighted GPA and a fourth qualifying math course OR have acceptable SAT/ACT scores within the last five years. (Multiple Measures)*

- *Students who have acceptable SAT, ACT, Asset, Compass, or Accuplacer test scores within the last five years.*

- *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 may need to 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.*

5. Students using VA benefits must obtain all college transcripts from all previously attended institutions of higher education.

6. Students applying for all Health Science programs (Dental, Health and Fitness Science, Health Information Technology, Medical Assisting, Nursing, and Veterinary Medical Technology) must obtain college transcripts from all previously attended institutions of higher education.

7. Students must supply additional information if requested. The admissions decision for the Associate Degree Nursing, Dental Assisting, Dental Hygiene, Health Information Technology, Medical Assisting, Practical Nursing, and Veterinary Medical Technology is made by an admissions committee which selects the most academically qualified candidates for entry guided by college approved standards. Because these programs have limited enrollment, prospective students are advised to apply early. Please see the individual program curriculum descriptions for

information. Additional admission procedures and requirements for certain programs are listed in the catalog.

The programs are:

- Accelerated Associate in Arts
- Associate Degree Nursing
- Basic Law Enforcement Training (BLET)
- Cosmetology Instructor Training
- Dental Assisting
- Dental Hygiene
- Esthetics Instructor Training
- Health and Fitness Science
- Health Information Technology
- Medical Assisting
- Motorcycle Mechanics
- Nursing Assistant
- 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 this College Catalog (also 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 Director 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.

Employees, employees of contractors or contracted services, and students who are infected with a communicable disease or who have a reasonable basis for believing they might be infected have the responsibility of reporting the infection to Human Resources (in the case of employees and employees of contractors) or to the Vice President of Student Services (in the case of students). All such information reported shall remain confidential. Only persons with a need to know will be informed. The college will support a program of educating and informing employees and students about communicable diseases, warning signs, and protective measures through publications, seminars, and other appropriate means.

### **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 who do not reside in the United States. Central Carolina Community College does not issue F-1 non-immigration student visas.

### **Special Credit Students**

An applicant 18 years or older may enroll as a special credit student without specifying an educational objective or program of study. 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 select Health Science 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 and/or Mastering Reading.
7. It is the discretion of the Director of Admissions and/or the Vice President of Student Services to grant or deny further retesting attempts or testing exemptions.

## Career Center Services

Career services are available through the Career Center in Student Services. The Career Center assists students in selecting a curriculum major, preparing for a career, and transitioning from a student to a professional. 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 with North Carolina Works Career Centers, Vocational Rehabilitation, Veterans Office and business and industries throughout the college's service area.

## Quality Enhancement Plan: My Academic Pathway (M.A.P.)

CCCC is committed to providing guidance for students exploring possible career options and selecting the

appropriate program of study at the college. CCCC also provides ongoing assistance and support to students for completing their academic goals. The college's quality enhancement plan (QEP) is an initiative to guide students so that they have selected an academic and career pathway consistent with their interests and academic goals. More information about the QEP can be found at <http://www.cccc.edu/qep>.



## 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. Session Law 2013 – 360 directs the University of North Carolina (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid.

## Purpose and Background of North Carolina Residency

The state of North Carolina partially subsidizes the cost of tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Since it first became a state, North Carolina has abided by the philosophy that an educated public is necessary to a democratic government and that the State, therefore, has an obligation to provide for the education of its people. Article IX, Section 9, of the State Constitution states: "The General Assembly shall provide that the benefits of the University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense." Therefore, while North Carolina welcomes out-of-state students it considers the privilege of providing a reduced in-state tuition rate to be a taxpayer benefit.

The General Assembly legislatively directed UNC General Administration (GA), the NC Community College System (NCCCS), the NC State Education Assistance Authority (SEAA) and the NC Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. This centralized process is known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition, a residency determination from RDS is required as part of

admission. To learn more about residency and complete a determination go to: [www.NCresidency.org](http://www.NCresidency.org).

### **Residency Determination Service (RDS)**

The purpose and mission of RDS is to provide leadership and administration of residency determinations in accordance with North Carolina residency laws and applicable federal statutes. The RDS goal is to provide students access to transparent information and the opportunity to claim NC residency in a simple, accurate, and straight forward manner. For more information on residency for tuition purposes contact RDS at:  
Phone: (844) 896-2411  
Fax: (919) 835-2427  
[www.NCresidency.org](http://www.NCresidency.org)

### **Determining Residency Status**

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. A North Carolina resident for tuition purposes is a person, or a dependent person (dependent according to IRS tax code), whose parent or legal guardian has established and maintained legal residence in North Carolina for at least 12 months. Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education.

Under North Carolina law, to qualify for in-state tuition, you must show that:

You have established your legal residence (domicile) in North Carolina.

You have maintained that domicile for at least twelve (12) consecutive months before the beginning of the term.

You have a residentary presence in the state.

You intend to make North Carolina your permanent home indefinitely (rather than being in North Carolina solely to attend college).

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina “resident for tuition purposes” and will be charged out-of-state tuition. To learn more about residency and complete a determination go to [www.NCresidency.org](http://www.NCresidency.org).

Information relating to claimed North Carolina Residence for tuition purposes will be required from all applicants. The NC Residency Determination Service, RDS, is being implemented in phases across NC. Until the North Carolina Residency Determination Service is activated at the college later in 2017, applicants seeking reclassification who claim to be North Carolina residents will have a determination made by a student services dean or vice president as to whether or not the applicant qualifies for reclassification

with in-state tuition rates. Should the ruling be contrary to the applicant’s expectation, the decision may be appealed in writing to the Residence Appeal Committee of the institution. Individuals on active military duty in North Carolina and their dependents may be granted waivers that are considered in-state for tuition purposes. The federally mandated Choice Act allows recently discharged military personnel who served at least 90 days of active duty service to be awarded in-state rates. Individuals on active military duty in North Carolina and their dependents may be granted waivers that reduce tuition to in-state rates 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 the responsibility of the applicant. Decisions by school officials will be based on the requirements of the North Carolina General Statutes and regulations specified in the Residence 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 read detailed guidelines provided in the North Carolina State Residence Classification Manual which may be found at [cccc.edu/registrar/residency](http://cccc.edu/registrar/residency). The Residency Status determination is a part of the application; however, applicants will be required to complete a more in-depth form if reclassification is requested. Applicants with questions not covered by this section should read detailed guidelines in the North Carolina State Residence Classification Manual which may be found at [www.cccc.edu/registrar/residency](http://www.cccc.edu/registrar/residency).

## **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 2017-2018 academic year. Visit the Business Office website: [www.cccc.edu/tuition](http://www.cccc.edu/tuition) for the most up-to-date information.

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 drops 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 is cancelled 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 course session or semester. State Board of Community College Code IE SBCCC 900.

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 Main Campus and the Harnett Main Campus are operated by Follett Higher Education Group. Students may come on campus to purchase books and supplies or they may use our website [ccc.edu/bookstore](http://ccc.edu/bookstore) 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](http://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, 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 malpractice insurance fee will be charged for the fall and spring semesters for students enrolled in applicable programs (total fee of \$10 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.

### **Security Fee**

A security fee of \$10 per semester is charged to all curriculum students.

### **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 \$40. Summer term student fees are \$5 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 class.

### **Distance Education Fee**

A \$15 distance education fee will be charged for each course taken online. Hybrid, web-assisted, video-conference 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 Lee Main Campus.

### **Graduation Fee**

A graduation fee will be charged to students who apply to graduate. This fee is used to cover the costs of printing and mailing the credential(s). An additional fee will be charged for students wishing to participate in the annual graduation ceremony. The ceremony participation fees are used to cover costs for speakers, musicians, honorariums, flowers, etc. Students participating in the graduation ceremony will be required to purchase cap and gown through the bookstore.

### **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**

All students and employees on all campuses must register their vehicles at the Business Office and display a college-issued parking decal. Designated parking for handicapped, visitors, faculty, and cosmetology patrons are restricted. All other parking is on a 'first-come' basis. Students who park in faculty and staff spaces or other designated restricted, reserved or no parking areas may be assessed a fine.

### **Policy on Solicitation and Fund Raising**

For purposes of this policy, solicitation or fundraising is any activity that represents an effort to achieve a

contribution, a donation, or a sale/purchase of goods or services on any property owned, leased, or under the jurisdiction of CCCC.

Individuals representing college groups, clubs, or associations, may solicit funds, in-kind donations, or engage in campus fund raising activities with prior approval of the campus Provost where applicable, and the Vice President of Student Services or Dean of Student Support Services. Solicitation and/or fundraising by any "For Profit" individual or group are strictly prohibited.

College employees and/or students may not use their employee and/or student status to endorse commercial products or services.

The sale of items for charitable organizations by CCCC employees must be approved by the appropriate Vice President and must not conflict with normal working duties. Employees must not use the College's e-mail network for sales or solicitation for outside individuals or groups.

Exceptions to this policy must be approved in writing by the Vice President of Student Services or his/her designee

### **Drone/Unmanned Aircraft Use on Campus**

Individual students, groups, or outside entities are not allowed to operate unmanned aircraft/drones on any campus or site of Central Carolina Community College for reasons of safety, security, and privacy. All law enforcement agencies are; however, exempt from this prohibition. Exceptions to this policy can be made for official institutional use or teaching purposes, and those instances will be approved through the College President or the Vice President of Student Services and the Campus Security Office.

### **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.

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.

Use of Central Carolina Community College (CCCC) wired and wireless network or the Internet in general is at the user's sole risk. CCCC is not liable for any loss, damage, security infringement, or injury which the user may sustain as a result of being allowed access to CCCC's networks.

The CCCC wireless network is not secure (i.e., it is not encrypted using WEP, WPA, etc.). CCCC offers its wireless hotspots as a free, public service for users. Unlimited access will be granted to this network in the designated hotspot areas as technology and network capacities allow. CCCC does not provide personal technical support for users attempting to access its free public wireless network and

does not guarantee specific rates of speed or uninterrupted service. Users are responsible for ensuring they have the appropriate compliant wireless card (802.11b, g, or n) and are running up-to-date antivirus and antispyware software on their device. The user is responsible for any actions taken from their device, whether intentional or unintentional, that causes damages or otherwise affects other devices are users of the network.

The CCCC network, wired or wireless, is not to be used for:

- Unauthorized commercial use
- Malicious actions, such as denial of service attacks
- Distribution of pornographic materials
- Copyright violations
- Offering of DHCP or Domain Name Services
- File-sharing or other bandwidth intensive applications that may degrade quality of service.
- Sending or displaying obscene messages, pictures or language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Using others' passwords
- Trespassing in others' folders, work, or files
- Employing the network for commercial purposes

Sanctions:

- Violations may result in a loss of access
- When applicable, law enforcement agencies may be involved

The level of security of your transactions, files on your hard drive, and general web surfing will depend on the level of security precautions you have taken with your computer. Users must be aware that as they connect their devices to any wired or wireless network they may be exposing their devices to worms, viruses, Trojan horses, denial –of-service attacks, intrusions, packet-sniffing, and other abuses by third-parties. CCCC highly discourages the conducting of confidential transactions (such as online banking, credit card usage) over any wireless network, including our own. CCCC also strongly recommends that you turn off file sharing on your operating system. If the college receives complaints of improper activity, an immediate cessation of that activity is expected upon notification to the user. Ports may be disabled on an emergency basis to stop violations of acceptable use restrictions. Failure to abide by these policies may result in loss of access to network and computing resources, disciplinary action, and/or other legal action.

### **Policy on Copyright – Computer Software**

The College will rigidly comply with all copyright laws including those which apply to computer software. It is against college policy to utilize copyrighted software in a college-owned or leased computer unless an individual or site license, receipt or letter of permission from the copyright owner is on file in the Information Technology Department of Central Carolina Community College.

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.

College employees and students shall not install 'any' program(s) on a college computer without the permission from CCCC's Director of Information Technology. (If permission is granted, proof of purchase or other evidence of compliance with copyright law will be required before allowing the program to be installed on a college-owned or leased computer.)

Failure to comply with this policy could result in disciplinary action by the college and/or punitive action by the copyright owner.

### **Policy on Copyright – Printed Material and Video**

The college will comply with the copyright limitations set forth in federal legislation for protection of original works of authorship ([www.copyright.gov](http://www.copyright.gov)).

## **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
- Have a valid Social Security number
- Demonstrate financial need
- Not have a drug conviction for an offense 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
- Be officially accepted into a curriculum program
- Be currently maintaining Satisfactory Academic Progress (SAP). The SAP Policy can be found at:

cccc.edu/financialaid/policies

**Dependency/Independence 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 studentaid.ed.gov.

**Financial Aid Application Process**

Students interested in applying for federal and/or state financial aid must:

- Create a FSA username and password
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov

**Review the FAFSA:**

The \* FSA ID has replaced the FAFSA PIN. Create a FSA ID. The FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID (different than the old PIN number) you can create one when logging into fafsa.gov. If you have a FAFSA PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

OR

Request a paper FAFSA by calling (800) 433-3242; for hearing impaired contact (800) 730-8913.

**Follow up:**

You will receive a Student Aid Report (SAR) at the address and/or the email address you listed on the FAFSA. This form is for your records. You will receive notification from the Financial Aid Office when or if:

- additional information is required to complete your application
- your eligibility status has been determined
- an award has been placed on your student record

**Federal Aid Enrollment Status for Credit Hour Programs**

Federal student aid is awarded based on full-time status and split for Fall and Spring semesters. Enrollment status classification for financial aid students will be prorated as follows:

ENROLLMENT STATUS	# OF CREDIT HOURS	PRORATION PERCENTAGE
Full Time	12+ Credits Hours	100% of award
Three - Quarter Time	9-11 Credit Hours	75% of award
Half Time	6-8 Credit Hours	50% of Award
Less than Half Time	1-5 Credit Hours	25% of Award

Students enrolled for less than 6 credit hours are NOT eligible to receive NC Community College Grant (NCCCG) or NC Education Lottery Grant (NCELS). NC Education Lottery Grant is awarded on a full or half-time amount only. NCELS and NCCCG are not funded in the summer.

**Enrollment Status for Clock Hour Programs**

BLET – Basic Law Enforcement Training (C55120) and Esthetics Certificate (C55230) are clock hour programs, not credit hour programs. Enrollment status is determined by the number of clock hours completed as the semester progresses. For additional information regarding clock hour programs, contact the Financial Aid Office.

**Financial Aid Award Process**

Students are notified of financial aid award decisions for the academic year once the financial aid file is complete. All notifications will be emailed and available on WebAdvisor unless the student has “opted in” to receiving paper notifications. 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 priority dates (available on the web site: cccc.edu/financialaid) each semester.

**Types of Financial Aid**

**A. Federal Programs**

Federal Pell Grant

Federally-funded, need-based

Offers financial assistance to students enrolled full-time or part-time in a curriculum program

Federal Supplemental Educational Opportunity Grant

Federally-funded, need-based

Offers financial assistance to students enrolled in a curriculum program with the most financial need

Federal Work study

Federally-funded, need-based

Provides part-time on and off campus employment opportunities to students enrolled part-time (at least six credit hours) in a curriculum program

### **B. State Programs**

#### North Carolina Community College Grant

State-funded, need-based

Offers financial assistance to students enrolled in at least six credit hours in a curriculum program

Not available for summer sessions

#### North Carolina Education Lottery Grant

State-funded, need-based

Offers financial assistance to students enrolled in at least six credit hours in a curriculum program

Not available for summer sessions

#### North Carolina Targeted Assistance Program

State-funded, need-based

Offers financial assistance to students enrolled full-time in a curriculum program that is identified as low enrollment for a high demand occupation

#### North Carolina Less Than Halftime Grant

State-funded, need-based

Offers financial assistance to students enrolled in less than six credit hours per semester in a curriculum program

#### North Carolina State Child Care Grant

State-funded, need-based

Offers financial assistance to students for dependent childcare costs who are enrolled at least part-time (six credit hours) in a curriculum program

### **C. Other Programs**

#### Scholarships

Federal and state-funded, need and non-need based

Offers financial assistance to students enrolled in various curriculum programs

Central Carolina Community College Foundation

Scholarships

Institutionally and/or locally funded, need and merit-based  
Offers financial assistance to students enrolled full-time or part-time in a curriculum program

#### **Private Education Loans**

Nonfederal Loan made by a lender such as a bank, credit union, state agency or school

- Apply with a lender of student's choice
- Have a valid FAFSA on file
- Must be enrolled in at least six credit hours

#### **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 [cccc.edu/financialaid/scholarships](http://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**

In accordance with federal and state regulations, CCCC's Financial Aid Office is required to evaluate a student's satisfactory academic progress at the end of each term (fall, spring, summer), to determine financial aid eligibility for the following term. Satisfactory academic progress evaluations will include all periods of enrollment whether students received or did not receive financial aid for periods of enrollment and include credit hours earned at other institutions and transferred into the student's program of study at CCCC.

In order to be eligible for federal, state, and institutional aid, students must meet both quantitative (time-based) and qualitative (grade-based) standards.

#### **Grade-based Standard (GPA):**

Grade Point: Maintain a minimum cumulative grade point average (GPA) of 2.0.

#### **Time-based Standard (PACE):**

Completion Rate: Complete 67% percent of the total cumulative credit hours attempted. For example, if a student has attempted 100 credits, the student must complete 67 credits to meet the completion rate requirement.

Maximum Timeframe: Complete the requirements for an eligible program of study within a timeframe not to exceed 150% of the published program length. For example, if an academic program length is 60 credit hours, the maximum credit hours that is eligible for financial aid is 90 (60 \* 150% = 90). Students may only receive financial aid for two programs at CCCC.

Note: Remedial coursework will be included in the time-based standard and is limited to 30 credit hours.

#### **Treatment of Selected Grades:**

Withdrawals/Drops: Credit hours in which a student receives a grade of "W" or "WF" are included in the

number of attempted hours, but do not count toward successfully completed hours. Excessive withdrawals may affect your ability to meet satisfactory academic progress standards.

**Incompletes:** Credit hours in which a student receives a grade of “I” are included in the number of attempted hours, but do not count toward successfully completed hours. Grades of “I” are treated as an “F”, which negatively affects GPA.

**Fails:** Credit hours in which a student receives a grade of “F”, “WF”, “R” are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, these grades negatively affect GPA. Students with failed grades may have difficulty meeting the satisfactory academic progress standards.

**Audit and Never Attend:** An audit “AU” or never attended “NA” grade is not considered attempted coursework. It is not included in the students’ GPA or completion rate evaluation. A student cannot receive financial aid for courses that he/she audits or never attends.

**Repeat Courses:** Per federal regulations, a student may repeat a previously passed course (grade of “D” or better) on additional time. Repeat courses are included in total attempted earned hours.

**Credit by Exam:** Credit hours in which a student receives a “CE” is included in attempted and completed hours for the time-based standards of completion rate and maximum time frame. A student cannot receive financial aid for a “CE” credit.

**Transfer Credit:** All hours transferred and accepted from other institutions are included in the number of hours attempted and completed. In addition, a student’s maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.

#### **Eligibility Status:**

**Satisfactory:** Students who meet the minimum requirements (cumulative 2.0 GPA, 67% completion rate, and have not reached 150% maximum time frame for enrolled program of study) of satisfactory academic progress standards are placed on this status.

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

**Suspension:** Students on Warning status who fail to meet the minimum requirements (cumulative 2.0 GPA and

67% completion rate) or have not met the minimum requirements for two consecutive terms will no longer be eligible for financial aid.

**Maximum Time Frame:** Students who have reached the maximum credit hours allowed for his/her program of study will be placed on this status. Attempted credits from all enrollment periods at the college plus all applicable transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

**Probation:** Students who have successfully appealed financial aid suspension are placed in Probation Status. Students in Probation Status are eligible to receive financial aid for one (1) semester, after which they must be in satisfactory status or meeting the requirements of an academic progress plan that was pre-approved by the College Success Center.

**Termination:** Students on probation status who do not adhere to the Success plan that he/she was given will be placed on Financial Aid Termination. Students who have been terminated are no longer eligible for financial aid until the minimum satisfactory academic progress standards are met.

#### **Appeals/Regaining Eligibility for Financial Aid**

Students who fail to meet satisfactory academic progress standards will be immediately ineligible for financial aid. In order to regain financial aid eligibility, students must meet the minimum requirements of CCCC’s Satisfactory Academic Progress Standards by enrolling for classes at his/her own expense.

Students with documented extenuating circumstances that are beyond their control may submit an appeal to the Financial Aid Office. If the appeal is approved, financial aid eligibility will be reinstated on a probationary status.

#### **SAP Evaluations and Notifications of Eligibility Status**

Returning students are evaluated on a continuous 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 at the end of the returning semester.

The Office of Student Financial Aid will send correspondence of eligibility status to students receiving federal and/or state aid when SAP is evaluated at the end of the semester.

#### **Return of Title IV/State Funds Policy**

Students who are receiving financial aid and 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. Students are responsible for paying any debts to Central Carolina Community College. A “hold” will be



placed on the student's record until all charges are paid in full.

## ACADEMIC INFORMATION

Central Carolina Community College offers Associate in Arts, Associate in Science, Associate in Engineering 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 and meet all other requirements are assured admission into one of the UNC system's 16 public universities. Students who complete the Associate in Engineering and its corresponding requirements are not guaranteed admission into a public or private university but will meet the core requirements for transfer. CCCC also has transfer agreements with several colleges and universities outside the UNC System. Check with your academic advisor 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 advisor 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 & Student Transitions Department, 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. Students are expected to enroll in the required ACA course during one of their first two terms of enrollment. Students who do not enroll or successfully complete the required ACA course in their first term will be expected to take it in the next term.

### ACA Course Waiver Guidelines

The following students may be waived from the ACA requirement by an academic dean but may still need to fulfill the one credit hour on their program of study:

- a) Those who produce evidence of holding a college-level degree from a regionally accredited institution; or Transfer students who receive at least 18 hours credit for prior academic work and/or who demonstrate competency and skills that will facilitate the successful transfer into and persistence in the chosen degree program at Central Carolina Community College. At the dean's discretion, transfer students with 12 hours of earned credit will also be considered if earned as a fulltime student; or
- b) Those who have completed an ACA course at the 100-level or above from Central Carolina Community College or another North Carolina Community College, or who have received prior credit for an equivalent course.

Students who receive the proper signatures on the Credit by Experience form will then be referred to the College Success Center to complete an online ACA tutorial that covers CCCC 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 his 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 chief academic officer or vice president of student services.

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 Chief Academic Officer. 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.

### Definition of a Credit Hour

According to CCCC policy, the College follows the requirements of the North Carolina State Board of Community Colleges in awarding curriculum credit hours for instruction. The amount of credit hours awarded for each course is determined by the North Carolina Community College System and listed in the Combined Course Library available on the North Carolina Community College System webpage.

Following is the NCCCS convention for awarding credit hours from course hours:

- For every 16 classroom hours, one semester (credit) hour is awarded.
- For every 32 hours of "experiential laboratory work," one semester (credit) hour is awarded.
- For every 48 hours of "faculty directed laboratory work" one semester (credit) hour is awarded.
- For every 48 clinical hours, one semester (credit) hour is awarded.
- For every 160 work experience hours, one semester (credit) hour is awarded.

All Programs of Study meet the NCCCS requirement set forth in Statewide Curriculum Standards. Following are the number of credit hours required for associate degree, diploma, and certificate programs:

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
*Total Semester Hours Credit (SHC)	64-76	36-48	12-18

*\*Any CCCC credential that contains a total number of credit hours that falls outside of the defined range are exceptions approved by the NCCCS and show accurately in the required state curriculum standards.*

### 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 four methods: online, hybrid, web-assisted, and video-conferencing. Through distance education, travel to campus is minimal or not required at all. Hybrid, web-assisted, and video-conference 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 Blackboard, 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 computer (home, office, or college campus) with Internet access and appropriate software and the ability to use it proficiently.

Online courses have LN1, LN2, LN3, etc. section numbers. These courses are not self-paced; students follow 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 census date to remain enrolled in the course. Students must complete a course-specific orientation by 11:59 p.m. on the 10% census date to remain enrolled in the course.

### Distance Education Hybrid, Web-Assisted, and Video-Conference Courses

Hybrid, web-assisted, and video-conference courses blend traditional class meetings on campus with online experiences. In hybrid, web-assisted, and video-conference courses, Blackboard, 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 a synchronous face-to-face setting while web-assisted courses are the opposite; web-assisted courses require more time synchronous face-to-face than online. Video-conference classes are synchronous across campus sites and may be taught fully face-to-face, hybrid, or web-assisted.

All modalities 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 computer (home, office, or college campus) with Internet access and appropriate software. Students need the ability to use technology for learning.

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

### **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.

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.

Financial aid is not available for course audit.

A special exclusion exists for senior citizens who wish to audit a class. Individuals 65 years and older may elect to audit a course if space allows. No tuition will be charged to the individual although the student will be responsible for any applicable fees. No grade will be issued. The student must provide a photo ID documenting the age requirement and complete the auditing form. This exclusion cannot be utilized until the late registration period has begun to insure space availability.

### **Course Substitution**

Central Carolina Community College may allow courses to be substituted in a curriculum for a student only under extenuating circumstances and only if the substitution is within the North Carolina Community College System's curriculum standards.

The course(s) 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(s) must have relevance to the curriculum and to the course for which the substitution is made, unless the course is being used as a free elective.

Required core course as outlined in North Carolina Community College System curriculum standards may not be substituted without review and approval of the chief academic officer.

Requests to substitute courses that were completed at institutions other than a North Carolina community college, must be accompanied by a full course description and accreditation status at the time the course was completed from the institution from which the course is being transferred. If necessary, the department chair/program director may request a course syllabus if the course description is not detailed enough. It is the responsibility of the student to provide all requested documentation.

Course substitutions must be submitted and processed prior to the census date of the substituted course.

The Registrar's Office requires documentation in order to process the substitution in the student information system.

The Course Substitution form must be used.

### **Independent Study**

Under extenuating circumstances, independent study may be scheduled for selected courses with the approval of the subject instructor, department chairperson/program director, and the program dean. Student and faculty must meet for a minimum of 10 contact hours for any independent study course.

### **Academic Advisors**

Students are assigned to an academic advisor 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 to provide referrals to college resources, and to assist in overall academic and career planning.

The student is expected to confer periodically with his or her advisor (at least twice each semester) regarding academic standing, early registration, or any other areas of concern.

### **Alternative Credit**

The Student Learning and Student Services Divisions collaboratively ensure appropriate procedures and guidelines exist for granting and recording the amount and level of credit for each course. 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.

### **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.

A student may earn alternative credit in the following ways:

### **Resident Transfer 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 Chief Academic Officer.

- 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.
- Advanced Placement Credit will not be calculated into the GPA

### **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/program director. A proficiency demonstration may be a written exam, oral exam, shop exercise, or lab exercise. The following rules for the student apply:

- Student shows 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 and approved by the department chair/program director
- Student registers and pays tuition for the course.
- Financial aid will not pay tuition for proficiency courses.
- Student takes the proficiency exam administered by the instructor of record during the first week of the term.
- Student must earn a grade of 85% or better on the proficiency exam.
- Instructor of record submits a Student Termination form to signify proficiency; reason for termination will be “Passed by Proficiency.”
- The Records Office creates a proficiency section, processes a Student Termination form by dropping original course, adding the proficiency section and assigning a grade of “CE” (Credit by Examination) to the “OP” (Proficiency) section.
- Credit granted through a proficiency exam will not be calculated in the grade point average.
- Proficiency demonstrations may only be attempted for initial enrollment for any 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).

Financial aid is not available for Credit by Examination.

## Articulated CTE High School to Community College Credit

Students may request articulated credit based on CTE courses completed from a NC public high school. and who meet the following criteria:

- To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.
- Student must have earned a final grade of B or higher in high school CTE course.
- Student must have earned a score of 93 or higher on the standardized CTE post-assessment.
- Student will complete Articulated Credit form received from admissions counselor and submit to registrar.
- Registrar will verify high school graduation date, CTE course taken, course grade and post-assessment grade.
- Awarded credit will be issued tech prep non-course credit with a grade of CE which will not be included in GPA calculations.

## Credit by Experience

Students may request credit for work experience, skills, or professional licensure or certification that directly correlate with competencies required in a specific course. The following procedures for that student apply:

- 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/program director 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 could be used for an art class.

- Experiences, which may require a demonstration of one's ability, must be approved by the student's curriculum department chairperson/program director or lead instructor, the subject area department chairperson/program director, and the Chief Academic Officer.

- 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 grade 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.

- Financial aid is not available for Credit by Experience.

- Credit by Experience will not be entered on a student's record until after the census date of the student's first enrolled curriculum course with the college.

## Internal Articulated Credit

Students may be granted articulated curriculum credit for non-credit courses that have an approved internal articulation agreement on file in the Registrar's Office.

## Prerequisites/Corequisites

Central Carolina Community College and each student are responsible for ensuring that prerequisite and corequisite requirements have been satisfied.

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 using the appropriate form upon review and recommendation by the department chair to the dean or provost and in consultation with the Chief Academic Officer. 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 DRE-098 would not have to take DRE-098).

- 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) or other reasons as approved by the academic dean and chief academic officer.
- 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

The catalog of record is the catalog that is current at the time a student enrolls at CCCC in his/her program of study. If a student changes his/her program of study, then the catalog of record becomes the catalog that is current at the time of that change of program. To graduate under a program of study, a student must meet the requirements of his/her catalog of record or any catalog in effect within the next five years as long as the student has been continuously enrolled.

If a student breaks enrollment for one academic year (fall and spring consecutively, or spring and fall consecutively), the catalog of record will become the catalog that is current at the time of re-entry. From that point of reentry, the rule of continuous enrollment will apply. The assigned faculty advisor and/or registrar have/has the authority to choose a catalog within a five-year period of continuous enrollment that best suits the student’s needs for his/her particular program of study at the time of graduation.

Exceptions to this policy must be approved by the chief academic officer or designee(s). External agencies, accrediting agencies, and the North Carolina Community College System may make changes which impact program requirements.

### Uniform Grading System

The college operates on a uniform grade point system in curriculum areas. All subjects must be completed satisfactorily for academic credit. This grade system is followed for all subjects in curriculum areas except where an alternate grading scale is prescribed by an external regulatory agency.

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. Students enrolled in a course that includes integrated and/or corequisite lecture and lab components will earn a single course grade. 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.

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/R	Developmental Pass/Repeat	0
P/F	Pass/Fail	0
CE	Credit by Exam	0
* (Grade)	Indicates grade not applicable	0
EL	Learning by Experience	0
TR	Transfer Credit	0

### 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.

### 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

Note: Developmental course grades of courses below 100 level are not calculated into the academic GPA. However, all grades are calculated into the Financial Aid GPA.

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.

Students who do not earn a 2.0 GPA for any given term will be held to the Academic Sanctions policy.

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

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

### General Education Competencies

The college is committed to teaching and learning excellence. Every degree program includes a minimum of fifteen semester hours credit of general education as prescribed by the North Carolina Community College System Curriculum Standards, and CCCC believes that every degree student should successfully master general education competencies regardless of the degree discipline. The general education competencies developed by the college represent the academic proficiencies believed necessary for graduates to be successful and productive employees as well as successful community citizens. In support of the college mission, CCCC students will be able to demonstrate:

1. Problem-solving skills that identify, analyze, and evaluate content and processes in order to implement effective solutions or strategies
2. Writing skills that exhibit clear, coherent topic development and proficient use of mechanics
3. Effective communication that reflects proficiency in oral presentation skills in group and/or one-on-one settings
4. Appropriate mathematical skills in collecting, analyzing, and communicating quantitative data

### General Academic Standards

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.

Students who do not earn a 2.0 GPA for any given term will be held to the Academic Sanctions policy.

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

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

The Highest Academic Award in four categories: A.A., A.S./A.E., A.A.S. and Diploma will be presented to participating graduates at the annual graduation ceremony who have the highest academic average. These graduates must have completed 75% of their course work and their last term of study at the college. Only graduates with a minimum grade point average of 3.5 will be eligible to receive this award.

### Honors Scholars Program

The Honors Scholars Program at CCCC is intended to challenge high academically qualified A.A. and A.S. students by providing them an opportunity to complete projects in a variety of courses. Successful completion of four honors courses and a presentation will allow students to receive "Honors" recognition on their transcript and to potentially transfer to an honors program at a four-year university. [ccc.edu/honors-scholars](http://ccc.edu/honors-scholars)

### Academic Sanctions

Students who do not earn a 2.0 GPA for any given semester will be placed on academic probation and will be notified of their academic status at the end of each term. A student who remains an academic probation for two consecutive semesters as noted on the official transcript will be suspended for one semester unless the student had a break in attendance for one calendar year or longer. Certain

programs may establish additional academic progress requirements and impose sanctions for failure to meet those requirements.

Probation students, who are seeking a degree, diploma, or certificate, will be required to enroll in and successfully complete a zero level ACA course. A reduced course load is recommended. Students may not participate in any athletic events while on academic probation. If, upon receipt of grades, a student learns that they are on academic probation, they must schedule an appointment with their 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, their advisor 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 Probation EXCEPTION 1:** Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in a zero level ACA course. A reduced course load is recommended.

**Academic Probation EXCEPTION 2:** Probation students who have enrolled in and successfully completed a zero level ACA course during a previous term will not be required to repeat it. 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. Students in selective admissions health sciences programs who are placed on academic probation will be subject to the academic standards and progression policies of their respective program.

A student placed on academic suspension will be suspended from all coursework and all college activities for one term with the exception of enrollment in a zero-level ACA course. 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/program director, a counselor, and the vice president of student services. A zero-level ACA course will be required during the term of suspension or the term of reentrance.

**Academic Suspension 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 a zero-level ACA course. This extension of suspension must be approved by the department chairperson/program director of

the new curriculum and by the Vice President of Student Services or designee. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

**EXCEPTION:** Career and College Promise (CCP) students will be held to the academic probation/suspension policies, except for enrollment in a zero-level ACA course. CCP students are not permitted to take a zero-level course and must meet with an advisor. The Cooperative Innovative High Schools (e.g. early college) will be held to the entire standard.

## Curriculum Course Repetition

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.

Financial aid is available to repeat a "passed" class (grade of "D" or better) one additional time for a better grade. Students can receive financial aid for a repeat failed class; however, students must meet the minimum requirements of Satisfactory Academic Progress Standards at the end of each semester.

## Academic Forgiveness

Students may request academic forgiveness for grades of D or lower guided by the following conditions:

- 1) Students who (a) were not enrolled in College curriculum courses for 36 consecutive months (three years) or longer, and (b) have been re-admitted to the College, seeking acceptance in a selective admissions program and completed at least 12 credit hours of coursework at the 100-level or above with a minimum quality point average of 2.0.
- 2) Students meeting the criteria for 1a and 1b should visit the Student Services Office or a success coach to review the Academic Forgiveness guidelines/steps with an admissions counselor or success coach and will be assisted with making an appointment with an academic dean to discuss and seek signature for academic forgiveness. Distance students may contact the Admissions Office via telephone.

If the student is granted academic forgiveness, the following conditions apply:

- 1) Previous grades of D, F, and WF will not be used when calculating the cumulative GPA. Recalculated grades must not have been counted under a previously-granted



certificate, diploma, or degree from Central Carolina Community College.

2) The student's full academic record from Central Carolina Community College will still be recorded on all subsequent transcripts.

3) Academic forgiveness is only available once for each student.

4) Academic forgiveness is used for calculation of the cumulative academic GPA for acceptance consideration into selective admission programs only and will not be changed on the student's transcript. Due to federal regulations, the Financial Aid Office takes all attempted courses into account from a student's transcript when determining financial aid eligibility.

5) The Vice President of Student Services and Chief Academic Officer must approve any exceptions to this policy on a case-by-case basis.

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

### Removal of Incomplete

Instructors may assign in accordance with NCCCS guidelines, a grade of "I" (Incomplete) to any student who needs additional time to complete course requirements.

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.

### Withdrawals

A student who initiates a withdrawal from a curriculum course should complete an official Withdrawal form with appropriate personnel. An instructor may initiate a student withdrawal in accordance with the college's attendance policy. If after withdrawing, a student has a break in enrollment for one academic year (fall and spring or spring and fall consecutively), then the student will enroll under the provisions of the current catalog at the time of re-entry. Withdrawals follow all state, federal, and third-party

requirements.

A student who wishes to withdraw from a curriculum course should complete an official Withdrawal form with an admissions counselor. The last date of attendance (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. The completed form is submitted to and processed by the Records Office. When a student withdraws from the college, they may apply for readmission at the beginning of the subsequent term for which they are eligible.

A student may withdraw within the first 75% of the course session or semester and receive a "W" as long as they do not return to class. After the 75% point as specified in the college calendar, withdrawal from a course results in a final grade of "WF." A grade of "WF" is treated as an "F" and affects the grade point average. While a "W" does not adversely affect the student's GPA, a grade of "W" may adversely affect third-party payments (e.g. financial aid, VA benefits). Students should contact the Financial Aid Office, Admissions Advisor or their academic advisor before deciding to withdraw from one or more courses.

Withdrawal after the 75% point of the course will be designated with a "WF" except in the case of hardship/medical withdrawal from the college. A hardship/medical withdrawal may be requested from the vice president of student services and documented and filed with the registrar before the end of the term.

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 may complete and submit to the registrar a "student termination" or the online withdrawal form. The grade assigned to the student on the Termination form or Withdrawal 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 75% date or a "WF" if the last date of attendance was after the 75% point of the course session.

### Readmission

When a student withdraws from the college, they may apply for readmission at the beginning of the next term in which courses are offered and for which he is eligible.

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

### Transcripts

A student may request via electronic request that an official copy of his or her transcript be sent to another institution, an agency, or employer. A student may request a copy of his or her transcript in person, but will be responsible for submitting any such transcript to a third party. Central Carolina Community College does not accept third-party transcript requests. Curriculum transcripts are the responsibility of the Registrar's Office and non-credit

transcripts are the responsibility of the Economic and Community Development Division.

An official curriculum transcript is a copy of a student's entire curriculum-level academic record for Central Carolina Community College. In recognition of the confidentiality of student records, an official transcript will be released only at the request of the student except under due process of the law. 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, 2) the student owes outstanding materials to the college, and 3) the student has not obtained a verified residential status for tuition purposes.

To request a transcript in person, please visit the Registrar's Office at 1105 Kelly Drive, Sanford, NC between the hours of 8:00 a.m. and 5:00 p.m. Monday-Thursday or 8:00 a.m. to 3:30 p.m. on Fridays. Summer hours may vary. In-person requests will be charged a \$5.00 fee for each transcript requested. Please bring a picture ID when picking up your transcript.

For electronic requests, the student's Central Carolina student ID number is required for this service, not the social security number. If you place an order without using your student ID number, the order will be canceled. Please contact the Registrar's Office at (919) 718-7201 to obtain your student ID number. Online requests will be charged a \$3.75 fee for each transcript and must be paid with a debit/credit card. All online transcript fees are collected by a third-party agency that provides the transcript management and certification system. Through this service, students can order:

- A paper transcript sent via USPS first-class mail
- Electronic transcript that is delivered to any valid email address as a secure PDF

Note: For students that attended prior to 1997, electronic transcripts may not be available. Please contact the Registrar's Office at (919) 718-7201 to inquire before placing an order. Students wishing to order end-of-term transcripts, please wait two days after the semester has ended to submit your request. Students waiting for degrees to be posted, please submit your request after graduation.

The Registrar's Office will process orders within one to two business days.

Central Carolina Community College certifies that an electronic transcript (e-transcript) issued by Parchment/AVOW Systems is 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.

## Graduation Requirements

Graduation exercises are held annually for an academic year at the close of the spring term. A student who graduates or anticipates graduation during the academic year may

participate in the ceremonies held on graduation day. Students who complete graduation requirements and apply for graduation in the fall or summer term when a ceremony is not held for degrees to be conferred will have credentials released after the Board of Trustees meets during that subsequent quarter and confers students' credentials. The student must apply for his degree or diploma by the midterm of the term in which coursework is scheduled for completion. A graduation fee will be charged to students. 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.

## 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.

Procedures guiding student attendance in curriculum classes are as:

- 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.
- Students may be withdrawn by the instructor for missing more than 20% of the class meetings before the last day to drop a course will receive a grade of "W."
- The college establishes attendance requirements and instructors maintain accurate records of membership/attendance in accordance with state, federal, and third-party regulatory guidelines.
- 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.
- 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.

- When the instructor decides to withdraw a student, the instructor will notify the student through the student's official college email in a timely manner.

- 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 Chief Academic Officer. The official to whom the appeal is made may reverse the withdrawal. The decision of the Chief Academic Officer is final.

- 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).*

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

## Distance Education Attendance

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.

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 follow the grade appeals procedure guided by the form posted on the

Registrar's web page. Disciplinary withdrawals may be appealed through the procedures outlined under student rights (disciplinary procedures).

## Withdrawing Students from Class Roll

A student will be withdrawn when the student gives notice of withdrawal or has been absent from class for more than 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 withdrawn for more than 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.

## 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.

## 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. (Students may refer to the Free Speech and Public Assembly policy for details.) 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, county of residence, 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 mailing 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.

G. All lost and found items may be turned in to any campus reception area to then be forwarded to the Campus Security Office. Students who have lost an item should inquire with the director of campus security and safety about making a claim on turned-in items. Items are kept by the Campus Security Office for 60 days and any unclaimed items are then donated to a local charitable organization.

H. Students have the right to make a referral to the campus Behavioral Assessment Team (BAT) concerning any student that is exhibiting potentially concerning behavior. The Behavioral Assessment Team is committed to improving campus safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to situations that pose (or may reasonably pose) a threat to the safety and well-being of the campus community, while addressing the diverse psychosocial needs and concerns of students. Referrals are made to the BAT when students, faculty, or staff members observe disturbing, confusing, or potentially threatening behavior from a student(s) and are unsure of what issues might be developing or are presently involved. The committee has full authority to request documentation

regarding the student and will make an assessment to the best of their ability of the student's current status regarding continued enrollment at the college. Their assessment and recommendation, when completed, will then be given to the vice president of student services for possible administrative action. This approach addresses:

- Identification
- Prevention
- Assessment
- Intervention
- Management

#### ***What type of behaviors warrants a referral?***

Any self-injurious behaviors, suicidal ideation, erratic behavior that disrupts or threatens to disrupt the daily operations of the college and its activities, or behaviors that might compromise campus or personal safety should be referred. When in doubt, make a referral. The BAT hopes to be proactive in addressing a possible threat to the campus and providing assistance to a student in need if possible. Disruptive or threatening behaviors that have occurred and violate the Student Code of Conduct should continue to be dealt with in the established procedural manner by notifying security, the campus security authority, and the vice president of student services.

### ***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 behavior. 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/her, or whose observable behavior leads a college official to believe he/she 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 libelous material is prohibited.

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 by committing severe, pervasive acts from both a subjective (i.e., a recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from

one of the college's programs or activities 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 is/are severe, pervasive acts from both a subjective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities 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 Main Campus) or the front office (Chatham and Harnett Main 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.

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 conduct 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 procedures as outlined above or face disciplinary measures from the college.

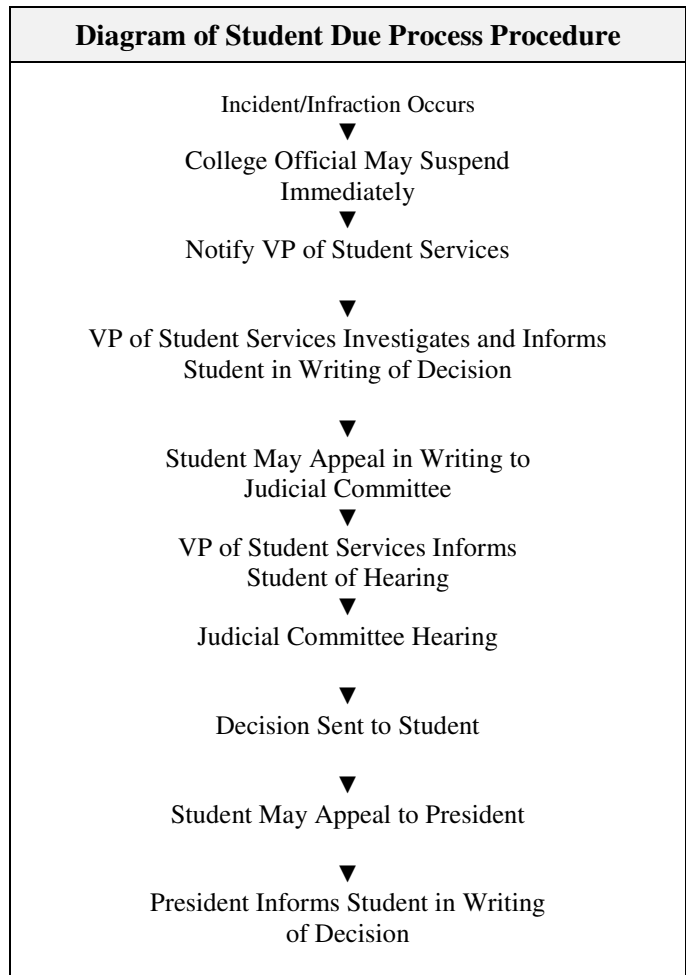
W. Students must follow the Library Computer Use policy. This policy states that library computers are provided to conduct research and to communicate with others in support of the college’s educational mission. Students, faculty, staff, public patrons, and campus visitors are expected to use computer 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 Internet 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. Students must follow the college's Pets policy 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 Veterinary Medical Technology

program. Pets cannot be left unattended in vehicles while parked on CCCC property.

Y. The college strictly prohibits and condemns any form of sexual misconduct on any of its campuses or sites, as well as at any college sponsored activities off-campus. Such misconduct includes sexual harassment, gender-based harassment, sexual violence, sexual assault, stalking, domestic violence, dating violence, and intimate partner violence. Students, faculty, and staff are advised to report any such incidences immediately to any member of the Campus Security Office, the vice president of student services, or their campus security authority.

Z. Engaging in any form of sexual activity on any campus or site of the college (whether closed or during operating hours) is strictly prohibited.



**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 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.

**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 Vice President 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:** After the charge is filed, the Vice President of Student Services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President of Student Services may act as follows:

- 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 Vice President of Student Services shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Vice President of Student Services or where the student refuses to cooperate, the Vice President of Student Services shall send a certified letter to the student's last known address providing the student with a list of the charges, the Vice President 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 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 Vice President 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 (and not related to academic integrity), the student must follow the steps outlined in the Grade Appeal form as indicated in VIII. Appeals Procedure—Grade Appeal. If the grievance is related to a penalty as a result of an academic integrity incident, the student will follow the Appeals Procedure-Sanctions or Disciplinary Actions, as described below. In extreme cases such as alleged sexual harassment, the student may go directly to the Vice President 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 Vice President of Student Services may request a hearing before the Judicial Committee. This request must be submitted in writing to the Vice President of Student Services within six (6) working days after the receipt of the Vice President of Student Services' decision. The Vice President 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 Vice President 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 Chief Academic Officer 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. A college faculty or staff member appointed by the president to serve as committee chairperson will vote only in case of a tie.

3. 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 Vice President of Student Services include the following:

The Judicial Committee must meet after 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 Vice President 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 Vice President 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.

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 after 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 years. The Vice President 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. After the decision of the committee, the Vice President 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 not related to academic integrity. The grade appeal process is for the student who feels that his/her academic work was not awarded proper credit and/or if there were extenuating circumstances that caused an improper academic credit to be awarded.

#### 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 previously described. 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 previous section, for more complete information. Students can also contact the distance education staff for direction.

### **Free Speech and Public Assembly**

Central Carolina Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America and has established a policy that informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Central Carolina Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college. Students are authorized to exercise this right freely as long as the exercise of this right does not violate applicable rules of the college, substantially disrupt normal operations of the college, or substantially interfere with the rights of others.

Individuals or groups wishing to utilize college property to exercise their free speech should submit a written and signed request to the director of student activities at least three working days prior to the desired date. The following information must be included in this written request:

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

For further information on the CCCC Free Speech and Public Assembly policy and procedure, please refer to [cccc.edu/about/policies-procedures](http://cccc.edu/about/policies-procedures) or contact the director of student activities.

## **Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct**

Central Carolina Community College (CCCC) is committed to providing an environment that is supportive of its primary educational mission and free from sex/gender-based misconduct, in Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106: “No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Members of the college community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCCC will not tolerate acts of Title IX or sex/gender-based harassment in any of its forms, including, but not limited to, sexual or gender-based harassment, rape, sexual assault, other forcible and non-forcible sex offenses, domestic or dating violence, or stalking, and supports this policy for all students, faculty, and staff. All actions taken to investigate and resolve complaints through this process will be conducted in a manner that preserves confidentiality to the greatest extent possible under the circumstances, without compromising the thoroughness of the investigation.

Inquiries concerning Title IX compliance should be referred to the Title IX coordinator, who is charged with the oversight of all Title IX claims and investigations. The president has the authority to designate the Title IX coordinator and/or deputy Title IX coordinator(s), and to change them as needed. Their specific identities and contact information are posted prominently on the CCCC website.

Education for students, faculty, and staff will be provided through appropriate training programs, which may include:

- New-employee orientation programs
- Professional development training
- Student and employee handbooks
- Brochures, posters, pamphlets
- Campus media
- Webinars

## **Sexual Misconduct Offenses**

Sexual harassment is a form of sex discrimination and refers to unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment includes quid pro quo harassment. Gender-based harassment may involve acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature and includes any other conduct that has the purpose or effect of unreasonably interfering with one’s freedom by creating an intimidating, hostile, humiliating, or sexually offensive academic environment. Anyone experiencing sexual or gender-based harassment in any college program is encouraged to report it immediately to the Title IX coordinator.

While in some cases individuals may make sexual comments or jokes or personal advances without intending harm, such actions can be unwanted, threatening, and perceived as harassment. Stopping sexual or gender-based harassment in its many forms requires an increased awareness by everyone at the college of the impact that such actions may have on others.

The following is a partial list of unwelcome, unwanted behavior, which may be considered sexual or gender-based harassment:

- Unwelcome sexual advances or propositions – whether they involve physical touching or not;
- Written or verbal sexual epithets, jokes, or references to sexual conduct, gossip regarding one’s sex life;
- Written or verbal abuse of a sexual nature, use of sexually degrading, or vulgar words to describe an individual;
- Leering, whistling, brushing against another’s body, sexual gestures;
- The display of sexually suggestive objects, pictures, posters, cartoons, websites, and any form of electronic communication;
- Comments about an individual’s body or appearance, or regarding one’s sex life, experience, sexual prowess, or sexual deficiencies;
- Asking questions about sexual conduct or probing into one’s sex life or relationships; and
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not of a sexual nature.

## **Definitions and descriptions of Sexual Violence, Sexual Misconduct, and other applicable definitions:**

**Intimate Partner Violence (IPV):** the overarching term used to address any form of domestic or dating violence.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incense, or statutory rape as used in the FBI’s UCR program.

**Sex Offenses:** any sexual act directed against another

person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition:
  - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sexual Violence:** any non-consensual sexual contact including penetration.

**Victim/Survivor:** the person who has experienced IPV, stalking, and/or sexual violence.

**Alleged Perpetrator:** an individual who the victim/survivor identifies as having perpetrated IPV, stalking, or sexual violence.

**Reporting Party:** a victim/survivor who has notified CCCC that sexual misconduct/violence has occurred.

**Responding Party:** the individual who the reporting party identifies as having perpetrated sexual misconduct/violence.

**Consent:** Explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity, or lack of active resistance does not imply consent.

**Hostile environment:** An environment created where sexual harassment is sufficiently severe or persistent or pervasive, and objectively offensive.

**Non-consensual sexual contact:** Any intentional sexual touching, with any object, by a person upon another person that is without consent and/or by force.

**Non-consensual sexual intercourse:** Any sexual intercourse, however slight, with any object, by a person

upon another person that is without consent and/or by force.

**Quid Pro Quo Harassment:** Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another.

**Sexual Exploitation:** When one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy, prostituting another person, non-consensual digital, video or audio recording of nudity or sexual activity; engaging in voyeurism; knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.

**Awareness programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Prompt, fair, and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the reporting party and the responding party of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the reporting party or responding party, or both, may be present; and
- Provides timely and equal access to the reporting party, the responding party, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the reporting party or the responding party.

Proceedings: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

### **Reporting and Confidentiality**

All college employees have a duty to report Title IX violations immediately to the Title IX coordinator, unless their position requires them to maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Examples of those who may be required to maintain confidentiality include licensed professional counselors, clergy working within the scope of their licensure or ordination, or licensed medical professionals. The reporting party will be notified when information cannot be kept confidential.

If the reporting party requests confidentiality and decides not to file charges in a Title IX violations case, an anonymous report of the incident must be made in order to comply with the Clery Act (campus crime reporting).

### **Investigation and Resolution of Claims**

All claims shall receive a prompt, fair, and impartial investigation and resolution. Investigations shall be conducted by officials who receive training on issues related to the aforementioned crimes and on how to conduct an investigation and hearing process that protects the safety of

victims and promotes accountability. The reporting party and the responding party are entitled to a fair and equitable process, and both shall be simultaneously informed, in writing, of:

- Specific finding for each violation and each responding party involved in the proceeding;
- Sanctions resulting from the outcome of the proceeding;
- CCCC's procedures for appeal of the results

### **Sanctions**

Sanctions may be imposed upon any member of the college community found to have violated the Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct policy. Sanctions for sexual misconduct can range from probation to expulsion/termination, or other appropriate sanction based on the severity of the incident. This policy applies to both students and employees.

### **Protection against Retaliation**

Retaliation is defined as any materially adverse action that might well have dissuaded a reasonable person from making or supporting a complaint of Title IX violations. A complaint's actual or perceived lack of merit does not excuse retaliatory conduct. Retaliation against any individual for reporting Title IX violations or against one who participates in an investigation will not be tolerated. In responding to reports of retaliation, the college will conduct a prompt, thorough and impartial investigation and will take appropriate remedial measures.

### **False Accusation**

CCCC recognizes that the question of whether a particular course of conduct constitutes Title IX violations requires a factual determination. The college also recognizes that false accusations can have serious effects on innocent persons. If, after investigation, it is clear that the reporting party who has accused another of Title IX violations maliciously or recklessly made a false accusation, the reporting party will be subject to appropriate disciplinary action, up to and including expulsion.

### **Questions**

For questions regarding Title IX policy as it relates to students, please contact:

Title IX Coordinator, Heather Willett,  
Dean of Student Support Services

Lee Main Campus, Hockaday Hall, Rm 40  
1105 Kelly Dr. | Sanford, NC 27330

Phone: (919) 718-7530  
Email: titleix@cccc.edu

For questions regarding Title IX policy as it relates to

employees, please contact:

Deputy Title IX Coordinator (Faculty and Staff), Trinity  
Faucett, Director of Human Resources

Lee Main Campus, Science Bldg.,  
Human Resources  
1105 Kelly Dr. | Sanford, NC 27330

Phone: (919) 718-7291  
Email: tfaucett@cccc.edu

## **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 ([doc.state.nc.us](http://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**

CCCC protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act"), as amended, enacted as Section 444 of the General Education Provisions Act. This policy is applicable for all students, regardless of the mode of instructional delivery for the courses in which the students are enrolled.

Under this Act, students have the right to:

- Inspect and review their education records;
- Seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights;
- Consent to disclosures of personally identifiable information contained in their record, except to the extent that the Act (and in particular Section 99.31) authorizes disclosure without consent; or
- File with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the college to comply with the requirements of the Act.

CCCC allows disclosure of education records to administrative officials, faculty, and staff, who are determined to have a

legitimate educational interest. Administrative officials and faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to advise or assist a student with any college-related matter.

CCCC may disclose directory information without consent.

Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

CCCC has designated directory information to be the following:

- Name
- County of residence
- Academic major
- Enrollment periods
- Hours earned
- Degrees awarded
- Awards received

A student has the right to refuse to let CCCC designate any or all types of information about him/her as directory information.

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

## Problem Gambling

CCCC has an established problem gambling prevention and awareness program. Students are encouraged to seek assistance for themselves, friends, or family members who may have a gambling addiction. The following resources are helpful in the identification and treatment of a gambling problem:

North Carolina Problem Gambling Helpline:  
(877) 718-5543  
morethanagamenc.com

Gambler's Anonymous:  
(888) 846-4427  
gamblersanonymous.org

Gam-Anon:  
(800) 552-0170  
gam-anon.org

National Center for Responsible Gambling  
ncrg.org

McGill International Centre for Youth Gambling  
youthgambling.com

## Veterans' Information

### Veterans Affairs Office

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 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. Eligible veterans or dependents can appeal their termination of benefits by completing the appeal form in the VA Office. This policy is used as the basis for determining a student's status for enrollment certification purposes to the Veterans Administration.

#### 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.

### Veterans Upward Bound

Veterans Upward Bound is a federal grant-funded program designed to motivate and assist veterans in the development of academic and other requisite skills necessary for success in a program of postsecondary education. The primary goal of the program is to increase the rate at which participants enroll in and complete postsecondary education programs.

The program provides: Academic refresher courses; Tutorial services; Academic, financial, or personal counseling; Mentoring programs; Information on postsecondary education opportunities; Assistance in preparing for college entrance exams; Assistance in completing college entrance and financial aid applications; Information on the full range of Federal Student financial aid programs and benefits; Education or counseling services designed to improve financial and economic literacy; and Assistance in securing support services from other locally available resources such as the Veterans Administration, state veterans agencies, veteran associations, and other state and local agencies that serve veterans.

All services are provided free of charge to eligible participants. Anyone interested in receiving additional information may contact the program by visiting Hockaday Hall, by calling 919-718-7463, or by emailing [veteransub@cccc.edu](mailto:veteransub@cccc.edu). You can also find more information about the program online at [www.cccc.edu/vub](http://www.cccc.edu/vub).

## Student Activities

The college shall attempt to enrich the academic and social growth of the students and promote a vibrant, positive student life experience by offering a wide range of student activities under the supervision of the Student Services Division.

## 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.

For more information or to make an annual gift of any amount to the college call (919)718-7230.

## 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 assures their eventual admission to the College of Arts and Sciences at UNC-Chapel Hill if they earn an appropriate associate degree and successfully complete the program. C-Step offers special events and advising, tailored to both CCCC and UNC-Chapel Hill, while students are pursuing their associate degrees.

For more information, contact Sarah Hoffarth ([shoff746@cccc.edu](mailto:shoff746@cccc.edu)), Carl Bryan ([cbrya799@cccc.edu](mailto:cbrya799@cccc.edu)), or Mark Hall, ([mhall188@cccc.edu](mailto:mhall188@cccc.edu)).

## Student Government Association (SGA)

The Student Government Association (SGA) is the student body's self-government and the official voice of the student body. The SGA is committed to promoting student 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 Student Services staff.

The SGA's organizational structure consists of an Executive Committee made up of the following officers: president, a vice president from each county, a secretary, a treasurer, and a student senate composed of elected representatives from each curriculum. The president of the SGA represents the student body as a non-voting member on the Board of Trustees. The Chatham and Harnett Main campuses vice presidents and senate representatives from those counties assist the SGA Advisor for their county with student activities held on their county campus locations.

SGA Elections are held twice a year. An election for SGA president and vice president is held in the spring term of the prior 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:

- Voting times for each election will be announced at least one week before the election.
- No campaigning shall be permitted within 25 feet of the voting polls.
- No campaign poster will be permitted within 25 feet of the voting polls.
- Voting will be by ballot. Simple majority will elect officers.
- All currently enrolled curriculum students may vote.
- In the absence of an Elections Committee, the SGA president and SGA advisor will be responsible for the election process.
- Any campaign violations should be immediately reported to the SGA advisor for that county.

All student activities are conducted only if student interest and participation are sufficient. The major portion of the cost of all student activities is financed through student activity fees. The following activities are funded and/or sponsored by the Student Government Association:

**1. SGA Student Handbook:** The Student Handbook is published each year by the SGA with the assistance of the Student Services Department. The Handbook includes important information for students about rules, regulations, activities, and policies governing student affairs.

**2. Fall Festival/Spring Fling:** Fall Festival/Spring Fling are scheduled on each campus during the Fall and Spring terms of each school year. The event features activities for students and may include a meal, outdoor activities, games, and sports.

### 3. Athletics:

**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 and facilities are available for use. **Volleyball:** CCCC sponsors a women's volleyball team in intercollegiate play when there is sufficient student interest.



Golf: CCCC sponsors a men's golf team in intercollegiate play when there is sufficient student interest.

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

#### 4. Special Events

The SGA may sponsor other activities such as speakers, socials, films, or other events that will be of interest to students.

#### 5. Clubs

All clubs operate under the SGA. Student Activities personnel will assist club advisors and students with the club application process and yearly paperwork required to continue existing clubs. Student fee funds may be available to active student clubs.

#### 6. Other Activities

Various activities can be considered by the SGA based on suggestions from current students and sufficient student interest. Please see Student Activities personnel to discuss ideas or suggestions for additional student activities.

#### 7. 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.

#### 8. 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.

#### The Honors Scholars Program

The Honors Scholars program at CCCC allows very high-performing students to challenge themselves academically.

Students accepted into the program will choose four 16 week courses (no more than 2 per semester) over their academic career in which they will conduct an honors project under the guidance of the instructor for the course. These courses should be chosen with the guidance of the Honors Scholars director and should represent a variety of study areas. Each course must be completed with an overall grade of B or higher and requires the successful completion of the research project. Students will also be required to present the research from at least one course at either a local, regional or national level. Upon completion of the honors program with a 3.5 cumulative GPA (as well as the A.A., A.S. or A.E. requirements), students will receive recognition on their transcript as well as at graduation. They will be eligible to transfer to selected universities directly into an honors program.

#### Library Services

The CCCC Libraries consist of the Lee Main Campus Library (Sanford), the Harnett Main Campus Library (Lillington), and the Chatham Community Library (Pittsboro). The Chatham Campus Library merged with the Chatham 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 the library card. Students need to register and activate their student ID for use as a library card at the circulation desk. At the Lee Main Campus and Harnett Main Campus libraries, community patrons are issued a community card free of charge. Students at the Chatham campus should see the receptionist for a library card at the main office on campus. They will also need to register this library card at the Chatham Community Library circulation desk. Library hours and phone numbers are:

##### Lee Main Campus Library (Sanford)

**Phone:** (919) 718-7244 **Fax:** (919) 718-7378

**Hours:** Monday through Thursday, 7:30 a.m. to 8:00 p.m.  
Friday, 7:30 a.m. to 3:30 p.m.

##### Harnett Main Campus Library (Lillington)

**Phone:** (910) 814-8843 **Fax:** (910) 814-8894

**Hours:** Monday through Thursday, 7:30 a.m. to 7:00 p.m.  
Friday, 7:30 a.m. to 3:30 p.m.

##### Chatham Community Library (Pittsboro)

**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.

## Library Cards and Student IDs

Library cards are required for everyone to borrow materials. For students at the Lee and Harnett Main campuses, the student ID card is also the library card. Student IDs are made at the Lee and Harnett Libraries. At the Chatham Main Campus, IDs are made in the main building. Students should provide a copy of their registration schedule and/or receipt as proof of enrollment at the time their ID is made. All students will need to register and activate their student ID for use as a library card at the library circulation desk. Students at the Chatham Main Campus should see the receptionist in the main building for a library card. Chatham students will also need to register this library card at the Chatham Community Library circulation desk. Please let the Chatham library staff know that you are a CCCC student.

## Circulation Policies

Books, audio books, and music CDs may be checked out for 3 weeks. Back issues of magazines and newspapers may be checked out for 1 week. DVDs may be checked out for 3 days (limit 3 titles). The CCCC libraries do not charge late fines for overdue materials with the exception of reserve materials, which are \$1.00 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 Assistance

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 through a 24/7 online chat reference service called *NCKnows*. Students receive library instruction through curriculum classes or through online tutorials and research guides available on the library web page. Students may request individual instruction when needed.

## Computers, Printing, and Fax

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 print card system at the Lee and Harnett Main Campus libraries. Costs are 5¢ per page for black and white copies/printing or 25¢ per page for color printing. Printing and copying services at the Chatham Community Library are payable through a coin-operated system or cash at 10¢ per page (black and white only.) Fax services are available at the Lee and Harnett Main Campus libraries at \$1.00 per page to send or receive.

## Study Spaces

The libraries also provide multiple options for study spaces.

**Quiet Zone:** Study tables provide space for one or two students to work quietly with some conversation.

**Silent Zone:** Study carrels provide space for one student to work with no noise.

**Collaborative Zone:** All of our study rooms at the Lee and Harnett Main Campus libraries are equipped with large screen computers, high resolution webcams, and white boards to provide collaborative space for dynamic group work. Three study rooms at the Chatham Community Library have white boards for collaborative group work. Study rooms may be reserved in advance from any computer or mobile device via the library web page.

## Library Resources

A variety of print and electronic library resources are available to support the curriculum programs of the college. The CCCC libraries have a combined collection of 28,000 books, 85 periodical subscriptions, and 200 audiovisual items. The Lee Main Campus (Sanford) Library also has an extensive law collection, a music CD collection, an audio book collection, and a movie collection.

Electronic resources are comprised of several CCCC online databases, the NC LIVE database collection. These combined resources provide access to 94 databases containing complete articles from over 24,000 periodicals, over 250,000 eBooks, and over 23,000 streaming videos. Students can access all of these resources from off campus using their Blackboard login credentials.

The online catalog, a central database containing the holdings of CCCC and 49 other North Carolina community college libraries in the CCLINC consortium, provides easy and free access to additional resources in these libraries. Cooperative agreements giving students borrowing privileges exist between the CCCC libraries and the public libraries in Lee and Harnett counties, as well as Campbell University. The library also participates in interlibrary loan services with other types of libraries in North Carolina and throughout the United States. Interlibrary Loan services allow the library to borrow materials from other libraries for our patrons to check out through the CCCC Libraries.

## 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 a success team member for individual academic coaching sessions, advising sessions, and/or group advising sessions.

All students are encouraged to visit a success team member if they have academic issues or experience barriers to their college attendance.

The College Success Center also offers college success courses (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.

### **TRiO Student Support Services & STEM-Health Science**

Student Support Services (SSS) is a federally-funded TRiO program designed to assist college students with academic skills and motivation to successfully complete a postsecondary education degree. The goal of the Student Support Services program is to increase the college retention and graduations rates of its participants. The program services 260 eligible students of all majors each year. Eligibility criteria is any combination of the following: first generation, low income, or a student with a disability. Selected students are also eligible to receive grant aid awards of at least \$600.00.

Program services include:

- Academic tutoring, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects;
- Advice and assistance in postsecondary course selection ;
- Information on both the full range of student financial aid programs and benefits;
- Assistance in completing financial aid applications, including the FAFSA and scholarship information;
- Education or counseling services designed to improve the financial and economic literacy of students,
- Assistance in applying for transfer admission to, and obtaining financial assistance for enrollment in, four-year postsecondary education programs.
- Individualized counseling for personal, career, and academic matters;
- Career exploration;
- Exposure to cultural events and academic programs; and
- Mentoring programs.

Campus Contact:

[sss@cccc.edu](mailto:sss@cccc.edu)

Phone: 919-718-7536

Appointments available at all campus locations.

### **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 Main Campus, in the Miriello Building on the Harnett Main Campus, and in the Health and Small Business Building on the Chatham Main Campus.

### **Writing and Reading Center**

The Writing and Reading Center helps students develop their writing and reading skills with free services such as

one-on-one coaching, group coaching sessions, and content-specific workshops. Through these services, students receive constructive feedback on writing assignments, resources to improve reading, research, and writing skills, and recognition of their growth as readers, researchers, and writers.

The Writing and Reading Center coaches will help students refine and revise their work at any stage of their academic assignment.

In addition to physical services in the Writing and Reading Center, tutoring is also available via the Online Writing Center (OWL). Students taking online or evening classes can submit work for review and receive constructive feedback in no more than 48 business hours. To access the OWL, use the A – Z index on the homepage.

The Writing and Reading Center is located in the Miriello Building on the Harnett Main Campus, in Room 202, Building 2 on the Chatham Main Campus, and on the Lee Main Campus in the Science Building.

Campus phone numbers;

Lee (919) 718-7210

Harnett (910) 814-8858

Chatham (919) 545-8049

### **AVISO**

Students can use AVISO to collaborate with their faculty advisors and success team members 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 team members 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](http://www.cccc.edu/connect) or at <http://cccc.avisoapp.com>

STEP 1: Aviso can be accessed at [cccc.avisoapp.com](http://cccc.avisoapp.com) or through the login option in the upper right corner of [www.cccc.edu](http://www.cccc.edu).

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](mailto:jsmit567@cougarmail.cccc.edu)

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

Technical assistance can be contacted for troubleshooting at (919) 718-7339 or (800) 682-8353 extension ext. 7485.

### **Academic Assistance Center**

The Academic Assistance Center (AAC) supports the mission of Central Carolina Community College by providing computer resources, test proctoring, and tutorial services in a learner-centered environment. The services provided at the AAC are free to CCCC students.

Campus phone numbers:  
Lee (919) 718-7361  
Harnett (910) 814-8865  
Chatham (919) 545-8029

### **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 High School Equivalency (HSE), formerly General Educational Development (GED®), Program or the Adult High School Diploma Program.

- Purpose of Programs: The 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. High School Equivalency (HSE): The HSE 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. The HSE program supports preparation for two tests, GED® and HiSET®. The GED® will include four tests, will be computer based and will cost a total of \$80.00. The HiSET® will include five tests, will be paper based and will cost a total of \$50.00. The tests determine an individual's ability to think clearly and evaluate information critically.

Preparation for the GED® or HiSET®: Adults can prepare for each 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® and HiSET® tests are given on the Chatham, Harnett, and Lee campuses. The GED® includes four tests, in the academic areas of Literacy, Mathematics, Science and Social Studies, for which the testing fee will be \$20.00 per test or a total of \$80.00. The HiSET® includes five tests, in the academic areas of Language Arts (Reading and Writing), Mathematics, Science and Social Studies, for which the testing fee will be \$10.00 per test or a total of \$50.00

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 classes organized in Chatham, Harnett, and Lee counties.

### **3. Basic Skills Plus**

Eligible students participating in this program will be concurrently enrolled in AHS/HSE 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 or equivalent and a National Career Readiness Certificate (NCRC) or equivalent employment certificate. Visit [www.cccc.edu/ecd](http://www.cccc.edu/ecd) for more information about current career focus areas. These classes are offered tuition free to eligible students enrolled in the AHS/HSE programs.

### **4. English as a Second Language (ESL)/English Literacy**

The ESL program helps adults with limited English proficiency 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

## 2016 PERFORMANCE MEASURES REPORT

### Central Carolina Community College

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 2010, a Performance Measures Committee was established to develop new performance-based student success measures to go into effect in 2013. During the development of these measures, it was determined that it was important to establish a three-year review process to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success. To facilitate the first three-year review of the measures, the Performance Measures Adjustment Committee was appointed to review the current set of measures and recommend deletions, revisions, and additions. This included individuals representing college leadership and research. The Committee recommended seven measures that were adopted by the 2016 General Assembly.

For the 2016 reporting year, CCCC was above the college average for 6 of the 7 measures. The full NCCCS Performance Funding Measures Report can be accessed at <http://www.ncccommunitycolleges.edu/analytics/state-and-federal-performance-measures>

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

### Basic Skills Student Progress

Basic skills students include all basic skills students who have post-tested and have accumulated 12 or more contact hours during the program year. This measure is the percentage of students who progress as defined by the number of students completing the program year at a higher educational functioning level. This measure excludes high adult secondary education initial placements. Central Carolina has exceeded the NCCCS performance by over 10%.

NCCCS Performance – 56%

CCCC Performance – 68%

### Student Success Rate in College-Level English Courses

This measure is to ensure students are successfully completing credit-bearing English courses in a timely

manner. This measure includes first-time fall curriculum students who have an Associate Degree primary curriculum program or are in a Career and College Promise College Transfer Primary Pathway. Success is defined as earning a “C” or better in at least one credit-bearing English course during their first two academic years.

NCCCS Performance – 48%  
CCCC Performance – 38%

### **Student Success Rate in College-Level Math Courses**

This measure is to ensure students are successfully completing credit-bearing Math courses in a timely manner. This measure includes first-time fall curriculum students who have an Associate Degree primary curriculum program or are in a Career and College Promise College Transfer Primary Pathway. Success is defined as earning a “C” or better in at least one credit-bearing Math course during their first two academic years.

NCCCS Performance – 28%  
CCCC Performance – 29%

### **First Year Progression**

This indicator includes the percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete (“P”, “C” or better) at least twelve of those hours. A fall cohort of credential-seeking students enrolled in curriculum courses at a college for the first time was used. These students must attempt at least twelve hours (including developmental and withdraw) within the first year fall, spring, and summer semesters. It does not include students who do not attend the class i.e. transfer credits, credit by exam or reported grades of ‘NA’ and ‘NS’. Those within this cohort complete at least twelve hours (including developmental) with a “P”, “C” or better within the first year.

NCCCS Performance – 68%  
CCCC Performance – 73%

### **Licensure & Certification Passing Rate**

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. –

NCCCS Performance – 84%  
CCCC Performance – 87%

### **College Transfer Performance**

This measure is to ensure the academic success of community college students at a four-year university or college. Cohort 1 includes associate degree recipients who have transferred to a four-year university or college and have earned a GPA of \*2.25 or higher after two consecutive semesters at the transfer institution. Cohort 2 includes transfer students completing 30 hours or more of articulated college transfer credit hours at a community college but not completing the degree and have earned a GPA of 2.0 or higher after two consecutive semesters.

NCCCS Performance – 82%  
CCCC Performance – 84%

CCCC Associate Degree Performance – 91%  
CCCC 30+ Hours Cohort Performance – 75%

*\*Participating NC independent colleges and universities (Success based on of 2.00 GPA this year. Will TRANSITION TO 2.25 NEXT YEAR.)*

## 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. Students, staff, and faculty should visit the college website for the most up-to-date inclement weather postings. The chief academic officer or designee maintains a contact list for local news stations and is responsible for facilitating the process to notify the media.

All inclement weather days not made up by an administrative change in the college's calendar will be made up by the instructor utilizing one of the following options: a) alternate assignment relevant to course objectives, b) schedule extra class sessions, c) holding conferences with individual students, or d) extend scheduled class time (requires dean approval). The appropriate form should be submitted to the department chair/program director.

### Types of Announcements

- CCCC will be closed. Optional staff workday. (No classes will be held, but administrators, faculty, and clerical staff are expected to report for work).
- CCCC will be closed. (This applies to extreme conditions and no one is expected to report for work).
- College will open at announced time (Classes that meet at that time or after will meet).

In the absence of announcements A, B, or C listed above, classes will be held as usual.

## STUDENT ACCESSIBILITY 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 the 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.
4. Student must provide documentation of the disability for which accommodations are requested. See [cccc.edu/ada](http://cccc.edu/ada) for documentation standards.
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.

### 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.



## 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 Lee Main Campus, Harnett Main Campus, and Harnett Health Sciences Center. The Harnett Health Science Center's Call Boxes go directly to Harnett County 911 center.

### Lee County

- Lee Main Campus: Campus Security is located across the street from the main campus in the brick building, side entrance: (919) 718-7512
- Dental Center: Campus Security is located in the Main Building: (919) 777-7705

### Harnett County

- Harnett Main Campus: Campus Security is located in the Miriello Bldg: (910) 814-8813
- Harnett Health Sciences Center: Campus Security is located on first floor at reception desk: (910) 814-8998
- West Harnett Center: Campus Security is located in the main office: (919) 814-8899
- Dunn Center: Campus Security is located in the classroom bldg. office suites: (910) 814-8926

### Chatham County

- Chatham Main Campus: Campus Security is located in Bldg. 41, Room 111: (919) 545-8066
- Siler City Center: Campus Security is located in the main office area: (919) 545-8680

### 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), threats, or harassing phone calls immediately to faculty/staff, Campus Security your location.

### Smoking – 100% 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. 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.
- eCigarettes or any other active, nontraditional nicotine delivery systems are also prohibited. This prohibition does not apply to passive nicotine delivery systems intended for smoking cessation, such as nicotine patches.

### 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.